Butler County Board of Elections
Board Meeting Minutes
December 21, 2015

The Butler County Board of Elections met on Monday, December 21, 2015, at 9:00 a.m. for a regular meeting. Roll call was taken and present were Chairman Frank Cloud, Member Bruce Carter, Member Todd Hall, Member Chris Wunnenberg, Director Diane Noonan, Deputy Director Jocelyn Bucaro, Executive Assistant Donna DeFazio, Executive Assistant Eric Corbin. Our guests are Mike Pitman from Cox Media and Eric Gurr, candidate for State Senator of the 4th District.

Chairman Cloud submitted the bills for December 21, 2015 to be approved. Member Hall asked Director Noonan and Deputy Director Bucaro to clarify what the 2016 SLA and EWA for TSX and PCS charges were. Deputy Director Bucaro explained those costs were contract costs for the software license and extended warrantee on our voting equiptment. Member Carter moved to approve the bills; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

BILLS
December 21, 2015

0100-5460-520000	Office supplies	7,586.77
0100-5460-521000	Postage	15,505.31
0100-5460-524000	Gas-fuel-oil	54.08
0100-5460-525100	Software/ Hardware Equipment	16,666.33
0100-5460-529000	Other mat'l & supplies	11,985.06
0100-5460-530075	Technology support	214,300.44
0100-5460-530500	Travel & training	1,050.00
0100-5460-530550	Employee job related mileage	95.37
0100-5460-536000	Contract services	24,328.00
0100-5460-530250	Advertising	3,839.10
0100-5460-530300	Temporary Contract Workers	6,033.92
	TOTAL BILLS	301,444.38

PAID FROM THE GENERAL FUND

CHAIRMAN

DIRECTOR

BILLS
December 21, 2015

OFFICE SUPPLIES (520000)

All Computer Supplies
Toner supplies 945.96

Office Depot Inc
Office supplies 80.88
Office supplies 19.79
Office supplies 30.49
Coffee supplies 144.74

Quality Publishing Company Inc
28050 PEO post cards and mail prep 5,325.73

TNT Papercraft Inc
Calendar planner refills 32.97
10 boxes of copy paper 288.00

University Moving and Storage
Wardrobe Boxes 718.21

TOTAL OFFICE SUPPLIES (520000) 7,586.77

POSTAGE (521000)

Butler County Commissioners
3rd quarter postage 27.91

Dominion Voting Systems Inc.

Shipment, 75 voting units for repair	459.02
Fedex	
October shipment	18.38
Pitney Bowes	
Postage on meter reserve account # 185850560	15,000.00
TOTAL POSTAGE (521000)	**15,505.31**

GAS-FUEL-OIL (524000)

Voyager Fleet Systems Inc	
Gas for van	54.08
TOTAL GAS-FUEL-OIL (524000)	**54.08**

SOFTWARE/HARDWARE EQUIPMENT (525100)

CDW Government Inc	
Ricoh high speed printer	3,946.93
Dell Marketing LP	
10 Lattitude Laptops w/ 2016 VLA office standard	12,719.40
TOTAL SOFTWARE/HARDWARE EQUIPMENT (525100)	**16,666.33**

OTHER MATERIAL/SUPPLIES (529000)

Clendenin, Erin	
Reimbursement, board member photo and 4 border frames	41.27
CDW Government, Inc	
10 tripp keyspan usb to serial adapter	329.96
Election Systems and Software Inc	
Election day ballots plus freight	3,524.94
In-house ballot printing, test decks and set-up	3,268.00
Home Depot	
Warehouse supplies	145.06
Millenium Business System	
Election flex copies 10/28/15-11/27/15	199.07
Murphy Supply Company	
Cleaning supplies	150.00
Office Depot Inc	
Poll worker supplies	224.98
Printer Zink, Inc (aka American Printing)	
1400 pollworkers election training manual 11/3/15	3,300.00

Steel Mailbox Company LLC	
White courier drop box for ballots	801.78
TOTAL OTHER MATERIAL/SUPPLIES (529000)	**11,985.06**
TECHNOLOGY SUPPORT (530075)	
Data Information Management Systems	
Dimsnet maintenance Nov 2015	6,489.82
Dimsnet maintenance Dec 2015	6,489.82
Dominion Voting Systems	
2016 SLA /GEMS/ASM for TSX and PCS	110,359.00
2016 EWA for TSX and PCS hardware maintenance	89,971.80
2016 Key card tool licenses	990.00
TOTAL TECHNOLOGY SUPPORT (530075)	**214,300.44**
TRAVEL & TRAINING (530500)	
OAEO	
Winter conference registration fees in January 2016	1,050.00
TOTAL TRAVEL & TRAINING (530500)	**1,050.00**
EMPLOYEE JOB RELATED MILEAGE (530550)	
Clendenin, Erin	
Mileages, Montgomery County and poll visits, 12/3-12/4	73.44
Mileages, poll visits Fairfield/ West Chester, 12/8	21.93
TOTAL EMPLOYEE JOB RELATED TRAVEL (530550)	**95.37**
OTHER CONTRACT SERVICES (536000)	
Faifield City School District	
Poll location custodial fees,11/3/15	90.00
Fitch Reporting Inc	
Court reporter service, challenge the right to vote 11/12/15	101.00
Frontier Communications	
Oxford listing for 11/22/15-12/21/15	5.00
Hamilton City School District Treasurer	
Polling locations custodial fees	990.00
Middletown Board of Education, Treasurers Ofc	
Polling location custodial fees, 11/3/15	720.00
Net Connect Technologies	
Recabling and rerouting of phones and data	675.00
Smith, Mickey	
Reimbursement,drop box wrap and graphics	238.00

