

## St Joseph County Election Board

101 S. Main ST.

South Bend, IN 46601

Thomas Dixon, Republican Chair

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Charles Leone, Democrat Chair

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Amy Rolfes, Secretary

March 23, 2023

4:30 PM

### Minutes for 03/23/2023 Meeting

1. Call to order
  - a. Present are:
  - b. Dave Smith- Machine Tech
  - c. Trisha Carrico-Chief Deputy
  - d. Susan Baxmeyer- St. Joe County Republicans
  - e. Janet Yarbrough-Clerks
  - f. Judy Bradford-LWV of the SB area
  - g. Nick Abernathy-RBM
  - h. Donna Hurley- Supervisor VR
  - i. John Harlan-private citizen
  - j. John Butler-Clerks
  - k. Pam Claeys-Community Member
  - l. Diana Hess-SJC Dems
  - m. Mike McManus-self
  - n. Joe Rice-Clerks
2. Pledge of Allegiance
3. February 22<sup>nd</sup> minutes were still under review. Members of the board requested amendments to be made to the minutes for the March 10<sup>th</sup> meeting. Upon these amendments being made, the minutes are approved.
4. Next item- Vote center worker training
  - Amy Rolfes stated she had the power point slides and the script for the training. She requested that Nick Abernathy and Dave Smith update their materials if needed, and if they could get together to go over the information. Mrs. Rolfes then spoke about an employee who will take on more responsibilities regarding the web page, and training.

- She would like to clarify the different roles for the Vote Center workers. She would like to have the Inspectors trained separately with the Republican Judges. They will have the option to train on April 29<sup>th</sup> at 12:00 P.M. or April 30<sup>th</sup> at 1:00 P.M.
- Clerks, Sheriffs, and Democrat Judges will be able to train on April 27<sup>th</sup> at 6:30 P.M.
- Anyone can train on April 29<sup>th</sup> at 9:30 A.M. or April 30<sup>th</sup> at 9:30 A.M.
- Pam Claeys asked questions about training times, and Amy responded.
- Trish Carrico also stated there will zoom options available.
- Amy stated there will be an assessment given to Workers.
- Amy stated when she gets the materials from Dave Smith and Nick Abernathy, she will be responsible for doing the voice over work.
- Susan Baxmeyer asked when the training materials would be ready.
- John Butler stated the materials are usually done a week before training.
- The ballot room keys were brought up: New locks have been installed, and there are 4 new keys.
- Trisha Carrico stated the best options to carry the backup keys are Gino Catanzarite and Eric Clark in Voter's Registration and explained why.
- Mr. Leone stated he does not know Gino and wants to meet him first before giving him a key, and then asked Diana Hess if she was ok with Geno Catanzarite being the Democrat backup. She responded she was ok this, and she would join Mr. Leone when he met with Mr. Catanzarite.
- It was agreed that the old keys would be given to Brian Davidson.
- Trisha Carrico gave Mr. Dixon his new key, and it was decided he would give Mr. Clark his key the following day. She then gave Mr. Leone his new key and Mr. Catanzarite's key.
- It was asked if the cameras have been installed in the ballot room. Mrs. Carrico stated they have not, however she was told it should be done sometime the following week.

#### 5. Next item- the dress code resolution

- Mr. Leone brought up the potential resolution he talked about at the last meeting. He stated he would like to see some type of dress code for vote center workers. A draft was circulated among the board, and he did not receive any feed back regarding changes. Mr. Leone did state language was added to include "Any article of clothing, pack, bag, or equipment to have anything that would have any message or offensive symbol". Mr. Leone clarified that pack refers to backpack, or a case carrying equipment.
- There was a discussion about the meaning of the term "Offensive" and how to decide what is offensive. Options were discussed, and Mr. Dixon did mention that the workers are employed by the county, and employers can control the

messages coming out their offices. Mr. Leone then stated he got the language from the St. Joseph County Personnel policies handbook. Electioneering was also discussed. It was then agreed that the term “offensive” could be taken out. The language would then become: “Not to wear any article of clothing, or to display on clothing, or on any personal pack, bag, or equipment- any badges, buttons, ribbons, or promotional logos displaying any message or symbol”.

