

**Butler County Board of Elections
Board Meeting Minutes
April 10, 2023**

The Butler County Board of Elections met on Monday, April 10, 2023, at 9:00 a.m., for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member mariann penska, Member Todd Hall, Member Chris Wunnenberg, Director Nicole Unzicker, Deputy Director Eric Corbin, Early Voting Administrator Stephanie Webb, Secretary of State Regional Liaison Kenny Henning, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

Chairman Cloud presented Document 1, Bills. Member Hall moved to approve the bills on Document 1; seconded by Member penska. Chairman Cloud asked if there were any comments or questions. Member Hall inquired about Cincinnati RetroFoam in the amount of \$4,850.00 and Haglage Construction in the amount of \$10,800. Director Unzicker stated Cincinnati RetroFoam added insulation to some areas within the building as a sound barrier, and Haglage Construction completed a project in the warehouse to comply with the security directive. She explained an additional wall was added to secure equipment inside the warehouse while allowing access to a staff restroom. Roll call:

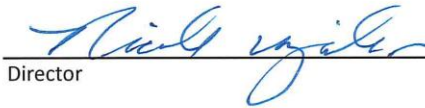
Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.



Regular Board Meeting Bills
Butler County Board of Elections


Chairman


Director

Grand Total \$ 42,494.88

Account / Vendor / Description	Amount
520000 - OFFICE SUPPLIES	
MENARDS	
OFFICE SUPPLIES	\$4.13
MENARDS Total	\$4.13
ODP BUSINESS SOLUTIO	
OFFICE SUPPLIES	\$21.40
ODP BUSINESS SOLUTIO Total	\$21.40
520000 - OFFICE SUPPLIES Total	\$25.53
525100 - SOFTWARE/HARDWARE EQUIP	
DELL MARKETING LP	
4 ADOBE LICENSES	\$1,264.00
COMPUTER HARDWARE	\$4,785.74
DELL MARKETING LP Total	\$6,049.74
525100 - SOFTWARE/HARDWARE EQUIP Total	\$6,049.74
528000 - SUBSCRIPTIONS	
COX FIRST MEDIA	
ANNUAL DIGITAL SUBSCRIPTION	\$215.88
COX FIRST MEDIA Total	\$215.88
528000 - SUBSCRIPTIONS Total	\$215.88
529000 - OTHER MATERIALS/SUPPLIES	
AEGIS PROTECTIVE SER	
SECURITY CAMERA NVR	\$5,860.00
AEGIS PROTECTIVE SER Total	\$5,860.00
AMAZON CAPITAL SERVI	
ELECTION SUPPLIES	\$608.19
AMAZON CAPITAL SERVI Total	\$608.19
ERIC A CORBIN	
REIMBURSEMENT CLEANING DAY MEALS	\$109.24
ERIC A CORBIN Total	\$109.24
HOME DEPOT	
ELECTION SUPPLIES	\$116.92
WAREHOUSE SUPPLIES	\$355.90
HOME DEPOT Total	\$472.82

Bills

Account / Vendor / Description	Amount
MENARDS	
ELECTION SUPPLIES	\$28.95
MENARDS Total	\$28.95
PITNEY BOWES	
ELECTION SUPPLIES	\$439.87
PITNEY BOWES Total	\$439.87
QUALITY PUBLISHING C	
5 RECEIPT BOOKS	\$252.99
QUALITY PUBLISHING C Total	\$252.99
529000 - OTHER MATERIALS/SUPPLIES Total	\$7,772.06
530075 - TECHNOLOGY SUPPORT	
ESSVR LLC	
MAR 2023 VOTER FILE MAINTENANCE	\$7,749.19
ESSVR LLC Total	\$7,749.19
VERIZON WIRELESS	
MAR WIRELESS SUPPORT	\$100.32
FEB WIRELESS SUPPORT.BOE	\$100.32
VERIZON WIRELESS Total	\$200.64
530075 - TECHNOLOGY SUPPORT Total	\$7,949.83
530500 - TRAVEL & TRAIN EXPENSE	
US BANK	
SUMMER CONFERENCE HOTEL RM DEPOSITS	\$706.20
US BANK Total	\$706.20
530500 - TRAVEL & TRAIN EXPENSE Total	\$706.20
536000 - OTHER CONTRACT SVCS	
AEGIS PROTECTIVE SER	
ADDITIONAL SECURITY CAMERAS	\$2,139.00
AEGIS PROTECTIVE SER Total	\$2,139.00
CINCINNATI RETROFOAM	
INSULATION BOARD CONFERENCE	\$4,850.00
CINCINNATI RETROFOAM Total	\$4,850.00
ENVIRONMENTAL ENTERP	
EXPIRED HAND SANITIZER DISPOSAL	\$1,758.11
ENVIRONMENTAL ENTERP Total	\$1,758.11
FEDEX	
FEB SHIPMENTS	\$8.41
MAR SHIPMENTS	\$13.25
FEDEX Total	\$21.66
HAGLAGE CONSTRUCTION	
WAREHOUSE CONSTRUCTIONS	\$10,800.00
HAGLAGE CONSTRUCTION Total	\$10,800.00
MILLENNIUM BUSINESS	
FLEX COPIES	\$206.87
MILLENNIUM BUSINESS Total	\$206.87

