

OFFICE OF THE SECRETARY OF STATE

STEVEN J. BARNETT, SECRETARY OF STATE

JASON LUTZ, DEPUTY SECRETARY OF STATE

HAVA Grant Board Draft Minutes

Monday, July 19, 2021
10:30 a.m. CT

South Dakota Association of County
Commissioners Building
211 E Prospect Ave
Pierre, SD 57501

Conference call dial-in information:
Dial-in number: 866.410.8397
Conference code: 2178377981

The meeting was called to order by Kea Warne, Director, Division of Elections, at 10:37 am (CT).

Present in-person board members were:

Gregory County Auditor Julie Bartling
Davison County Auditor Susan Kiepke
Ziebach County Auditor Cindy Longbrake
South Dakota Department of Tribal Relations Nicole Schneider
SOS Director of Elections Kea Warne (Chair)

Via conference call, board members present were Turner County Auditor Sheila Hagemann and Disability Community representative Travis Arneson. Quorum was established.

Others present in-person were: Steve Barnett (Secretary of State), Jason Lutz (Deputy Secretary of State), Kyle Holt (Director, Business Services Division), Rachel Soulek (State Election Coordinator/Public Information Specialist), Bailey Tibbs (Elections Assistant), Suzanne Wetz (Elections Program Administration) and Kayla Dowling (Accountant).

Others present via conference call, C.J. Moit (Disability Rights South Dakota) until 10:51 am and Grace Arneson.

Brief introductions of new members were done by all those present and on the phone.

Approval of the Agenda

Motion to approve the agenda as presented by Julie Bartling, second by Cindy Longbrake. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.



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Approval of draft minutes from the July 29, 2019 meeting

Motion to approve the July 29, 2019 minutes was made by Cindy Longbrake, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.

Kea Warne gave an overview of HAVA Grant Board. In 2014, former Secretary of State Jason Gant added a grant program in the HAVA state plan for counties to apply for and use HAVA funds. In 2015, former Secretary of State Shantel Krebs, along with the State Board of Election members appointed the first HAVA Grant Board and put parameters in place along with creating the applications that counties will use to apply for the grant fund. The members must consist of four County Auditors (two Democrats and two Republicans), the Senior Elections Coordinator in the office of the Secretary of State, one member from the disability community, and one member from the Department of Tribal Relations. All members, except for the Senior Elections Coordinator, will serve a four-year term. The Senior Elections/HAVA Coordinator will serve as the Chair of the HAVA Grant Board and the Secretary of State's office will assist the HAVA Grant Board with anything necessary to meet the requirements set forth in this plan. This board is responsible for developing, reviewing, and making recommendations to the Secretary of State in matters pertaining to the local government grant program and will comply with the State's open meeting laws.

Travis Arneson asked to amend the July 29, 2019 minutes and add Grace Arneson as an in-person guest. Motion by Susan Kiepke, second by Julie Bartling. Roll call vote: Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.

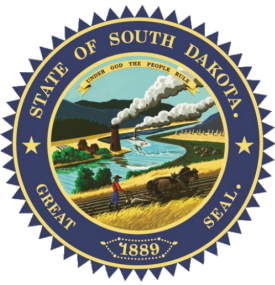
Technical difficulties were occurring at 10:47 am with the board president having issues keeping connection with members on the phone, the conference phone was hung up and redialed. The issue was resolved at 10:51 am and the board continued with their meeting.

Review of HAVA Grant Applications

Kea Warne explained that counties must be at a zero balance to be able to apply for this grant.

Deputy Secretary of State, Jason Lutz made the board aware that we would be going through each county individually and that approval would be needed after the review of each application. Lutz also added that some counties requested more than \$9,000 but would only be approved for up to \$9,000.

- A. Buffalo County requested \$9,000 and had listed expenses of \$9,000. Susan Kiepke moved to approve the amount requested, second by Cindy Longbrake. Roll call vote: Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.

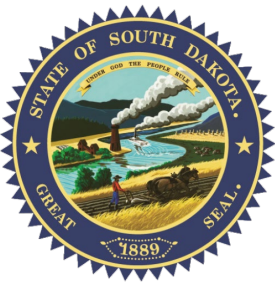


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- B. Brule County requested \$9,000 and had listed expenses of \$9,000. Julie Bartling moved to approve the amount requested, second by Nicole Schneider. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- C. Charles Mix County requested \$9,000 and had listed expenses of \$18,300. Julie Bartling moved to approve the amount requested, second by Cindy Longbrake. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- D. Corson County requested \$9,000 and had listed expenses of \$10,473. Cindy Longbrake moved to approve the amount requested, second by Susan Kiepke. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- E. Davison County requested \$9,000 and had listed expenses of \$31,300. Julie Bartling moved to approve the amount requested, second by Nicole Schneider. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – ABSTAIN, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- F. Deuel County requested \$9,000 and had listed expenses of \$9,000. Nicole Schneider moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- G. Dewey County requested \$9,000 and had listed expenses of \$9,000. Cindy Longbrake moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- H. Edmunds County requested \$9,000 and had listed expenses of \$18,000. Julie Bartling moved to approve the amount requested, second by Susan Kiepke. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- I. Fall River County requested \$9,000 and had listed expenses of \$9,046.79. Susan Kiepke moved to approve the amount requested, second by Cindy Longbrake. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- J. Grant County requested \$9,000 and had listed expenses of \$18,569.60. Nicole Schneider moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie



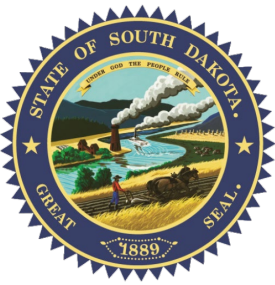
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Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.