Triangle Sign Co	
Change front door board member name, Chris A Wunnenberg III	45.00
University Moving and Storage	
Pickup and delivery of voting units 11/3/15	21,284.00
Wayne Township Hall	
Polling location custodial fees	180.00
TOTAL OTHER CONTRACT SERVICES (536000)	**24,328.00**

ADVERTISING (536000-530250)

Cox Media Group	
Legal ad , BC senior citizen services tax levy	241.20
Legal ad , Hamilton charter amendment 5.03a	261.30
Legal ad , Hamilton charter amendment 5.10	294.80
Legal ad , Hamilton charter amendment 8.02	288.10
Legal ad , Hamilton charter amendment 10.03	227.80
Legal ad , Hamilton charter amendment 10.05	321.60
Legal ad , Hamilton charter amendment 10.06	301.50
Legal ad , Hamilton charter amendment 10.07	522.60
Legal ad , Fairfield Township tax levy	462.30
Legal ad , Lemon Township tax levy	335.00
Legal ad , Morgan Township tax levy	341.70
Legal ad, St Clair Township Tax Levy	241.20
TOTAL ADVERTISING (536000-530250)	**3,839.10**

TEMP AGENCY CONTRACT WORKERS (536000-530320)

Robert Half International Inc	
Temp Agency, w/e 11/6/2015	1,657.72
Temp Agency, w/e 11/13/15	487.20
Temp Agency, w/e 11/20/15	657.72
Temp Agency, w/e 9/4/15 (late invoice)	1,757.25
Temp Agency, w/e 9/11/15 (late invoice)	1,474.03
TOTAL TEMP AGENCY CONTRACT WORKERS (536000-530320)	**6,033.92**

Chairman Cloud submitted the minutes for approval from the following dates, October 19, 2015, November 3, 2015, November 12, 2015, November 16, 2015, and November 18, 2015. Member Carter moved to approve the minutes; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan acknowledged the Receipt of the following Directives from the Secretary of State:

12/15/2015	2015-23	Election Official Manual and Related Directives	
	2015-24	Chapter 2	Election Administration
	2015-25	Chapter 3	Voter Registration
	2015-26	Chapter 4	Ballots
	2015-27	Chapter 5	Absentee Voting
	2015-28	Chapter 6	Provisional Voting
	2015-29	Chapter 7	Election Day Voting
	2015-30	Chapter 8	Canvassing the Votes
	2015-31	Chapter 9	Post Election Activities
	2015-32	Chapter 10	Voting Systems
	2015-33	Chapter 11	Petitions
	2015-34	Chapter 12	Candidates
	2015-35	Chapter 13	Political Parties
	2015-36	Chapter 14	Statewide Initiative and Referendum
	2015-37	Chapter 15	Miscellaneous Duties
12/17/2015	2015-38	The Examination and Verification of Petitions from Candidates for Statewide Office	
	2015-39	Appointments to the Board of Elections in Each County for Full Terms Commencing March 1, 2016; Board's 2016 Reorganization	

Under Election Business, Chairman Cloud submitted the list of issues to certify for the March 15, 2016 Presidential Primary and Special Congressional Primary Election. Member Hall moved to certify the list of issues; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

DOCUMENT 2

Certified _____
Admin. Sign & Date

Butler County Board of Elections

Board Certification
December 21, 2015

Issues
March 15, 2016 Primary Election

ISSUES:

Metro Parks of Butler County (Renewal & Increase)
- (0.7) mill for 6 years
- 283 precincts
  See attached ballot language

Butler County Mental Health (Renewal)
- (1) mill for 5 years
- 283 precincts
  See attached ballot language

Somerville Village
- Dissolution of Village
- 1 precinct
  See attached ballot language

St. Clair Township (Unincorporated area) Current Expenses (Additional)
- (1) mill for 5 years
- 4 precincts
  See attached ballot language

Trenton City Police (Additional)
- (5.25) mills for a continuing period of time
- 8 precincts
  See attached ballot language

Certified _____
Admin. Sign & Date

LOCAL OPTIONS:

Middletown Moose Lodge –3009 S. Main Street Middletown, Ohio 45044
- Lemon2
- Spirituous liquor
- Sunday sales from ten a.m. to midnight
  See attached ballot language

SOS Approved: 12/15/2015

Prosecutor Approved: 12/07/2015

Proposed Tax Levy (Renewal and Increase)

MetroParks of Butler County

A majority affirmative vote is necessary for passage.

A renewal of five-tenths (0.5) mill and an increase of two-tenths (0.2) mill to constitute a tax for the benefit of MetroParks of Butler County for the purpose of **maintaining, operating, and improving existing parks, for preserving land to protect drinking water sources, the water quality of rivers, lakes, and streams, and to protect forest, for improving air quality, for protecting natural areas and wildlife habitat from development, for acquiring and improving lands, and for educational and recreational programs and promoting parks and park programs** at a rate not exceeding seven-tenths (0.7) of one mill for each one dollar of valuation, which amounts to seven cents ($0.07) for each one hundred dollars of valuation, for a period of six (6) years, commencing in 2016, first due in calendar year 2017.

