

APPROVED
PROCEEDINGS OF THE OTTAWA
COUNTY CLERK'S ASSOCIATION
October 8, 2021

The Ottawa County Clerk's Association met on Friday, October 8, 2021, at Port Sheldon Township, 16201 Port Sheldon Street, West Olive MI 49460, at 12:00 p.m. and was called to order at 12:04 pm by President Chris Saddler.

Members & Guests Present:

Connie Langeland, Polkton Twp.	Kristi DeVerney, Grand Haven Twp.
Jamie TenBrink, Polkton Twp.	Laurie Larsen, Grand Haven Twp.
Anna Darwin, Grand Haven City	Chris Saddler, Robinson Twp.
Linda Browand, Grand Haven City	Jody Hansen, Allendale Twp.
Jenny Sias, Robinson Twp.	Theresa Frank, Wright Twp.
Elizabeth Szymanski, Allendale Twp.	Helen Dietrich, Chester Twp.
Maryann Fonkert, Spring Lake Village	Margaret Shay, Spring Lake Twp.
Lona Bronkema, Olive Twp.	Jeanne Knol, Georgetown Twp.
Teresa DeGraaf, Port Sheldon Twp.	Candy DeHaan, Jamestown Twp.
Sally Bareman, Port Sheldon Twp.	Katie Sims, Ottawa County
Kate Kraak, Zeeland Twp.	Simone Johnson, Ottawa County
Pam Holmes, Zeeland City	Steve Daitch, EAC
Cindy Humphrey, Zeeland City	
Jill Gruppen, Hudsonville City	
Brenda Katerberg, Holland City	

The invocation was given by Teresa DeGraaf.

OCCA Business:

- OCCA 21-013 Candy DeHaan, with support from Connie Langeland, moved to approve the agenda as presented. The motion passed.
- OCCA 21-014 Laurie Larsen, with support from Linda Browand, moved to approve the October 1, 2021 Treasurer's report indicating a balance of \$9,589.31. The motion passed.
- OCCA 21-015 Lona Bronkema, with support from Candy DeHaan, moved to approve the change of date for the December 10, 2021 meeting to December 3, 2021. The motion passed.

County Clerk Updates:

Katie Sims provided the following updates:

1. Ms. Sims provided a brief overview of redistricting process including various deadline dates and the commission vote date. She will send out the link to the most recently proposed maps. The county recommends holding off on mailing out voter cards until early spring.
2. Modems for the Hart equipment will be eliminated soon. The EAC has implemented this requirement to enhance election. The county is considering different options on how best to relay results on election night. They are considering utilizing the services of the Ottawa County Sheriff's Office to assist. Details have not been finalized.
3. Ms. Sims provided an update on upcoming November elections. Testing has been completed. She is in the process of scheduling trainings. Ms. Sims sought feedback from the Association on how much training would be needed and if clerk's preferred in person or online training.
4. The county is implementing an electronic filing system for campaign finance. The goal is to have this new process/system go live in 2022.
5. Ottawa County Clerk's Office is putting together a group order for EPB Laptops. Anticipated cost is \$400 per unit. Ms. Sims will be placing the order next week. The cost does include IT set up which will be done by the County IT Department. If you are interested in ordering, contact Katie Sims by next week.
6. Ms. Sims outlined the various open positions with the county. The Elections Division was approved for a full-time election assistant. In addition, they are accepting applications for an election internship position. If you know of anyone interested in either position, please refer them to the county.
7. Ms. Sims will be sending calendar invites for one on one meetings with her. These meetings will provide an opportunity to get to know her and to seek input as to how the county can help local jurisdiction better.

The Association had general discussion on the vendor list for the OCCA Holiday Lunch. The organizations on the list will be contacted to see if they would like to provide donations for this annual event. If you have an organization/vendor you would like added, please let Chris Saddler know.

Steve Daitch, U.S. Election Assistance Commission, presented an overview on the EAC. Mr. Daitch is in the Clearinghouse Division of the EAC. They focus on: 2020 EAVS Report, Voting System Certifications, Guide to Redistricting, Chain of Custody, FAQ Best Practices, and Accessible Voter Registration. Their goal is to help election officials improve the administration of elections. If any members need any resources, please contact Steve Daitch at: sdaitch@eac.gov

Mr. Daitch also provided contact information for Election Official Security Offices for our jurisdiction. Our direct contact is Special Agent Brett Mason. His contact is bmmason2@fbi.gov

Teresa DeGraaf will send out a copy of Mr. Daitch's presentation to the Association.

OCCA 21-016 Brenda Katerberg, with support from Pam Holmes, moved to approve the minutes of the August 13, 2021 OCCA meeting. The motion passed.

Several members had general questions and discussion.

OCCA 21-017 Lona Bronkema, with support from Teresa DeGraaf moved to adjourn at 1:42 p.m. The motion passed.

The next meeting will be held on December 3, 2021. It will be hosted by Lona Bronkema, Olive Twp., location to be determined.

Minutes Submitted By: Jody Hansen, OCCA Secretary