

2024 ADAMS COUNTY ELECTION BOARD

Minutes

Approved 2/22/2024

The Adams County Election Board met on Friday, January 19, 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 Shelly M. Brite at 9:30 a.m.

Shelly M. Brite conducted the Oath of Office for Election Board Member, Donald Kuhn, on January 3, 2024.

Shelly M. Brite motioned to nominate J Swygart as chairman of the board, second by Don Kuhn, motion carried (2-0). All accepted nomination.

Upon a motion by Shelly M. Brite to approved minutes of the November 17, 2023 meeting, seconded by Don Kuhn motion carried (3-0).

Board Meeting Dates & Times for 2024@ 9:00 a.m., unless noted

2/15/24 – ballot review & approval of VRG-21	4/25/24 @ 5:00 PM Poll Worker Training	5/17/24 Provisional Hearing 12:00 PM	9/19/24 Or public test @ 2:00 PM	11/2/24 @10:30 AM Inspector/poll worker
3/21/24 or public test @ 2:00 PM.	5/4/24 @10:30 AM Inspector/poll worker	7/18/24 – Regular Meeting	10/24/24 –4:30 PM before Training	11/5/24 Election @5:00 AM
4/25/24 – 4:30 PM before Training	5/7/24 Primary	8/15/24 – Regular Meeting	10/24/24 @ 5:00 PM Poll Worker Training	11/15/24 Provisional Hearing @12:00 PM

Discussion on Don Kuhn’s proxy for the 2024 election board. Don is working on this matter.

Voting Equipment

Adams County will be receiving new Voting Equipment before the end of February, 2024. In order to use the equipment, the Indiana Secretary of State and VSTOP require the equipment inventory list which will be used in the 2024 Primary and General Elections. Therefore, a motion is needed to approve the IEC-22.

Upon a motion by J. Swygart to approve and sign the **IEC – 22** Form, seconded by Don Kuhn, motion carried (3-0).

As with new voting equipment, old voting equipment needs to be approved for disposal. Therefore, pursuant to **IEC-6**, Clerk contacted vendor, Microvote to dispose the 74 infinity panels, 68 booths, 6 Verizon hotspots and 4 Seiko zero proof printers. Additionally, as the clerk's office will onto 7 IPADS (old e-poll books) to use as sample ballots for the upcoming election. She reached out to other counties and one county would like the remaining 7 IPADS. At the 1/16/2024, commissioners' meeting, she received approval and permission to dispose at the discretion of the Clerk. Also, informed of the VVPATs cases will be given to the Decatur Police Department, Sheriff's Department Clerk's Office and other members of the county for their use. Please review **IEC-6**, and if there are no objections, I need a motion to approve in order to send to Indiana Election Division for their approval.

Upon a motion by Don Kuhn to approve and sign the **IEC-6**, seconded by Shelly M. Brite, motion carried (3-0)

Vote Center Plan Amendment

In reviewing Adams County current Vote Center Plan, Clerk is advising Board to change 1 vote center from K of C, in Decatur Indiana to Riverside Center and add another location in Berne to The Bridge Community Church, in Berne, Indiana. Additionally, to permanently amend that Swiss Village is no longer a vote center and Woodcrest a satellite office. Therefore, discussion on these changes, is there a need to have another vote center in Berne, Shelly M. Brite stated this will be a test for the primary as with changing the Decatur location from K of C to Riverside Center.

If all agree, upon a motion by Don Kuhn to permanently amend the February 26, 2016 Adams County Vote Center Plan, seconded by J. Swygart, motion carried (3-0).

Resolutions

Upon a motion by Don Kuhn to approve, adopt and sign the **Resolution 2024-1**, proxy designation for initialing ABS ballots, seconded by Shelly M. Brite, motion carried (3-0).

Upon a motion by J. Swygart to approve, adopt and sign the **Resolution 2024-2**, proxy for Key Holder on the ABS ballots storage, seconded by Don Kuhn, motion carried (3-0).

Upon a motion by Shelly M. Brite to approve, adopt and sign the **Resolution 2024-3**, authorize Travel Board to complete ABS application and ballot in front of Travel Board, seconded by J. Swygart, motion carried (3-0).

Upon a motion by Shelly Brite to approve, adopt and sign the **Resolution 2024-4**, authorize Clerk of establishing travel boards, seconded by Don Kuhn, motion carried (3-0).

Upon a motion by Don Kuhn to approve, adopt and sign the **Resolution 2024-5**, authorize Travel Board to allow registered voter an ABS ballot on Election Day due to recent injury and hospitalization located only in Adams County area seconded by J. Swygart, motion carried (3-0).

Upon a motion by Shelly M. Brite to approve, adopt and sign the **Resolution 2024-6**, allow unopposed contested Republican candidates for Precinct Committeeman and Democratic candidates serve as poll workers, seconded by Don Kuhn, motion carried (3-0).

Upon a motion by Shelly M. Brite to approve, adopt and sign the **Resolution 2024-7**, to omit precinct election officers, seconded by Don Kuhn, motion carried (3-0).

Upon a motion by J. Swygart to approve, adopt and sign **Resolution 2024-8** “Establishing Dates and Hours for In-person Absentee Voting,” seconded by Don Kuhn, motion carried (3-0).

Upon a motion by Shelly M. Brite to approve, adopt and sign **Resolution 2024-9** “Establishing Locations, Dates, and Hours for In-person Absentee Voting at Satellite Offices,” seconded by Don Kuhn, motion carried (3-0).

Upon a motion by Shelly M. Brite to approve, adopt and sign **Resolution 2024-10** “Approving 16 and 17 Old Students to Work at Vote Centers,” seconded by J. Swygart, motion carried (3-0).

Upon a motion by Shelly M. Brite to approve, adopt and sign **Resolution 2024-11** “To Count Absentee Ballots Any time after 6:00 a.m. on Election Day,” seconded by J. Swygart, motion carried (3-0).

TABLED: Until Review and Approval of the Emergency & Disaster Plan: Upon a motion by _____ to approve, adopt and sign the **Resolution 2024-12**, Emergency Disaster declared preventing registered voters at the polls to file an application and obtain an ABS ballot on election day, seconded by _____, motion carried (3-0).

Adams County Election Disaster Emergency Plan

After review, Clerk drafted the election disaster emergency plan to be put into place should a “disaster” take place during election. Please review plan as there are items that need to cover:

- 1) Alternate polling locations
- 2) Need contact person for 1st Methodist in Geneva, Don Kuhn will try to find contact person.

Review and will table until next meeting, unless Board approves of Disaster Plan.

Discussion was made where Don Kuhn suggested that to contact Fire Departments for generators to assist in Vote Centers should an emergency is evident. Also, Don Kuhn provided the plan for Sheriff Mawhorr’s review. Plan will be up for item of business at next meeting.

Campaign Finance Reports

January 17, 2023 was the deadline for the 2023 annual campaign finance reports. All reports were filed on time with the Clerk’s office.

Election Board Comments:

Shelly M. Brite stated the equipment and the absolute need to schedule a pre-training with CEB members, veteran poll workers and party chairs to review the new equipment. Once a date is scheduled, Clerk’s office will contact above-referenced persons to attend.

J. Swygart mentioned a Thanks to former Republican Chair member for his 11 years of service to the Board. Upon a motion by J. Swygart for this mention, seconded by Shelly M. Brite.

Upon motion by J. Swygart to adjourn at 11:00 a.m. seconded by Don Kuhn, motion carried (3-0).

Respectfully submitted

Shelly M. Brite. Secretary CEB