Butler County Board of Elections
Board Meeting Minutes
April 17, 2017

The Butler County Board of Elections met on Monday, April 17, 2017, at 9.05 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Kathy Wyenandt, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Executive Assistant Donna DeFazio, Early Voting Administrator Eric Corbin and Secretary of State Regional Liaison Beth Hamad.

Chairman Cloud submitted the bills for approval. Member Hall moved to approve the bills; seconded by Member Wyenandt. Roll call:

Chairman Cloud	yea
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

BILLS
April 17, 2017

0100-5460-520000	Office supplies	1,956.22
0100-5460-521000	Postage	6,776.16
0100-5460-529000	Other mat'l & supplies	3,412.96
0100-5460-530075	Technology support	37,438.04
0100-5460-530310	Rental/lease - equip & vehicles	1,722.00
0100-5460-530500	Travel & training	667.24
0100-5460-530550	Employee job related mileage	29.07
0100-5460-536000	Contract services	1,564.04
0100-5460-530250	Advertising	787.59
	TOTAL BILLS	54,353.32

PAID FROM THE GENERAL FUND

CHAIRMAN

DIRECTOR

1

BILLS
April 17, 2017

OFFICE SUPPLIES (520000)

Office Depot Inc

Toner supplies	957.39
Toner supplies	478.73
Office supplies	101.52
Office supplies	30.00
Office supplies	79.39
Toner supplies	21.19

TNT Papercraft Inc

10 boxes of copy paper	288.00

TOTAL OFFICE SUPPLIES (520000) **1,956.22**

POSTAGE (521000)

Barrett Brothers

5219 NCOAs postage	833.56

Fedex

Shipment to Compumatic for timeclock repair,3/8/17	32.60

Pitney Bowes

Reserve account # 18850560	5,000.00

United States Postal Service

BRM permit# 32000, 5/9/17-5/8/18	225.00
BRM annual maintenance permit# 32001, 5/9/17-5/8/18	685.00

TOTAL POSTAGE (521000) **6,776.16**

OTHER MATERIAL/SUPPLIES (529000)

Andrews, Joseph

Apple lightning cable for conference room	58.56

Barrett Brothers/DMS

5219 NCOAS print service	1,257.96

Boss Awards and Sportswear Imprinting

5 award plaques, PEO breakfast, 4/5/17	140.00

Butler Technical School

PEO appreciation event meals,4/5/17	1,810.00

Millenium Business System

Flex copies, 2/28/17-3/27/17	76.46

Noonan, Diane

Recruiter of the Year gift card, 4/5/17	50.00
Smith, Mickey	
Coffee supplies	19.98
TOTAL OTHER MATERIAL/SUPPLIES (529000)	**3,412.96**
TECHNOLOGY SUPPORT (530075)	
Data Information Management Systems	
Dimsnet voterfile maintenance, February 2017	6,684.52
Dimsnet voterfile maintenance, March 2017	6,684.52
Dominion Voting Systems	
143 TSX units 2017 SLA/PCS software license	20,899.00
Election System and Software, Inc	
Balotar maintenance and software license fees, 5/1/17-4/30/18	3,170.00
TOTAL TECHNOLOGY SUPPORT (530075)	**37,438.04**
RENTAL/LEASE - EQUIP & VEHICLES (530310)	
Pitney Bowes	
Mailing equipment lease/maintenance 01/30/17-04/29/17	1,722.00
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	**1,722.00**
TRAVEL & TRAINING (530500)	
Bucaro, Jocelyn	
Meals and mileages, OAEO conference, 1/10/17-1/13/17	208.92
Meals and transportation, Denver 3/27/17-3/29/17	135.48
Noonan, Diane	
Meals and transportation, Denver 3/27/17-3/29/17	102.84
Wyenandt, Kathleen	
Meals,mileage and parking,OAEO conference 1/11/17-1/13/17	220.00
TOTAL TRAVEL & TRAINING (530500)	**667.24**
EMPLOYEE JOB RELATED MILEAGE (530550)	
Cuevas, Tammy	
Mileage, Kenwood pollworker recruitment meeting, 1/25/17	29.07
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	**29.07**
OTHER CONTRACT SERVICES (536000)	
Butler County Agricultural Society	
Set-up and rental equipment, PEO Appreciation Event 4/5/17	1,311.50