For the Tax Levy

Against the Tax Levy

Pending SOS Approval

Prosecutor Approved: 12/18/2015

Proposed Tax Levy (Renewal)

Butler County, Ohio

A majority affirmative vote is necessary for passage.

A renewal of a tax for the benefit of Butler County for the purpose of **operating mental health service programs and maintaining and operating mental health facilities by the Butler County Mental Health and Addiction Recovery Services Board** at a rate not exceeding one (1) mill for each one dollar of valuation, which amounts to ten cents ($0.10) for each one hundred dollars of valuation, for a period of five (5) years, commencing in 2016, first due in calendar year 2017.

For the Tax Levy

Against the Tax Levy

Pending SOS & Prosecutor Approval

Proposed Surrender of Corporate Powers
(By Petition)

The Village of Somerville

A majority affirmative vote is necessary for passage.

Shall the village known as the Village of Somerville surrender its corporate power?

Yes

No

Pending SOS Approval

Prosecutor Approved: 12/18/2015

Proposed Tax Levy (Additional)

St. Clair Township (Unincorporated Area)

A majority affirmative vote is necessary for passage.

An additional tax for the benefit of the unincorporated area of St. Clair Township for the purpose of **current expenses** at a rate not exceeding one (1) mill for each one dollar of valuation, which amounts to ten cents ($0.10) for each one hundred dollars of valuation, for a period of five (5) years, commencing in 2016, first due in calendar year 2017.

For the Tax Levy

Against the Tax Levy

SOS Approved: 12/15/2015

Prosecutor Approved: 12/07/2015

Proposed Tax Levy (Additional)

City of Trenton

A majority affirmative vote is necessary for passage.

An additional tax for the benefit of the City of Trenton for the purpose of **providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a police department, or the payment of salaries of permanent or part-time police, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under section 145.48 or 742.33 of the Revised Code, or the provision of ambulance or emergency medical services operated by a police department** at a rate not exceeding five and twenty-five hundredths (5.25) mills for each one dollar of valuation, which amounts to fifty-two and five-tenths ($.525) for each one hundred dollars of valuation, for a continuing period of time, commencing in 2016, first due in calendar year 2017.

For the Tax Levy

Against the Tax Levy

Pending SOS Approval

Prosecutor Approved: 12/18/2015

Special Election By Petition
Local Liquor Option For Particular Location

A majority affirmative vote is necessary for passage.

Shall the sale of spirituous liquor be permitted for sale on Sunday between the hours of ten a.m. and midnight by Loom Lodge 501, an applicant for a D-6 liquor permit who is engaged in the business of a fraternal organization at 3009 South Main Street, Middletown, Ohio 45044 in this precinct?

Yes

No

Chairman Cloud submitted the list of Primary candidates to certify for the March 15, 2016 Presidential Primary and Special Congressional Primary Election.

Member Carter moved to certify the list of candidates; seconded by Member Hall.

Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Certified_____

Admin. Sign & Date

Butler County Board of Elections
March 15, 2016 Primary Election

Republican	Mary Swain	For Clerk of the Court of Common Pleas
Republican	Greg Stephens	For Judge of the Court of Common Pleas
Republican	Margot Halcomb	For Judge of the Court of Common Pleas (Domestic Relations Division)
Republican	Barbara S. Carter	For Judge of the Court of Common Pleas (Domestic Relations Division)
Democratic	Kathleen Dobrozsi Romans	For Judge of the Court of Common Pleas (Juvenile Division)
Republican	Gary Cates	For Member of State Central Committee Man (4th District) (Republican Party)
Republican	Walter Simms	For Member of State Central Committee Man (4th District) (Republican Party)
Republican	David E. Miller	For Member of State Central Committee Man (4th District) (Republican Party)
Republican	Patricia F. Alderson	For Member of State Central Committee Woman (4th District) (Republican Party)
Republican	Ann Becker	For Member of State Central Committee Woman (4th District) (Republican Party)
Republican	Terri King	For Representative to Congress (8th District)
Republican	Kevin F. White	For Representative to Congress (8th District)
Republican	John W. Robbins	For Representative to Congress (8th District)
Republican	Matthew Ashworth	For Representative to Congress (8th District)
Republican	Eric J. Haemmerle	For Representative to Congress (8th District)
Republican	Bill Beagle	For Representative to Congress (8th District)
Republican	Joseph Matvey	For Representative to Congress (8th District)
Republican	George S. Wooley	For Representative to Congress (8th District)
Republican	Edward R. Meer	For Representative to Congress (8th District)
Republican	Timothy S. Derickson	For Representative to Congress (8th District)
Democratic	Corey Foister	For Representative to Congress (8th District)
Green	James J. Condit Jr.	For Representative to Congress (8th District)
Republican	Michael Smith	For Representative to Congress (8th District)
Republican	Warren Davidson	For Representative to Congress (8th District)
Republican	Courtney E. Combs	For State Representative (51st District)
Republican	Wes Retherford	For State Representative (51st District)
Democratic	Johnny H. Hamilton	For State Representative (51st District)
Republican	Margaret K. Conditt	For State Representative (52nd District)
Democratic	Suzi Rubin	For State Representative (53rd District)
Republican	Candice Keller	For State Representative (53rd District)
Republican	Bill Coley	For State Senator (4th District)
Republican	Jeremiah York	For State Senator (4th District)
Republican	Joseph P. Ebbing	For State Senator (4th District)

