

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

The Butler County Board of Elections met on Monday, July, 16, 2018, at 9:00 a.m. for a regular meeting. Roll call was taken and present were Member Mariann Penska, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin and Poll Worker Administrator Melissa Trotta.

Member Penska submitted the May 21, 2018 meeting minutes for approval. Member Wunnenberg moved to approve the minutes of the May 21, 2018 meeting; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

Member Penska submitted the May 29, 2018 meeting minutes for approval. Member Wunnenberg moved to approve the minutes of the May 29, 2018 meeting; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

Member Penska submitted the June 25, 2018 meeting minutes for approval. Member Hall moved to approve the minutes of the June 25, 2018 meeting; seconded by Member Wunnenberg. Roll call:

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

All in favor; motion carried.

Director Noonan acknowledged receipt of the following directives: 2018-15, Cybersecurity, 2018-16, Instructions Regarding the Reviewing, Examination, and Verification of the Petition to Form a Minor Political Party, 2018-17, Instructions Regarding the Review, Examination, and Verification of Petitions Proposing Amendments to the Ohio Constitution, 2018-18, Preparation of the Statewide Mailings of Absentee Ballots for the November 6, 2018 General Election, 2018-19, "APRI Exception" No Longer in Effect, 2018-20, 2018 General Voter Records Maintenance Program – Supplemental Process, 2018-21, Automatic Confirmation of Address Safeguard and 2018-22, Notice of Cancellation Procedures.

Director Noonan acknowledged receipt of the following advisory: 2018-02, Online Voter Information Regarding Confirmation Status.

Member Wunnenberg asked if Butler County is enrolled in the Election Infrastructure Information Sharing and Analysis Center (EI-ISAC). Director Noonan said Butler County is enrolled with the EI-ISAC. Member Wunnenberg asked what information is being sent from EI-ISAC. Deputy Director Corbin said EI-ISAC sends emails to Data Administrators Joe Andrews and Jay Klein, Director Noonan, and himself about security issues that may arise. He said the emails contain good recommendations to have in a centralized location for Election Administrators.

Deputy Director Corbin stated the Board of Elections is working with the County IT Manager Eric Fletcher to complete paperwork to submit to the Department of Homeland Security (DHS). He said when DHS does a vulnerability scan it could show potential issues with the county infrastructure. He stated there is a checklist in the Center for Internet Security (CIS) Elections Infrastructure Playbook, but it has not been started yet. He said we are waiting on the template from the Secretary of State. Member Penska asked is there a plan of action with Eric Fletcher. Director Noonan said a meeting has been scheduled for Wednesday, July 18, 2018 to review the plan. Deputy Director Corbin stated each requirement from directive 2018-15 has already been completed or is in the process of being completed.

Member Wunnenberg asked how many years does the supplemental process go back for cancellation if voters. Deputy Director Corbin explained the cancellation process will begin with the March 2016 Primary Election. He said no voters will be canceled before the 2020 Presidential Election.

Member Penska moved to approve the charge backs in the amount of \$1,052.85 for the May 8, 2018 Special Election. Member Hall moved to approve the charge backs; seconded by Member Wunnenberg. Roll Call:

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

All in favor; motion carried.

Dated this 10 day of July, 2018

Absent
Chair

[Signature]
Member

[Signature]
Member

[Signature]
Member

ATTEST:
[Signature]
Director

BOARD OF ELECTIONS Butler County, Ohio	DETERMINATION OF SPECIAL ELECTION EXPENSES ON DAY OF PRIMARY OR GENERAL ELECTION IN EVEN NUMBERED YEAR	Filed _____	County Auditor	By _____ Deputy
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Director Noonan proposed to schedule a special board meeting on Tuesday, July 24, 2018 at 9:00 a.m. to certify Libertarian Candidates. She stated the board will be notified on Thursday afternoon after the filing deadline at 4:00 p.m., if the meeting is not required. Member Penska moved to schedule a special board meeting on Tuesday, July 24, 2018 at 9:00 am for the certification of Libertarian Candidates to the November 6, 2018 General Election Ballot if needed; seconded by Member Hall. Roll Call:

- Chairman Cloud absent
 - Member Penska yea
 - Member Hall yea
 - Member Wunnenberg yea
- All in favor; motion carried.