Frontier Communications	
Oxford monthly listing 1/28/17-3/21/17	5.00
Oxford monthly listing 3/22/17-4/21/17	5.00
Millennium Business System Inc	
Flex copies, 2/28/17-2/27/17	166.08
Flex copies, 2/28/17-3/27/17	76.46
TOTAL OTHER CONTRACT SERVICES (536000)	**1,564.04**

ADVERTISING (536000-530250)

Cox Media Group	
Deadline to register, 3/19-3/21	787.59
TOTAL ADVERTISING (536000-530250)	**787.59**

Chairman Cloud submitted the minutes of March 6, 2017 and March 17, 2017 for approval. Member Wunnenberg moved to approve the minutes; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan acknowledged the receipt of the following Directives, Advisories and Memoranda from the Secretary of State:

Directive

04/14/2017	**2017-05**	**Unofficial and Official Canvasses of the May 2, 2017 Primary/Special Election**

Advisory

04/04/2017	**2017-03**	**Preparations for 2021 Redistricting**

Memorandum **None**

Under Election Business, Director Noonan submitted four candidates to be certified to the November 7, 2017 General Election. Member Hall moved to certify Fairfield City Council at Large Terry Senger, Hamilton City Schools Member of Board of Education Steven M. Isgro, Liberty Township Trustee Tom Farrell and West Chester Township Trustee Lee Wong; seconded by Member Wyenandt. Roll call:

Chairman Cloud	yea
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Certified _____ 4/17/17
Admin. Sign & Date

Butler County Board of Elections
November 7th, General Election
Candidates

All Candidates have met the statutory requirements to appear on the ballot.

April 17, 2017

Fairfield City Council at Large

- Terry Senger

Hamilton City Schools Member of Board of Education

- Steven M. Isgro

Liberty Township Trustee

- Tom Farrell

West Chester Township Trustee

- Lee Wong

04/12/2017 10:19:20 AM

Under Old Business, Deputy Director Bucaro stated the Commissioners met and discussed our proposal to purchase the e-pollbook system by Tenex. We submitted a resolution for the Commissioners to authorize the purchase of the e-pollbooks. She stated that Commissioner Dixon and Commissioner Rogers spoke with her at the meeting and let her know they intend to approve the purchase at the April 24th meeting. Deputy Director Bucaro spoke with Prosecuting Attorney Roger Gates about the contract and he advises that we proceed with the purchase as specified under the state contract. Tenex has submitted two invoices so once the Commissioners approve the contract we can get the purchase order and have everything available for the reimbursement by the deadline of May 31st. The invoices we have received do not reflect the discount so we are waiting for a revised invoice. Director Noonan stated the DAS form will be filed with the invoice and the purchase order. Member Hall asked if we would be paying for the equipment before receiving the reimbursement. Deputy Director Bucaro stated we would pay for the equipment and then we would be reimbursed and that will go to the general fund. The reimbursement is being dispensed quickly and we should receive it within a two-week period.

Deputy Director Bucaro stated she asked the vendor about the annual software licensing fees. The state contract is for three years and the fees are $50,000 per year for the second and third years of the contract. The first year of licensing fees is included in the purchase price of the system. There would be a three-year renewal available at that time. Prosecuting Attorney Roger Gates advised to get in writing that the fees would be renewable after the three years at the same cost. Member Hall stated to make the renewal contract so that the company has to contact us and it is not an automatic renewal. Deputy Director Bucaro stated she would have Prosecuting Attorney Roger Gates draft the wording for the renewal contract. Member Hall suggested asking Roger Gates if a ten-year contract would be better to negotiate instead of three year contracts.

Under New Business, Director Noonan stated there are two withdrawals of complaints from the Ohio Election Commission. Member Wyenandt moved to approve the withdrawals for Choose Chuck Cramer, West Chester Township Trustee, and Jones for City Council, Fairfield City Council 1st Ward; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor: motion carried.

Butler County Board of Elections

Ohio Election Commission
Withdrawal of Complaints

April 17, 2017

Campaign Committees in Compliance:

Choose Chuck Cramer – West Chester Township Trustee

- Originally referred for failure to file. Committee is now in compliance with Ohio campaign finance laws.

Jones for City Council – Fairfield City Council 1st Ward

- Originally referred for failure to file. Committee is now in compliance with Ohio campaign finance laws.

1

Director Noonan reviewed the RC2 Revised Records Retention Schedule. Member Wunnenberg moved to approve the revised RC2; seconded by Member Hall.

Roll call:

Chairman Cloud	yea
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor: motion carried.

Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

BUTLER COUNTY		BOARD OF ELECTIONS	
(Local Government Entity)		(Unit)	
	Diane Noonan	Director	11/6/17
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

	Butler County Records Commission		513-887-5607 (Telephone Number)
123 North Third Street	Hamilton	45011	Butler
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:
Records Commission Secretary, Rhonda Freeze: freezer@butlercountyohio.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature | Date

Section C: Ohio History Connection - State Archives

Signature | Title | Date

Section D: Auditor of State

Signature | Title | Date

Please Note: ***The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form***

BUTLER COUNTY BOARD OF ELECTIONS RETENTION SCHEDULE					
SCHEDULE NUMBER	DESCRIPTION OF RECORD RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE PAPER UNTIL TRANSFERRED OR STORED IN DIGITAL FORMAT	FOR USE BY AUDITOR OF STATE OR LGRP	RC-3 REQUIRED BY LGRP
CBE-01 BOE-01	Absentee Ballot Applications: Civilian and Military	Retain four (4) years then destroy			
CBE-02 BOE-02	Absentee Voter Register: Civilian - record of absentee voters	Retain permanently			
CBE-03 BOE-03	Absentee Voter Register: Military - record of absentee voters	Retain permanently			
CBE-04 BOE-04	Abstract of Votes - Abstract of votes cast in all elections	Retain permanently			
CBE-05 BOE-05	Audit Report - Report of the state examiner	Retain one (1) copy permanently			
CBE-06 BOE-06	All Ballots: Used and Unused	Retain until sixty (60) days after an election or 22 months after a federal election then destroy provided no pending court action or court order (R.C. 3505.31)			
CBE-07 BOE-07	Ballots: Sample - Record of bond issues and tax levies in form of sample ballots	Retain twenty (20) years in office, then transfer to Archives for permanent retention			
CBE-08 BOE-08	Bids: Unsuccessful - copies of unsuccessful bids	Retain two (2) years after contract awarded, then destroy			
CBE-09 BOE-09	Bids: Successful with Contract - This record series contains copies of successful bids, contracts and related documents from vendors for various goods and/or services.	Retain for eight (8) years, then may destroy.			
CBE-10 BOE-10	Cash Book - Record of fees collected	Retain ten (10) years and until audited by Auditor of State and audit report is released, then destroy			
CBE-11 BOE-11	Campaign Expense Reports - Candidates' expense reports filed	Retain six (6) years then destroy			
CBE-12 BOE-12	Central Committee Notices - Notices of political party meetings and committee member lists.	Notices: retain two (2) years, then may destroy; Member List: retain two (2) or four (4) years depending on term of committee members of the political party, then may destroy.			
CBE-13 BOE-13	Correspondence - General Office Correspondence	Retain one (1) year then destroy			
CBE-14 BOE-14	Certificates of Annexation - Copy of Annexation ordinance, etc.	Retain permanently			
CBE-15 BOE-15	Election Charge-Back Record - Election expenses charged back	Retain three (3) years and until audited by Auditor of State and audit report is released, then destroy			
CBE-16 BOE-16	NOT ASSIGNED				
CBE-17 BOE-17	Ledger of Receipts and Expenditures - CBE financial records	Retain six (6) years and until all items are cleared and audited by Auditor of State and audit report is released, then destroy			
CBE-18 BOE-18	Petitions of Candidates - Accepted and rejected petitions for elections	Retain six (6) years, then destroy			
CBE-19 BOE-19	Pollbooks, Poll Lists and Related Materials - This record series includes, but is not limited to, pollbooks, poll lists or signature pollbooks, tally sheets, summary statements, and other records and returns of an election delivered to the Board of Elections from polling places.	Retain two (2) years, then may destroy.			
CBE-20 BOE-20	NOT ASSIGNED				
CBE-21 BOE-21	Poll Officials Record / Precinct Record - List maintained by county boards of elections that contains contact information of qualified individuals available to serve as judges or precinct election officials.	Retain two (2) years then may destroy			
CBE-22 BOE-22	Receipts and Expenditures: Candidates - Campaign financial history for candidates	Retain six (6) years then destroy			
CBE-23 BOE-23	Receipts and Expenditures: Questions and Issues - Campaign financial history for/against questions and issues	Retain two (2) years then destroy			
CBE-24 BOE-24	Receipt Books: Election Papers - Office receipt book for ethics material & campaign financing statements issues	Retain one (1) year then destroy			
CBE-25 BOE-25	Receipt Books: Manios - Office copy of financial receipts issued	Retain until audited by Auditor of State and audit report is released, then destroy			
CBE-26A BOE-26A	Resolutions on Bond Issues that Pass - Copies of resolutions by governmental bodies authorizing placement of issues on the ballot	Retain for life of bonds then destroy			