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Director Noonan stated the next page of Document 2 included the candidates with petitions that are in question. She explained Cathina Hourani submitted 39

valid signatures for State Representative of the 52nd District, which requires 50 valid signatures. Director Noonan then stated the next candidate, Eric Gurr, submitted 49 valid signatures for State Senator of the 4th District, which requires 50 valid signatures. Three of the signatures submitted by Mr. Gurr were considered not genuine because the voter's name was printed on the petition pages and does not match the voter's signature on file. Deputy Director Bucaro explained there is an Ohio Supreme Court ruling stating that if a candidate is found to have insufficient signatures because signers printed their names, and a Board of Elections cannot verify those signatures, the signatures cannot be counted. However, if the candidate would otherwise be qualified to be on the ballot except for the printed names and can bring a sworn affidavit from the signers or the voters themselves to attest that the signature in question is genuine, the Board may consider such evidence and certify the candidate to the ballot. Member Hall moved to certify Eric Gurr for the March 15, 2016 Presidential Primary for State Senator of the 4th District; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Eric Gurr left the meeting.

Director Noonan stated the next petition in question is from Donald Feerer, candidate for Representative to Congress 8th District. Mr. Feerer submitted 32 valid signatures, but 50 valid signatures are required. She also stated a local option petition for Pit Stop EZ Mart in Midd5wd1, did not submit a petition. Member Hall moved to not certify Cathina Hourani, Donald Feerer and the Pit Stop EZ Mart local option; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Butler County Board of Elections
March 15, 2016 Primary Election
Petitions in Question:

Certified _____
Admin. Sign & Date

Certified _____ **Not Certified** X
Cathina Hourani – State Representative (52nd district)

- Insufficient number of valid signatures
  - Number of valid signatures required – 50
  - Number of valid signatures submitted – 39

Certified X **Not Certified** _____
Eric Gurr- State Senator (4th district)

- Insufficient number of valid signatures
  - Number of valid signatures required – 50
  - Number of valid signatures submitted – 49

*Notation- possible for future hearing due to printed signatures

Certified _____ **Not Certified** X
Donald Feerer – Representative to Congress (8th district) – full term

- Insufficient number of valid signatures
  - Number of valid signatures required – 50
  - Number of valid signatures submitted – 32

Certified _____ **Not Certified** X
Pit Stop EZ Mart

- Did not file complete part petitions

Page **1** of **2** 12/18/2015 7:15 PM

Director Noonan stated Dale Richter candidate for Sheriff, submitted certification that a background check is in progress but the results of the check are not yet complete and therefore not submitted before the filing deadline of December 16, 2015. Deputy Director Bucaro added that the Prosecutor's office confirmed the Revised Code required only certification that fingerprints had been submitted for the background check by the filing deadline and therefore advised he had met the requirements. Member Carter moved to certify Dale Richter for the March 15, 2016 Presidential Primary Election for County Sheriff; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan stated John Kinne, candidate for State Senator of the 4th District submitted one part-petition without the election date. Member Hall moved to certify John Kinne for the March 15, 2016 Presidential Primary Election for State Senator of the 4th District; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan stated Jim Spurlino, candidate for Representative to Congress 8th District, checked the full term box in his full term filing petition but listed an incorrect unexpired term ending date. Member Carter moved to certify Jim Spurlino for the March 15, 2016 Presidential Primary Election for Representative to Congress 8th District; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Butler County Board of Elections
March 15, 2016 Primary Election
Substantial Compliance

Certified _____
Admin. Sign & Date

Certified X **Not Certified**_____
Dale Richter – County Sherriff

- Background check paperwork in process

Certified X **Not Certified**_____
John D. Kinne – State Senator (4th district)

- Election date missing on one part petition
- Signatures
  - Number of valid signatures required – 50
  - Number of valid signatures submitted – 79

Certified X **Not Certified**_____
Jim Spurlino – Representative to Congress (8th district)

- Full term box checked listed an incorrect unexpired term ending date
- Signatures
  - Number of valid signatures required – 50
  - Number of valid signatures submitted – 84

Page **2** of **2** 12/18/2015 7:15 PM

Director Noonan introduced the list of candidates running for Representative to Congress 8th District in the Special Congressional Primary Election. Member Carter moved to certify the candidates for the March 2016 Special Congressional Primary Election. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Certified _____

Admin. Sign & Date

Butler County Board of Elections
March 15, 2016 Primary Election Special Congressional

Republican	Terri King	For Representative to Congress (8th District)
Republican	Kevin F. White	For Representative to Congress (8th District)
Republican	John W. Robbins	For Representative to Congress (8th District)
Republican	Matthew Ashworth	For Representative to Congress (8th District)
Republican	Eric J. Haemmerle	For Representative to Congress (8th District)
Republican	Bill Beagle	For Representative to Congress (8th District)
Republican	George S. Wooley	For Representative to Congress (8th District)
Republican	Edward R. Meer	For Representative to Congress (8th District)
Republican	Timothy S. Derickson	For Representative to Congress (8th District)
Democratic	Corey Foister	For Representative to Congress (8th District)
Green	James J. Condit Jr.	For Representative to Congress (8th District)
Republican	Jim Spurlino	For Representative to Congress (8th District)
Republican	Michael Smith	For Representative to Congress (8th District)
Republican	Warren Davidson	For Representative to Congress (8th District)
Republican	J.D. Winteregg	For Representative to Congress (8th District)
Republican	Scott George	For Representative to Congress (8th District)

