

ST. JOSEPH COUNTY ELECTION BOARD

101 S. MAIN ST.
SOUTH BEND, IN 46601

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

TELEPHONE 574-235-9635
FAX 574-235-9838

March 15, 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 Machine Tech
Keith Mc Ginnis-RBM
Dave Smith-Machine Tech
Brandie Ecker-Paralegal-Thorne Grodnik
Lynn Fitzpatrick-Republican County Chair
Arielle Brandy-Dem. Member Voter Reg
Kim Riskovitch-Rep. Member Voter Reg
Lana Cleary-Deputy Clerk
Rita Glenn-Chief Deputy Clerk
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. M-100 Resolution 2018-08

M-100 machines in multiple precincts to be programmed to scan ballots from all precincts located within polling place. So moved by Murray, seconded by Terri. So ordered.

4. Sheriff Resolution 2018-07
One Sheriff at Single Precincts Primary & General Elections held in 2018. So moved by Murray, seconded by Terri. So ordered.
5. Assistant Clerks Resolution 2018-06
Appointment of Assistant Clerks Primary & General Elections held in 2018. So moved by Murray, seconded by Terri. So ordered.
6. USPS update
Terri stated we had the meeting with USPS. We are adding a bar code to the ABS-6 and ABS-16. They didn't feel the artwork and different colored envelopes would help in delivery. They also asked that we keep the 466 and 465 in one container to be kept in South Bend sorting. We will update UPS and Fed Ex to deliver on election day because we are not closed. We will have them deliver by 11:00 AM.
7. Ballots update
Penny stated that she has approved all the ballots, and they are being printed now. The ballots will be delivered on Monday 3-19-18 to the warehouse for the precincts and the County-City Building for absentee.
8. Provisional Ballot
Terri stated we are preparing the training material for provisional ballot envelope with the highlights. We are not going to add the highlights to the actual envelope. We are using the red and blue shading for the highlights.
9. Public Test Date
Terri stated the public test was set for April 20th, but statute had changed and the test had to be reset. The test must be before absentee opens. The new date is April 6th at 9:00 AM. Catherine informed she will be out of town and needs to appoint a proxy, she will inform the board who her proxy will be.
10. Keith Forsythe CFA-4 hearing
Terri informed the board that Keith Forsythe saw the posted agenda and called to see what the problem was because he had given the former election clerk the CFA-4 form and disbanded his committee the previous year. On March 14th he came in to the Clerk's Office and filed a new CFA-4 and the committee is disbanded.
11. Randy Kelly update
Brandie Ecker informed the board that Randy Kelly has not contacted Jamie Woods about the delinquent fine. She needed the authority to move forward and file a small claims lawsuit to collect the fine. So moved by Murray, seconded by Terri. So ordered.

12. Central Count

Terri stated we had a work session. Terri said the committee decided central count would be held in the Law Library. During the work session Murray suggested we have two clerks in the first nook to check in the ballots and to assign the ballots to the canvassers. The two high speed tabulators will be in the front of the room and the RBM team will run these. A Republican and Democrat team at the front of the room will put the counted ballots in their respective envelope and complete the paperwork. Keith stated we need a list of all the precincts at the back nook to check in the ballots. There will be ten tables of Republican and Democrat canvassers. Terri stated the salary will be \$75.00.

Terri will send an email to each party chair telling them we need eleven people from each party. The committee suggested starting at 10:00 AM but Terri and Catherine questioned if that would be enough time for training and lunch. The training time was changed to 9:30 AM. Terri stated if the bill gets signed by the governor the clerks will be allowed to open the secrecy envelope before noon and then the canvassers would only have to open the ballot envelope. The ballots will be processed by the deputy clerks as they have in the past. The absentee workers will check the signature against the ballot and the application, that will be the first check. If they have a problem they will pass on to the Election Board. The second check will be by the canvassers in the central count. The canvassers will have to sign an oath and will put the precinct number they processed on their oath. Any damaged ballots will be set aside until the end of processing the ballots. There will be blank ballots for all precincts for any remakes. We will have an Epollbook in the Clerk's Office, two in the Law Library, and one in Voter's Registration.

New Business

13. Drop down for Epollbooks

Terri stated that Mike Miller gave an option to put a drop-down box on the Epollbook for a missing driver's license number or the last four of the social security number. At the end of the election a report can be generated for Voter's Registration to update the voter's information.

14. Terri spoke with Mike Miller and he suggested using the IPAD connected to a projector for training instead of paper handouts. Terri will talk to Scott (IT) and see if this is possible.

15. Terri stated that Mike Miller brought to her attention that there is a new statute for clerks that have Epollbooks. The Election Board may prescribe an affidavit that includes a unique identifier or establish a procedure to produce a document label or an electronic record associated with each voter and includes a unique identifier to comply with 26.2c3 of this chapter which is deceased voter's ballot. She wanted to know if the board wanted this on record. She stated we can pull a ballot if we have a unique identifier or not. We will always know what date a voter voted. They already have a unique identifier that prints on their label. Terri wanted to know if the board want to implement this or pass on this election. Catherine and Murray both agreed to pass. No action noted.

16. Training dates

Catherine stated we had one training in Mishawaka and the rest in South Bend. Murray said if we did one in Mishawaka he would suggest the Battell Center, because they have remodeled and they have decent parking. Voter's Registration will see about getting the Battell Center and IUSB. The dates are as follows depending on availability.

Poll worker training:

Battell Center for Mishawaka training: May 3, 2018 at 6:00-7:30 PM

IUSB for South Bend training: April 21, 2018 9:00-10:30 AM and 11:30-1:00 PM

April 26, 2018 6:00-7:30 PM

April 28, 2018 9:00-10:30 AM and 11:30-1:00 PM

Inspector training:

County Council Chambers 4th floor County-City Building

May 5, 2018 9:00-10:30 AM and 11:30-1:00 PM

May 6, 2019 2:00-4:00 PM

17. Polling locations

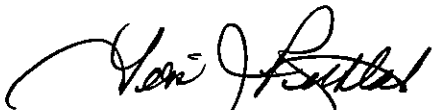
Kim stated that the paper work is slowly coming in. South Bend Schools were supposed to have the paperwork back to her last Friday. If the school has more than one precinct they are not returning all the precincts. She emailed Mishawaka Schools again because they were refusing the elementary schools. Terri and Kim tried to visit the Armory, but they want to charge \$900.00 and were not available on the date and time scheduled. The YMCA will replace Howard Park. Kim stated that Brown Mackie isn't available because they are closed, so Tanglewood has said we can go back there. Kim is also checking on the Ice Box to replace St. Casimir. Kim is checking on Pinhook to see about the flooding to see if they will be ready by election.

The next meeting will be April 12, 2018 at 1:00 PM

The chairman makes a motion to adjourn at 2:14. So moved by Murray, seconded by Terri.

So ordered.

Respectfully submitted,



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

tjr/pds
rec.1030