CBE- 28B BOE-28B	**Resolutions Except for Bond Issues that Pass** **- Copies of resolutions by governmental bodies authorizing placement of issues on the ballot**	**Retain five (5) years after election, then destroy**			
CBE-27 BOE-27	**Vouchers - Office Copy of Voucher sent to County Auditor**	**Retain until audited by Auditor of State and audit report is released, then destroy**			
CBE-28 BOE-28	**Ward & Precinct Maps - Political sub-division precinct boundaries**	**Retain permanently**			
CBE-29 BOE-29	**Withdrawal of Candidacy Notices - Notices of withdrawal received**	**Retain one (1) year after election then destroy**			
CBE-30 BOE-30	**Minutes of the Board of Elections - Record of proceedings**	**Retain permanently**			
CBE-31 BOE-31	**Change of Name, Deaths, and Disenfranchised Voters Reports - Original reports issued by the Probate Court, Clerk of Courts, and Health Department**	**Retain two (2) years after filing then destroy**			
CBE-32 BOE-32	**Registration Cards: Active - Master and precinct cards files for currently registered voters**	**Retain permanently**			
CBE-33 BOE-33	**Registration Cards: Inactive - Cancelled voter registration cards**	**Retain permanently**			
CBE-34 BOE-34	**Transfer of Registrations - Record of voters' transfer of registration from one area to another**	**Retain four (4) years, then destroy**			
CBE-35 BOE-35	**Campaign Expense Reports - Original PAC campaign finance reports**	**Retain in office, six (6) years then transfer to Records Center for six (6) years, then destroy**			
CBE-36 BOE-36	**Change of Address/Name Notifications - Written notices from registered voters of a change of address or name, including R.C. 3503.15(B)(1) notice of change of name (SOS prescribed form 10-L).**	**Retain four (4) years, then may destroy.**			
CBE-37 BOE-37	**Elector Application for Correction or Challenge Form - Forms to be completed pursuant to R.C. 3505.20, R.C. 3513.19 and R.C. 3513.20.**	**Retain two (2) years then may destroy**			
CBE-38 BOE-38	**Absentee Identification Envelopes - Statement of absentee voter and absent voter's ballot identification envelope supplement.**	**Retain ninety (90) days after an election, or twenty-two (22) months after a federal election, then may destroy, provided no pending court action or order**			
CBE-39 BOE-39	**NOT ASSIGNED**				
CBE-40 BOE-40	**Provisional ballot affirmations - Affirmations filled out by an elector voted a ballot provisionally**	**Retain four (4) years, then destroy unless used as a voter registration form, then retain permanently**			

CBE-41 BOE-41	**NOT ASSIGNED**				
CBE-42 BOE-42	**Payroll Records for County Boards - Payroll records of pollworkers, election extras, part-time workers and workers no longer employed at the boards.**	**Retain four (4) years, then may destroy provided audited and audit report has been released.**			
CBE-43 BOE-43	**NOT ASSIGNED**				
CBE-44 BOE-44	**Registration Confirmation Notices - Confirmation notices sent by the county boards to resident to verify registration records and returned with updated information.**	**County Board will retain for two (2) years, then destroy**			
CBE-45 BOE-45	**Directives/Advisories - Letters of instruction, information and guidance sent to all county board of elections concerning the election process and new election laws.**	**Retain in office for one (1) year, then transfer to storage for an additional five (5) years. Six (6) year retention needed to provide information for a complete election cycle for U.S. Senate and Supreme Court Justices**			
CBE- 45A BOE-45A	**Confirmation Notice Responses - Information indicating whether a person has responded to a confirmation notice. A confirmation notice is a notice that is mailed to a voter to confirm the person's residency or other required information.**	**County Board will retain for five (5) years, then destroy**			
CBE-46 BOE-46	**Confirmation or Acknowledgement Notice Lists - Lists of names and addresses of persons who were sent confirmation or acknowledgement notices**	**County Board will retain for five (5) years, then destroy**			
CBE-47 BOE-47	**Acknowledgement or confirmation cards - Acknowledgement or confirmation cards returned undeliverable**	**Retain four (4) years, then destroy**			
CBE-48 BOE-48	**Voter Verified Paper Audit Trail - Voter Verified Audit Trail (VVPAT) official ballot to be used for recount purposes**	**Retain for 60 days or 22 months for federal elections, then destroy provided no pending court action or court order (R.C. 3506.18)**			
CBE-49 BOE-49	**Voting Machine Reports - This record series includes, but is not limited to, logic & accuracy testing, test decks, tapes, testing result records, zero tapes, close of polls tapes, cards downloaded, used seal/lock records, independent verification and validation testing (IV & V) of new voting equipment.**	**Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.**			
CBE-50 BOE-50	**Chain of custody form and voting unit event log - This record series includes chain of custody forms and voting unit event log.**	**Retain two (2) years, then may destroy .**			