Director Noonan stated Donald Feerer, candidate for Representative to Congress 8th District in the Special Congressional Primary, did not have enough valid signatures. Member Hall moved to not certify Donald Feerer as a candidate for Representative to Congress 8th District in the Special Congressional Primary Election; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Butler County Board of Elections
March 15, 2016 Primary Election Special Congressional
Petitions in Question:

Certified _____

Admin. Sign & Date

Certified _____ Not Certified X

Donald Feerer – Representative to Congress (8th district) – unexpired term

- Insufficient number of valid signatures
  - Number of valid signatures required – 50
  - Number of valid signatures submitted – 40

Director Noonan stated Joseph Matvey, did not complete the Petition for Candidate section on one of the part-petitions, which is not a fatal error. Member

Hall moved to certify Joseph Matvey, candidate for Representative to Congress 8th District in the Special Congressional Primary Election; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Butler County Board of Elections
March 15, 2016 Primary Election Special Congressional
Substantial Compliance

Certified _____
Admin. Sign & Date

Certified X **Not Certified**_____
Joseph Matvey – Representative to Congress (8th district) Republican

- Petition for Candidate not completed
- Signatures
  - Number of valid signatures required – 50
  - Number of valid signatures submitted – 56

Deputy Director Bucaro explained there is another candidate, Robert Coogan, who filed as a candidate for Representative to Congress 8th District for both the full term and the unexpired term as a member of the Libertarian Party. However the Libertarian Party is not currently recognized as a minor party in the State of Ohio. Member Hall moved to not certify Robert Coogan, candidate for Representative to Congress 8th District in the 2016 Presidential Primary Election and the Special Congressional Primary Election; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan stated the machine allocation for the 2016 Primary and Special Congressional Election needs to be approved. She noted the only changes were due to ongoing construction at the schools. The polling location at Kramer Elementary is moving to the Knolls of Oxford, and Fairfield Central is moving to

the Fairfield Pavilion. Member Carter moved to approve the machine allocation for the 2016 Primary and Special Congressional Election; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Director Noonan stated the Backup Paper Ballots Order for the 2016 Primary and Special Congressional Election needs to be approved. Member Carter moved to approve the Backup Paper Ballots Order for the 2016 Primary and Special Congressional Election; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Chairman Cloud asked if there was any Old Business that needed to be discussed, and there was none.

Under New Business, Director Noonan submitted the Certificate of Records Disposal Form RC3 for materials that have met their retention dates. Member Hall moved to approve the Certificate of Records Disposal Form RC3; seconded by Member Carter. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

RECORDS DISPOSAL

Butler County	Board of Elections	Diane J. Noonan	513-887-3700	Board of Elections & Records Center
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)

1802 Princeton Road Suite 600	Hamilton	45011	Butler	No RC-3 Required per HB 153
(address)	(city)	(zip code)	(county)	To be filed w/ Butler County Record Commission

Record Commission Secretary: Rhonda L. Freeze 513-887-5607 or freezer@butlercountyohio.org

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)***. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Diane J Noonan — Director — 513-887-7914.

(signature of responsible official) Diane J. Noonan (title) Director (telephone number)

Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

RECORDS DISPOSAL

Butler County (political subdivision name) — Board of Elections (unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction	(7) BOE Review
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		
Absentee Ballot Applications (4 years)	CBE-01 BOE-01	09/17/2014	Paper		2011 and prior		01/31/2016	
Ballots Used and Unused 60 days after non-federal & 22 months after federal	CBE-06 BOE-06	09/17/2014	Paper		11/03/2015 and prior		01/31/2016	
Bids Unsuccessful 2 years after a bid is awarded	CBE-08 BOE-08	09/17/2014	Paper/Electronic		Unsuccessful bids & bid in group awarded 2013 and prior		01/31/2016	
Bids Successful/Contract 15 years after completion	CBE-09 BOE-09	09/17/2014	Paper/Electronic		Contract expired 2000 and prior		01/31/2016	
Cash Book 10 years + audited	CBE-10 BOE-10	09/17/2014	Paper/Electronic		Audited 2005 and prior		01/31/2016	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) BOE Review
Campaign Expense Report 6 years	CBE-11 BOE-11	09/17/2014	Paper/Electronic		2009 and prior	01/31/2016	
Central Committee Notices/Member List 2 years Notices 4 years Lists	CBE-12 BOE-12	09/17/2014	Paper/Electronic		Notices 2013 and prior Lists 2011 and prior	01/31/2016	
Correspondence General Office 1 year	CBE-13 BOE-13	09/17/2014	Paper/Electronic		2014 and prior	01/31/2016	
Chargeback Record 3 years +audited	CBE-15 BOE-15	09/17/2014	Paper/Electronic		Audited 2012 and prior	01/31/2016	
Ledger of Reciept & Expenditures 6 years + audited	CBE-17 BOE-17	09/17/2014	Paper/Electronic		Audited 2009 and prior	01/31/2016	
Petitions of Candidates 6 years	CBE-18 BOE-18	09/17/2014	Paper		2009 and prior	01/31/2016	
Poll Books & Summary Sheets 6 years	CBE-19 BOE-19	09/17/2014	Paper		2009 and prior	01/31/2016	
Poll Lists 2 years	CBE-20 BOE-20	09/17/2014	Paper		2013 and prior	01/31/2016	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) BOE Review
Poll Official & Precinct Records 2 years	CBE-21 BOE-21	09/17/2014	Paper/Electronic		2013 and prior	01/31/2016	
Receipt Books Until Audited/Report Released	CBE-25 BOE-25	09/17/2014	Paper/Electronic		Audit Report Released	01/31/2016	
Resolutions Bond Issues that Passed (Bond Expired)	CBE-26A BOE-26A	09/17/2014	Paper/Electronic		Bonds that expired 12/31/2015 and prior	01/31/2016	
Resolutions – copies of Bond Issue Resolutions 5 years after on ballot	CBE-26B BOE-26B	09/17/2014	Paper/Electronic		Elections held November 2010 and prior	01/31/2016	
Vouchers Until Audited/Released	CBE-27 BOE-27	09/17/2014	Paper/Electronic		Audit Report Released	01/31/2016	
Withdrawal of Candidacy Notices 1 year after election	CBE-29 BOE-29	09/17/2014	Paper/Electronic		Elections held 2014 and prior	01/31/2016	
Change of Name, Death, Disenfranchised 2 years after filing	CBE-31 BOE-31	09/17/2014	Paper/Electronic		Filed 2013 and prior	01/31/2016	
Transfer of Registrations 4 years	CBE-34 BOE-34	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) BOE Review
Directives/Advisories 1 + 5 years after sent to Records Center (6 years)	CBE-35 BOE-35	09/17/2014	Paper/Electronic		Received 2009 and prior	01/31/2016	
Change of Address/Name Notifications 4 years	CBE-36 BOE-36	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	
Primary Voter Challenge 2 years	CBE-37 BOE-37	09/17/2014	Paper/Electronic		2013 and prior	01/31/2016	
Absentee Identification Envelopes 60 days after non-federal & 22 months after federal	CBE-38 BOE-38	09/17/2014	Paper		Non Federal Election 11/03/2015 and prior	01/31/2016	
Provisional Ballot Affirmation 4 years	CBE-40 BOE-40	09/17/2014	Paper		2008 and prior if ballot was not used as registration form	01/31/2016	
Payroll Records 4 years	CBE-42 BOE-42	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	
Registration Confirmation Notices 4 years	CBE-44 BOE-44	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	
Confirmation Notice Responses 5 years	CBE-45 BOE-45	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) BOE Review
Confirmation/Acknowledgement Notices 5 years	CBE-46 BOE-46	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	
Confirmation/Acknowledgement Notices (returned undeliverable) 4 years	CBE-47 BOE-47	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	
Voter Verified Paper Audit-VVPAT 60 days after non-federal & 22 months after federal	CBE-48 BOE-48	09/17/2014	Paper/Electronic		Non Federal Election 11/03/2015 and prior	01/31/2016	
Voting Machine Reports 60 days after non-federal & 22 months after federal	CBE-49 BOE-49	09/17/2014	Paper/Electronic		Non Federal Election 11/03/2015 and prior	01/31/2016	
Chain of Custody Forms 2 years	CBE-50 BOE-50	09/17/2014	Paper/Electronic		2013 and prior	01/31/2016	
Proclamations of Elections/Legal Advertisements 1 year	CBE-51 BOE-51	09/17/2014	Paper/Electronic		2014 and prior	01/31/2016	
Challenge Forms 2 years	CBE-52 BOE-52	09/17/2014	Paper/Electronic		2013 and prior	01/31/2016	
Observer Forms 1 year	CBE-53 BOE-53	09/17/2014	Paper/Electronic		2014 and prior	01/31/2016	

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Census Block Forms 4 years	CBE-54 BOE-54	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	
Voter Affirmation/Form 10T 2 years	CBE-55 BOE-55	09/17/2014	Paper/Electronic		2013 and prior	01/31/2016	
Verification of Handicap Accessible/Polling Locations 1 year	CBE-56 BOE-56	09/17/2014	Paper/Electronic		2014 and prior	01/31/2016	
Certification of Training Hours 2 years	CBE-57 BOE-57	09/17/2014	Paper/Electronic		2013 and prior	01/31/2016	
Election Calendars Until no longer of adminstrative value	CBE-58 BOE-58	09/17/2014	Paper/Electronic		No longer of administrative value	Ongoing	
Mailing Envelope/Absent Ballot 60 days	CBE-59 BOE-59	09/17/2014	Paper/Electronic		Non Federal Election 11/03/2015 and prior	01/31/2016	
Proof of Ballots 60 days	CBE-60 BOE-60	09/17/2014	Paper		Non Federal Election 11/03/2015 and prior	01/31/2016	
Report Forms 60 days	CBE-61 BOE-61	09/17/2014	Paper		Elections with no pending legal actions held 11/03/2015 and prior	01/31/2016	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) BOE Review
Certifications of Most Populous County of Overlapping Candidates 60 days	CBE-62 BOE-62	09/17/2014	Paper		Elections with no pending legal actions held 11/03/2015 and prior	01/31/2016	
Certificates of Results 6 years	CBE-63 BOE-63	09/17/2014	Paper		2009 and prior	01/31/2016	
Copies of State Issues and Statewide Candidate Petitions 60 days	CBE-64 BOE-64	09/17/2014	Paper		Elections with no pending legal actions held 11/03/2015 and prior	01/31/2016	
Unofficial Election Results 60 days	CBE-65 BOE-65	09/17/2014	Paper		Elections with no pending legal actions held 11/03/2015 and prior	01/31/2016	
Evidence or Materials used for Protest Hearing 1 year	CBE-66 BOE-66	09/17/2014	Paper		Elections with no pending legal actions held 11/03/2015 and prior	01/31/2016	
Yearly Report to Secretary of State/Election Expenses 4 years	CBE-67 BOE-67	09/17/2014	Paper/Electronic		Report filed 2011 and prior	01/31/2016	
Report Forms on Organization or Reorganization of Board of Elections 6 years	CBE-68 BOE-68	09/17/2014	Paper/Electronic		2009 and prior	01/31/2016	
Reimbursement Records on Cost for Training Pollworkers 2 years + audited	CBE-69 BOE-69	09/17/2014	Paper/Electronic		Audited 2013 and prior	01/31/2016	