- Mr. Dixon brought up he was concerned about the part that spoke about extreme hair styles, piercings, tattoos. He was concerned because of today’s society, where these are the norm, rather than the abnormal. The board agreed with this point.
- Mr. Dixon stated if the proposed amendments were included in the resolution, he would entertain a motion, which was made, seconded, and carried unanimously.
- Mr. Leone stated he could send a clean version to Joe Rice. He also asked if there was a place to upload adopted resolutions on to the St. Joseph County website. John Butler stated there was not, but one could be created on the Election Board page. Mr. Leone then clarified it would be good to have any resolution that is in effect to be uploaded. Mr. Butler then stated it could start with current resolutions from this year, and then build from there. It was also determined the resolution just passed was 2023-08

#### 6. Next item- Other business

- Dave Smith stated he had several items. He brought up the warehouse, and wanted furniture taken out of the warehouse. Mrs. Carrico responded stating she is working with Procurement to get the furniture out of the warehouse.
- Mr. Smith stated there is PPE equipment in the warehouse, that is expired and needs to be disposed. Mrs. Rolfes stated she could reach out to Procurement to find a solution.
- Mr. Smith stated the warehouse dock is filled with random items and should be cleared before equipment needs to be shipped to the sites.
- Mr. Smith needs 8 contact sheets, and 12 more vote center techs.
- Mr. Smith discussed his involvement regarding poll pad training with Mrs. Carrico. She asked Mr. Smith if he had any additional information needed for absentee workers to understand the poll pads. He responded “No”. The only difference from the PowerPoint slides would be the “Public question only” option. He normally drops off a poll pad for training purposes.
- Mr. Smith brought up the public question on the ballots in Mishawka. He stated the under 18-year-old ballots still include an option for “Public question only”. There is no way to remove that option from the poll pads. This will have to be covered in training.

- Mr. Smith stated the 6 machines that will be tested on 3/31/2023 need to be set up, and he was focused on the poll pad tickets. Mrs. Carrico then told Mr. Smith; she would contact him next week. Mr. Smith stated he would try to deliver and set up the poll pads to Mishawaka and South Bend on April 3<sup>rd</sup>. He then stated the Freedom votes and the empty ballot box, for South Bend and Mishawaka will be ready to be pick up after the Monday following this meeting.
  - Pam Claeys asked what can be done to stop an under 18-year-old from selecting public question only. Dave smith responded that the vote center workers and clerks need to make sure when the individual is checking in, that they select a Democrat or Republican ticket. This will be covered in training.
7. Mr. Dixon stated the next meeting was scheduled for the 31<sup>st</sup>, but it was also communicated via e-mail that the room was available on the 30<sup>th</sup>. He proposed to not meet on the 30<sup>th</sup> and just meet on the 31<sup>st</sup>. It was unanimously agreed upon.
  8. Mrs. Rolfes read a new Clerk's office policy regarding clerks working elections if they are candidates, or if they are related to candidates. This did not need to be voted on. Members of the board made recommendations. It was suggested to add language stating that if exceptions occur, they need to be documented. It was also suggested to add language to clarify what it means to be a family member.
  9. Mr. Dixon addressed Mr. McManus' request for information regarding a previous hearing. Mr. Dixon stated there needs to be formalized bookkeeping procedures, or some document retrieval procedures. Mr. Dixon stated he would go back through his files and communicate with the other members of the board. Mr. Dixon wanted to make sure Mr. McManus knew the Election Board was working on this matter.
  10. Next meeting will be March 31<sup>st</sup>, 2023, at 10:00 A.M. at 142 S. Olive Street.
  11. Public Comment:
    - Pam Claeys requested physical copies of the agenda and the minutes from the previous meeting be present at the time of future Election Board meetings.
  12. Meeting adjourned.