

Ottawa County Clerk's Association

February 11, 2022

Proposed Minutes

The Ottawa County Clerk's Association met on Friday, February 11, 2022, at Allendale Charter Township, 6676 Lake Michigan Drive, Allendale, MI 49401 at 12:02 PM. The invocation was given by Justin Roebuck.

Members & Guests Present:

Kathy Grimm, Holland City	Elizabeth Szymanski, Allendale Township
Brenda Katerberg, Holland City	Jody Hansen, Allendale Township
Pam Holmes, Zeeland City	Kristi DeVerney, Grand Haven Charter Township
Cindy Humphrey, Zeeland City	Connie Langeland, Polkton Township
Simone Johnson, Ottawa County	Jamie Tenbrink, Polkton Township
Caden Collins, Ottawa County	Lorrain Dietrich, Chester Township
Hillary DeBoer, Park Township	Helen Dietrich, Chester Township
Daniele Dykens, Park Township	Lonna Bronkema, Olive Township
Katie Sims, Ottawa County	Theresa Frank, Wright Township
Teresa DeGraaf, Port Sheldon Township	Evelyn Coxon, Wright Township
Sally Bareman, Port Sheldon Township	Justin Roebuck, Ottawa County
Della Kiser, Crockery Township	Kelly Beattie, Grand Haven City
Kathy Buchanan, Crockery Township	Lydia Brown, Coopersville City
Tim Allshouse, Spectrum Printers	Judy Bouws, Georgetown Township
Maryann Fonker, Spring Lake Village	Jeanne Knol, Georgetown Township
Darcie Benter, Spring Lake Township	Candy DeHaan, Jamestown Township
Robin Overway, Blendon Township	Kate Kraak, Zeeland Township
Carolyn Boersma, Spring Lake Township	Sue Dalman, Holland Township
Margaret Shay, Spring Lake Township	Mike Dalman, Holland Township
Laurie Larsen, Grand Haven Charter Township	Kristi Dougan, Michigan Bureau of Elections
Chris Saddler, Robinson Township	Nicholas Daum, Michigan Bureau of Elections
Jenny Sias, Robinson Township	

Tim Allshouse, Spectrum Printers, was introduced as a new OCCA member. He gave an overview of their printing services, including handouts of sample Voter ID cards. He also highlighted their Test Deck printing services.

OCCA Business

President Jody Hansen called business to order at 12:32 PM.

- 22-01. Candy DeHaan, with support from Laurie Larsen, moved to approve the agenda, as updated by President Hansen, to include the approval of the OCCA by-law updates proposed at the December meeting. The motion passed.
- 22-02. Candy DeHaan, with support from Kate Kraak, moved to approve the minutes of the December 3, 2021 meeting. The motion passed.
- 22-03. Kathy Buchanan, with support from Theresa Frank, moved to approve the February 1, 2022 Treasurer's report indicating a balance of \$7,399.16. The motion passed.
- 22-04. Candy DeHaan, with support from Teresa DeGraaf, moved to approve changing the April OCCA meeting from April 15 to April 8, with Ottawa County hosting. The motion passed.
- 22-05. Pam Holmes, with support from Brenda Katerberg, moved to approve the amended OCCA by-laws as presented at the December meeting. Amendments include the following:
- a. Adjusting the President's responsibility from being a signer on the bank account to reviewing all payment prior to issuance.
 - b. Adding Katie Sims, Ottawa County Elections Coordinator, and Kristi DeVerney, OCCA Treasurer, to be signers on the bank account.
 - c. Removing the Vice President as signer on the bank account.
 - d. Adding a \$10 lunch fee for non-members.

The motion passed.

Guest Speakers

President Hansen introduced Kristi Dougan and Nicholas Daum from the Michigan Bureau of Elections. They spoke about the redistricting process. Highlights include the following:

- 1) Re-districted maps were adopted in December. After 60 days, with no pending court cases, they are declared official.
- 2) The State is through the 1st phase of their process.
- 3) Ms. Dougan stressed ballot proofing. Needing to hold a special election due to printing errors is not any fun.
- 4) The State is moving away from the Voter ID card terminology due to confusion. Clerks MUST send out *voter information cards* to any voter that is affected by any district change.
- 5) The Bureau of Elections will be sending out New Update emails dedicated to the redistricting process every Thursday.
- 6) Mr. Daum educated the members on updating the QVF Street Index, including what is needed from the Township and City Clerks.
- 7) Precinct changes (boundaries, polling location, etc.) must be communicated to the Bureau of Elections by the City or Township Clerk. The Bureau will update Federal, State and County changes.
- 8) Mr. Daum highlighted the Permanent Geography Report as a tool to use when checking for ballot styles.
- 9) Any precinct splits will be preemptively assigned. Clerks will need to double-check the assignments for accuracy in the 3rd phase of redistricting.
- 10) Mr. Daum also demonstrated the new Redistricting Module in QVF.

County Clerk Updates

Katie Sims provided the following updates:

- 1) They are planning on helping with the redistricting changes. Their office will be contacting Clerks individually.
- 2) Ms. Sims requested that copies be sent to the County for any precinct updates, including precinct additions.
- 3) Holland City is the only jurisdiction without a May election. Ballot order forms are due to Ms. Sims.
- 4) With the resignation of Sherri Sayles, Ms. Sims suggested finding another avenue for Test Deck creation. Companies she suggested include Spectrum Printers and Election Source. Hart is currently not an available resource for Test Decks.
- 5) Ms. Sims updated the Association on the Election training workgroup. They are through the training manual and what in-person training would include. They are mostly through the online training. Online and in-person training will be available for election inspectors. She is hoping to have dates and times by April 1st.
- 6) Ms. Sims requested that any partial terms be communicated to the County.

Justin Roebuck provided the following legislative updates:

- 1) Governor Whitmer signed bills that changed County Commissioner terms from 2 years to 4 years, starting in 2024, and made filing fees non-refundable. These fees would need to be placed in a designated fund for elections.
- 2) Mr. Roebuck highlighted a few bills of interest, including a bill in the Senate regarding Poll Challenger ID and training and a bill that hopes to increase ballot security by requiring microprinting or watermarks on all ballots. Most other election related bills have stalled out.
- 3) Mr. Roebuck will be sending out meeting dates for the Council of Elected Officials for anyone who is interested in attending their Zoom meetings.

22-06. Danielle Dykens, with support from Katie Sims, moved to adjourn the meeting at 2:28 PM.
The motion passed.

The next meeting will be April 8, 2022. It will be hosted by Ottawa County, 12220 Fillmore Street, West Olive, MI 49460.

Minutes submitted by Jill Gruppen, OCCA Secretary.