CBE-51 BOE-51	Proclamations of elections or legal advertisement of questions and issues	Retain one (1) year, then destroy			
CBE-52 BOE-52	Challenge forms - Challenge forms pursuant to R.C. 3505.20	Retain for two (2) years, then destroy			
CBE-53 BOE-53	Observer forms - Observer forms pursuant to R.C. 3505.21	Retain one (1) year, then destroy			
CBE-54 BOE-54	Census block reprecincting waiver form and accompanying maps	Retain four years (4), then destroy			
CBE-55 BOE-55	Affirmation of voter who does not possess any appropriate identification for voting purposes - Affirmation of voter who does not possess any appropriate identification for voting purposes - (SOS prescribed form 10-T).	For any Form 10-T completed prior to the May 6, 2014 primary election, retain two (2) years, then may destroy. For any Form 10-T completed during the May 6, 2014 primary election, retain until May 6, 2016, then may destroy.			
CBE-56 BOE-56	Verification of handicapped accessible parking spaces and polling locations	Retain one (1) year, then destroy			
CBE-57 BOE-57	Certification of training hours completed	Retain two (2) years, then destroy			
CBE-58 BOE-58	Election refunders	Retain until no longer of administrative value, then destroy			
CBE-59 BOE-59	Mailing Envelope Containing Voted Absent Voter Ballot - Mailing envelope containing a voted absent voter ballot.	Retain ninety (90) days after election, then may destroy provided no pending court action or court order.			
CBE-60 BOE-60	Proofs of ballots	Retain 60 days after election, then destroy provided no pending court action or court order			
CBE-61 BOE-61	Report Forms for local questions & issues including approved ballot language	Retain 60 days after election, then destroy provided no pending court action or court order			
CBE-62 BOE-62	Certifications by most populous county of overlapping local questions and issues - Certifications by most populous county of overlapping local questions and issues.	Retain 60 days after election, then may destroy provided no pending court action or court order.			
CBE-63 BOE-63	Certificates of results - certificates of results pursuant to R.C. 3505.32 and 3513.22	Retain six (6) years, then destroy			
CBE-64 BOE-64	Copies of state issues petitions or statewide candidate petitions	Retain 60 days after election, then destroy provided no pending court action or court order			
CBE-65 BOE-65	Unofficial election results	Retain 60 days after election, then destroy provided no pending court action or court order			

CBE-66 BOE-66	Evidence used in protest hearing - Evidence or materials provided or used in conjunction with a protest hearing	Retain one (1) yeas, then destroy provided no pending court action or court order			
CBE-67 BOE-67	SOS expenses of conducting elections - Yearly report to Secretary of State of the expenses of conducting elections	Retain four (4) years, then destroy			
CBE-68 BOE-68	Organization or reorganization of Boards of Elections - Report forms on organization or reorganization of board of elections	Retain six (6) years,then destroy			
CBE-69 BOE-69	Reimbursement of poll worker training - Reimbursement records of costs of training poll workers	Retain two (2) years or until audited, then destroy			
CBE-70 BOE-70	Duplicate reports generated by the statewide voter registration database	Retain for 60 days or no longer of administrative value, then destroy			
CBE-71 BOE-71	Duplicate or incomplete voter registration forms	Retain for 4 (four) years, then destroy			
CBE-72 BOE-72	Returned undeliverable 60 day notices	Retain until the elector appears to vote or until the elector named is removed from the voter registration list, then destroy			
CBE-73 BOE-73	Transmittal forms that accompany voter registration forms from agencies	Retain 2 (two) years, then destroy			
CBE-74 BOE-74	Copies of identification provided by electors - copies of identification provided by electors with a voter registration form or absentee ballot application	Retain for the longer of these periods: 6 months from the date of receipt or 45 days from the date of the election for which the absentee ballot was issued, then destroy			
CBE-75 BOE-75	Copies of identification provided by electors with an absentee ballot and identification envelope	Retain for 90 (ninety) days from the date received, then destroy			
CBE-76 BOE-76	Copies of identification provided by a UOCAVA voter with a Federal Postcard application	Retain 4 (four) years from the date received, then destroy			
CBE-77 BOE-77	Federal Postcard Voting Application (FVAP) - Application for registration as a voter on a form adopted in accordance with federal regulations relating to the "Uniformed and Overseas Citizens Absentee Voting Act" per R.C. 3511.02	Retain permanently			
CBE-78 BOE-78	Election Administration and Voting Survey Biennial Reports - Election administration and voting survey biennial reports that include information on voter registrations, changes of name/address, absentee ballots, ballots cast provisionally and other election related information.	Retain two (2) years, three (3) months, then may destroy.			
CBE-79 BOE-79	Election Administration Plans - Administrative plans created by county boards of elections indicating preparations for conducting elections and handling of possible emergency situations on election day.	Retain for four (4) years, then may destroy.			

