

**Butler County Board of Elections  
Board Meeting Minutes  
July 8, 2019**

The Butler County Board of Elections met on Monday, July 8, 2019, 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 Diane Noonan, Deputy Director Eric Corbin, Early Voting Administrator Tiffany Harmon, Secretary of State Regional Liaison, Kenneth Henning, Journal News Reporter, Mike Pittman and Poll Worker Administrator/Executive Assistant, Melissa Trotta.

Chairman Cloud submitted the bills for approval. Member Wunnenberg moved to approve the bills; seconded by Member Penska. With no further discussion; Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.


**BILLS**  
July 8, 2019

0100-5460-520000	Office supplies	\$	236.60
0100-5460-524000	Gas-fuel-oil	\$	54.75
0100-5460-529000	Other mat'l & supplies	\$	1,420.64
0100-5460-530075	Technology support	\$	59,220.21
0100-5460-530500	Travel & training	\$	253.96
0100-5460-536000	Contract services	\$	2,412.22
0100-5460-530320	Polling Place Rentals	\$	250.00
0100-5460-510000	Equipment, capital	\$	276,905.00

PAID FROM THE GENERAL FUND

  
CHAIRMAN

TOTAL BILLS \$ 340,753.38

  
DIRECTOR

Training supplies

**Imprint Inc.**

Pens for CBS/Registration \$ 188.46

**Noonan, Diana**

Team Building Supplies \$ 93.74

**TOTAL OTHER MATERIAL/SUPPLIES (529000) \$ 1,420.64**

**TECHNOLOGY SUPPORT (530075)**

**BCIS**

Adobe cloud renewal, 6/24/19-6/23/20 \$ 1,899.60

**Cadre Computer Resources**

Annual renewal of wireless firewall security, 6/13/19-6/12/20 \$ 180.00

**Data Information Management Systems**

Dimsnet voter file maintenance, May 2019 \$ 7,091.61

**Noonan, Diane**

Monthly time tracking software, May 2019 \$ 49.00

**Tenex**

E-pollbook software licensing and maintenance, 7/1/19-6/30/20 \$ 50,000.00

**TOTAL TECHNOLOGY SUPPORT (530075) \$ 59,220.21**

**TRAVEL & TRAINING (530500)**

**US Bank**

Hotel and parking, DIMS conference 6/10-6/11 \$ 253.96

**TOTAL TRAVEL & TRAINING (530500) \$ 253.96**

**OTHER CONTRACT SERVICES (536000)**

**Clendenin, Erin**

Rental, dumpster for warehouse clean-up, 6/3/19-6/10/19 \$ 672.07

<b>Frontier Communications</b>		
Foreign listing, 5/22/19-06/21/19	\$	6.50
<b>Prosource</b>		
Flex copies and maintenance fees,5/1/19-5/31/19	\$	0.65
<b>University Moving and Storage</b>		
Pick-up and delivery of voting units, 5/7/19	\$	1,733.00
<b>TOTAL OTHER CONTRACT SERVICES (536000)</b>	<b>\$</b>	<b>2,412.22</b>

**POLLING PLACE RENTALS (536000-530320)**

<b>First Baptist Church of Hamilton</b>		
Polling rental fees, 5/7/19	\$	100.00
<b>Hamilton Christian Center</b>		
Polling rental fees, 5/7/19	\$	150.00
<b>TOTAL POLLING PLACE RENTALS (536000-530320)</b>	<b>\$</b>	<b>250.00</b>

**Capital Equipment (542000)**

<b>Dominion Voting Systems, INC</b>		
20% Agreement signing, 1500 ICX voting systems	\$	276,905.00
<b>TOTAL EQUIPMENT, CAPITAL (542000)</b>	<b>\$</b>	<b>276,905.00</b>

Chairman Cloud submitted the meeting minutes from the May 20, 2019, meeting. Member Hall moved to approve the May 20, 2019, meeting minutes; seconded by Member Wunnenberg. Roll call:  
 Chairman Cloud                    yea  
 Member Penska                    abstain  
 Member Hall                        yea  
 Member Wunnenberg            yea  
 All in favor; motion carried.

Chairman Cloud submitted the meeting minutes from the June 3, 2019, meeting. Member Penska moved to approve the June 3, 2019, meeting; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan acknowledged receipt of the following directives:

2019-08	Security
2019-09	Cancellation Procedures for Registrations That Failed to Act on Confirmation Notices Issued in 2015 Pursuant to the Supplemental and National Change of Address (“NCOA”) Processes of the General Voter Records Maintenance Program; Last Chance Notices; and Data Collection and Reporting for Registration Reset List.