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Duplicate Records from Statewide Voter Registration Database 60 days	CBE-70 BOE-70	09/17/2014	Paper/Electronic		Reports generated 11/30/2015 and prior	01/31/2016	
Duplicate of Incomplete Voter Registration Forms 4 years	CBE-71 BOE-71	09/17/2014	Paper		2011 and prior	01/31/2016	
Returned Undeliverable 60 day Notices Until elector votes or elector removed from voter registration list	CBE-72 BOE-72	09/17/2014	Paper/Electronic		Elector appears to vote or is removed from registration list	01/31/2016	
Transmittal Forms 2 years	CBE-73 BOE-73	09/17/2014	Paper		2013 and prior	01/31/2016	
Copies of Identification from Electors for Voter Registration or Absentee Ballot Application 6 months from date of election	CBE-74 BOE-74	09/17/2014	Paper		Elections held June 2015 and prior	01/31/2016	
Copies of Identification from Electors with Absentee Ballot and Identification Envelope 90 days after receipt	CBE-75 BOE-75	09/17/2014	Paper		Received 10/31/2015 and prior	01/31/2016	
Copies of Identification provided by UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) voter with Federal Postcard Application 4 years after receipt	CBE-76 BOE-76	09/17/2014	Paper		Received 2011 and prior	01/31/2016	

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) BOE Review
Election Administration & Voting Survey Biennial Reports 2 years + 3 months	CBE-78 BOE-78	09/17/2014	Paper/Electronic		Report filed October 31, 2013 and prior	01/31/2016	
Election Administration Plan 2 years	CBE-79 BOE-79	09/17/2014	Paper/Electronic		2013 and prior	01/31/2016	
Precinct Election Official Performance Assessment 15 months	CBE-80 BOE-80	09/17/2014	Paper/Electronic		Assessments 10/31/2014 and prior	01/31/2016	
Local Option Petitions 4 years	CBE-81 BOE-81	09/17/2014	Paper/Electronic		Petitions filed 2011 and prior	01/31/2016	
Notice of Board of Election Meetings 2 years + 6 months	CBE-82 BOE-82	09/17/2014	Paper/Electronic		Meeting Notices 6/01/13 and prior	01/31/2016	
Certificate of Appointment 4 years	CBE-83 BOE-83	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	
County Job & Family Service Voter Registration Report 1 year	CBE-84 BOE-84	09/17/2014	Paper/Electronic		2014 and prior	01/31/2016	
Returned Undeliverable Notices 4 years	CBE-85 BOE-85	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	

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Authority to Vote Slips 60 days and no pending litigation	CBE-86 BOE-86	09/17/2014	Paper/Electronic		Election 11/03/2015 and prior	01/31/2016	
Post- Election Audit Reports Prior to January 11, 2015	CBE-87 BOE-87	09/17/2014	Paper		Prior to 1/11/2015	01/31/2016	
Ethics Forms 1 year	CBE-88 BOE-88	09/17/2014	Paper		2014 and prior	01/31/2016	
Declaration of Elector Unable to Mark Ballot 60 days	CBE-89 BOE-89	09/17/2014	Paper		Election 11/03/2015 and prior	01/31/2016	
Power of Attorney Forms Revoked or Elector no longer Registered	CBE-90 BOE-90	09/17/2014	Paper		Revoked or Elector no longer registered	01/31/2016	
Elected Official and Appointment Certification Forms 6 years	CBE-91 BOE-91	09/17/2014	Paper		2009 and prior	01/31/2016	
Division of Liquor Control Requests 6 months	CBE-92 BOE-92	09/17/2014	Paper		06/30/2015 and prior	01/31/2016	
Precinct Election Official 1 year	CBE-93 BOE-93	09/17/2014	Paper		2014 and prior	01/31/2016	

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Former Presidential Ballot 22 months (Federal Elections)	CBE-94 BOE-94	09/17/2014	Paper		Federal Election 2012 and prior	01/31/2016	
Authorization for Elector to Update Signature Signature updated or no longer in county	CBE-95 BOE-95	09/17/2014	Paper		Updated or no longer in county	01/31/2016	
Certification of District Candidates 6 months	CBE-96 BOE-96	09/17/2014	Paper		Certifications 06/30/2015 and prior	01/31/2016	
Election Hardware Inventory No Longer Admin Value	CBE-97 BOE-97	09/17/2014	Paper/Electronic		No longer Administrative Value	Ongoing	
Election Day Precinct Incident Log 60 days Non-Federal 22 month Federal Elections	CBE-98 BOE-98	09/17/2014	Paper		Non Federal Election 11/03/2015 and prior	01/31/2016	
Declaration of Intent to Change Political Party 10 years	CBE-99 BOE-99	09/17/2014	Paper/Electronic		2005 and prior	01/31/2016	
Absentee Voter Challenge 60 days Non-Federal 22 month Federal Elections	CBE-100 BOE-100	09/17/2014	Paper/Electronic		Non Federal Election 11/03/2015 and prior	01/31/2016	
Provisional Voter Precinct Verification 4 years	CBE-101 BOE-101	09/17/2014	Paper/Electronic		2011 and prior	01/31/2016	

