
2024 ADAMS COUNTY ELECTION BOARD

MINUTES

APPROVED 4/25/2024

The Adams County Election Board met on Thursday, March 21, 2024 in the Election Room in the basement of the Adams County Courthouse building.

Those present were:

Dean (“J.”) Swygart, Democratic Board Member
Donald (“Don”) Kuhn, Republican Member
Shelly M. Brite, Clerk of Court
Cassie Hammond, Election Deputy
Jody Affolder, Deputy

Public present were:

Joe Spaulding, Daily Democrat

Election Board meeting called to order by J. Swygart at 1:15 p.m.

Upon a motion by Shelly Brite to approve minutes of the February 22, 2024 meeting, seconded by Don Kuhn motion carried (3-0).

OLD BUSINESS:

Vote Center Lease Agreements

We have received five (5) and waiting on Riverside returned signed vote center lease agreement. Therefore, all vote centers will abide by the contract outlined by county and election board.

Voter Registration & Student Poll Worker Program – High Schools

Update: Cassie, Jody and I went to Belmont on March 12, 2024 and spoke in all the government classes to obtain voter registrations. We had 21 from Belmont. Also, spoke about the process of voting and other information relating to elections. Mr. Jeff Schueler will schedule a date and time to take the demo booth for his students to view the booth in his classes. On March 13, 2024, we attended 2 government classes at AC. We obtained 19 registrations. Again, spoke about the process as well as discussions regarding the Student Poll Worker Program. We have about 6 students from AC. On March 14, 2024, we attended South Adams and spoke to about 2 government classes. We obtained 38 registrations. Again, spoke about election process as well as Student Poll Worker Program. We left applications at the schools should students wish to work as a poll worker. We had a very successful visit with all three schools. However, due to length and time, clerk will only conduct this presentation during presidential years. Mid-term elections will resume to normal gathering of voter registrations.

Ballot Review

J. Swygart, Don Kuhn and Shelly Brite reviewed prepared ballots and submitted approval on March 8, 2024. As ballot has been approved, Sample Ballots are now on the county election website for review.

NEW BUSINESS:

Poll Worker Contracts

As our office worked diligently with the party chairs to assist in obtaining poll workers, we have a list from one party [or if both submitted]. Therefore, each nominated poll worker is for the election board to view and approve. Once nominated poll workers are approved, we will send out the contracts for all election workers with the necessary documentation.

Upon a motion by J Swygart to approve the nominated poll workers, seconded by Don Kuhn motion carried (3-0).

Poll Worker Training

We will be sending the contracts to the approved poll workers with a cover letter outlining the dates and times for the training. First meeting is for all poll workers. Satellite workers and election day. **April 25, 2024, at 5:00 p.m.** in the Circuit Courtroom. Inspector Meeting is scheduled for **May 4, 2024 at 10:30 a.m.** However, should a poll worker is unable to make these 2 dates, they will need to contact the Clerk's office to schedule a training session. It is to be noted, in order to be compensated, poll worker is required to attend the training.

Election Board Comments:

Voting Equipment question regarding how many machines at each vote center. Clerk Brite provide number from list. Again, training will be conducted on the machines.

Public Comments:

No public comments.

Upon motion by Don Kuhn to recess at 1:47 p.m., seconded by J Swygart motion carried (3-0). Upon a motion to resume in order to conduct the Public Test by J Swygart at 2:00 p.m.

Upon a motion to adjourn by Don Kuhn at 3:40 p.m., seconded by J Swygart, motion carried (3-0).

Respectfully submitted,
Shelly M. Brite. Secretary CEB



**CERTIFICATION OF TEST OF OPTICAL SCAN BALLOT CARD
AUTOMATIC TABULATING MACHINES**

(IEC-10)

State Form 47203 (R11/9-21)
INDIANA ELECTION DIVISION (IC 3-11-13-22; 3-11-13-23; 3-11-13-24; 3-11-13-25; 3-11-13-26)

INSTRUCTIONS: A test of automatic tabulating equipment is required in a county that supplies optical scan ballot cards for voters, including absentee voting by mail. For direct recording electronic equipment, use IEC-9 form. Transmit this completed certificate to the Indiana Election Division, Indiana Government Center South, 302 West Washington Street, Room E-204, Indianapolis, Indiana 46204-2743 or by fax to (317) 233-6793 or by email to elections@iec.in.gov not later than seven (7) days after conducting the test.

**CERTIFICATE OF TEST OF BALLOT CARD VOTING SYSTEM
AUTOMATIC TABULATING MACHINES**

To: Co-Directors, Indiana Election Division:
From: County Election Board of ADAMS County

The undersigned members of the County Election Board or the County Board of Elections and Registration (or their designated proxies under IC 3-6) certify the following:

- On March 21, 2024, being before absentee voting started in the office of the circuit court clerk, the County Election Board conducted a test of the automatic tabulating machines to be used in this county identified in the randomly assorted list of machines provided to the county by the Voting System Technical Oversight Program (VSTOP) for the counting of ballot cards for all straight party tickets (if applicable), all candidates (including write-in candidates) in the next primary, general or special election to ascertain that the machines will correctly count the votes cast for all candidates and on all public questions.
- This test was conducted by processing a preaudited group of ballot cards, including at least one (1) ballot from three (3) different precincts where the election will be conducted, marked so as to record a predetermined number of valid votes for each straight party ticket (if applicable), each candidate (include write-in candidates) and on each public questions; and included for each office one (1) or more ballot cards that have votes in excess of the number allowed by law in order to test the ability of the automatic tabulating machines to reject the votes, in accordance with IC 3-11-13-24.
- For a voting system that includes the features of a ballot card voting system and a direct record electronic voting system, this test also was conducted by entering at least ten (10) of the preaudited group of ballots in #2 using headphones or a sip/puff device to test the features that would be used by a voter with disabilities to privately and independently cast a ballot.
- If an error was detected during the test, the cause of the error was determined and corrected, and an errorless count was made before the use of the automatic tabulating machine voting system at the election is approved.
- Immediately following the completion of the voting system test, the board entered the vote totals from the voting system tested into the component of the voting system used by the county election board or board of elections and registration to tabulate election results. The board determined that this component of the voting system properly tabulated the votes cast in each of the precincts tested under this chapter for each candidate and on each public question.
- After completing the count, the voting system was sealed. The ballots used to conduct the test and all other election materials were sealed, retained and disposed of as provided for paper ballots.
- Public notice of the time and place of this test was given at least forty-eight (48) hours before the test by publication of a public notice in accordance with IC 5-3-1-4. The test was open to representatives of political parties, candidates, the news media, and the public.
- Not later than seven (7) days after conducting the tests, the board certified to the election division that the tests have been conducted in conformity with IC 3-11-14.5. A copy of this certification will be filed with the election returns and will be retained in the minutes of this County Election Board or the County Board of Elections and Registration.

SO CERTIFIED, THIS THE 21st DAY OF March, 2024

Shelley Bate
Circuit Court Clerk

DJ Sargent Jr
County Election Board Member or
Member of Lake, Porter or Tippecanoe County Board of Elections & Registration

[Signature]
County Election Board Member or
Member of Lake, Porter or Tippecanoe County Board of Elections & Registration

Member of Lake or Porter County Board of Elections and Registration

Member of Lake or Porter County Board of Elections and Registration

2024 MAR 21 3:56
ADAMS COUNTY
SHELLEY BATE
CIRCUIT COURT CLERK



CERTIFICATION: TEST OF DIRECT RECORD ELECTRONIC VOTING SYSTEMS

(IEC-9)

State Form 54728 (R4/9-21)
INDIANA ELECTION DIVISION (IC 3-11-14.5)

INSTRUCTIONS: A test of direct record electronic voting systems is required in a county that will use direct record electronic voting systems at the next election. (NOTE: Use IEC-10 form for certification of ballot card voting system automatic tabulating machines). Transmit this completed certificate to the Indiana Election Division, Indiana Government Center South, 302 West Washington St., Room E-204, Indianapolis, IN 46204-2783 or by fax to (317) 233-6793 or by email to elections@iec.in.gov not later than seven (7) days after conducting the test.

CERTIFICATE OF TEST OF DIRECT RECORD ELECTRONIC VOTING SYSTEMS

To: **Co-Directors, Indiana Election Division:**

From: **County Election Board of** ADAM **County**

The undersigned members of the County Election Board or the County Board of Elections and Registration (or their designated proxies under IC 3-6) certify the following:

- On **March 21**, 20**24**, being before absentee voting started in the office of the circuit court clerk, the County Election Board or Board of Elections and Registration tested the direct record electronic voting system units to be used at those precincts on election day identified in the randomly assorted list of machines provided to the county by the Voting System Technical Oversight Program (VSTOP). Each voting system was tested to ascertain that the system will correctly count the votes cast for all straight party tickets (if applicable), all candidates (including write-in candidates), and on all public questions in that precinct.
- This test included the following:
 - The visual inspection of the voting system and ballot labels.
 - The manual entry of a preaudited group of ballots from three (3) different precincts where the election will be conducted to test the functionality of the system components used by a voter with disabilities to independently and privately cast a ballot, marked so as to record a predetermined number of valid votes for each straight party ticket (if applicable), each candidate (including write-in candidates), and on each public question, and to record a predetermined number of valid votes for each candidate and on each public question.
 - At least one (1) ballot for each office that has votes in excess of the number allowed by law in order to test the ability of the direct record electronic voting system to reject the overvotes.
- If an error was detected during the test, the cause of the error was determined and corrected, and an errorless count was made before the use of the direct record electronic voting system at the election is approved.
- After completing the count, the voting system was sealed. The ballots used to conduct the test and all other election materials were sealed, retained, and disposed of as provided for paper ballots.
- Immediately following the completion of the voting system test, the board entered the vote totals from the voting system tested into the component of the voting system used by the county election board or board of elections and registration to tabulate election results. The board determined that this component of the voting system properly tabulated the votes cast in each of the precincts tested under this chapter for each candidate and on each public question.
- Public notice of the time and place of this test was given at least forty-eight (48) hours before the test by publication of a public notice in accordance with IC 5-3-1-4. The test was open to representatives of political parties, candidates, the news media, and the public.
- Not later than seven (7) days after conducting the tests, the board certified to the election division that the tests have been conducted in conformity with IC 3-11-14.5. A copy of this certification will be filed with the election returns and will be retained in the minutes of this County Election Board or the County Board of Elections and Registration.

SO CERTIFIED, THIS THE 21st DAY OF March, 2024:

Shelley M. Brite
Circuit Court Clerk

[Signature]
County Election Board Member or
Member of Lake, Porter or Tippecanoe County Board of Elections & Registration

[Signature]
County Election Board Member or
Member of Lake, Porter or Tippecanoe County Board of Elections & Registration

Member of Lake or Porter County Board of Elections and Registration

Member of Lake or Porter County Board of Elections and Registration

2024 MAR 21 P 3:56
SHELLEY M. BRITE
CLERK OF
ADAMS COUNTY