

ST. JOSEPH COUNTY ELECTION BOARD

101 S. MAIN ST.
SOUTH BEND, IN 46601

M. CATHERINE FANELLO, CHAIRPERSON
MURRAY WINN, REPUBLICAN MEMBER
RITA L. GLENN, SECRETARY

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February 21, 2019

St. Joseph County
Election Board Meeting
1:30 PM

1. Call to order

It being the appointed date and time, Chairman M. Catherine Fanello calls the St. Joseph County Election Board Meeting to order. Present are Murray Winn, Republican Member and Chief Deputy Clerk of the Circuit Court, Terri J. Rethlake as proxy for Rita L. Glenn, also present are:

Dave Smith-Machine Tech
Kim Riskovitch-Rep. Member Voter Reg
Debbie Ladyga-Block-Democratic County Vice-Chair
Arielle Brandy-Dem. Member Voter Reg
Zach Potts-Republican County Chair
Keith McGinnis-RBM
Nick Abernathy-RBM
Lana Cleary-Deputy Clerk
Terri Rethlake-Chief Deputy Clerk
Penny Stratton-Election Clerk

2. Approval of the minutes from the last meeting.

Catherine moves to approve the minutes of the last meeting. So, moved by Murray Winn, seconded by Rita L. Glenn. So, ordered. Minutes stand approved.

Old Business

3. Jamie Woods informed the Election Board that Century Center is offering a space for training at no cost except for a \$125.00 clean up fee for May 2nd. Catherine wanted to know if the parking is going to be waived. Jamie said he didn't ask about the parking. Penny is going to ask when she contacts the Sales Manager at Century Center to finalize any details.

Penn High School is available on Saturday April 27th and has a couple of options: one is a large group learning room and is theatre style seating or the cafeteria is also available. Catherine thought the cafeteria was the best option. Jamie said he would turn discussion over to Penny to finalize Penn High School.

Kim is going to contact Dr. Bennion and cancel IUSB and Battell.

Catherine suggested working on the format of training beginning the March 13th meeting.

Penny told the Election Board that the Council Chambers were reserved and confirmed for Saturday May 4th and Sunday May 5th for inspector training.

New Business

4. Resolution 2019-01 Establishing the dates and times for Voting before the Absentee Voter Board. So, moved by Murray. Seconded by Terri.

Catherine stated she was approached to add a second Sunday to the hours of Absentee. So, moved by Murray. Seconded by Terri. Resolution 2019-01 signed and approved.

Resolution 2019-02 Establishing Satellite Offices for Absentee Voting for 2019 Primary and General Elections. So, moved by Murray. Seconded by Terri. Resolution 2019-02 signed and approved.

Resolution 2019-03 Serving as Inspector for more than one Precinct for 2019 Primary and General Elections. So, moved by Murray. Seconded by Terri.

5. Catherine said there is going to be an increase for the 2020 budget year for the Knowink software license. The current annual cost is \$2500.00 and \$125.00 per unit. The new contract will increase \$6625.00 per year. Catherine asked Jamie to review the contract and make to the provision are appropriate, and then include in the 2020 budget.
6. Catherine stated a letter was given to the County Council explaining the need for new election equipment. She wants Murray and Terri to explain to the council that cutting polling locations currently makes the election process suffer and causes more problems. The Election Board is looking to save costs, but it does take what it takes to run an election.
7. A discussion was held about the precinct maps. Kim is going to contact John Carlson about precinct 090602 being duplicated on the map.
8. Catherine asked Lana to check with the procedures to change central count pay from a flat rate to an hourly pay. Lana said she would request to put this change on the agenda for the next meeting.
9. Lana explained that John Butler is going to set the absentee workers on the Kronos time clock.

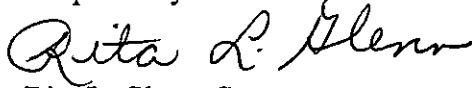
10. Catherine wants a memo to explain what the candidate watcher rules are. She also wants a page out the Election Administrators Handbook (pgs. 126 & 127) attached to this memo. She asked Terri to take this task on. The deadline to request a certificate from the election board is the end of April (about a week before election).

Public Comment

The Chairman makes a motion to adjourn at 2:28 PM

The next meeting is March 13, 2019 at 1:30 PM

Respectfully submitted,

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

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

rlg/pds