Director Noonan acknowledged receipt of the following advisory:

2019-05	Improper Methods of Voting Equipment Disposal
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Member Wunnenberg asked if the National Change of Addresses (NCOA) has been sent out. Director Noonan stated the quote was recently received and they are being mailed today.

Director Noonan presented Document 4, Princeton City Schools letter to withdrawal the tax levy for the August 6, 2019, Special Election. She stated there will not be an August special election.

Director Noonan presented Document 5, Candidates to be certified to the November 5, 2019, General Election. Member Wunnenberg moved to certify the candidates on Document 5 to the November 5, 2019, General Election; seconded by Member Hall.

Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Certified MJ 7-8-19  
Admin. Sign & Date

Butler County Board of Elections  
November 5, 2019 General Election  
Board Certification  
**Candidates**

The candidates have met the statutory requirements to appear on the ballot.

**Edgewood City School Board of Education Member**

- Tom York

**Fairfield Township Trustee**

- DeeDee Ollis

**Fairfield Township Fiscal Officer**

- Shelly L. Schultz

**Hamilton City Council**

- Susan Vaughn

**Liberty Township Fiscal Officer**

- Pamela Quinlisk

**Madison Township Trustee**

- Alan Daniel

**Morgan Township Trustee**

- Tom Brucker

**New Miami Local School Board of Education Member**

- Roy Chapman

**St Clair Township Fiscal Officer**

- Douglas M. Wheelright

Director Noonan presented Document 6, Candidates to be certified to the March 10, 2020, Primary Election. Member Penska moved to certify the candidates on Document 6 to the March 10, 2020, Primary Election; seconded by Member Wunnenberg. Roll Call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Certified Nov 7-8-19  
Admin. Sign & Date

Butler County Board of Elections  
March 10, 2020 Primary Election  
Board Certification  
**Candidate**

The candidate has met the statutory requirements to appear on the ballot.

**State Senator (4<sup>th</sup> District)**

- Candice Keller - Republican

Director Noonan presented Document 7, Cyber Security Update. she stated one of the requirements for Board Members is they must have county emails per Directive 2018-08 set out by the Secretary of State. She said the County I.T. department is currently working on setting up the email addresses. She also explained a criminal background check is required on each staff member. She said Deputy Director Corbin and herself are currently working with the County Prosecutor to determine the policy.

Deputy Director Corbin stated many of the security requirements are already in place but there are still some in process to meet the Secretary of State's January 1, 2020, deadline.

Deputy Director Corbin presented the updated Voting Units Timeline and said this is an estimated timeline. He said the new voting units were received earlier than expected and the acceptance testing has started. He said the old machines are being picked up by Cobalt Recycling and will be destroyed securely. There will be sufficient time to create mock elections for testing of the software and new voting units.

Member Hall asked how far accelerated are we in the process. Deputy Director Corbin stated, thirty days ahead of the original timeline. Member Hall asked if all of the voting units have been received. Deputy Director Corbin stated all of voting units have been received but we are still waiting on additional hardware. He said he estimated about eighty percent of the materials are here, as the remaining comes available they are being shipped. Director Noonan stated we are still waiting on cords, back plates and other mounting materials. She said she spoke with Dominion and they stated the remaining parts should be received no later than September.

Member Hall asked who created the timeline. Director Noonan stated Data Administrator, Joe Andrews and Early Voting Administrator, Tiffany Harmon updated the previous timeline and added additional information.

Member Hall asked if the voting units will be 100% ready if the expected timeline is followed by November. Deputy Director Corbin said yes, and we will also be moving forward with all projects as soon as possible.

Member Hall asked what the deadline to be finished is. Deputy Director Corbin said the end of third week in October. Member Hall asked if there are any issues, would there be enough time to correct. Deputy Director Corbin stated there will be support onsite from Dominion for any issues that may occur.

Member Hall asked when is Dominion obligated to have of the all equipment in per the contract. Deputy Director Corbin stated he believed the State contract states ninety days from the date of the signed contract which would make their deadline the end of September.

Member Penska asked if Dominion has dedicated staff members to support Butler County specifically. Director Noonan said there are members dedicated to us well as other counties.

Director Noonan presented Document 8 Asset Management Software Comparison. She stated the document consists of five different software companies which shows what each company provides. Director Noonan proposed to purchase Asset Tiger Software which meets Butler County's needs. Director Noonan stated Asset Tiger Software is recommended by the Secretary of State and other County Board of Elections. She said the cost is \$350.00 a year. Deputy Director Corbin stated the software would give more insight on tracking any maintenance of the machines. He said it will also help with compliance for the Cybersecurity Directive, computers, networks, switches and any device that connects to the Board of Elections and would also make it easier for annual audits.

