

Butler County Board of Elections Board Meeting Minutes September 10, 2018

The Butler County Board of Elections met on Monday, September 10, 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, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Eric Corbin, Poll Worker Administrator Melissa Trotta, and Secretary of State Regional Liaison Beth Hamad.

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

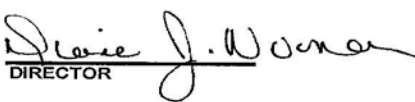
Chairman Cloud yea
Member Penska yea
Member Hall yea
Member Wunnenberg yea
All in favor; motion carried.

BILLS September 10, 2018			
0100-5460-520000	Office supplies	\$	85.26
0100-5460-521000	Postage	\$	158.41
0100-5460-529000	Other mat'l & supplies	\$	3,775.68
0100-5460-530075	Technology support	\$	21,518.02
0100-5460-530310	Rental/lease - equip & vehicles	\$	636.15
0100-5460-530500	Travel & training	\$	117.51
0100-5460-530550	Employee job related mileage	\$	23.46
0100-5460-536000	Contract services	\$	379.44

PAID FROM THE GENERAL FUND


CHAIRMAN

TOTAL BILLS \$ 26,693.93


DIRECTOR

BILLS
September 10, 2018

OFFICE SUPPLIES (520000)

Ellenberg, Kim		
Coffee supplies	\$	51.84
Office Depot Inc		
Office supplies	\$	33.42
TOTAL OFFICE SUPPLIES (520000)		\$ 85.26

POSTAGE (521000)

Fedex		
August shipment	\$	158.41
TOTAL POSTAGE (521000)		\$ 158.41

OTHER MATERIAL/SUPPLIES (529000)

Barrett Brothers/DMS		
11921 NCOAs printed and mail	\$	2,507.93
Home Depot		
EV supplies	\$	27.58
Intab		
3000 self-adhesive name badges, election officials	\$	135.32
Quality Publishing Company Inc		
66,000 pollworker inserts	\$	1,104.85
TOTAL OTHER MATERIAL/SUPPLIES (529000)		\$ 3,775.68

TECHNOLOGY SUPPORT (530075)

BCIS		
Insight Public Sector for 2018	\$	626.41
Data Information Management Systems		
Dimsnet voterfile maintenance, August 2018	\$	7,091.61
University of Florida Research Foundation		
Vote remote application and software licensing, 8/21/18-8/20/19	\$	13,800.00
TOTAL TECHNOLOGY SUPPORT (530075)		\$ 21,518.02

RENTAL/LEASE - EQUIP & VEHICLES (530310)	
Great American Financial Services Co Sharp copiers 3rd quarter lease/maintenance	\$ 636.15
TOTAL RENTAL/LEASE - EQUIP & VEHICLES (530310)	\$ 636.15
TRAVEL & TRAINING (530500)	
Eric Corbin Mileage and meal, Deputy Director training in Columbus, 8/22/18	\$ 117.51
TOTAL TRAVEL & TRAINING (530500)	
EMPLOYEE JOB RELATED MILEAGE (530550)	
Smith, Mickey Hamilton County district meeting, 7/26/18	\$ 23.46
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	\$ 23.46
OTHER CONTRACT SERVICES (536000)	
Frontier Communications Foreign listing, August 2018	\$ 6.00
Fairfield City May 8 custodial fees	\$ 90.00
Millennium Business Systems Flex copies, August 2018	\$ 283.44
TOTAL OTHER CONTRACT SERVICES (536000)	\$ 379.44

Chairman Cloud submitted the meeting minutes from the July 16, 2018 meeting. Member Hall moved to approve the July 16, 2018 meeting minutes; seconded by Member Penska. Roll call:

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

Chairman Cloud submitted the meeting minutes from the August 13, 2018 meeting. Member Wunnenberg moved to approve the August 13, 2018 meeting minutes; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

Chairman Cloud submitted the meeting minutes from the August 20, 2018 meeting. Member Wunnenberg moved to approve the August 20, 2018 meeting minutes; seconded by Chairman Cloud. Roll call:

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

All in favor; motion carried.

Chairman Cloud submitted the meeting minutes from the August 28, 2018 meeting. Member Penska moved to approve the August 28, 2018 meeting minutes; 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 directive: 2018-18 Ballots and Candidates for November 6, 2018 General Election. Director Noonan acknowledged receipt of the following advisory, Am. Sub. Senate Bill 135, Voting Equipment Acquisition Program (132nd General Assembly).

