

St Joseph County Election Board

101 S. Main ST.

South Bend, IN 46601

Thomas Dixon, Republican Chair

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Charles Leone, Democrat Chair

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Amy Rolfes, Secretary

March 10, 2023

4:30 PM

Minutes for 03/10/2023 Meeting

1. Call to order

Present are :

Pat Schafer-Citizen

Nick Abernathy-RBM

Dave Smith- Machine Tech

Donna Hurley- Supervisor VR

Deb Fleming-County Commissioner

Pam Claeys-Community Member

John Butler-Clerks

Mike Mcmanus-self

John Harlan-Self

Janet Yarbrough-Clerks

Joe Rice-Clerks

Jeremy McDonald -Election Board Atty.

John Hagen-LWVSBA

Susan Baxmeyer-St. Joe Co Republicans

Diana Hess-SJC Dems

Craig Hamilton-Citizen

Brian Davidson-Building Engineer for St. Joseph County

2. Pledge of Allegiance

3. February 22nd minutes are pending review.

4. Next item- Vote center worker training. Amy Rolfes stated she had the power point slides and the script for the training. She is in the process of reviewing and would like to present amended changes to the language used when the review is completed. Amy Rolfes also stated John Butler will continue to assist her with this task, for this election

cycle. After this election cycle she would like to make additional changes to simplify the vote center training. She requested that Nick Abernathy and Dave Smith review their training materials and update them if necessary. This also includes differences between Primary and General elections.

5. Next item- Party Committee's 2022 annual Campaign Finance reports. Tom Dixon stated the deadline for the party committees to submit the reports passed and asked if they had been filed. Kim Riskovitch responded, and stated they were filed. Tom Dixon then stated there were 6 resolutions that needed to be addressed.
 - Resolution 2023-02: The sealing and delivering of electronic poll books pursuant to IC311 10 (Primary and General election). A motion to pass the resolution was made and was carried.
 - Resolution 2023-03: Counting absentee ballots at any time after 6 AM on Election Day (Primary and General). Motion was made to pass the resolution and was carried unanimously.
 - Resolution 2023-04: Provisional ballot counters for Primary and General elections 2023. Motion was made to pass and was carried unanimously.
 - Resolution 2023-05: St. Joseph County Election Board establishing satellite offices for absentee voting for 2023 Primary and General elections. A motion was made to pass the resolution and was carried unanimously.
 - Resolution 2023-06: Amended resolution of St. Joseph County Election Board establishing the dates and times for voting before the absentee voter board. There was a discussion regarding Good Friday, and it was decided vote centers would be closed on that date, but vote centers would be open on Sunday, April 30th. A motion was made to pass the resolution and was carried.
 - Resolution 2023-07: St Joseph County election board elimination of absentee signature review for travel board and in-person absentee ballots pursuant to IC311.5412. A motion was made to pass the resolution and was carried unanimously.
6. Next issue- Tom Dixon spoke about a resolution Charles Leone is currently working on regarding a type of dress code for poll workers. There will be a vote at the next meeting, and it will be open for public comment. Mr. Leone also stated in the St Joseph County personnel manual, on page 84, there are standards regarding appearance.
7. Next issue: Absentee ballot storage: Amy Rolfes stated she would like to store the absentee ballots in the empty voter registration office which is on the fourth floor. The reason for this is because it is empty and there is a lock on the door, that can be replaced with 2 locks. One lock for the Democrat key and one lock for the Republican key. The room also has extra security because it is inside the Voter's Registration office, which has an outer door that is locked, and counter is also secured. Tom Dixon stated the board had e-mailed/discussed the matter, there would not need to be a vote to make it a formal determination, unless Amy Rolfes would feel more comfortable with a

formal determination. Amy Rolfes stated if it was reflected in the minutes that the board discussed it, and agreed on the matter, it was ok. Trisha Carrico also added there would be 2 cameras added inside the discussed room, in addition to the camera that is already installed in the hallway facing Voter's Registration.