Member Wunnenberg asked if the software provides inventory tracking. Deputy Director Corbin stated the software can, but it is not automatic. He said during logic and accuracy testing the units will be scanned and uploaded into the software system for the inventory tracking. Member Hall asked if the software tracks maintenance of the voting units. Deputy Director Corbin yes it tracks maintenance on each individual machine.

Member Hall asked which staff members will be using the software. Deputy Director Corbin stated Data Administrators Joe Andrews and Jay Klein and Warehouse Coordinator, Erin Clendenin. He said, Ms. Clendenin would be utilizing the most. Member Hall asked how long the contract is good for. Director Noonan said the contract is for one year.

Member Hall moved to purchase Asset Tiger Software; seconded by Member Penska.

Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan presented a quote for the purchase of eight new computers with Windows 10. Director Noonan stated Directive 2019-08 requires all work stations to be upgraded to Windows 10 by January 14, 2020. She said the unit price is \$811.26 a total of \$6,490.08 for eight computers. She said in the future the ten laptops used for early voting will need to be upgraded or replaced as well. Deputy Director stated there are thirty-five virtual desktop computers that will not need replaced. He explained the hardware does not need to be updated just the operating system will need to be upgraded to Windows 10. Member Hall confirmed that only eight desktop computers will



need to be purchased currently. Data Administrator Joe Andrews stated, yes. Mr. Andrews said the current hardware does not have a license for Windows 10. Member Hall asked is it possible to go from Windows 7 to Windows 10 on the current computers. Mr. Andrews stated, no due to the age of the computers and cost effectiveness.

Member Hall asked why we are not using mac computers versus windows. Data Administrator Joe Andrews stated IOS is not known for security but PCs are and the County I.T. department supports the PCs.

Member Wunnenberg asked how the upgrade would securely be switched to Windows 10 without getting viruses. Mr. Andrews explained staff files will be backed up, moved over and will already have been scanned for malware and viruses.

Member Penska asked if the old computers will be kept for a period of time in case there is a problem with the new computers. Mr. Andrews stated they are kept for two months.

Member Hall asked who proposed the computers in Document 9. Deputy Director Corbin stated the County I.T. department. He said the County has a contract with Dell, and they found the best computers that would fit our needs.

Secretary of State Liaison, Kenny Henning stated if there is money left from the grant funding it could be used to purchase the new computers.

Member Wunnenberg asked when the new computers would need to be purchased. Director Noonan stated as soon as possible in order to get the staff familiar with the new software by the November 5, 2019, General Election.

Member Hall moved to purchase eight new computers with Windows 10 in the amount of \$6,490.08; seconded by Member Wunnenberg. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Deputy Director Corbin presented a quote for Data Administrator, Joe Andrews to attend the DEFCON Conference in Las Vegas, Nevada. He explained the conference will be enhance his knowledge on security. Member Hall commended Mr. Andrews for continuing his education and that he always does an excellent job. Member Hall moved to approve the quote in the amount \$1,292.98 for Data Administrator, Joe Andrews to attend the DEFCON Conference; seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

Under Directors Report:

Director Noonan stated staff members and Member Penska will be attending the Southwest Ohio Association Election Officials District meeting on July 16, 2019, at Wittenberg University.

Director Noonan stated staff members from the office and Dominion's team have started the process of acceptance testing on the new voting units.

Director Noonan stated a quote will be presented at the August 19, 2019, for the purchase of a new folding machine. Member Hall asked what is wrong with the current machine. Deputy Director Corbin said it is out dated and the vendor will no longer service the equipment.

Member Penska asked how old the current machine is. Deputy Director Corbin said he believes it was purchased in 2007. He said currently different leases are being looked at and they will be available at the August 19<sup>th</sup> board meeting.

Member Hall would like to see the overall cost of the current folding machine since 2007.

Under Deputy Directors Report:

Deputy Director Corbin stated he is working on a plan to increase professionalism in the office.

Deputy Director Corbin informed the Board Members of the Ohio Association Election Officials Winter Conference dates January 14, 15, 16 and 17.

Member Hall moved to go into Executive Session to discuss employment according to O.R.C. 121.22 (G) (1); seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

Chairman Cloud stated the Board is back in session.

Member Hall moved to hire Kirsten Kalugyer, starting at salary Grade 3 with a starting date of July 9, 2019; seconded by Member Penska. Roll call:

Chairman Cloud	yea
Member Penska	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

With no further business, Member Hall moved to adjourn the meeting; seconded by Member Penska. 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 10:25 a.m.

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Frank Cloud, Chairman

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Diane Noonan, Director

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Todd Hall, Member

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Chris Wunnenberg III, Member

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Mariann Penska, Member