CBE-90 BOE-90	**Attorney-In-Fact Forms** - An elector may designate another individual as an Attorney-In-Fact to complete election related documents. (R.C. 3501.14; R.C. 3501.382)	Retain until revoked or elector no longer registered in county.			
CBE-91 BOE-91	**Elected Official and Appointment Certification Forms** - Forms to report certifications of persons elected to office; report appointments to fill vacancies in nomination on the ballot and/or report political affiliation of previous office holder certified by the board of elections director.	Retain six (6) years, then may destroy.			
CBE-92 BOE-92	**Division of Liquor Control Reports** – Copies of responses to the Division of Liquor Control regarding precinct boundaries or other local liquor option inquiries received from the Division of Liquor Control.	Retain six (6) months, then may destroy.			
CBE-93 BOE-93	**Precinct Election Officials Notices** - Notices of acceptance, rejection, replacement or removal of precinct election officials. (R.C. 3501.22)	Retain one (1) year, then may destroy.			
CBE-94 BOE-94	**Former Resident Presidential Ballot** - Form required to be completed under chapter 3504 of the Ohio Revised Code, submitted to county board of elections requesting a presidential ballot. Copy sent to the Secretary of State.	Retain for twenty-two (22) months after the federal election, then may destroy provided no pending court action or order.			
CBE-95 BOE-95	**Authorization for Elector to Update Signature** - Allows an elector to update his or her voter signature with the county board of elections per R.C. 3501.05(AA).	Retain until signature updated or person no longer registered in county, then may destroy.			
CBE-96 BOE-96	**Certifications of District Candidates** - Certification by the board of the most populous county in a district to overlap counties in that district, of the names of the candidates to appear on the primary or general election ballot for district offices. (R.C. 3505.01; R.C. 3513.05)	Retain six (6) months, then may destroy.			
CBE-97 BOE-97	**Election Hardware Inventory** - Listing of election hardware (servers) providing make, model type, quantity, date of installation and software/firmware version.	Retain until no longer of administrative value, then may destroy.			
CBE-98 BOE-98	**Election Day Precinct Incident Log** - Log submitted by precinct election officials to county board of elections regarding incidents occurring at a precinct on Election Day.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.			
CBE-99 BOE-99	**Declaration of Intent to Change Political Party** - Declaration of intent to change political party filed by an elected official prior to their submission of declaration of candidacy and petition for partisan office. R.C. 3513.191(C).	Retain for ten (10) years, then may destroy.			

CBE-100 BOE-100	**Absentee Voter Challenge** - Statement of person challenged as to party affiliation when requesting an absentee voter's ballot.	Retain sixty (60) days after an election or twenty-two (22) months after a federal election, then may destroy provided no pending court action or order.			
CBE-101 BOE-101	**Provisional Voter Precinct Verification** - Form completed by a precinct election official when a voter's name does not appear in the poll book/list and the voter insists on voting in the wrong precinct of a multiple-precinct polling location.	Retain for four (4) years, then may destroy.			
CBE-102 BOE-102	**Correspondence for DOB** - Letters sent by Board of Elections requesting a registered voter to provide their date of birth.	Retain until no longer of administrative value, then may destroy.			
CBE-103 BOE-103	**State and Territorial Exchange of Vital Events (STEVE) files** – File containing county statewide voter registration database (SWVRD) records that have been matched with records of decedents for the purpose of cancelling the registrations of deceased voters.	Retain two (2) years, then may destroy.			
CBE-104 BOE-104	**Cancellation of Registration of Deceased Elector** - Includes Notice of Death of Registered Voter (R.C. 3503.21(A)(3)) and Notice of Cancellation of Voter Registration (R.C. 3503.21(F)) following receipt of notification of death of a registered elector. (SOS prescribed forms 256-C and 256-D)	Retain two (2) years, then may destroy.			
CBE-105 BOE-105	**Documentation of Campaign Finance Filings Examinations** - Includes letters and audit checklists concerning examinations of campaign finance filings filed with the board of elections.	Retain in office for six (6) years, then may destroy.			

