

**Butler County Board of Elections
Board Meeting Minutes
May 09, 2012**

The Butler County Board of Elections met on Wednesday, May 9, 2012, at 11:00 a.m. for a regular meeting. Roll call was taken and present were Member Bruce Carter, Member Judy Shelton, Member Tom Ellis, Director Lynn Edward Kinkaid, Deputy Director Jocelyn Bucaro, Administrative Assistant Tiffany Harmon and IT Manager, Jay Klein. Also present was Mr. Bob Selak of Thompson Hine LLP Attorneys at Law. Absent from the meeting was Chairman Frank Cloud.

Member Ellis moved for Member Bruce Carter to be acting Chairman in the absence of Chairman Frank Cloud. Member Shelton seconded the motion. There was no discussion and roll call was taken:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

Member Carter stated that there were no bills to approve.

Minutes to be reviewed were from the meeting of April 19, 2012. Member Ellis moved to approve the Minutes. The motion was seconded by Member Shelton.

Roll call:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

Director Kinkaid reviewed the following Directives with the Board:

04/20/2012 2012-14 Election Administration Plans
This Directive provides an Election Administration Plan (EAP) template for use by county boards of elections. To promote consistency in plan content and format among all eighty-eight county boards of elections, each board must use this template when drafting its plan. Additional information beyond the

categories in the template is acceptable. According to the terms of the settlement agreement, an EAP for the 2012 general election is due on July 9, 2012. (Note: BOE staff is working on this plan which will be available for Board approval at the June 21, 2012 Board meeting.)

04/27/2012 2012-15

Mandatory Training for Precinct Election Officials

All precinct election officials appointed to work at an Election Day precinct for the November 6, 2012 general election must attend a training class provided by the board of elections during the 60 days leading up to the election covering, at a minimum, the topics specified herein. To assist counties with the fiscal impact of training precinct election officials this year, each county will receive a payment in July from the state general revenue fund for precinct election official training expenses incurred in county fiscal years 2011 and 2012. The Secretary of State's office will also be providing Precinct Election Official Quick Reference Guides (flipcharts) for the general election, with delivery expected in October.

The following Memoranda from the Secretary of State were reviewed with the Board by Director Kinkaid.

04/24/2012

Grant Funds for In-Person Poll Worker Training for ADA Compliance – Joy A. West

The Secretary of State has completed their review of our Application for HHS Grant Funds for In-Person Poll Worker Training for ADA Compliance, and our grant application has been approved in the amount of \$4,743.

04/26/2012

SOS kicks off PEO recruitment campaign (Matt Damschroder)

Secretary Husted will be traveling to hold PEO recruitment events and talk about preparations for November 6. (Note: Jocelyn Bucaro, Nancy Piper and Angie Myers will be attending the event to be held in Montgomery County on Friday, May 11th.)

04/27/2012

Update 2012: ADA Compliance and HHS Grants Webinar Video Recording Link (Laura Pietenpol)

Link to access the video recording of the "Update 2012: ADA Compliance and HHS Grants" webinar.

05/01/2012

Webinar Announcement: Developing Your Election Administration Plan (Laura Pietenpol)

This webinar will be beneficial for Directors, Deputy Directors and BOE staff that will be participating in the development of their board's election administration plan along with other interested in learning more about the expectation and process.

Director Kinkaid introduced Jay Klein, who stated that the reason for his attendance at the meeting was to advise and ask the board to approve the

creation of an additional precinct. He explained that Hanover7.84 would be the third split within Hanover7. He stated that despite the effort to eliminate split precincts, this particular precinct must be added for the correct ballot to be available for the voters within the area.

Member Ellis moved to create Hanover7.84 as recommended by the Board of Elections staff. Member Shelton seconded the motion. There was no discussion and roll call was taken:

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|----------------|-----|
| Member Carter | yea |
| Member Ellis | yea |
| Member Shelton | yea |

All in favor; motion carried.

