

## 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

TELEPHONE 574-235-9635  
FAX 574-235-9838

September 9, 2022

St. Joseph County  
Election Board Meeting  
2:00 PM

### Call to order

It being the appointed date and time, Michelle Engle proxy for 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  
Mike Misch-County Attorney  
Debbie Ladyga-Block-Democratic Party Liaison  
Diana Hess-Democratic Party Chair  
Susan Baxmeyer-Republican Party Vice-Chair  
Amy Rolfes – Candidate  
Amanda Govaert Konrath-Dem. Member Voter Reg.  
Trisha Carrico-Rep. Member Voter Reg.  
Gerry Brown – Citizen  
Terri Rethlake-Chief Deputy Clerk  
Lana Cleary-Deputy Clerk  
Penny Stratton-Election Clerk

1. Approval of Election minutes from 08/26/22 and 09/01/2022. So moved, by Ben Horvath. Seconded by Rita Glenn. The I's have it for both 08/26/22 and 09/01/22.

### Old Business

2. Ballot Room Security Procedures. Mike Misch spoke with Brian Davidson regarding ballot room. Brian confirmed a wall went up to seal off room and a camera will be installed inside the room and hooked up to the existing system. He suggested that the Election Board come down next meeting and view the room.
3. Absentee/ Early Ballot Procedures. Policies. Myra Reid has been reviewing ballot procedures prepared by Penny Stratton with the Clerk's office. Myra is reviewing those procedures against what the law states to ensure that everyone is on the same page. Rita says all policies and procedures regarding the ballots were put into effect with previous

board and previous attorney. She states the only procedure that has changed is the deadline for ballots to be received and counted by the Election Board. Rita encourages everyone to come down to the Clerk's office and to see how the process works. Myra will be coming down next week and sit down with Rita, Penny, and Nancy to review the process from first steps of receiving the ballots to the final process. This will include if it is the Clerk who handles the ballot or if it is handled by the absentee board members. Myra says procedures seem to align. Myra will be down to the Clerk's office to see where the ballots are locked up and how they are handled. Rita and Penny will get a copy of statute for examples such as if there is a mismatched signature or if an affidavit was sent out etc. Michelle asks if there is any discussion on this item. Michelle states that there is no other action currently. Ben asks what the daily process is with Absentee and early ballots cast. And why the room is to remain open all day. Rita states that room must stay open because the ballots must be processed all day long. Rita invites Ben, the parties, and the Board when Myra comes down to the Clerk's office to review the process.

4. Community outreach. Ben states this is Chuck's initiative. Trisha states Voters Registration has five sessions for community outreach. They are also working on more information to update the website on community outreach. Amanda states she is aware of a Vote Outreach fund. Amanda states that she wonders if we can reach the funds. Would be good opportunity to put a brochure together to be put in libraries and schools.

#### New Business

5. Training dates. Dave states that Vote Center Tech. training will be the week of November 4<sup>th</sup>. He is still recruiting techs, currently has 20. Poll worker training will be Thursday, November 3<sup>rd</sup> at 6pm. Saturday, November 5<sup>th</sup> at 9:30 am-12noon and Sunday, November 6<sup>th</sup> at 1:30 pm -3:30 pm. Training will have zoom option. Motion to approve these training dates, list them. So moved by Rita Glenn. Seconded by Ben Horvath. Motion on room availability contingent.

#### Public comment.

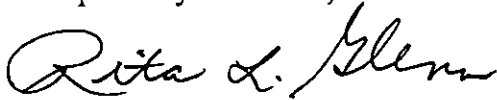
6. Judy Bradford. 1122 Clermont Drive. South Bend, IN 46617. She asks if there are procedures in place if poll workers are threatened. Rita states that's why there is a sheriff at each Vote Center. Also, the issue maybe able to be resolved in a bi-partisan manner calling into the Clerk's office on election day. Other option is for Vote Center to call police immediately.  
Kelly Carrico. 66620 Juniper Road. Lakeville, IN 46536. She states she sent an email to the Election Board and Attorney Misch regarding a candidate not complying regarding the filing of the CFA4. Kelly states that the candidate is publishing her campaign materials and her disclaimer is not compliant. Kelly states she is following all the guidelines. She wants to know if civil penalties will be imposed. CFA4 is due on October 21<sup>st</sup>. Trisha states Zach wanted to contest this race. This candidate ended up as an independent. The Board states she has so many days to get report in or there will be fines. There is a hearing. Penny hasn't done audit yet of candidate's CFA4 reports. Rita stated a candidate can't be taken off for this reason, only a fine can be imposed. Michelle says this email will be addressed

Next meeting is at 3pm on 09/22/22.

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

The Chairman makes a motion to adjourn.

Respectfully submitted,

A handwritten signature in black ink that reads "Rita L. Glenn". The signature is written in a cursive style with a large, stylized initial "R".

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

rlg/lrc