- Tom Dixon then asked how many different keys each party representative will be given. Amy Rolfes proposed 2 keys to each lock. She proposed Mr. Dixon and Mr. Leone would each take a key, and then they would each designate one additional person to hold a key. Mr. Dixon then asked if it was possible to make 2 non-duplicatable keys. He then called up Brian Davidson, the St. Joseph County Building Engineer, to speak.
- Mr. Davidson stated the most secured key system he can offer is the Best key system. Mr. Davidson then goes into detail as to why Best key system is the most secured. Mr. Davidson stated the existing lock system, which is a Coron Russ and lock, is not secure. The core can be changed, but the keys can be copied. Depending on the when the room needs to be ready, MR. Davidson had 2 options. 1. We could key the locks to where they could work for his master. We do not have to, there is an option to get 2 separate keys in the system, that would be individual to themselves. One will be the Republican key and the other one will be the Democrat key. They would not be interchangeable. He would be able to get cores and keys for this option that he would not be able to use his master key.
- Mr. Davidson stated he could have incorporated this system for the back storage room in the basement if it was to be used for ballot storage. He also stated if the room on the 4th floor was to be used for ballot storage, he did not believe it was possible to get the Best key system in place by the Primary. He stated he needed at least 2 months for the process to be completed.
- There was discussion about which room should be used, the storage room in the basement, or the room on the 4th floor.
- Mr. Dixon asked Trisha Carrico if she could speak to Central Count and the availability of the ballots proximity.
- Trisha Carrico stated this was another determining factor why the room on the 4th floor was desired. Workers would need to periodically transport ballots from the basement to the Chamber for Central Count. If the ballots are stored in the Voter's Registration office, then the transporting process would be easier. Trisha Carrico also stated the back storage room in the basement has so much material that is needed for court. Mrs. Carrico then stated they would not be able to accommodate the people constantly going in and out with the 2 lock system. She also stated that there would be cameras installed in the room.

- Mr. Dixon summed up the situation. He then stated they will use the office in Voter's Registration, have Mr. Davidson change the locks, and use the new keys until Mr. Davidson is able to install the Best key system.
 - Mrs. Carrico and Mr. Davidson discussed the details of the keys and locks.
 - Mr. Dixon asks for a motion to move the absentee ballot storage room up to the 4th floor office within Voter's Registration.
 - Mr. Davidson stated he would check on locks regarding his master key.
 - Mr. Dixon stated this will be done in 2 phases: Get 2 new locks, with 2 new keys for each lock. Then the next phase would be to get the Best key system for the General Election.
 - Amy Rolfes makes a motion.
 - The motion carries unanimously
 - It was decided the Board would wait to designate the keys.
8. Next issue – Mr. Dixon Called Mr. Hamilton to come forward.
- Mr. Hamilton came and explained he was a Sherriff during the 2022 election. Mr. Hamilton stated he kept telling candidates to stop harassing voters, there were complaints made, which resulted in Mr. Hamilton being escorted off the premises of Schmucker Middle School by police. This occurred at around 5:30 PM and was told he was not there long enough to get paid. Mr. Hamilton stated he was wronged, and requested he get paid.
 - Motion was made by Amy Rolfes to pay Mr. Hamilton for his work.
 - Motion carried unanimously.
9. Mr. Leone asked Jeremy McDonald if he had an update regarding the flash drives and if St. Joseph is doing things the right way.
- Mr. McDonald confirmed with the Indiana Election Division how the county was storing and overriding data is following the state statute.
 - Dave Smith stated he needs the envelopes and flash drives.
 - Mr. Smith went over how E-Pulse works and what functions it serves.
 - Amy Rolfes will follow up on the matter.
10. Public Comment:
- Pam Claeys stated she was following up on a complaint that was made on 01/13/2023 regarding Trisha Carrico being on the ballot, but also being allowed to handle ballots.
 - Mr. Dixon stated the board reached out to the Election Commission and found there was no violation.
 - In response to Pam Claeys, the board agreed to look at the count process and find what other counties are doing.
11. Next meeting is scheduled for 3/31/2023 at 10:00 AM for the testing.
- There may be another meeting scheduled before the 31st.
12. Meeting is adjourned.

13. After the meeting, the board with Brian Davidson went to Voter's Registration, and checked the office that will be used to store ballots.