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Accident Reports 2 years after fiscal year	BOE.ADM 900	08/27/2012	Paper		2012 and prior	01/31/2016	
Agenda 4 years after Board Approved	BOE.ADM. 901	08/27/2012	Paper		Board Approved 2011 and prior	01/31/2016	
Audio Recordings of Meetings After Summarized/Written into Minutes	BOE.ADM. 902	08/27/2012	Audio		Summarized and Written into Minutes & Approved	Ongoing	
Budgets 3 years	BOE.ADM 903	08/27/2012	Paper/Electronic		2012 and prior	01/31/2016	
Financial Records 3 years and audited	BOE.ADM. 904	08/27/2012	Paper/Electronic		Audited 2011 and prior	01/31/2016	
Litigation Records 5 years after case closed All appeals exhausted	BOE.ADM. 905	08/27/2012	Paper/Electronic		Cases closed 2010 and prior + all appeals exhausted	01/31/2016	
Contracts 15 years after expiration	BOE.ADM. 906	08/27/2012	Paper/Electronic		Expired 2000 and prior	01/31/2016	
Unsuccessful Employment Applications/Resumes 3 years	BOE.ADM 907	08/27/2012	Paper/Electronic		Received 2011 and prior	01/31/2016	

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Federal Grant Files Maintained per grant mandates	BOE.ADM. 908	08/27/2012	Paper/Electronic		Grants released and audited	01/31/2016	
Insurance Polices 2 years after expiration	BOE.ADM. 909	08/27/2012	Paper/Electronic		Expired 2013 and prior	01/31/2016	
Leave Requests/Work Schedule Until no longer of administrative value	BOE.ADM. 910	08/27/2012	Paper/Electronic		No longer of administrative value	Ongoing	
Payroll Records 3 years + audited	BOE.ADM. 911	08/27/2012	Paper/Electronic		Audited 2012 and prior	01/31/2016	
Personnel Records 2 years after employee terminates	BOE.ADM. 912	08/27/2012	Paper	Retirement waiver, service record, and leave balance	Employees terminated 2013 and prior	01/31/2016	
Logs Incoming Calls 6 months + no longer of administrative value	BOE.ADM. 913	08/27/2012	Paper/Electronic		Logs created July 2015 and prior + No longer administrative value	01/31/2016	
Travel Expense Requests 3 years + audited	BOE.ADM. 914	08/27/2012	Paper/Electronic		Audited 2012 and prior	01/31/2016	

Director Noonan submitted the 2016 Board Meeting Schedule for approval. The Board discussed changing the January 12, 2016 Special Meeting to January 8, 2016 at 8:30am. Member Carter mentioned that a reorganizational meeting needs to be set between March 2, 2016 and March 6, 2016. Chairman Cloud suggested Friday March 4, 2016 at 9:00am. Deputy Director Bucaro noted any meeting associated with an August Special Election would be cancelled if no election is held. Member Carter moved to accept the 2016 Board Meeting Schedule with the following two changes, the January 12, 2016 meeting will be

moved to January 8, 2016 at 8:30am and the Reorganization meeting will be set for March 4, 2016 at 9:00am; seconded by Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

Under the Director's Report, Director Noonan explained that each department held a post-election meeting to review what went well and what can be improved. She also added that the Board of Elections staff adopted a family and collected money to donate Christmas gifts to for the adopted family.

Under the Deputy Director's Report, Deputy Director Bucaro stated the 2016 Budget was approved by the County Commissioners last week and that the office is waiting appropriation figures. She also added that the unemployment request of $6,000.00 has been changed to $0.00 because the County is going to create its own centralized unemployment insurance account. If a department has a former employee go on unemployment, that department will have to ask for the money to be allocated to the department's specific account.

Deputy Director Bucaro explained that the office is awaiting a filing of a state initiative and the signatures will need to be certified by December 30, 2015. The staff may need to work some overtime hours next week depending on the number of signatures submitted.

Deputy Director Bucaro stated the March 15, 2016 Presidential Primary Election Administration Plan will be added to the agenda for the next meeting because it was not able to be prepared for this meeting due to the high volume of candidate petitions and because the Directive with the EAP template had only recently been issued.

Deputy Director Bucaro stated Tiffany Harmon has submitted a letter of resignation and her last day will be January 8, 2016.

With no further business, Chairman Cloud moved to adjourn; seconded by

Member Hall. Roll call:

Chairman Cloud	yea
Member Carter	yea
Member Hall	yea
Member Wunnenberg	yea

All in favor; motion carried.

The meeting was adjourned at approximately 9:59 a.m.

_____
Frank Cloud, Chairman

_____
Diane Noonan, Director

_____
Todd Hall, Member

_____
Chris Wunnenberg, III Member

_____
Bruce Carter, Member