

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

TELEPHONE 574-235-9635
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August 8, 2019

St. Joseph County
Election Board Meeting
1:00 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
Dave Smith-Machine Tech
Kim Riskovitch-Rep. Member Voter Reg
Keith McGinnis-RBM
Arielle Brandy-Dem. Member Voter Reg
Debbie Ladyga-Block-Democratic Party Vice-Chair
Lana Cleary-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. Catherine asked Dave his recommendations on Senate Enrolled Act No. 570. He thought we had discussed passing a resolution informing IED on our procedure for the security of the Epoll books. A discussion was held, and it was decided that Terri would draft a resolution stating we will put the Epoll book in the ballot box that has a seal on it and is locked with a key that the inspector will be given.
4. Keith explained that all the old election equipment has been removed from the warehouse. He supplied a certification of destruction from Padnos and an affidavit from himself that everything has been destroyed.

- Keith stated that the first shipment of new election equipment will be delivered on 8-9-19 between 10:00 AM and 12:00PM. We should have all equipment by the week of August 19th. A discussion was held as to how the equipment was going to be checked in and asset tagged by Lana and Stephanie. RBM will do an acceptance test on all the new equipment coming in, there will need to be a bi-partisan team to witness these tests.

New Business

- Catherine read the “new delivery requirements” for voting systems: bipartisan county election board members, bipartisan teams, members designated by CEB, commercial delivery company under contract with CEB security procedures, must be filed with Election Division before poll books are delivered to precinct or vote center, cannot use jail inmates, community correction program participants. A discussion was held. Terri will check with the Election Division for further clarification. Catherine stated that we will probably have to have affidavits for each team to sign. Dave said they have a sheet prepared that the drivers sign now, he will send to Terri to forward to Jamie Woods for review.
- Catherine is recommending meeting in two weeks for RBM to discuss the training material for the new election equipment and make any changes that need to be made. There was a discussion held about where the public awareness training would be held. Charles Martin and Charles Black were suggested for South Bend and Mishawaka City Hall was suggested for Mishawaka. Debbie will see if Mishawaka City Hall is available on September 25th from 5:00 PM-7:00 PM.
- Penny explained the schedule for Absentee hours. The Absentee hours are as follows:

Tuesday October 8 – Friday October 11	8:00 AM – 4:30 PM
Monday October 14 – Friday October 18	8:00 AM – 4:30 PM
Monday October 21 – Friday October 25	8:00 AM – 4:30 PM
Saturday October 26	8:00 AM – 4:00 PM
Monday October 28 – Friday November 1	8:00 AM – 4:30 PM
Saturday November 2	8:00 AM – 4:00 PM
Sunday November 3	12:00 PM – 4:00 PM
Monday November 4	8:00 AM – 12:00 PM
- Penny informed the Election Board of the Town Elections that had contested races. New Carlisle and Osceola have contested races, so we will need to hold elections in those towns.
- There was a discussion held on the “New Election Legislation” laws. Catherine wants clarification on VSTOP selecting the equipment for the Public Test.

Public Comment

- Keith asked who would need to be contacted to clean and seal the floors at the warehouse. Terri will contact the commissioners and Brian Davidson about the process to get this done.

Next meeting is August 20, 2019 at 1:30 PM

The Chairman makes a motion to adjourn at 2:31 PM

Respectfully submitted,

A handwritten signature in cursive script that reads "Rita L. Glenn".

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

rlg/pds