Under Election Business Director Noonan submitted the Precinct Election Officials (PEO's) to be appointed to the 2018-2019 term per R.C. 3501.22(A). Chairman Cloud asked if enough PEO's have been placed for the election and Member Hall asked how many PEO's are required and how many have been recruited. Director Noonan stated 1,136 are required, but a total of 1,600 are recruited for backup, in case PEO's cannot work. She said a total of 1,442 PEO's have been recruited which means there are enough PEO's placed at this time. Member Penska moved to appoint the Precinct Election Officials to the 2018-2019 term; 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 submitted University Moving and Storage Company's quote for the delivering of voting equipment to polling locations for the November 6, 2018 General Election. She said the quote is lower than the May 8, 2018 Primary Election cost due to having 88 polling locations in the November 6, 2018 election instead of 89 locations in the primary election. Member Hall asked if more than one bid was requested by other companies. Director Noonan stated two other bids were requested, as of now no additional quotes have been received. Member Hall requested to have set deadlines for other vendors to submit bids for the Board Members to review in the future. Member Penska moved to approve the cost of the voting equipment to University Moving and Storage Company to the polling locations for the November 6, 2018 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.

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

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

All in favor; motion carried.

Chairman Cloud stated the Board is back in session.

Member Wunnenberg stated, based on the fact that the Early Voting Administrator position remains open, he moved to hire Tiffany Harmon as Early Voting Administrator starting at salary Grade 8 with a starting date of September 11, 2018; seconded by Member Hall. Roll call:

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

All in favor; motion carried.

Deputy Director Corbin presented Document 6, approval of Records Retention Schedule. Member Penska moved to approve the Records Retention Schedule (Document 6) 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 presented the 2019 operating budget for review and approval. She stated the budget is \$374,205.00 less than 2018. She said this includes a capital request of \$3,000,000.00. Member Hall asked what the capital request is for. Director Noonan said it was for purchase of new voting machines. Member Wunnenberg asked how do we know that the amount requested is what the Board of Elections needs to purchase new voting machines. Deputy Director Corbin stated that quotes requested from Dominion Voting Systems and Election System and Software for different types of voting machines indicate that a total purchase price could be about \$6,000,000.00. He said the current quotes are not binding and should be higher than the final prices because the Secretary of State (SOS) is still negotiating state pricing for new voting machines. Director Noonan stated pricing contracts should be released November 1, 2018. Member Wunnenberg suggested to submit the 2019 operating budget noting we will be seeking an additional \$3,000,000.00 for purchase of new voting machines. Member Penska suggested to have evaluations of pro's and con's for each vendors voting machines for the board to review. Director Noonan said the budget hearing with the County Commissioners will be Monday, October 22, 2018 at 1:15 pm. Member Wunnenberg asked why the 2019 budget is in reference to the 2015 budget instead if the 2017 budget. Deputy Director Corbin stated the budget is always referenced back four years which is the same type of election year. The Board Members requested that the Directors reformat the budget submission to more closely match the response from the Commissioners on the 2018 Operating Budget and that approval of each board member would be provided via email due to the time constraints.

Under the Director's Report Director Noonan stated the ballot has been created and is in the process of being proofed. She said Mark Beckstrand with Dominion Voting Systems will be here on Thursday, September 13, 2018 to meet with Data Administrators Jay Klein and Joe Andrews, Deputy Director Corbin and herself for a scoping meeting. Member Hall asked for a summary of the meeting for the board to review.

Director Noonan said part-time workers have started and they are doing very well.

Under the Deputy Directors report Deputy Director Corbin stated in order to start preparing for the new voting units capital request, Election Systems and Software

(ES&S) and Dominion Voting Systems will be coming in on October 16, 2018 and October 17, 2018 to review each vendor's Election Management System. Deputy Director Corbin stated Logistics and Accuracy (L&A) testing starts on Monday, September 24th and Public L&A testing will be Friday, October 12th.

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 10:39 a.m.

Frank Cloud, Chairman

Diane Noonan, Director

Todd Hall, Member

Chris Wunnenberg III, Member

Mariann Penska, Member