

Ottawa County Clerk's Association

April 8, 2022

Proposed Minutes

The Ottawa County Clerk's Association met on Friday, April 8, 2022, at Ottawa County, 12220 Fillmore Street, West Olive, MI 49460 at 12:05 PM. The invocation was given by President Jody Hansen.

Members Present:

Jody Hansen, Allendale Township	Lorrain Dietrich, Chester Township
Elizabeth Szymanski, Allendale Township	Teresa DeGraaf, Port Sheldon Township
Pam Holmes, Zeeland City	Sally Bareman, Port Sheldon Township
Cindy Humphrey, Zeeland City	Lorna Bronkema, Olive Township
Justin Roebuck, Ottawa County	Sue Dalman, Holland Charter Township
Katie Sims, Ottawa County	Mike Dalman, Holland Charter Township
Simone Johnson, Ottawa County	Jeanne Knol, Georgetown Township
Caden Collins, Ottawa County	Judy Bouws, Georgetown Township
Kristi DeVerney, Grand Haven Township	Daniele Dykens, Park Township
Jill Gruppen, Hudsonville City	Brenda Katerburg, Holland City
Renee Kuiper, Ottawa County	Evelyn Coxon, Wright Township
Kate Kraak, Zeeland Township	Anna Darwin, Grand Haven City
Robin Overway, Blendon Township	Jessie Wagenmaker, Ferrysburg City
Jennifer Mokma, Blendon Township	Theresa Frank, Wright Township
Helen Dietrich, Chester Township	Candy DeHaan, Jamestown Township

OCCA Business

President Jody Hansen called business to order at 12:10 PM.

22-07. Candy DeHaan, with support from Daniele Dykens, moved to approve the agenda.
The motion passed.

22-08. Candy DeHaan, with support from Justin Roebuck, moved to approve the minutes of the February 11, 2022 meeting.
The motion passed.

22-09. Danielle Dykens, with support from Cindy Humphrey, moved to approve the April 1, 2022 Treasurer's Report, indicating a balance of \$10,325.94. The motion passed.

County Clerk Updates

Justin Roebuck provided the following general updates:

- Renee Kuiper was officially introduced as Chief Deputy County Clerk. Ms. Kuiper has been with the department for over 9 years, working in different roles.
- The EAC (Election Assistance Commission) has decided not to certify new voting systems with modems (including upgrades to current systems). Ottawa County machines can still use modems, until next big upgrade from Hart, because they are still certified by EAC. Hart and Ottawa County are still looking at options for the future, but local clerks will not be able to use modems for 2024. The Ottawa County Clerk's Office will be conducting a larger time study during the May election for the physical transportation of results.
- Legislative update: Governor Whitmer recently vetoed two bills related to QVF clean-up. Senator McBroom will be introducing a bill to allow for early voting, with local clerks deciding if they want to allow it in their jurisdiction or be included in a central voting center run by the County. Mr. Roebuck would like input from Clerks on the topic.
- Mr. Roebuck mentioned that Ottawa County is the only county in Michigan that pays for AV supplies for their jurisdictions. Going forward the County will not be ordering these supplies for us. Due to the late notice, they will still cover ordering and paying for supplies (AV ballot envelopes or security sleeves) during this calendar year. Clerks are to contact Katie with their orders.

Katie Sims provided the following election related updates:

- Ms. Sims reminded Clerks to enter their weekend hours in QVF and suggested doing a practice download of the EPB before Monday at 4 PM.
- There is an election security grant available from the Bureau of Elections; \$1,500 per precinct, not including AVCB. Clerks do not have to apply for the grant; they only need to submit receipts for reimbursement. Ms. Sims will email more information to the association members.
- Election worker training update: New workers, since March 2020, will need to attend in-person training. The County will offer more classes in July & October for those workers who are not working in May. Ms. Sims stated the updated receiving board training has also been posted to the new training website.
- Community Election Discussion: Ms. Sims & Mr. Roebuck will be having town hall meetings around the county regarding elections. More information will follow, but local clerks are encouraged to attend.
- The filing deadline for partial term candidates is April 19. Ms. Sims reminded Clerks to send affidavits for any candidate filings to the County.
- Voter Information Cards: Several errors in the QVF Street Index have been found by County staff. They will be sending any found errors to the BOE and contacting each jurisdiction individually. It was mentioned that the City of East Lansing added a red CC (for cancellation countdown) to their voter information cards to help with identification purposes if they are returned or residents call in about cards for voters that may not live there any longer. The County is working on getting an informational website created on the redistricting and voter information card topic.

Simone Johnson quickly stated they are working on moving the County's elections results page from a .org to a .gov to increase the security of the page.

Social Committee Update

Daniele Dykens updated the Association on the Committee's current goals - how to get Clerks interacting more with each other & how to make a difference in our communities. Their suggestions for the year include a canned food/diaper drive, winter gear collection, Toys for Tots, etc. More information will be passed along.

Guest Speakers

Jeanne Knol, Georgetown Township, and Teresa DeGraaf, Port Sheldon Township, highlighted their respective receiving board practices on Election night.

- The Georgetown Township process includes 10 receiving boards for their precincts and 1 dedicated to their AVCB(s). DPW helps with unloading of precinct supplies when workers arrive at Township Hall. Each receiving board table had a tub that items from the precinct are placed in once they have been checked off on the receiving list. They use lots of checklists to make sure nothing is missing and everything matches at the end.
- In Port Sheldon Township, the Chairs from each precinct serve as the receiving board for a separate precinct (i.e., 1 checks 2, 2 checks 3, 3 checks 1) and the Deputy Clerk does a final check of everything.

