

# ST. JOSEPH COUNTY ELECTION BOARD

101 S. MAIN ST.  
SOUTH BEND, IN 46601

CHARLES LEONE, DEMOCRATIC CHAIR  
BEN HORVATH, REPUBLICAN MEMBER  
RITA L. GLENN, SECRETARY

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August 26, 2022

St. Joseph County  
Election Board Meeting  
9:00 AM

1. Call to order

It being the appointed date and time, Chairman Charles Leone calls the St. Joseph County Election Board Meeting to order. Present are Ben Horvath, Republican Member and Ex-Officio Clerk of the Circuit Court, Rita L. Glenn, also present are:

Dave Smith-Machine Tech  
John Carlson – SJC GIS  
Mike Misch-County Attorney  
Debbie Ladyga-Block-Democratic Party Liaison  
Diana Hess-Democratic Party Chair  
Michelle Engel – Democratic Party  
Susan Baxmeyer-Republican Party Vice-Chair  
Amy Rolfes – Candidate  
Carl Baxmeyer - Candidate  
Amanda Govaert Konrath-Dem. Member Voter Reg.  
Trisha Carrico-Rep. Member Voter Reg.  
Pat Schafer – Citizen  
Mike Kruk – Citizen  
Sheila Niezgodski – South Bend City Council Member  
Jennifer Bybee- Deputy Clerk  
Terri Rethlake-Chief Deputy Clerk  
Lana Cleary-Deputy Clerk  
Penny Stratton-Election Clerk

2. Approval of Election minutes from 07/22/22. So moved by Ben Horvath. Seconded by Rita Glenn.
3. Board member proxy. Chuck Leone will be out of the country from 09/08/22 – 10/08/22. He has filed with the clerk's office the paperwork naming Michelle Engel his proxy for that time frame.

4. Ballot room security. The Board must determine best practices. The old way of handling the key is vague and incomplete. Rita has checked with other clerks and there is not a lot of guidance. Chuck asks if the party chairs or Board members have suggestions. Rita requests ballots stay in clerk's office and suggests that the spare keys to the room be left in county sheriff's department. Ben states the Republican party should have a say where the spare keys are kept. Chuck would like to put together a well-documented policy. He found on the IED website an article regarding VSTOP from 06/25/18 that talked about best practices regarding equipment. The article mostly gives suggestions about election equipment and has a section about physical security of materials. Amanda offers to reach out to a professor regarding the matter. Diana Hess, Democratic party chair suggests giving the set of the keys to Voter's Registration, one to each board member. Rita agrees with Diana. Susan Baxmeyer, Republican party co-chair has an issue with the wall in the ballot room. She has an issue with the fact the room has an air and heating unit. Susan wants the ballot room to be put back to the stock room. Penny states that the original room houses office supplies (that Lana Cleary, a candidate for office, oversees the supplies in that room) and the absentee/early voting ballots outgrew the original room. Ben proposes each side come up with a set of recommendations.
5. Vote Center Letter – No responses from the schools yet. Voter's Registration will follow up. The Board requests a second acknowledgement letter go out to the schools to verify they don't have issues.
6. Vote Center Locations/South Bend 6<sup>th</sup> District. Mike Kruk and Sheila Niezgodski voiced their concerns with the lack of Vote Centers in South Bend's 6<sup>th</sup> District. Sheila states that after the primary election this year, she received lots of comments from voters in her district for the disparity of Vote Centers in her district. She states her district is underserved. She requested the Board add two Vote Centers in her district. Sheila suggested UAW5 (which is near Rum Village) and Navarre Middle School. Sheila states Navarre Middle School would grab a lot of voters. Penny states that Harrison Elementary has more parking spots. Dave states that the Vote Center must have the ability to serve 2,000 voters in one day. Sheila states Harrison has a little bit of a walk to access from the parking lot and she prefers Navarre. Mike Kruk states he prefers neighborhood voting. He states before Vote Centers, there were eight to ten places in his area. Mike prefers Harrison as a Vote Center because it is more centrally located in the 6th district. He states in his precinct only fifteen people voted in the primary. Chuck suggests that both schools are looked at to see if they could serve as Vote Centers and decide at the next Board meeting. Voters Registration confirms they will be checking out the two proposed sites. Sheila thanks the Board for their consideration. Rita confirms with Dave that there is enough equipment to support an additional Vote Center. Lana suggested to gather all the information and bring it to the next meeting. Trisha suggested that we eliminate the O'Brien Center and add the UAW. Dave and Penny states that O'Brien can't say no to being a Vote Centers, UAW could say no. Dave requests that the Board correct the address for the downtown library. Chuck suggested that there is appropriate signage for door location to Vote Center.

7. Ballot flow chart. Mike Misch states that Penny sent him the ballot procedure. Mike is comparing the procedures against the different laws. Need to reach out to IED to confirm procedures. Also conform with the law and practically carry it out. He will have a review at next Board meeting.
8. Knowink New e-pollbooks. Rita and Dave received email from Knowink regarding new iPads. Negotiating and receiving pricing from Knowink so that budgetary numbers can be sent the council. Email letter to Rita and Dave regarding negotiations with Knowink so the Board can get budgetary numbers to the council for purchase.
9. Certification is due by end of day for candidates by IED. Penny will send an updated candidate spreadsheet to Nick from RBM by end of day. Nick has already been working on the layout. Rita asks Nick if there is anything he needs from the Board. He states he does not need anything from the Board. Penny informs the Board and the party chairs that the clerk's office needs a quick turn around on proofing. The office is starting to receive overseas and military applications (received 230 applications).
10. Status of Voting equipment. Dave states RBM performed preventive maintenance on Freedom votes and OVO's. Dave states there are a dozen machines awaiting parts. Poll pads are in good shape. Technicians will start on Monday. Technicians still need one democrat and one republican technician. Dave requests if anyone knows a qualified candidate, please let him know. Rita passed around list of serial numbers from VTSOP for this election cycle' public test. Rita states public test will be at Olive Street warehouse on 10/07/22.
11. 2023 Election Budget. Chuck asks the other members of the Board to review. The budget is adopted in October of this year.
12. Election Workers, Absentee, Central Count, poll workers. The parties are required to have poll workers for the Vote Centers turned in by 09/23/22. The parties need to supply to the Clerk's office the names and phone numbers of absentee workers by 09/12/22. Penny informs the parties the number of absentee workers needed, and she will send an email. Dave will start recruiting Vote Center Techs. Board will be required to fill the poll workers if the parties don't send the list at the deadline. Ben asked about training dates. Training dates to be scheduled in a few weeks.
13. Upcoming Important Election dates. Penny informs the Board that 09/24/22 is the deadline to mail out all approved applications. It is stated that Early Voting opens on 10/12/22. The Board will coordinate meeting dates from this point forward.
14. Absentee hours – tentative. There is a proposed resolution on the table for absentee hours. Rita asks the Board if there should be two or three Sunday dates that will be open for early voting. Ben and Penny feel there should be two Sundays. Ben requests a chance to review the Absentee hours and it to be placed on the next Election Board meeting.

Public comment. No comment.

Next meeting is at 3:00 pm on 09/01/22.

Motion to adjourn at 10:11 am. So moved by Ben Horvath. Seconded by Rita Glenn.  
Meeting adjourned.

Respectfully submitted,

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

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

rig/lrc