



# ST. JOSEPH COUNTY

ESTABLISHED 1830

TOM DIXON  
Chairman

AMY ROLFES  
Secretary

CHARLES LEONE

Member

## ELECTION BOARD

September 26, 2023

2:00 PM

### Minutes for 09/26/2023 Meeting

1. Call to order  
Present are:  
Kim Riskovitch-Election Clerk  
Trisha Carrico-Chief Deputy  
Diana Hess-SJC Dems  
Pam Claeys- citizen  
Brandyn Baumbaugh  
Chris Lyle- Lead Voting Machine Tech  
Pat Schafer- Absentee  
Joe Rice- Clerk's Office  
Andrew Jones- Attorney  
Nick Abernathy-RBM
2. Pledge of Allegiance
3. 1<sup>st</sup> item- Approval of minutes
  - It was decided to approve the Minutes for the Aug. 2<sup>nd</sup> and August 30<sup>th</sup> meetings. A motion was made to approve the minutes, it was seconded, and carried unanimously.
4. First Item- Security recommendations discussion
  - Motion was made to table the discussion, it was seconded, and carried unanimously.
5. Other Business- Approval of Vote Center worker Training notices
  - Tom Dixon stated there were notices for "Republican Judges/ Inspectors" and "Clerks, Sheriffs, and Democrat Judges".
  - Amy Rolfes requested there be an edit: the term "Poll Worker be changed to "Vote Center Worker".
  - Tom Dixon entertained a motion to approve the notices with the amendment proposed by Amy Rolfes.
  - A motion was made, seconded, and it carried unanimously.

- Chuck Leone proposed the board read the training schedules out loud.
  - Tom Dixon read the training schedule dates and times out loud.
6. Next Item- Approval of letters to be sent to Vote Centers
- Kim Riskovitch stated there were updates, and a couple of edits from letters used previously. One edit was changing IC 3-12, to IC 3-11. The other was adding contact information for the sites.
  - This prompted a discussion between Kim Riskovitch, Chris Lyle, and Chuck Leone regarding past issues with being able to contact sites, and getting equipment set up etc.
  - The original was signed by the Election Board.
7. Next item- CEB 40 Form
- It was stated this form was the “Certification of Ballot agreement in a Vote Center County notice to voters”.
  - Tom Dixon asked if this form just needed to be signed by the board.
  - Kim Riskovitch confirmed, and then stated the form is approving the ballots as they are.
  - It was also stated the sample ballots will be placed in a book so ballots can be reviewed. The CEB 40 form must be signed and displayed at every absentee and vote center location.
  - The original was signed by the board.
8. Next item- Voter’s Registration update
- Trisha Carrico updated the board on the following:
    - A. It was stated they have kept up with the voter list maintenance.
    - B. They were currently working on incompletes. It was stated there is a possibility that within the next few weeks, there could be at least 50 people who have not given Voter’s Registration vital information.
9. Other Business- scheduling future Election Board meeting dates
- The next meeting was scheduled for 10: 30 AM, on October 3<sup>rd</sup>- Public Test.
  - This was followed by a discussion regarding future meeting dates/ times.
  - There was also a discussion regarding alternative locations if the Council Chamber was not available.
  - The possibility of weekly meetings was discussed, and items that will need to be addressed before the election.
10. Other Business
- Trisha Carrico stated Voter’s Registration closes October 10<sup>th</sup>.
  - Party Chairs must have their Vote Center Worker lists turned in by October 17<sup>th</sup>.
  - Chris Lyle gave an update on the Vote machines, staff, and preparation.
    - A. Chris Lyle is working with Kim Riskovitch and Trisha Carrico to get everything prepared in downtown South Bend.

B. Trisha Carrico gave an update regarding the state of the County- City lobby.

11. Public Comment

- None

12. Tom Dixon entertained a motion to adjourn, it was seconded, and carried unanimously.

13. Adjourned.