Bills

Account / Vendor / Description	Amount
536000 - OTHER CONTRACT SVCS Total	\$19,775.64
Grand Total	\$42,494.88

Chairman Cloud presented Document 2, minutes of the March 13, 2023, meeting. Member penska moved to approve the March 13, 2023, meeting minutes on Document 2; seconded by Member Hall. Roll Call:

Chairman Cloud yea
Member penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Director Unzicker acknowledged receipt of the following directive:

2023-06 May 2, 2023, Primary/Special Election Canvass
Instructions and H.B. 458 Clarifications

Under New Business, Deputy Director Corbin presented Document 3, Voting Machine Allocation for the May 2, 2023, Special Election for approval. Deputy Director Corbin stated the allocation stayed the same from the original board approval. Member Hall moved to approve the Voting Machine Allocation for May 2, 2023, Special Election on Document 3; seconded by Member penska. Roll call:

Chairman Cloud yea
Member penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Director Unzicker presented Document 4, Election Day Paper Ballot Order for the May 2, 2023, Special Election for approval. Member penska moved to approve the Election Day Paper Ballot Order for the May 2, 2023, Special Election on Document 4; seconded by Member Hall. Roll call:

Chairman Cloud yea
Member penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

Director Unzicker presented Document 5, Candidates to be Certified to the November 7, 2023, General Election. Director Unzicker stated that the candidates have met the statutory requirements to appear on the ballot. Member Hall moved to certify the candidates as listed on Document 5; seconded by Member penska. Roll Call:

Chairman Cloud yea
Member penska yea
Member Hall yea
Member Wunnenberg yea
Majority in favor; motion carried.

Candidates

The following candidates have met the statutory requirements.

Certified MY 4-10-23
Admin. Sign & Date

Hamilton City Council

- Andrew Conn
- Eric Pohlman

Fairfield Township Trustee

- Libra K. Henry

Milford Township Trustee (Full term commencing 1/1/24)

- Amy Butterfield

St. Clair Township Trustee

- John Johnson

Director Unzicker presented Document 6, Dominion Software Update. Director Unzicker stated that the board adopted a software management policy that requires the Board to approve software upgrades before installation. Member Hall asked if all counties are required to have a policy. Director Unzicker said yes. Director Unzicker stated there are two main reasons to update the tabulation software. She said the State does not require the updates, but it would be best practice. Director Unzicker explained that the two reasons are to mitigate against known security vulnerabilities when data is combined with information from other sources, and to utilize the new features to assist voters, such as the more prominent cast ballot notification on the screen. Member Hall asked how are the updates being obtained. Deputy Director Corbin stated Dominion Voting Systems will provide the update through known trusted employees. He said the vendor will install the updates on all voting units using external drives. Director Unzicker stated the board Database Administrators Jay Klein and Joe Andrews will be involved and lead the project in the warehouse. Secretary of State Liaison Kenneth Henning stated he attended the meeting with Dominion Voting Systems Representatives and the Board of Voting Machine Examiners. He said all the counties that use Dominion Voting systems are implementing the updates. Secretary of State Liaison Kenneth Henning stated the Secretary of State's Chief Information Officer, Spencer Wood, and other staff members observed the software updates. Deputy Director Corbin stated that the upgrades have been certified by the Ohio Secretary of State on March 28, 2023, and the United States Election Assistance Commission on March 15, 2023. Member penska asked when the software updates will be

implemented. Deputy Director Corbin stated there is not a set time yet. However, it would be after the certification of the May election and before the next election. Member penska moved to approve the Dominion Software Upgrades as listed on Document 6; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Member Hall moved to go into Executive Session to discuss personnel according to O.R.C. 121.22(G)(1) at 9:18 a.m.; seconded by Member penska. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

At 9:45 a.m. Chairman Cloud stated the Board is back in session.

Member penska moved to hire LaVern Jones for the Election Services Clerk I position at paygrade three starting April 24, 2023; seconded by Member Hall. Roll Call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Under General Updates, Director Unzicker invited the Board Members to Candidate and Ballot Service Clerk, Katie Robinson's baby shower on June 22, 2023. Director Unzicker stated that the board implemented a new check-in process for the early voting room. She said there has been a lot of positive feedback.

Deputy Director Corbin stated that Director Unzicker and himself have attended two classes provided by the County Auditors office and learned helpful information about county operations.

With no further business, Member penska moved to adjourn the meeting; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	yea
Member penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 9:47 a.m.

Frank Cloud, Chairman

Nicole Unzicker, Director

Todd Hall, Member

Chris Wunnenberg III, Member

mariann penska, Member