



South Dakota Secretary of State
SHANTEL KREBS

**HAVA Grant Board
Draft Minutes**

Thursday, July 20, 2017
2:00 p.m. CT

South Dakota Secretary of State's Office
500 East Capitol Ave., Ste. 204
Pierre, SD 57501

Conference call dial-in information:

Dial-in number: 866.410.8397

Conference code: 2178377981

The meeting was called to order by Kristin Gabriel, Chair and HAVA Coordinator, at 1:59pm (CT).

Present in-person were board members Kristin Gabriel and David Reiss (South Dakota Department of Tribal Relations- Senior Policy Advisor). **Via conference call**, board members present are: Lake County Auditor Bobbi Janke, Minnehaha County Auditor Bob Litz, Ziebach County Auditor Cindy Longbrake and Disability Community representative, Denise DeJong. Quorum is established.

Others present in-person are: Shantel Krebs (Secretary of State), Kea Warne (Deputy Secretary of State- Election Services), Tom Dendrick (Deputy Secretary of State- Business Services), Rachel Schmidt (Election Coordinator), Christine Lehrkamp (State Election Coordinator), Jason Williams (Public Information Officer) and Bob Mercer (Media).

New member announcement-

Cindy Longbrake is replacing Jerry Schwarting who stepped down as Mellette County Auditor and is now serving in an elections supervisor position.

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

Approval of the Agenda

Motion to approve the agenda by David Reiss, second by Bobbie Janke.

Roll call vote: Kristin Gabriel- AYE; Bobbi Janke- AYE; Bob Litz- AYE; David Reiss- AYE; Cindy Longbrake- AYE and Denise DeJong- AYE. All approved.

Approval of draft minutes from the February 26, 2016 meeting-

Motion by David Reiss to approve the February 26, 2016 minutes, second by Bobbi Janke. Roll call vote: Kristin Gabriel- AYE; Bobbi Janke- AYE; Bob Litz- AYE; David Reiss- AYE; Cindy Longbrake- AYE and Denise DeJong- AYE. All approved.



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Kristin Gabriel reviewed the HAVA state held county balances (see spreadsheet on page 7).

Kristin Gabriel reviewed the HAVA Grant Board parameters and the makeup of the board members. The parameters help guide the board when reviewing and approving, modifying or rejecting grant applications. The parameters are outlined on page 8. The county must have spent down their state held county HAVA balances prior to being awarded HAVA grant funding.

The in-person satellite funding does not require a zero balance of state held county HAVA funds. Those parameters are found on page 9.

In order to receive monies from these funding sources the county must receive a favorable approval from the HAVA Grant Board, the Secretary of State must then approve of the recommendation by the HAVA Grant Board, and the county then expends the funds and lastly submits invoices to the Secretary of State's office for review and reimbursement.

Kristin Gabriel reviewed the HAVA Grant Applications:

a. Brule County:

- Total amount requested was \$9000; total expenses are \$10,998 per their application
- Bobbi Janke asked how much money is in the HAVA funds. \$9+ million which includes the state held county HAVA funds of \$2.4 million.
- Bob Litz asked if Brule County received funding in 2016. No they did not.

Bobbi Janke motioned to make a recommendation to the Secretary to approve the application for \$9,000, second Cindy Longbrake. No further discussion. Roll call vote: Kristin Gabriel- AYE; Bobbi Janke- AYE; Bob Litz- AYE; David Reiss- AYE; Cindy Longbrake- AYE and Denise DeJong- AYE. All approved.

b. Davison County:

- Total amount requested was \$9,000; total expenses are \$46,800 per their application.
- HAVA grant funds cannot be used to purchase voting equipment per the agreed upon parameters, so those expenses of \$24,500 on their application could not be approved.

Motion by Bob Litz for approval of \$5,000 grant...

- Question: Cindy Longbrake asked who will make the cuts and to what areas of the application? Neither cuts nor a new application would have to be submitted in order to approve of a \$5,000 grant.

Bob Litz's motion died for lack of a second.



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An alternate motion was made by David Reiss to make a recommendation to the Secretary to approve the application for \$9,000, second by Bob Litz. No further discussion. Roll call vote: Kristin Gabriel- AYE; Bobbi Janke- AYE; Bob Litz- AYE; David Reiss- AYE; Cindy Longbrake- AYE and Denise DeJong- AYE. All approved.

c. **Fall River County:**

- Total amount requested and total expenses listed were \$9,000 per their application.

Bobbi Janke motioned to make a recommendation to the Secretary to approve the application for \$9,000, second David Reiss. No further discussion. Roll call vote: Kristin Gabriel- AYE; Bobbi Janke- AYE; Bob Litz- AYE; David Reiss- AYE; Cindy Longbrake- AYE and Denise DeJong- AYE. All approved.

d. **Hughes County:**

- Total amount requested and total expenses listed were \$9,000 per their application.
- They did apply and receive funding for the 2016 election cycle.

Cindy Longbrake motioned to make a recommendation to the Secretary to approve the application for \$9,000, second Bobbi Janke. No further discussion. Roll call vote: Kristin Gabriel- AYE; Bobbi Janke- AYE; Bob Litz- AYE; David Reiss- AYE; Cindy Longbrake- AYE and Denise DeJong- AYE. All approved.

e. **Jackson County:**

- Total amount requested and total expenses listed were \$9,000 per their application.
- Jackson County is not at a zero balance for their state held county HAVA funds (\$2,245.50). The HAVA parameters state that they must be at a zero balance in order to receive HAVA grant funding. Kristin Gabriel stated that the parameters are very clear and they should be at a zero balance to be eligible to receive grant funding.
- David Reiss asked if the application is clear that they must be at a zero balance. Yes the application states that.
- Cindy Longbrake asked what they do if they don't get funding and their expenses exceed what they have in their state held funds does the county have to eat the costs. Yes they would. But they haven't requested funds for prior election cycles and have been paying expenses.

David Reiss motioned to recommend to the Secretary to not approve the application for \$9,000, second Bob Litz. No further discussion. Roll call vote: