



# *South Dakota Secretary of State*

## SHANTEL KREBS

### **HAVA Grant Board 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.





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The HAVA Grant Board moved onto Jackson County and their request for HAVA Funds. Kristin Kellar again noted that Jackson County does not have to spend their County HAVA funds down to \$0.00 due to an extraordinary circumstance. Jackson County requested funds for maintenance of voting equipment: \$1,900.00; storage and transport of voting equipment: \$250.00; election-specific programming and installation: \$4,250.00; testing of voting equipment: \$450.00; posting sample ballots in a polling place on Election Day: \$50.00; posting the following information in a polling place on Election Day: polling place hours, instructions on how to vote, how to cast a provisional ballot, voting rights, and laws prohibiting acts of fraud and misrepresentation: \$100.00; and publishing voter education instructions and sample ballot(s) in the newspaper: \$2,000.00.

Denise DeJong asked why Jackson County does not have to have their balance at \$0.00.

Kristin Kellar explained that it was due to their pending law suit.

Secretary Krebs also stated that in extraordinary cases counties can ask for more assistance and this application was one of those cases.

A motion was made by Kristin Kellar to approve the \$9,000.00 request from Jackson 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 Jackson County's HAVA Funds would be given to Secretary Krebs for final approval.

Next, the HAVA Grant Board moved onto the review of In-Person Satellite Voting Center Pre-Approval Applications for Buffalo and Jackson Counties. Kristin Kellar went through items that can and cannot be covered with HAVA Funds. Buffalo County noted a couple items on their application that could not be reimbursed with HAVA Funds. They could not be reimbursed for Election School, absentee in house envelopes and affidavits since those items do not fall under the HAVA requirements.

David Reiss asked where the Buffalo County absentee voting center would be located.

Secretary Krebs stated that the proposed location would be in Fort Thompson.

David Reiss asked where would the absentee voting center be located in town.

Kristin Kellar stated that she believed the tribe would provide the space since they did not list rent on their funding request.

Jerry Schwarting asked if those items that are not reimbursable would be deducted from the total amount.



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Kristin Kellar advised to subtract the amount of the items not approved and approve the new total.

David Reiss suggested having Buffalo County submit an addendum to the application.

Kristin Kellar noted the new total is \$2015.00 and she would reach out to Buffalo County to submit an addendum to the application.

A motion was made by Kristin Kellar to approve the \$2015.00 request from Buffalo County and have them submit an addendum. The motion was 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 Buffalo County's HAVA Funds for an In-Person Satellite Voting Center would be given to Secretary Krebs for final approval.

The HAVA Grant Board moved onto review the In-Person Satellite Voting Center Pre-Approval Application for Jackson County. Kristin Kellar explained that parameters for \$15,421.00 per election cycle cost had been laid out and agreed upon by the Secretary of State's office and Jackson County.

David Reiss asked if the In-Person Satellite Voting Center application has a limit of how much could be allowed just as the HAVA Grant has a \$9,000.00 limit.

Kristin Kellar stated that the In-Person Voting Center Applications had no limit on the dollar amount that could be approved.

Jerry Schwarting asked what kind of agreements are in place with Jackson County.

Secretary Krebs stated that it depends on the outcome of the lawsuit.

Jerry Schwarting commented that we need to be frugal with HAVA funds as these funds won't last for too much longer and added that we need to be more careful with these funds. Jerry also asked why there was such a difference in spending between Buffalo and Jackson County.

Kristin Kellar explained that Jackson County had different hours than Buffalo County. Jackson County would be open for 35 days and Buffalo County would be open for 9 days.

David Reiss questioned if any of the parameters were defined in the settlement of the first lawsuit.

Kristin Kellar stated it was not defined in the lawsuit.

Jerry Schwarting asked if the In-Person Satellite Voting Center was for Wanblee.





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Kristin Kellar stated that Wanblee was the agreed upon location.

Denise DeJong asked if Buffalo and Jackson County would have to submit vouchers for reimbursement.

Kristin Kellar stated that yes they would have to submit vouchers for reimbursement.

Denise DeJong asked if HAVA Funds were being used to cover the lawsuit.

Kristin Kellar stated that no HAVA Funds were being used.

Kristin Kellar asked if there was any further discussion and moved the approval of the In-Person Satellite Voting Center Application for Jackson County. No members seconded the motion. Kristin Kellar moved to reconsider the question. David Reiss moved to approve the In-Person Satellite Voting Center Application for Jackson County and Denise DeJong seconded the motion. Roll call vote: Denise DeJong- aye; Sheila Hagemann- aye; Bobbi Janke- aye; Bob Litz-excused; Jerry Schwarting- abstained; David Reiss- aye; Kristin Kellar- aye. Approved.

Kristin Kellar stated that the Board's recommendation of the approval of Jackson County's HAVA Funds for an In-Person Satellite Voting Center would be given to Secretary Krebs for final approval.

Kristin Kellar asked if there were any public comments. Maggie Gillespie responded that she had listened to the meeting but had no comments.

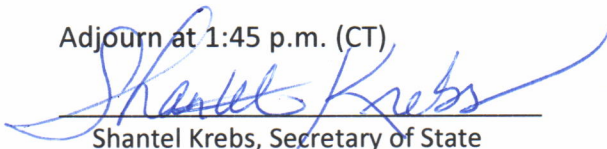
Kristin Kellar thanked the HAVA Grant Board for their time and that counties needing funding appreciated their consideration. She stated that the next meeting would be during the next reporting cycle in 2017.

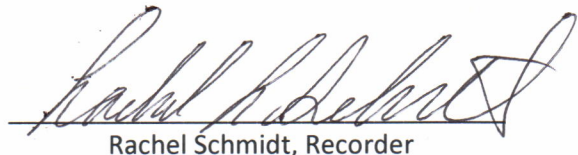
Jerry Schwarting asked about details of the Jackson County lawsuit.

Kristin Kellar stated that the Secretary of State's office could not comment.

Motion to adjourn made by Kristin Kellar and seconded by Jerry Schwarting. 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.

Adjourn at 1:45 p.m. (CT)

  
Shantel Krebs, Secretary of State

  
Rachel Schmidt, Recorder