Mr. Klein explained a change with Hanover7.51 and Hanover7.53 precincts. He informed the Board that there was a clerical error that will be fixed. He assured the Board that all affected voters in Hanover will be notified of the changes within their precinct. He also presented the new Board of Elections website that was launched on Friday, May 4, 2012. The Board Members complimented the modernized website.

Director Kinkaid presented his Director's Report and introduced a chargeback from the March 6, 2012 Primary Election totaling \$51.09.

Member Shelton moved to accept the chargeback from the Primary Election of March 6, 2012. Member Ellis seconded the motion. Roll call:

| | |
|----------------|-----|
| Member Carter | yea |
| Member Ellis | yea |
| Member Shelton | yea |

All in favor; motion carried.

Deputy Director Bucaro updated the Board Members on scheduling with ES&S. She stated they will be arriving on May 22, 2012 for a training session on the new version of Epic software. She stated they are also coming to the Board of Elections in early June to replace the stands on the Express Poll Books free of

charge. ES&S also shipped the Board 400 new Express Poll Book batteries because the batteries in the units may be nearing their expected life cycle. Ms. Bucaro also informed the Board that encoders no longer in use have been made available to other Ohio counties for purchase. The Board has already sold 270 encoders totaling \$8,538 which will be paid into the General Fund. Two additional counties have shown interest in potentially purchasing 40 more encoders. Four-hundred-fifty remain to be sold.

Ms. Bucaro then presented the finalized emergency preparedness plan for the building and explained she is waiting on training dates to review and implement the plan. Member Ellis questioned if there were any precautionary measures the Board could take to protect their complex equipment from lightning strikes such as putting a force field around the building. Director Bucaro stated she would look into any precautions the Board could take for this issue and will speak with Utah Bailey, Safety Director for Butler County. Member Ellis then stated the Board should refer to some type of lightning expert if there is any way to prevent an incident with lightning from occurring.

Under New Business, Member Ellis presented a DVD on SOE software dealing with election night reporting. After viewing, Member Ellis stated he received a quote from SOE software and they would do the special election at no cost with the purchase of the general election at \$16,500. If the Board agrees to purchase an additional two elections, it would cost an additional \$5,000, all of which are credited back to the final purchase plan. He stated this would bring our election night reporting into the 21st century and added that the Board of Elections website is utilized by not only the media but many others and he would like to see the Board move in the more modern direction. Member Shelton recalled receiving criticism on our election night reporting in the past. Member Ellis stated once we contract with SOE software, it is a yearly contract and we do not have to use them each election. For instance the Board can choose to use them in general elections only to minimize cost.

Member Ellis moved the Board enter into an agreement to license the initial test use at \$16,500 with the condition of a free trial for the August Special Election.

Member Shelton seconded the motion. Member Carter stated that if the Board approves the agreement, a contract must be drafted that fully incorporates all of the terms for the Board's attorney to review. Ms. Bucaro stated that any purchase over \$15,000 has to go to the Butler County Commissioner for a resolution.

Director Kinkaid questioned if the Board members believed this would affect the Board's budget that will be going in front of the Commissioners in the near future.

Member Carter stated the revenue from the encoders will pay for the \$16,500, and he believed if the profit from the encoders were presented along with the request for the approval of the purchase, it would not be a problem. Roll call:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

Member Shelton then moved to go into a short recess. Member Ellis seconded the motion. Roll call:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

Member Shelton moved to go into Regular Session. Member Ellis seconded the motion. There was no discussion and Roll Call was taken:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

Member Ellis then moved that the Board go into Executive Session for the purpose of discussing personnel under O.R.C. 121.22 (G) (1). Member Shelton seconded the motion. Roll call:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

After Executive Session, Member Shelton moved to return to Regular Session,
seconded by Member Ellis. Roll call:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

Member Shelton moved to adjourn the meeting, seconded by Member Ellis.

There was no discussion. Roll call:

Member Carter yea
Member Ellis yea
Member Shelton yea

All in favor; motion carried.

The meeting was adjourned at approximately 4:40 p.m.

Absent

Frank Cloud, Chairman

Lynn Edward Kinkaid, Director

Thomas W. Ellis, Member

Judith A. Shelton, Member

Bruce Carter, Member