

**Butler County Board of Elections**  
**Board Meeting Minutes**  
**May 2, 2023**

The Butler County Board of Elections met on Tuesday, May 2, 2023, at 6:30 a.m., for the Special Election. 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, and Poll Worker Administrator/Executive Assistant Melissa Trotta.

At 6:30 a.m. the Board met to order the polls opening for the May 2, 2023 Special Election.

Director Unzicker presented Document 1, Records Retention Schedule. Director Unzicker stated the board updated the retention schedule to include the ballot box retention. Director Unzicker explained the document includes the Ohio Secretary of State retention schedule and the Board of Elections schedule. Director Unzicker stated other updates include adding electronic records to media type. Member penska moved to approve the Records Retention Schedule as listed in Document 1; seconded by Member Hall. Chairman Cloud ask if there were any comments or questions. Member Wunnenberg asked about the records with the retention period of “until no longer administrative value.” Director Unzicker stated Deputy Director Corbin and herself spoke with the County Prosecutor regarding transient correspondence. She said the County Prosecutor suggested using the above retention period for transient correspondence, as in call logs, notes, other notices etc. Member penska asked how the retention schedule affects public requests. Director Unzicker explained public record requests will be fulfilled according to the retention schedule, if the retention schedule has been met, the requestor will be notified that there are no corresponding records. 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 recess; seconded by Member penska. Roll Call:

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

All in favor; motion carried.

At 7:20 p.m. Chairman Cloud stated the Board is back in session.

The Board reconvened to observe the pre-tabulation test of the server and the unofficial canvass. Deputy Director Corbin presented the opening zero report of the pre-tabulation test for the Board Members to sign. They also signed the summary report, which matched the expected results. Then, they signed the closing zero report on the pre-test and the opening zero report of the unofficial canvass showing zero votes on the tabulation server. The members of the board reviewed the ballots eligible to be remade. Member Wunnenberg made a motion to remake 2 UOCAVA ballots and 245 other absentee ballots total of 247 ballots; seconded by Member penska. Roll Call:

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

All in favor; motion carried.

Chairman Cloud stated the board will stand in recess.

At 7:45 p.m. Chairman Cloud stated the Board is back in session.

Director Unzicker stated there is one additional absentee ballot that will need to be remade which makes the grand total of 248 ballots to be remade. Member Hall made a motion to remake one additional ballot which changed the total from 247 ballots to 248; seconded by Member penska. Roll Call:

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



Remade Ballots  
May 2, 2023 Special Election

Manually Remade Ballots

Below is a count of each type of ballot remake that must be approved by the Board as of May 2, 2023 at 6:00 p.m.

Ballot Type	Count
UOCAVA	2
Other Absentee Ballots	245
<b>Total</b>	<b>247</b>

Additional ballots remade after 6:00 p.m. on May 2, 2023

Ballot Type	Count
UOCAVA	0
Other Absentee Ballots	1
<b>Total</b>	<b>1</b>

<b>Grand Total</b>	<b>248</b>
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The Director and Deputy Director verified on a bipartisan basis that original ballots which were unable to be scanned, were remade in accordance with Ohio Secretary of State Directive 2022-14.

  
Director

  
Deputy Director

Required Action

Board motion to approve remakes for tabulation.

Member penska moved to go into recess; seconded by Member Hall. Roll Call:

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

At 10:00 p.m. Chairman Cloud stated the Board is back in session.

With no further business, Member penska moved to adjourn the meeting; seconded by Member Hall. 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 10:03 p.m.

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Frank Cloud, Chairman

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Nicole Unzicker, Director

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Todd Hall, Member

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Chris Wunnenberg III, Member

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mariann penska, Member