CBE-80 BOE-80	**Precinct Election Officials Performance Assessment** - A review to be conducted after each presidential primary and even-numbered general election to determine whether precinct election officials are satisfactorily performing their duties.	Retain fifteen (15) months, then may destroy.			
CBE-81 BOE-81	**Local Option Petitions** - Local option petitions filed with county boards of elections	Retain four (4) years, then may destroy			
CBE-82 BOE-82	**Notice of County Board of Elections Public Meeting** - Notice of public meeting of a county board of elections - including regular, special or emergency meetings. [Required by R.C. 121.22(F)]	Retain two (2) years, six (6) months, then may destroy.			
CBE-83 BOE-83	**Certificates of Appointment** - Copies of certificates of appointment to elected office. The certificate contains the name of the appointed official, the office held, and beginning and ending terms of the appointment.	Retain four (4) years, then may destroy.			
CBE-84 BOE-84	**County Job & Family Services Voter Registrations Report** - Quarterly report of number of voter registration forms received from county job and family services offices.	Retain one (1) year, then may destroy			
CBE-85 BOE-85	**Returned Undeliverable Notices** - Notices sent to electors that are returned as undeliverable (i.e. change of precinct, polling location or voting district, notice of cancellation of voter registration following receipt of notification of the death of a registered elector).	Retain four (4) years, then may destroy.			
CBE-86 BOE-86	**Authority to Vote Slips** - Form given to elector at polling place indicating permission to cast a ballot.	Retain sixty (60) days after election, then may destroy provided no court action or court order.			
CBE-87 BOE-87	**Post-Election Audit Reports** - The original audit workbook verifying that the county board of elections has conducted an audit of the election process. To be completed after each even-numbered year general election and after presidential primary elections verifying the accuracy of the election process.	Retain for four (4) years, then may destroy.			
CBE-88 BOE-88	**Ethics Forms** - Forms required to be completed by board of elections staff verifying that they have been trained on and will comply with the Secretary of State's ethics policy and Ohio ethics law. Original signed forms will be provided to the Ohio Secretary of State's Office for board of elections permanent employees. Original signed forms will be retained for board of elections precinct election workers, rovers and/or any temporary persons employed to assist with the election.	Retain one (1) year, then may destroy.			

Director Noonan reviewed the proposals for the two percent employee incentive pay that was given by the Commissioners. The Board must decide if it will be paid out in one sum or over several months of June, September and December. The first proposal is for two percent of each person's salary. The second proposal divides the full sum of $21,809 equally among the employees, totaling $991.32 per person. The third proposal would be performance based.

She stated the ratings of the employees were based on their performance reviews in which they could score up to 66 points. The managers could score up to 102 points. Chairman Cloud asked who did the reviews. Director Noonan stated the majority of the employees were reviewed by Mickey Smith, Eric Corbin and Angie Myers. Director Noonan and Deputy Director Bucaro reviewed all the performance reviews as well as the administrative staff. Chairman Cloud stated he does not like performance-based raises and prefers across-the-board raises. He stated in the third proposal, the average workers have the least percentage of pay increase and the administrative staff have the higher percentages of the proposed pay increase.

Member Wyenandt asked what criteria were used in the performance reviews. Director Noonan reviewed with the Board the performance review reports. Member Wunnenberg stated that everyone received the two percent base pay increase and this second portion from the Commissioners can be distributed

by performance-based results. Deputy Director Bucaro stated she spoke with the prosecuting attorney and he stated the Board must discuss and select which one of the three proposals will be approved in an open session of the Board meeting. If individual employees are going to be discussed, that must be done in executive session. Member Wunnenberg stated there would only be a need for executive session if the Board decides to choose proposal three. Director Noonan stated this is the first year that the Commissioners have given an extra two percent increase to employees.

