



ST. JOSEPH COUNTY

ESTABLISHED 1830

TOM DIXON
Chairman

AMY ROLFES
Secretary

CHARLES LEONE

Member

ELECTION BOARD

August 30, 2023

2:00 PM

Minutes for 08/30/2023 Meeting

1. Call to order
Present are:
Kim Riskovitch-Election Clerk
Trisha Carrico-Chief Deputy
Mike McManus-citizen
Diana Hess-SJC Dems
Pam Claeys- citizen
Donna Hurley-Voter's Registration
Kevin McGuiness
Judy Bradford
Steven Broniarczyk- Dept. Homeland Security
Brandyn Baumbaugh
Chris Lyle- Lead Voting Machine Tech
Dave Gill- Vote Machine Tech
Deb Fleming- County Commissioner
2. Pledge of Allegiance
3. 1st item- Approval of minutes
 - It was decided to approve the Minutes for the Aug. 2nd meeting until the next meeting.
4. First Item- DHS Security check
 - Amy Rolfes provided background information regarding the purpose of the security check.
 - Steven Broniarczyk is from Homeland Security and knows the best practices and will give security recommendations.
 - Amy brought up the need for a climate-controlled environment.
 - Keith McGuiness from RBM also spoke about the importance of a climate-controlled environment.
 - There was a discussion about whether to move the voting machines to a new location or if the county could build out using the current building.

- Tom Dixon asked if the machines must be stored in the warehouse, the response was if there was another building available it could be an option.
- It was decided Amy Rolfes would follow up with Bill Schalleo from the building department.
- Chuck Leone had a question about security and was told there is a camera, and the building is sprinkled regarding fire protection.

5. Next Item-Resolutions

- Resolution 2023-09: Order adopting an amendment to the vote center plan for the 2023 municipal elections only.
 - A. Tom Dixon read the Resolution out loud.
 - B. The board voted and the resolution carried unanimously.
 - C. Chuck Leone and Kim Riskovitch clarified the changes being made, and questions regarding the number of voters.
- Resolution 2023-10: no municipal elections are to be held in North Liberty on Nov. 7th 2023
 - A. Tom Dixon read the resolution.
 - B. The board voted and the resolution carried unanimously.
- Resolution 2023-11: Amended resolution establishing dates and times for the Nov. 7th, 2023, general election.
 - A. Tom Dixon read the resolution.
 - B. Chuck Leone asked if they were the same dates and times used previously. He answered yes.
 - C. The board voted and the resolution carried unanimously.
- Resolution 2023-12: No municipal elections are to be held in Lakeville on Nov. 7th, 2023.
 - A. Tom Dixon read the resolution.
 - B. The board voted and the resolution carried unanimously.
- Resolution 2023-13: No municipal elections are to be held in New Carlisle on Nov. 7th, 2023.
 - A. Tom Dixon read the resolution.
 - B. The board voted and the resolution carried unanimously.

6. Next Item- Security Check with Steven Broniarczyk

- Amy introduced Steven Broniarczyk.
- Steven Broniarczyk gave his background, and stated his agency is part of the Dept. of Homeland Security.
- He stated one of their missions is “To safeguard the critical infrastructure of election infrastructure, both on the physical side and the cyber side.
- He went over his role as an advisor.
- He will gather information and put together an official use-only report regarding his findings based on his assessment.

- The findings will go through what is commendable, what are vulnerabilities, and then options for consideration. These are not recommendations from the dept. of Homeland Security or his agency. These are options for the County Clerk and the St. Joseph County Election Board to review.
- Chuck Leone asked if the options for consideration are based on best practices.
- Steven Broniarczyk stated they are based on best practices in physical security, and lessons learned.
- Kim Riskovitch asked Keith McGuinness what protocols RBM used for security.
- Keith McGuinness stated everything was under lock and key, and the flash drive was never in the same room as the equipment. He then went over the different rooms in the building and where items were stored. He also brought up the importance of climate-controlled rooms.
- Steven Broniarczyk asked questions regarding the South Bend Police Department, Fire Department, past security protocols, what is in the building, information sharing, and protocols for emergency management.
- Questions regarding planning were asked:
- What is the security plan/ what are the physical security considerations for the building? Chris Lyle gave a rundown of the security layout.
- Chuck Leone asked a question regarding the keys/ access. Chris Lyle and Trisha Carrico answered.
- Amy Rolfes asked questions about how the Health Department can gain access.
- David Gill responded and went through what the Health Department has access to and what they do not.
- Steven Broniarczyk asked questions regarding cameras which was answered by David Gill.
- He also stated he checked the illumination and parking.
- He then asked if he could see where the equipment was located.

7. Next item- Other Business

- It was stated that Chris Lyle is taking over some of Dave Smith's responsibilities.
 - A. Andrew Jones suggested someone make a motion to designate Chris Lyle to be the lead vote machine technician.
 - B. A motion was made, seconded, and the motion carried unanimously.
- Trisha Carrico stated the candidate who was discussed at the last meeting, came into the office and stated that he had moved out of district. She wanted it on record that Mr. Morgan had moved.
- Trisha Carrico told Tom Dixon and Chuck Leone; that she had signed them up for a conference.
- Trisha Carrico stated for National Poll Worker Day, she and Amy Rolfes interviewed with ABC 57, and she interviewed with WSBT as well.

- A. Donna Hurley stated the interviews made a difference. 33 people responded, 24 democrats, 7 Republicans, 1 independent and 2 unknowns. She also stated she and Kim Riskovitch will be at the Farmer's Market that Saturday for Voter Registration sign-ups.
 - B. It was brought up that poll worker lists will still be forwarded to the Party Chairs.
 - C. Diana Hess and Trisha Carrico spoke about the news stations can help spread the word regarding where locations are etc.
 - Amy Rolfes gave updates regarding the Voter's Outreach Program "Elections 101 Class", and stated the first class will be Sept. 23rd at the German Township Library.
 - Amy Rolfes asked that the Party Chairs make sure to get their absentee workers list submitted by Sept. 23rd.
 - Amy Rolfes stated the Clerk's office is now a part of the EIIISAC- Elections Infrastructure Information Sharing and Analysis Center. This is a program through the Cybersecurity and Infrastructure Security Agency and Homeland Security.
8. Next item- Mailbox Question
- Diana Hess sent Amy Rolfes an e-mail asking a question about mailboxes.
 - Chuck Leone summarized the question: Is a mailbox private property or public property?
 - Chuck Leone stated the best authority may be the local Postmaster.
 - Andrew Jones stated because this instance involved a condo/ apartment complex, there is no statute for this. However, it is up to the owner of the complex or association if it violates their policies.
9. Next Item- Voting Center Locations
- There was a discussion regarding checking the conditions of the Vote Center Locations.
 - The Clerk's Office will check the conditions and report back to the Election Board.
10. Next Meeting- Sept. 26th @ 2:00 P.M.
11. Public Comment
- Pam Claeys asked questions regarding new absentee rules. Kim Riskovitch answered.
12. Tom Dixon entertained a motion to adjourn, it was seconded, and carried unanimously.
13. Adjourned.