Member Wunnenberg asked if the meeting needs to be publicized and if there is sufficient time after the filing deadline to send a public notice. Deputy Director Corbin said a public notice will be sent within twenty-four hours if the board meeting is required.

Member Penska asked if the Post Office followed up regarding the 49 ballots that were received without a post mark. Deputy Director Corbin stated they have not contacted us at this time and that he will contact them again to have an update at the next board meeting.

Director Noonan stated Deputy Director Corbin and herself would like to hire a new Early Voting Administrator by September. She stated this would allow Deputy Director Corbin sufficient time to train the new person. Member Penska stated she would like to have a working session before any job duties are revised. She understands the position needs to be filled before September. She proposed to post the Early Voting Administrator position and review the additional job duties at a working session. Member Penska said Deputy Director Corbin and herself are in the process of reviewing interview guidelines for the position. Member Hall asked if the position was created before Deputy Director Corbin held the role. Deputy Director Corbin said the position was in place before he took on the role in 2015.

Under the Director's report, Director Noonan stated Deputy Director Corbin, ten employees, and herself will be attending the OAEO Southwest Regional meeting on July 26, 2018 in Hamilton County. She said Database Administrator Jay Klein, Deputy Director Corbin and herself will be attending a Cybersecurity training on August 3, 2018 at Xavier University. She invited the Members of the Board to attend Team Building Day on August 14, 2018.

Director Noonan stated Senate Bill 135 is waiting for the Governor's signature. She said Senate Bill 21 passed the Senate Committee, now the bill is in the House Committee. Member Hall asked when the Governor is supposed to sign the bill. Member Wunnenberg explained the Governor could let the bill pass without his signature, veto the bill or sign the bill. Director Noonan said she was hoping it would be signed before the November election.

Under the Director Deputy's Report, Deputy Director Corbin stated as of Friday, July 13, 2018 the verification of the signatures from the statewide petition has been completed, and the signatures are now being audited and balanced. He stated the petitions will be completed by the Thursday, July 19, 2018 deadline.

Deputy Director Corbin gave an update on the Remote Ballot Marking Vendor and said progress is being made. The vendor took data from the May 8, 2018 election to create ballots for testing the system. A time has been scheduled to demonstrate how our election information will get from GEMS to the Remote Ballot Marking Vendor's system. Member Wunnenberg asked if the agreement is with the individual or Florida University. Deputy Director Corbin said the agreement is with a division of the University of Florida and it has been sent to Assistant Prosecutor Roger Gates for review, some minor changes were made.

Deputy Director Corbin stated the records storage shelves were purchased and delivered. He said they are not set up, due to the staff working on state petitions. Member Hall asked what the cost of the shelves was. Deputy Director Corbin said the cost was approximately \$1,200.00.

Deputy Director Corbin stated a meeting was held with the County Auditor's office to review the process of poll worker payroll. He said a schedule has been set up to send poll worker data to the Auditor's office to import payroll. He explained the Auditor's office is going to create customized reports for proofing payroll data.

Deputy Director Corbin stated Human Resources Maribelle Quinseberry and himself attended a meeting with the County Finance Director Tawana Keels and County Administrator Charlie Young regarding employee health insurance. He said the county's health care consulting company, Horan and Associates, indicated the health insurance fund balance is low for calendar year 2018. He said the County Commissioners will increase the employer contributions by increasing the employer portion of each insurance policy from each county department, employee contributions are not changing this year. He said the Board of Elections' estimated increase in contributions is about \$45,000.00 which should fit into the current remaining budget. Deputy Director Corbin stated Director Noonan and himself will meet with the staff to remind them of the different tools available to them to save both the employee and the county money on healthcare costs. Member Penska asked if this will occur in the fourth quarter. Deputy Director Corbin said the increased contributions are starting now through the end of the year which is the next ten pay periods.

Member Wunnenberg moved to adjourn the meeting; seconded by Member Hall. Roll Call:

Chairman Cloud absent
Member Hall yea
Member Penska yea
Member Wunnenberg yea
All in favor; motion carries.

The meeting was adjourned at approximately at 9:58 a.m.

ABSENT

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member