Member Hall asked why the Director and Deputy Director were not graded. Deputy Director Bucaro stated they were not reviewed. Member Hall stated that in the future the Director and Deputy Director should have a performance review by the Board. Director Noonan stated that the Board does not have to approve the extra two percent for the Director and Deputy Director. Member Wunnenberg stated the intent of the Commissioners for the two percent is to be used as incentive pay. Deputy Director Bucaro stated she and Director Noonan reviewed Jay Klein, Joe Andrews, Eric Corbin, Angie Myers, Mickey Smith, Erin Clendenin and Belle Quisenberry. Director Noonan reviewed Betty Goins, Ragina Burton, Tammy Cuevas and Donna DeFazio. Angie Myers, Mickey Smith and Eric Corbin reviewed the other employees. Member Hall asked if the employees were aware the review would be graded. Director Noonan stated no. Member Hall stated there were 11 questions for employees and 17 questions for supervisors, which allowed them to receive higher points. Deputy Director Bucaro stated that more points did not mean more money, as shown on the list.

At 9:45 a.m. Chairman Cloud moved to recess; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor: motion carried.

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

Chairman Cloud stated he would like to table the Employee Incentive Pay issue. Director Noonan stated that the Board must decide today how the payout is going to be done so we can tell the Commissioners. The Board agreed to do a one-time payout in June.

Under the Director's Report, Director Noonan stated the Denver trip to visit Dominion went really well. Dominion presented their latest voting system with the VVPAT and it has a 21-inch screen and two lithium backup batteries.

We also visited the Denver Board of Elections office. They are an all paper system with vote centers.

Director Noonan stated the Poll Worker Appreciation Breakfast was held April 5, 2017 from 8:00 a.m. to 10:00 a.m. at the Butler County Fairgrounds and was very successful, and the poll workers were very appreciative. Member Hall asked how much the breakfast cost. Director Noonan stated the breakfast cost about $4,000. The goal is that it will improve retention and recruitment of poll workers. Member Hall suggested logging data such as how many times they have worked and how many breakfasts they attended. Member Wyenandt suggested creating a spreadsheet with the information so it would be easy to track. Director Noonan stated that we were planning on hosting the breakfast every other year. Member Hall stated he feels it should be held every year. Chairman Cloud stated it was a very nice event. Member Hall asked if Facebook is used to recruit poll workers. Director Noonan stated Facebook was a great tool for recruiting in 2016. We also placed a flyer in utility bills, which was also very successful in recruitment.

Director Noonan stated poll worker training for the May 2, 2017 Special Election starts today. Member Hall asked how the classes are structured. Director Noonan stated there is a PowerPoint presentation with a presenter in each class which lasts about three hours.

Under the Deputy Director's Report, Deputy Director Bucaro stated that early voting for the May 2, 2017 Special Election has started. Early Voting Administrator Eric Corbin stated there have been eight in-person voters and around 50 ballots in the mail.

Deputy Director Bucaro stated we received a video message from Secretary of State Jon Husted for the Poll Worker Appreciation Breakfast.

Deputy Director Bucaro stated they got to see the new VVPAT voting system by Dominion in Denver. Clark County, Nevada, which includes Las Vegas, has purchased the new system. She stated we are anticipating getting a quote from Dominion for 1,600 voting machines. Member Hall asked about the cost of the new system. Deputy Director Bucaro estimated the cost at approximately $5 million. We project that we will not be able to implement the new system until May 2018.

Deputy Director Bucaro stated that Hart InterCivic will be giving a presentation of their system on Wednesday, April 19th. It is a paper-based system. We have a work group for reviewing the different systems that includes Director Noonan, Deputy Director Bucaro, Eric Corbin, Jay Klein, Joe Andrews, Erin Clendenin as well as Tawana Keels from the Commissioner's Office and Eric Fletcher from Butler County Information Services. We have discussed inviting the vendors to present their systems in a public open house that we would host at Board of Elections.

Deputy Director Bucaro stated she will be attending a class for Election Center Training in Columbus on April 29th and April 30th. Deputy Director Bucaro and Director Noonan will also be attending a week of classes in July in Florida.

Member Wunnenberg asked about the redistricting in 2021. Deputy Director Bucaro stated that the state will do the redistricting with our information.

With no further business, Member Wyenandt moved to adjourn; seconded by

Member Wunnenberg. Roll call:

Chairman Cloud	yea
Member Wyenandt	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 10:20 a.m.

_____ _____
Frank Cloud, Chairman Diane Noonan, Director

_____ _____
Todd Hall, Member Chris Wunnenberg, III Member

_____
Kathleen Wyenandt, Member