



South Dakota Secretary of State
SHANTEL KREBS

**HAVA Grant Board
DRAFT Meeting Minutes**

Friday, February 26, 2016
1:00 p.m. (CT)

Secretary of State's office
500 E. Capitol Ave., Suite 204
Pierre, SD 57501

Conference call dial-in information:
Dial-in number: 866.410.8397
Conference code: 2178377981
Secretary of State's Office

Kristin Kellar, HAVA Coordinator and Chair, called the meeting to order at 1:04 p.m. (CT).

Present (in person): Kristin Kellar, HAVA Coordinator and Chair, Shantel Krebs (Secretary of State), Kea Warne (Deputy of Election Services, Secretary of State's office), Rachel Schmidt (Election Coordinator, Secretary of State's office) and David Reiss (Director of Intergovernmental Programs, SD Department of Tribal Relations)

Board members present (on conference call): Bobbi Janke (Lake County Auditor), Sheila Hagemann (Turner County Auditor), Jerry Schwarting (Mellette County Auditor), and Denise DeJong (Disability Community Representative)

Board members not present: Bob Litz (Minnehaha County Auditor)

Quorum present.

HAVA Coordinator, Kristin Kellar, welcomed everyone to the meeting and explained that the reason for this meeting was to review the HAVA Grant Applications (the \$9,000 for the Primary/General and the In-Person Absentee Satellite Voting Center) that were due on February 1, 2016.

A motion was made by David Reiss to approve the agenda and seconded by Sheila Hagemann. Roll call vote: Denise DeJong- aye; Sheila Hagemann- aye; Bobbi Janke- aye; Bob Litz-excused; Jerry Schwarting- aye; David Reiss- aye; Kristin Kellar- aye. Approved.

Minutes from the November 2, 2015 meeting were reviewed. A motion was made by Bobbi Janke to approve the minutes and seconded by Sheila Hagemann. Roll call vote: Denise DeJong- aye; Sheila Hagemann- aye; Bob Litz-excused; Bobbi Janke- aye; Jerry Schwarting- aye; David Reiss- aye; Kristin Kellar- aye. Approved.



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Kristin Kellar stated that three counties (McCook, Hughes and Jackson) submitted HAVA Grant Applications and that Jackson County has an exemption due to an extraordinary circumstance that their County held HAVA Funds did not need to be at \$0.00 for them to apply for this grant.

The HAVA Grant Board reviewed McCook County's application which included a funding request in the amount of \$1,352.79 for election specific programming and installation.

Jerry Schwarting asked if the funds they requested were to cover expenses from the previous election.

Kristin Kellar stated that from the notes that she was given, that is what she believes the funds would cover.

A motion was made by Kristin Kellar to approve McCook County's grant request for \$1,352.79 and seconded by Bobbi Janke. Roll call vote: Denise DeJong- aye; Sheila Hagemann- aye; Bobbi Janke- aye; Bob Litz- excused; Jerry Schwarting- aye; David Reiss- aye; Kristin Kellar- aye. Approved.

Kristin Kellar stated that the Board's recommendation of the approval of McCook County's HAVA Funds would be given to Secretary Krebs for final approval.

Next, the HAVA Grant Board reviewed Hughes County's application for a \$9,000.00 request for HAVA Funds for maintenance of voting equipment: \$3,000.00; election-specific programming and installation: \$3,000.00; supplies necessary for voting equipment: \$100.00; insurance on voting equipment: \$600.00; training election workers regarding the proper operation and maintenance of voting equipment: \$300.00; and publishing voter education instructions and sample ballot(s) in the newspaper: \$2,000.00.

Kristin Kellar noted that when Hughes County had filled out their form, they had made an error and Kristin had requested and received the revised version of the application from the Auditor.

Jerry Schwarting asked if the counties will still have to submit vouchers for reimbursement.

Kristin Kellar stated that they will have to submit for Title II reimbursement.

A motion was made by Kristin Kellar to approve the \$9,000.00 request from Hughes County and seconded by David Reiss. Roll call vote: Denise DeJong- aye; Sheila Hagemann- aye; Bobbi Janke- aye; Bob Litz- excused; Jerry Schwarting- aye; David Reiss- aye; Kristin Kellar- aye. Approved.

Kristin Kellar stated that the Board's recommendation of the approval of Hughes County's HAVA Funds would be given to Secretary Krebs for final approval.