

# ST. JOSEPH COUNTY ELECTION BOARD

101 S. MAIN ST.  
SOUTH BEND, IN 46601

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CATHERINE FANELLO, CHAIRPERSON  
MURRAY WINN, REPUBLICAN MEMBER  
TERRI J. RETHLAKE, SECRETARY

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March 1, 2018

St. Joseph County  
Election Board Meeting  
1:00 p.m.

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 J. Rethlake, also present are:

Rick Moffett-Head Voting Machine Tech  
Keith Mc Ginnis-RBM  
Brandie Ecker-Paralegal-Thorne Grodnik  
Lana Cleary-Deputy Clerk  
Arielle Brandy-Dem. Member Voter Reg.  
Debbie Ladyga-Block-St. Joseph County Dem. Vice Chair  
Kim Riskovitch-Rep. Member Voter Reg.  
Penny Stratton-Election Clerk

2. Approval of the minutes from the last meeting.

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

Old Business

3. RBM report on extension

Terri stated RBM extension agreement was sent to the commissioners and they approved it. We have the signed copy back, one was given to Keith, commissioners, and we have one on file in the clerk's office.

4. Combined Precinct Resolution 2018-04

Terri updated all the data with the correct matrix from Kim. Catherine wanted to know what the cut off number was for assistant clerks. Terri is looking for 2016 resolution to confirm but doesn't think that number is in the resolution. Terri explains the information in bold were the precincts that had two Epoll books and the asterisk is the precinct that will administer the election. Terri asked Rick how many spare IPAD's we have. Rick said there are twelve or thirteen spare. Resolution 2018-04 combining precincts into one polling location for Primary and General elections in 2018 so moved by Murray, seconded by Terri. So ordered.

5. Inspector Resolution 2018-05

Inspector Resolution 2018-05 serving as inspector for more than on precinct for Primary and General elections in 2018. So moved by Murray, seconded by Terri. So ordered.

6. Assistant clerks and Sheriff resolutions

We will sign assistant clerks and Sheriff resolutions at the next meeting.

7. M100's with multiple precincts

Terri contacted IED and found more than one precinct can be programmed on each M100. Murray and Terri stated that any precinct with 1800 or more voters will have more than one M100 and assistant clerks. Keith stated that a report will print for each precinct in a M100. Murray asked if a resolution was needed to assign more than one precinct to a M100. Terri said she would prepare one for the next meeting.

8. USPS meeting

Terri stated we are meeting with the USPS about absentee ballots to ensure that people are getting and we are receiving in a timely manner. Catherine asked if the problem is from the USPS moving the sorting centers. Terri said that is some of the problem, even though the representatives from USPS stated that the local absentee mail doesn't leave the South Bend Office. We still find some are going to Fort Wayne and then coming back. We are trying to figure out if a different color envelope or a color emblem will bring more attention to the absentee mail. USPS meeting is on March 2, 2018 @ 11:00 a.m.. We will update next meeting.

New Business

9. Ballot proofing

Penny stated she is about 50% done with proofing. She will email Christy (RBM) all the ballots with errors.

10. St Joseph County Website-minutes and agenda

Terri asked if we should post the Election Board agenda and minutes on the St. Joseph County website. The Election Board agreed that we should post the agenda and minutes on the Website.

11. Provisional ballot-highlights

Terri stated that Penny suggested that we highlight the areas on the provisional envelope that must be filled out in order to be accepted. Catherine and Murray had concerns that we might be guiding the voters and the code might prohibit us from doing this. Terri will check to see if this is allowed at her meeting next week. Murray asked if the envelope is specific to an election year. Terri stated the election date is on the envelope but could be left off the envelope. The board agreed to adding the highlights to the training material and Terri will check on the envelope at the meeting next week. Murray and Catherine also think the highlight should be in the same color.

Public Comment

12. Public Test date

Rick stated that we need to set a date for the Public Test. Rick suggested April 20, 2018 at 9:00 a.m.. Board agreed. Rick also stated each party needs to pick 10 precincts and then he and Dave will pick the other three. Rick asked if a combined precinct is picked does each precinct in the M100 have to be tested. Terri stated she thinks statute says how you must test a combined precinct. She thinks that is part of training next week. She will look this up and follow up at the next meeting.

13. CFA-4

Terri stated Keith Forsythe hasn't filed his CFA-4 yet. A letter was sent and Terri thinks she called him, but knows for sure that she reminded him in person. A hearing will need to be set for the next Election Board meeting.

Terri also stated CFA-1 haven't been filed but she needs to research this further because some of these people may not know that they must file these because they have been in these positions for so many years.

14. Committee for Central Count

Terri asked for suggestions of who could be on the committee for central count. If Murray and Terri need to be on the committee, we can publish it as a public meeting. Terri received procedures from Marion county on their central count. Catherine stated the committee needs to be bi partisan. Terri is proposing training for answering phones and central count teams. Keith stated that training is going to be different for poll workers also. Murray stated the party chairs should recommend people for the committee. Brandie stated since a procedure is being decided, she thought the meeting with the committee needed to be public. Murray, Terri, Keith, Janet, party chairs, Penny, and Lana will be part of the committee. Deadline for Committee meeting is March 30, 2018. We will set next meeting.

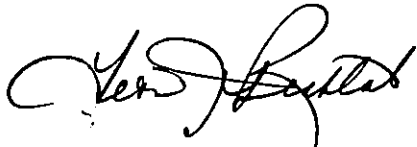
15. Delinquent CFA-4 Kelly

Brandie stated a letter was sent to Mr. Kelly, giving him until the 14<sup>th</sup> to pay the fine. She will inform what has happened at the next meeting. She also will need to know if Jamie Woods has authority to move to collection at that meeting.

Jamie Woods needs authority to send information on the Braun campaign to the Secretary of State. So moved by Murray, seconded by Terri. So ordered.

The next meeting will be March 15, 2018 at 1:00 p.m..  
The chairman makes a motion to adjourn at 1:55 p.m.. So moved by Murray, seconded  
by Terri.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Terri J. Rethlake". The signature is written in a cursive style with a large initial "T".

Terri J. Rethlake, Secretary  
St. Joseph County Election Board

tjr/pds