

Ottawa County Clerk's Association

August 12, 2022

Proposed Minutes

The Ottawa County Clerk's Association met on Friday, August 12, 2022, at Crocker Township Hall, 17431 112th Avenue, Nunica, MI 49448 at 12:06 PM. The invocation was given by Justin Roebuck.

Members Present:

Jill Gruppen, Hudsonville City	Sally Andrews, Election Source
Alexis Asaro, Hudsonville City	Kathy Buchanan, Crockery Township
Sara Talsma, Olive Township	Teresa DeGraaf, Port Sheldon Township
Mike Dalman, Holland Charter Township	Renee Kuiper, Ottawa County
Sue Dalman, Holland Charter Township	Helen Dietrich, Chester Township
Brenda Katerberg, Holland City	Maria Boersma, Grand Haven City
Jody Hansen, Allendale Township	Margaret Shay, Spring Lake Township
Elizabeth Szymanski, Allendale Township	Justin Roebuck, Ottawa County
Evelyn Coxon, Wright Township	Darci Benter, Spring Lake
Sally Bareman, Port Sheldon Township	Judy Bouws, Georgetown Township
Sarah Wilson, Zeeland Township	Jeanne Knol, Georgetown Township
Kate Kraak, Zeeland Township	Chris Saddler, Robinson Township
Chele Reagh, Jamestown Township	Candy DeHaan, Jamestown Township
Kristi DeVerney, Grand Haven Township	Cindy Humphrey, Zeeland City
Daniele Dykens, Park Township	Pam Holmes, Zeeland City
Della Kiser, Crockery Township	Theresa Frank, Wright Township
Paige Silva, Crockery Township	Katie Sims, Ottawa County

OCCA Business

President Jody Hansen called business to order at 12:23 PM.

22-15. Candy DeHaan, with support from Chris Saddler, moved to approve the agenda.
The motion passed.

22-16. Chris Saddler, with support from Daniele Dykens, moved to approve the minutes of the June 10, 2022 meeting. The motion passed.

22-17. Sue Dalman, with support from Daniele Dykens, moved to approve the August 1, 2022 Treasurer's Report, indicating a balance of \$9,468.77 The motion passed.

County Clerk Updates

Katie Sims provided the following updates:

- August Election – thanks for the work everyone did! Overall, there were not many issues. Ms. Sims stated that most calls received by the County were from voters about signage at polling locations.
- The election canvass has been finalized as of 8/10/22. Certificates will be sent out to the appropriate jurisdictions.
- November election – Ms. Sims reminded members that school board candidates will be on the ballot. An email was sent out this week for ballot ordering – the State requires 110% of registered voters – and other supplies. Ballot proofs, Public Accuracy test dates and training dates will be coming soon.
- Election Security Grant – Ms. Sims reminded members the first deadline is quickly approaching – October 31 for items received through September 30, 2022. Members are to contact her if they need a copy of the grant information/reimbursable expenses.

Justin Roebuck provided the following updates:

- Mr. Roebuck sent out the response from the State Bureau of Elections regarding the FOIA request most association members received earlier in the week. If members still have questions, please contact the County.
- The Ottawa County Clerk's Office will be holding a tabletop exercise with Ottawa Emergency Services and the Ottawa Sheriff's Office to go over emergency scenarios for November.
- Mr. Roebuck did not have a legislative update, but nothing much will be happening. Mr. Roebuck did mention there's a group working with Governor Whitmer and the Michigan House regarding pre-processing of AV ballots.

Guest Speaker

- Roundtable – What went well August 2nd? What could we do better for November and HOW? Discussion was held among Association members regarding the August 2nd Primary Election. Topics discussed included:
 - Consensus among members was the day went smoothly overall.
 - The one hiccup regarding the back side of the ballot was quickly identified and election inspectors reminded voters about it throughout the rest of the day.
 - County response times (due to the good number of troubleshooters hired for the day) were great.
 - Communication with voters prior to the November election could be better - Facebook posts or letters sent out regarding deadlines or other important information.
 - With the ballot being two sided again in November, have election inspectors remind voters about the items on the back side to avoid the "blank ballot" error message.

- While the County training is a big help for most workers, having jurisdictional “training” may help as well. (More specific details on top of the general details from the County)
 - Pictures of what goes in each receiving board envelope and checklists to help chairs before going to the receiving board.
- Connecting with Hart regarding the long processing time of each ballot.
- Local runners/troubleshooters might be helpful for the larger jurisdictions.

Social Committee Update

Brenda Katerberg thanked the Association members for their donations of school supplies for the Ottawa County United Way.

Association Member Comments

Brenda Katerberg asked if there was a plan to have two testing dates before November. Justin Roebuck responded that logistically, scheduling two test dates is difficult for the County.

Katie Sims thanked the members who brought in their magnetic card readers. The County is working on replacement plan for them.

22-18. Candy DeHaan, with support from Daniele Dykens, moved to adjourn the meeting at 1:44 PM.
The motion passed.

The next meeting will be October 14, 2022. It will be hosted by Zeeland City and be held at Howard Miller Library/Community Center, 14 S Church St, Zeeland, MI 49464.