At their arrival to the meeting, Association members were divided by jurisdiction size and were asked to discuss best practices and tips for election night. President Hansen presented this as an opportunity to learn and grow our own processes. One topic that was extensively discussed was the sealing of the ballot bag. Clerks are not legally required to seal the ballot bag since it is in a sealed ballot container. If the wrong seal number (ballot bag) is written in the poll book, it is then regarded as an un-recountable precinct. If local clerks decide the ballot bag is to be sealed at the end of the night, then their election workers need to make sure that seal numbers are written down CORRECTLY/APPROPRIATELY. Mr. Roebuck is ok with changing the best practice to include sealing the ballot bag by inspectors on election night; this creates a clean chain of custody. (Discussion items by group are attached to these minutes.)

22-10. Candy DeHaan, with support from Jessie Wagenmaker, moved to adjourn the meeting at 2:13 PM. The motion passed.

The next meeting will be June 10, 2022. It will be hosted by Polkton Township and be held at Sheridan Park, 17000 64th Ave N, Coopersville, MI 49404. In case of inclement weather, the meeting will be held at Polkton Township Hall, 6900 Arthur St, Coopersville, MI 49404.

Minutes submitted by Jill Gruppen, OCCA Secretary

Roundtable Discussion Items

Snickers Group: Chester Twp, Polkton Twp, Wright Twp, Ferrysburg City and Olive Twp

(Registered Voter Population: 1000-4000)

- Ballot bags- seal then seal
- Spot to record both?
- AV
- Olive AVCB has a shorter day for workers.
- Rotates chairs for the receiving board.
- Ferrysburg- opens all AV up and puts them through.
- Wight- opens them all and puts them through order given.
- Challenges: Keeping end of night organized; checklist for morning and evening; getting work done ahead of time.
- Paying for supplies and postage.

Reese's Group: Zeeland City, Port Sheldon Twp, Robinson, Blendon Twp, and Hudsonville City

(Registered Voter Population: 4001-6000)

- Ballot Bag/Box:
 - Port Sheldon uses both mainly for storage.
 - Less work to not put two seals for workers.
 - Confusion on whether to verify both outer and inner seals by receiving board
 - State is unclear on the issue
 - The precinct is still re-countable if inside seal number isn't checked by receiving board
 - Record inner seal in remarks?
- Receiving Board:
 - Only ballot transport bag is sealed.
 - Workers place red seals as things are approved.
 - Some jurisdictions have everything separated (statement of votes etc.) and receiving board is double checking and having workers seal.
 - Reports- who prints reports? Clerks do.
- Early Voting:
 - Confusion with voters
 - Cannot tabulate, they're still absentee voters.
 - Voters talk about things on the ballot.

Butterfinger Group: Jamestown Twp, Zeeland Twp, and Grand Haven City.

(Registered Voter Population: 6001-10000)

- Receiving Board:
 - GH- One receiving board for the 6 precincts.
 - Separate people coming in for receiving board.
 - Chairs/local chairs- bring ballot containers/laptops
 - Moving company moves the tabulators/blue bags and equipment
 - Chairs set up everything in the precinct.
 - Jamestown-Deputy is part of receiving board
 - Try not to have the precinct chairs as part of the receiving board due to long day.
- Bags Sealed:
 - Zeeland Twp- sealed.

- Poll book does not have a place for the inner bag seal number, but they have been trained as to where to put info.
- GH- doesn't seal bags
- Jamestown- doesn't seal bags.
- Concerns for sealing:
 - You never know what the workers might put in those bags.
 - Would they write down the information wrong since they are not trained that way now and there is no current location on poll books?
 - Zeeland currently hands out seals for the different items that need sealing- workers choose which seal goes where but she does not give extras to lesson confusion.
- AVCB: Jamestown- Don't give applications to AV Board. Zeeland sort and make sure there is an app with a ballot at AVCB.
- Zeeland- Basement- Board Room set up for it- give applications to AVCB
- GH- Don't give application to AVCB. Each AVCB get two precincts and they are put into separate rooms.
- 1 chair and 1 chair/co-chair for AVCB

Hershey Group: Grand Haven Twp, Park Twp, and Allendale Twp.
(Registered Voter Population: 10001-16000)

- Ottawa County staff should work a precinct on Election Day.
- Can canvass bags be sealed with blue seals?
- Possibility of creating a chain of custody process for local clerks in the sealing of their ballots post-extraction from the approved container.
- Could we record the inner bag seal in the remarks section instead?
- Discussion on ballot reconciliation of AV ballots ahead of time – reconciliation happens early and follow through until Monday before election – then full reconciliation.
- Discussion on opening AV precinct and when is the best time to do that...
- 100 ballots/hr still a standard for boards? (Based on BOE time study in 2019)
- Park has workers prepping av envelopes for next election if down time

Twix Group: Holland City, Holland Twp and Georgetown Twp.
(Registered Voter Population: 16001- 41000)

- Canvas bags:
 - Holland uses inside bag
 - Georgetown uses canvas bag
 - City of Holland does too.
- Holland Twp uses fireproof lateral cabinets to store 6 years' worth of ballots.
- Holland City has separate vault that's only open to office staff- same with Georgetown.
- Georgetown prints ballot summary using TW printer, Holland Twp prints at office
- Holland Twp currently has workers seal everything at precinct- Georgetown and Holland City does it at Receiving Board.
- Georgetown Twp doesn't use stations at receiving board.
- Georgetown and Holland City put people aside if errors in receiving board to not delay others.
- Incentive Program
- Specific Chair Checklist for am and pm
- Use paperclips to differentiate affidavits on apps to vote
- Discussed election worker pay.