



# ST. JOSEPH COUNTY

ESTABLISHED 1830

TOM DIXON  
Chairman

AMY ROLFES  
Secretary

CHARLES LEONE

Member

## ELECTION BOARD

August 02, 2023

2:00 PM

### Minutes for 08/02/2023 Meeting

1. Call to order  
Present are:  
Andrew Jones-atty  
Dave Smith-Election tech  
Trisha Carrico-Chief Deputy  
Keith McGuinness- RBM  
Donna Hurley-Voter's Registration
2. Pledge of Allegiance
3. First Item- Gelasius Morgan's first candidacy update
  - Tom Dixon asked Trisha Carrico to give the update.
  - Mr. Morgan claimed the State said he needed 200 signatures.
  - It was asked what office this concerned- It was for South Bend 4<sup>th</sup> district City Council.
  - Trisha Carrico stated she, Donna Hurley, and Kim Riskovitch went through the Secretary of State and came up with 35 signatures.
  - Trisha Carrico stated that she told Mr. Morgan if the State told him 200, then he needs to get 200 signatures. Mr. Morgan then stated "OK".
  - Mr. Morgan turned in his petitions with 35 signatures.
  - A letter was sent to him rejecting his candidacy- did not meet the qualifications.
  - Letter was returned.
  - Tom Dixon stated no action would be taken by the board except to recognize his candidacy was denied.
  - Chuck Leone asked how things were calculated so differently.
  - Andrew Jones explained the process and how to calculate the correct number.
  - The Indiana Election Board e-mailed Trisha Carrico and denied speaking with Mr. Morgan.
4. Next item- Vote Center update
  - Trisha Carrico stated 2 Vote Centers need to be added in Osceola and Roseland.
  - There were no Primaries held in either location.

- Dave Smith commented on the different sites available.
- Tom Dixon asked for a motion to add the number of vote centers to 26.
- Chuck Leone asked if the sites mentioned were already on the list. He answered yes, then suggested the board go through the resolution process to add vote centers.
- Tom Dixon entertained a motion to add 2 vote centers and that Andrew Jones draft a resolution.
- Motion was made, seconded, and carried unanimously.

5. Next item- Dave Smith update

- Tom Dixon stated he and others have been in contact with Dave Smith
- Tom Dixon stated he went before the council and gave a presentation explaining how valuable Dave Smith is.
- Tom Dixon stated Dave Smith is willing to train 2 individuals to take over 2/3rds of his workload for the next election. They would be paid more for the added workload.
- Dave Smith summarized how the situation progressed to this point, then went through definitions and explanations. This included giving a description of his responsibilities.
- Tom Dixon asked for clarification as to what Dave Smith would be supervising. Dave Smith answered he would be supervising the Vote machine technicians.
- One of them would oversee the vote center technicians and take over the role of a vote location coordinator.
- Tom Dixon asked if there was a way to have someone in the Clerk's office be trained to add a second layer of knowledge of the transition.
- Amy Rolfes stated there are already 9 individuals working in the elections division who can perform the administrative work. She suggested Standard Operating Procedures be created, and roles/ responsibilities be designated.
- This resulted in a discussion regarding the points brought up above by Dave Smith and Amy Rolfes, and getting the schools involved.
- Chuck Leone asked if the clerks would be able to do what needs to be done for the elections and still take care of their other responsibilities.
- Amy Rolfes stated the elections division clerks work full time leading up to elections, and stated it is worth a try.
- Tom Dixon agreed it is worth a try.

6. Other Business-Pay increases/ budget for the Election Board

- Tom Dixon stated the 2023 budget has already been set and is unsure if the board could change it at this time.

- This started a discussion regarding the election board budget and whether updates could be provided. This included the need to go through the budget, clarify line items, and the contract clauses, and determine monetary amounts.
- Tom Dixon entertained a motion to follow the Dave Smith plan: give him authority to hire a vote center technician coordinator who would be paid \$25/hr. and hire one of the voting machine technicians as a voting location coordinator and pay them \$35/hr. both for the fall election and have the Clerk's office assign someone to shadow the process.
- Amy Rolfes requested to wait and take more time to discuss and clarify roles and responsibilities. She stated the Clerk's office could take over the administrative tasks.
- Tom Dixon stated he would not push the matter to another meeting.
- Chuck Leone proposed an amendment allowing flexibility relating to the shadowing part. The board would not direct how the Clerk's office would observe and learn. He would also like the Clerk's office to give a report after the election.
- Tom Dixon voiced a concern and Amy Rolfes raised another concern.
- Andrew Jones asked if the motion could be restated clearly before it is voted on.
- Tom Dixon asked Dave Smith if he had anything to add. He asked Keith McGuinness to speak.
- Keith McGuinness stated it made sense to give the administrative work to the Clerk's office and explained why.
- Dave Smith stated he was skeptical but was willing to try either option.
- Tom Dixon entertained a motion for the following: 1. Dave Smith hires a vote center technician to be a coordinator and be paid \$5 extra. 2. He hire a vote mechanic to be a vote location coordinator who will be paid an extra \$5. 3. The Clerk's office will participate with both coordinators, and Dave to assist during the 2023 election fall election.
- Motion was made seconded and carried unanimously.

#### 7. Next item-other business

- Amy Rolfes stated she, Trisha Carrico, and Donna Hurley were going to a Voter's Registration conference, and were asked to volunteer at the State Fair by the Sec of State.
- Amy Rolfes gave an update regarding the "Elections 101" class/ voter's outreach program.
- Amy Rolfes stated someone from Homeland Security would make a site visit to the warehouse on Aug. 30<sup>th</sup> to provide a security assessment.
- Dave Smith stated he will process the new poll pads.
- Tom Dixon asked Dave Smith to bring a bullet point summary regarding the recount and the payment issue to the next meeting.
- Tom Dixon asked Trisha Carrico to provide a budget update at the next meeting.

- Keith McGuinness brought up legislation that was passed regarding counting ballots the day prior to an election. Chuck Leone asked Andrew Jones if he could investigate it.
  - Dave Smith recommended a third high-speed scanner be purchased.
8. Public comment
    - None
  9. The next meeting is set for August 30<sup>th</sup> at 2:00 P.M. at the warehouse.
  10. Tom Dixon entertained a motion to adjourn, it was seconded, and carried unanimously.
  11. Adjourned.