

**Butler County Board of Elections
Board Meeting Minutes
April 16, 2018**

The Butler County Board of Elections met on Monday, April 16, 2018, 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, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Early Voting Administrator Eric Corbin and Melissa Trotta, Executive Assistant/Poll Worker Administrator.

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

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

All in favor; motion carried.


BILLS
April 16, 2018

0100-5460-520000	Office supplies	\$	307.12
0100-5460-521000	Postage	\$	988.15
0100-5460-529000	Other mat'l & supplies	\$	7,118.15
0100-5460-530075	Technology support	\$	12,701.47
0100-5460-536000	Contract services	\$	309.34

TOTAL BILLS \$ 21,424.23

PAID FROM THE GENERAL FUND


CHAIRMAN


DIRECTOR

BILLS
April 16, 2018

OFFICE SUPPLIES (520000)

Office Depot Inc		
Office supplies	\$	268.42
Smith, Mickey		
Coffee supplies	\$	38.70
TOTAL OFFICE SUPPLIES (520000)	\$	307.12

POSTAGE (521000)

Fedex		
March Shipment	\$	73.15
United States Postal Service		
BRM Permit # 32000 annual maintenance/renewal fees 5/9/18-5/8/19	\$	915.00
TOTAL POSTAGE (521000)	\$	988.15

OTHER MATERIAL/SUPPLIES (529000)

Andrews, Joe Apple cables for e-pollbooks	\$	65.99
Barrett Brothers/DMS 10,860 NCOAs printed and mail	\$	2,475.38
1600 PEO manuals, 5/8/18	\$	3,210.42
Barrett Brothers 5,000 returned envelopes for Pwkers and EV	\$	350.65
Home Depot Tow strips for voto carts	\$	56.89
Shelving for EV	\$	127.01
Office Depot Inc Election supplies	\$	344.45
Election supplies	\$	56.19
Warehouse supplies	\$	45.11
Quality Publishing Company Inc Selfie station banner for EV	\$	88.06
TNT paper supply 10 boxes copy paper	\$	298.00
TOTAL OTHER MATERIAL/SUPPLIES (529000)	\$	7,118.15

TECHNOLOGY SUPPORT (530075)

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Yearly network/groupwise access maintenance cost	\$	3,377.00
Kronos yearly maintenance cost	\$	2,390.41
Bucaro, Jocelyn Monthly time tracking software, 4/2/18-5/1/18	\$	49.00
Data Information Management Systems Dimsnet voterfile maintenance, Mar 2018	\$	6,885.06
TOTAL TECHNOLOGY SUPPORT (530075)	\$	12,701.47

OTHER CONTRACT SERVICES (536000)

Cohen Electronics Recycling Disposal of Electronics	\$	101.00
Frontier Communications Foreign listing, Mar 2018	\$	6.00
Millennium Business Systems Flex copies, Mar 2018	\$	202.34
TOTAL OTHER CONTRACT SERVICES (536000)	\$	309.34

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Chairman Cloud submitted the March 19, 2018 meeting minutes for approval. Member Penska moved to approve the minutes of the March 19, 2018 meeting; second by Member Hall. Roll Call:

Chairman Cloud yea
Member Penska yea
Member Hall yea

Member Wunnenberg absent
 All in favor; motion carried.

Director Noonan acknowledged receipt of directive: 2018-09 Reminder of Important Security Precautions and Practices.

Director Noonan presented two reports, one detailing voter registration changes since November 2017, and a second comparing the early voting turnout of the May 2014 Primary Election to the May 2018 Primary Election.

REGISTRATION REPORT as of Friday, April 13, 2018

TOTAL VOTER REGISTRATIONS - 251,214

Reporting from 11/9/2017 to 4/13/18

New Registrations – 5,235

Changes – 4,924

NCOA – Returned – 730

NCOA – Undeliverable – 260

Cancellations – 1,827

May 8, 2018 Primary Election

Turnout Comparison					
Ballot Type Requested	May-14		May-18		Percent Change
	Quantity	Percent	Quantity	Percent	
Regular Mail	1,133	51.4%	900	52.8%	-20.6%
UOCAVA Mail	9	0.4%	11	0.6%	22.2%
UOCAVA Email	12	0.5%	34	2.0%	183.3%
In-Office Paper	11	0.5%	-	0.0%	-100.0%
In-Office TSX	499	22.6%	219	12.8%	-56.1%
Hand Carried	8	0.4%	1	0.1%	-87.5%
Nursing Home	387	17.6%	415	24.3%	7.2%
Jail	-	0.0%	-	0.0%	0.0%
Hospital	-	0.0%	-	0.0%	0.0%
Rejected applications	145	6.6%	125	7.3%	-13.8%
Total	2,204		1,705		-22.6%

