

ST. JOSEPH COUNTY ELECTION BOARD

101 S. MAIN ST.
SOUTH BEND, IN 46601

M. CATHERINE FANELLO, CHAIRPERSON
MURRAY WINN, REPUBLICAN MEMBER
RITA L. GLENN, SECRETARY

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September 6, 2019

St. Joseph County
Election Board Meeting
1:30 PM

1. Call to order

It being the appointed date and time, Chairman M. Catherine Fanello calls the St. Joseph County Election Board Meeting to order. Present are Murray Winn, Republican Member and Ex-Officio Clerk of the Circuit Court, Terri Rethlake as proxy for Rita L. Glenn, also present are:

Rick Moffett-Head Machine Tech
Nick Abernathy-RBM
Dave Smith-Machine Tech
Janet Buchanan-RBM
Kim Riskovitch-Rep. Member Voter Reg
Brandie Ecker-Thorne-Grodnik Legal
Arielle Brandy-Dem. Member Voter Reg
Lana Cleary-Deputy Clerk
Penny Stratton-Election Clerk

2. Approval of the minutes from the last two meetings.

Catherine moves to approve the minutes of the last two meetings. So, moved by Murray Winn, seconded by Terri Rethlake. So, ordered. Minutes stand approved.

Old Business

3. Deliver of election equipment

Catherine explained that SEA-570 says that two parties can sign a certificate stating they delivered equipment to each polling location. The form CEB-1A is to be used for this certificate. Catherine requests a certificate from the County HR stating that on one delivery equipment from the Highway Department has a criminal record. Murray suggested having the person receiving the equipment to state where the equipment will be stored. Murray asked Kim and Arielle to contact the party chairs for a letter of

acceptance for delivery protocol of the election equipment. A discussion was held about delivery of the E-poll books. The decision was made to put a seal on the E-poll book case and the E-poll book will be placed in a locked ballot box. A seal will be placed on the ballot box and this seal number will be given to the inspectors.

4. Storage bins for Freedom Votes

A discussion was held about the storage bins for the Freedom Votes. Dave explained the bins they want are enclosed and will hold about 20-24 machines and then they can be stacked about four high. They also have castors that will allow for them to be removed easily. Lana explained she contacted Uline and was given a quote for 36 bins: \$270 each with castors and the freight will be \$640.72 for a total cost of \$10360.72. She said the request to move the money from one account to another will go in front of the board next Tuesday for approval then the Commissioners the following Tuesday for final approval. Murray made a motion to purchase 36 storage bins with castors. Terri seconded. Motion approved.

5. Century Center contract

Penny informed the Election Board that she provided Jamie Woods with the contract for training from Century Center and he emailed that he was fine with the agreement. Rita will sign contract and Penny will forward a copy to Century Center.

6. Training

Janet asked Penny if she is available on Wednesday 9-11-19 for answering questions on certain procedures for the training material. Janet asked if we wanted to use the "close" bar code and ballot for the closing procedures. The Election Board decided to use "close bar code and ballot. Catherine asked Dave, Rick and Murray to read over the training material and to make any suggestions. Nick asked to have any suggestions by Wednesday. Catherine asked about a video for training to put on the website. Penny will forward the video Janet provided.

New Business

7. Public test

A discussion was held about VSTOP selecting the election equipment to be tested. Janet stated she thought VSTOP sent an email stating we needed to set a procedure for selecting the election equipment to be tested because our list wasn't provided by the deadline due to the new equipment being received. Janet read an email from VSTOP that explained the County Election Board needs to decide what machines will be tested. The Election Board decided each Election Board Member and each machine tech will pick two numbers at random and the machines that coincide with those numbers will be part of the public test. Terri on behalf of Rita picked 7 and 149, Murray picked 23 and 57, Catherine picked 117 and 28, Rick picked 70 and 19, Dave picked 99 and 143. The Public Test is scheduled for October 4, 2019 at 9:30 AM.

8. Polling location

There were suggestions made for a possible polling location to replace St. Joseph Young Men's Society. Rick suggested checking the new fire station on Olive street. Kim will look at the fire station to see if there is enough parking.

9. Ballot approval

Penny showed the ballot changes to the Election Board. Catherine asked if the party chairs had seen the ballots. Penny explained that Joe Canarecci said they were fine, and she hadn't heard for Zach Potts. Catherine asked Kim to reach out to Zach for his thoughts on the ballots. Ballots were approved. Rita will sign approval form and Penny will email to the RBM staff. There was a discussion on the number of provisional ballots per precinct. It was recommended for 15 provisional ballots per precinct. Terri suggested printing the ballots without timing marks. Terri will check to see if the provisional ballots need to have timing marks.

10. Absentee workers

Penny asked how many workers are need and are the party chairs giving the names of the workers. It was decided that we would have 15 workers, and some could be put on an as needed basis. The parties will provide the list of names for absentee workers.

11. Scanner for inventorying election equipment

Murray and Catherine agreed to purchase the scanner for the machine techs to use at the warehouse to inventory the election equipment

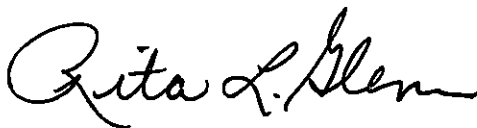
Public Comment

12. Penny will send all upcoming dates for election information to everyone and Rita will do a press release about the public awareness dates.

Next meeting is September 20, 2019 at 9:30 AM

The Chairman makes a motion to adjourn at 3:01 PM

Respectfully submitted,



Rita L. Glenn, Secretary
St. Joseph County Election Board