

ST. JOSEPH COUNTY ELECTION BOARD

101 S. MAIN ST.
SOUTH BEND, IN 46601

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

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August 22, 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:

Dave Smith-Machine Tech
Kim Riskovitch-Rep. Member Voter Reg
Keith Mc Ginnis-RBM
Rita Glenn-Chief Deputy Clerk
Arielle Brandy-Dem. Member Voter Reg
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. Lana explained the HAVA funds must be appropriated and has submitted the request to appropriate the funds. The request will go in front of the Committee on August 28, the Council September 11, and the Commissioners September 18. She included the funds for the Absentee equipment and the laptop for the Machine Techs. Catherine suggested putting the RBM addendum on the Commissioner's agenda for September 18.
4. Catherine got clarification from Keith about the RBM addendum. The original contract and the first addendum is being referred to as "the contract" and the second addendum is going to be referred to as "the addendum".

5. Keith demonstrated the Freedom Vote equipment. He explained the voter will enter the polls, sign the poll book and a bar code will be printed the voter will give the barcode to the absentee clerk who scans the barcode and keeps the barcode. The voter's ballot will appear on the screen and the absentee clerk steps away from the machine, so the voter can vote their ballot. The voter will approve their ballot and print it, then put it in the ballot holder. Keith said he could put a time out on the barcode, so it was only scannable for a certain amount of time, The Election Board agreed to this for a security measure.
6. Terri informed the Election Board that the Senate Bill 61 passed regarding the At-large races. In 2016 the straight party ticket didn't include the At-large races so, this will be the first year we will have the issue and it will only involve Town races. Janet from RBM supplied a sample of the language from Floyd County. The Election Board agreed the language on the sample ballot would be fine to use on our ballots. Everyone agreed on placing the instructions in the voting booths and insert the instructions in the mailed ballots.
7. Dave explained that they change the batteries in all the M100 PCMCIA cards about every five years. The process of checking the voltage is a time-consuming process, so it is easier to change the battery out. Keith is going to relay to VSTOP the process St. Joseph County takes to ensure there isn't a failure during the election.
8. Penny confirmed the County Council Chambers on the 4th floor of the County City Building is reserved for November 3rd, and November 4th for inspector training. Kim confirmed IUSB is reserved for October 20th, and October 27th for pollworker training. Kim informed the Election Board that The Battell Center isn't available October 25th, and November 1st. Everyone gave suggestions of Mishawaka City Hall, Old Brown Mackie building, Public libraries, Penn High School, Bethel College. Kim is going to check with Battell Center for availability.
9. Dave explained he didn't have information on the new Machine Tech because he hasn't met him yet. He has a meeting with him after the Election Board Meeting. Dave also stated the Machine Techs need a Democrat to fill a vacant spot.
10. Lana said she has three options for the technician's laptop, an appropriation with the absentee voting machines, borrow one of the absentee laptops or ask our IT department if they have a laptop available. Dave said, September 18th would be fine to receive the laptop if it was coming from the HAVA funds.

New Business

11. The Election Board added another Sunday to the schedule for Absentee hours. The schedule is as follows:

October 10, 2018-October 12, 2018	8:00 A.M.-4:30 P.M.
October 15, 2018-October 19, 2018	8:00 A.M.-4:30 P.M.
October 22, 2018-October 26, 2018	8:00 A.M.-4:30 P.M.
Saturday October 27, 2018	8:00 A.M.-4:00 P.M.

Sunday October 28, 2018	12:00 P.M.-4:00 P.M.
October 29, 2018-November 2, 2018	8:00 A.M.-4:30 P.M.
Saturday November 3, 2018	8:00 A.M.-4:00 P.M.
Sunday November 4, 2018	12:00 P.M.-4:00 P.M.
Monday November 5, 2018	8:00 A.M.-12:00 P.M.

12. Kim went through the list of locations that needed changed, she stated she needed to speak with Steve Miscin from South Bend Community Schools to see if the schools that were closed could still be used as polling locations. Terri said she spoke with Michelle Engle who thought that the schools perhaps could be opened for Election day. Arielle and Kim went to New Life Assembly of God to replace Timberland Church. Blair Hills is under construction and they are waiting for an answer from Primrose Retirement Community. Dave suggested Elm Road, Terri suggested St Peter's Church, Murray suggested the Lutheran church. She is having a hard time finding a replacement location for A Rosie Place. She has contacted Chain-O-Lakes Conservation Club and is waiting for an answer. Catherine stated to look at the code and see what the fall back is for polling locations that don't conform with the statutes.

13. Kim informed the Election Board that Olive Township contacted her and asked that we not use the elementary school. Catherine said if we make an exception for their schools everyone else is going to expect the same treatment. The Election Board agreed to not make any changes. Catherine said we would direct Jamie Woods to send a letter.

14. Terri said she is going to get the grant person to write up the grant. We need to make a list of security things we need and where we need them. She is asking for guidance from the board and machine techs of things we can do to make everything more secure. Terri asked if the board wanted her to get quotes for all the election locations.

Public Comment

Next meeting September 12, 2018 at 1:00 P.M.

The Chairman makes a motion to adjourn at 3:12 P.M.

Respectfully submitted,



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

tjr/pds