- K. Gregory County requested \$9,000 and had listed expenses of \$9,000. Cindy Longbrake moved to approve the amount requested, second by Susan Kiepke. Roll call vote: Travis Arneson – AYE, Julie Bartling – ABSTAIN, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- L. Hamlin County requested \$9,000 and had listed expenses of \$9,631.91. Julie Bartling moved to approve the amount requested, second by Nicole Schneider. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- M. Hughes County requested \$9,000 and had listed expenses of \$9,000. Cindy Longbrake moved to approve the amount requested, second by Travis Arneson. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- N. Jackson County requested \$9,000 and had listed expenses of \$9,000. Susan Kiepke moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- O. Jones County requested \$5,150 and had listed expenses of \$5,150. Nicole Schneider moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- P. McCook County requested \$9,000 and had listed expenses of \$9,000. Cindy Longbrake moved to approve the amount requested, second by Susan Kiepke. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- Q. Oglala Lakota County requested \$9,000 and had listed expenses of \$9,079.07. Julie Bartling moved to approve the amount requested, second by Nicole Schneider. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- R. Potter County requested \$9,000 and had listed expenses of \$9,000. Cindy Longbrake moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.



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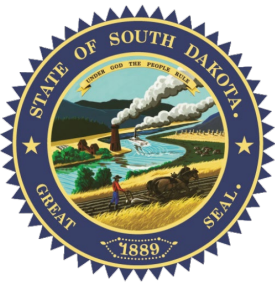
- S. Sanborn County requested \$6,450 and had listed expenses of \$6,450. Susan Kiepke moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- T. Sully County requested \$9,000 and had listed expenses of \$9,000. Julie Bartling moved to approve the amount requested, second by Cindy Longbrake. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- U. Union County requested \$9,000 and had listed expenses of \$13,400. Travis Arneson moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- V. Yankton County requested \$9,000 and had listed expenses of \$13,000. Nicole Schneider moved to approve the amount requested, second by Travis Arneson. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- W. Ziebach County requested \$8,705 and had listed expenses of \$8,705. Travis Arneson moved to approve the amount requested, second by Susan Kiepke. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – ABSTAIN, Nicole Schneider – AYE, Kea Warne – AYE. Approved.

Review of In-Person Satellite Voting Center Pre-Approval Applications

Kea Warne explained the process of the In-Person Satellite Voting Centers. Counties do not have to spend down their county funds to zero to apply for this grant. There are parameters in place that a county must meet to be eligible to apply for the In-Person Satellite Voting Center Grant. The grant's goal is to make voting more available to people in areas where travel is a burden. There is no limit on the amount they can request but they still must meet the requirements and follow state reimbursement rates.

Deputy Secretary of State, Jason Lutz let the Board know that we would be going through each County's In-Person Satellite Voting Center Applications individually like we had done with the HAVA Grant Applications.

- A. Buffalo County requested \$8,500 and had listed expenses of \$8,500. Julie Bartling moved to approve the amount requested, second by Cindy Longbrake. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.



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- B. Dewey County requested \$6,627.20 and has listed expenses of \$6,627.20. Cindy Longbrake moved to approve the amount requested, second by Nicole Schneider. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- C. Jackson County requested \$15,421 and total expenses of \$32,872. Kea Warne explained that the state had two Memorandums of Understanding with Oglala Lakota County and Jackson County. Oglala Lakota's MOU expired after the 2018 election cycle, but Jackson County's MOU goes through the 2022 Election Cycle. Warne explained that based on the amount requested, Jackson County will not have any money left after the 2022 election cycle. Susan Kiepke moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- D. Todd County requested \$3,622.06 and had total expenses listed of \$3,622.06. Julie Bartling moved to approve the amount requested, second by Susan Kiepke. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.
- E. Oglala Lakota County requested \$25,262.41 and had total expenses listed of \$25,262.41. Cindy Longbrake moved to approve the amount requested, second by Julie Bartling. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.

The board moved to public comments. There was no public comment.

Deputy Lutz thanked the board for their duty and the work that is put into these applications. Travis Arneson stated that there was a lot of talent at the table and if there was a way to use this group for more than a rubber stamp. Deputy Lutz said the Board of Election would be an avenue that meets and brings election related legislation if that was something that anyone had interest in.

Julie Bartling moved to adjourn at 11:42 am, second by Susan Kiepke. Roll call vote: Travis Arneson – AYE, Julie Bartling – AYE, Sheila Hagemann – AYE, Susan Kiepke – AYE, Cindy Longbrake – AYE, Nicole Schneider – AYE, Kea Warne – AYE. Approved.