May 2018 Party Breakdown					
Ballot Type Requested	D	R	G	NP	Total
Regular Mail	253	587	0	60	900
UOCAVA Mail	4	5	0	2	11
UOCAVA Email	16	10	0	8	34
In-Office Paper	0	0	0	0	0
In-Office TSX	77	132	0	10	219
Hand Carried	1	0	0	0	1
Nursing Home	161	180	5	69	415
Jail	0	0	0	0	0
Hospital	0	0	0	0	0
Total	512	914	5	149	1,580

Current data as of Friday, April 13, 2018 5:00 pm.

Under Old Business, Director Noonan presented the documentation explaining the charges on the office's Verizon account. The Board Members did not have any questions about the charges.

Report on Verizon Bills for wireless devices for e-poll books

Note: All bills are pre-paying for month ahead. Date of billing period is the 9th to the 8th day of each month. Credits are applied when service is shut down during the month for the time the service was not used.			
September 9 - October 8 Pre-Paid Bill	\$ 4,729.40		
Activation			
\$25/line for 95 lines	\$ 2,375.00		
Incl. \$98.84 for Mock Election in August	\$ 98.84		
October 9 - November 8 Pre-Paid Bill	\$ 2,387.06		
\$25/line for 95 lines	\$ 2,375.00		
November 9 - December 8 Pre-Paid Bill	\$ 126.40		
Credit for 50 lines shut off on 11/15	\$ (1,000.00)		
Charged \$25/line for 45 lines	\$ 1,125.00		
December 9 - January 8 Pre-Paid Bill	\$ 1,130.40		
Charged \$25/line for 45 lines	\$ 1,125.00		
January 9 - February 8 Pre-Paid Bill	\$ (616.95)		
Credit for shut down 45 lines on 1/23/18			
February 9 - March 8 Pre-Paid Bill	\$ 312.50		
Charged for 50 lines turned on automatically from 2/16-20			
Balance after March Bill	\$ (305.20)		
<u>Anticipated Future Charges</u>			
April Bill	\$ 45.00	Est.	
4/24 - 45 Lines active for one day			
May Bill	\$ 665.00	Est.	
5/4 - 5/11 95 Lines active for one week for May election			
August Bill	\$100	Est.	
8/12 - 95 Lines active for one day			
November Bill	\$ 665.00	Est.	
11/2 - 11/9 - 95 Lines active for one week for November election			

Director Noonan provided an updated salary report detailing the changes to employee salaries after the two percent raise was approved earlier in the year.

Under the Director's report, Director Noonan informed the Board that the office has currently trained 561 poll workers. Director Noonan updated the Board Members about Senate Bill 135, legislation that will provide funding for the purchase of new voting machines statewide. The Senate bill passed 32-1. It will now go to House for passage. Director Noonan, thanked Member Penska meeting with each department to learn about the election process. Director Noonan, reported that the process of entering poll worker payroll has changed. A test upload

was completed with the help of the Auditor's office, which went very well. The change will save time for the office staff.

Under the Deputy Director's report, Deputy Director Bucaro reported that Logic and Accuracy Testing is complete, which is four days ahead of schedule. Public Logic and Accuracy Testing was completed on Friday, March 13, 2018, a camera operator from Channel 9 was present. Deputy Director Bucaro explained that the presence of the media at Logic and Accuracy Testing, is in indication of the ongoing threat to our election infrastructure. She informed the Board that the office has been proactive in seeking out free resources to defend against any potential threats, from the Department of Homeland Security.

Deputy Director Bucaro, stated that she has accepted a position in the Denver Elections office. Her last day will be May 11, 2018. She said she is proud of all the hard work from the staff here in Butler County, and their dedication to providing highest quality of service to the voters. She thanked to the Board for their support through the last six and half years. Each present member of the Board congratulated Deputy Director Bucaro on her new opportunity.

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	absent

All in favor; motion carried.

The meeting was adjourned at approximately at 9:24 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member