



AGENDA
CHARTER TOWNSHIP OF MERIDIAN
ELECTION COMMISSION
AUGUST 26, 2021 – 5:30 pm

1. Call Meeting to Order
2. Approval of Minutes
 - A. March 31, 2021
 - B. April 21, 2021
3. Review of the May 2021 Post-Election Procedural Findings from Ingham County
4. Review and recommend the establishment of precinct locations for the upcoming November 2, 2021 Election to the Township Board as defined by Michigan Election Law, MCL 168.662.
5. Set future Election Commission Meeting Date of Wednesday, September 29, 2021 to discuss:
 - A. Appoint Precinct Inspectors and Chairs, subject to adjustments as necessary, for the November 2, 2021 Election
 - B. Establish Receiving Board and appoint Inspectors, subject to adjustments as necessary, for the November 2, 2021 Election
 - C. Establish Absentee Voter Counting Board (AVCB) and appoint Inspectors, subject to adjustments as necessary, for the November 2, 2021 Election
 - D. Public Accuracy Test (needs to be held before October 28)
6. OTHER BUSINESS
7. PUBLIC REMARKS
8. ADJOURNMENT

All comments limited to 3 minutes, unless prior approval for additional time for good cause is obtained from the Supervisor. Appointment of Supervisor Pro Tem and/ or Temporary Clerk if necessary.

Individuals with disabilities requiring auxiliary aids or services should contact the Meridian Township Board by contacting: Township Manager Frank L. Walsh, 5151 Marsh Road, Okemos, MI 48864 or 517.853.4258 - Ten Day Notice is Required.

Meeting Location: 5151 Marsh Road, Okemos, MI 48864, Administrative Conference Room

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#2

**PROPOSED ELECTION COMMISSION MINUTES
26, 2021**

PROPOSED MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 31, 2021 and April 21, 2021, as submitted.**

ALTERNATE MOTION:

- (1) Move to approve and ratify the minutes of the Regular Meeting of March 31, 2021 and April 21, 2021 with the following amendment(s):**

[insert amendments]

CHARTER TOWNSHIP OF MERIDIAN
ELECTION COMMISSION MEETING **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517-349-1232, Virtual Meeting via Zoom
WEDNESDAY, MARCH 31, 2021 **6:00 pm.**

PRESENT: Clerk Guthrie, Trustees Sundland, Wisinski

ABSENT: None

STAFF: None

1. CALL MEETING TO ORDER

Clerk Guthrie called the meeting to order at 6:00 pm.

2. APPROVAL OF MINUTES

A. February 24, 2021

Commissioner Wisinski moved to approve and ratify the minutes of the February 24, 2021 Virtual Election Commission Meeting, as submitted. Seconded by Commissioner Sundland.

VOICE/HAND VOTE: Motion carried 3-0.

3. Establish Absentee Voter Counting Board (AVCB) and appoint Inspectors to serve, subject to adjustments as necessary, for the May 4, 2021 Special Election.

Clerk Guthrie outlined the recommendations to establish an AVCB and appointment of inspectors to serve on the AVC Board including Rich Weingartner as Chair and Diane Wilson as Vice Chair with an appoint of 10-12 inspectors (see list in meeting packet).

4. Establish Receiving Board and appoint Inspectors to serve, subject to adjustments as necessary, for the May 4, 2021 Special Election.

Clerk Guthrie outlined the recommendations to establish receiving board teams and appoint the recommended inspectors (see list in meeting packet).

5. Appoint Precinct Inspectors, subject to adjustments as necessary, for the May 4, 2021 Special Election.

Clerk Guthrie outlined the recommendations to appoint 100+ precinct inspectors (see list in meeting packet).

Trustee Wisinski move to approve the establishment of an Absentee Voter Counting Board and the appointment of inspectors to serve; establish a Receiving Board and the appointment of inspectors to serve; and appoint Precinct Inspectors to serve; all subject to adjustments as necessary; as outlined for the May 4, 2021 Special Election. Seconded by Trustee Sundland

Discussion:

- Volunteer inspectors are paid
- Volunteer inspectors have filled out an application to serve at this election. The recommended inspectors for appointment include election inspectors who have served at previous elections.
- There will be new mandatory training for election inspectors.

VOICE/HAND VOTE: Motion carried 3-0.

6. Schedule date for Public Accuracy Test (Thursday, April 21, 2021)

Clerk Guthrie recommended scheduling the Public Accuracy Test for Wednesday, April 21, 2021.

Trustee Sundland move to schedule a public accuracy test on Wednesday, April 21, 2021 at 6:00 pm. Seconded by Trustee Wisinski.

Discussion:

- The role of the Election Commission to watch how the test is conducted.

VOICE/HAND VOTE: Motion carried 3-0.

7. OTHER BUSINESS - NONE

8. PUBLIC REMARKS - NONE

9. ADJOURNMENT

Commissioner Wisinski moved to adjourn. Seconded by Commissioner Sundland.

VOICE/HAND VOTE: Motion carried 3-0.

Clerk Guthrie adjourned the meeting at 6:15 pm.

CHARTER TOWNSHIP OF MERIDIAN
ELECTION COMMISSION MEETING **-DRAFT-**
5151 Marsh Road, Okemos MI 48864-1198
517-349-1232, Virtual Meeting via Zoom
WEDNESDAY, APRIL 21, 2021 **6:00 pm.**

PRESENT: Clerk Guthrie, Trustees Sundland, Wisinski

ABSENT: None

STAFF: Robin Faust, Deputy Clerk; Zack Lemaster, Election Technician

1. CALL MEETING TO ORDER

Clerk Guthrie called the meeting to order at 6:00 pm.

2. OATH OF OFFICE

Clerk Guthrie administered the Oath of Office to new Deputy Clerk Robin Faust

3. PUBLIC ACCURACY TEST

Clerk Guthrie stated the Public Accuracy Test is performed on the electronic equipment that will be used for the May 4, 2021 Special Election. The Public Accuracy Test is conducted to demonstrate that the computer programming used to tabulate the votes cast at the election meets the requirements of Michigan election law.

Zack Lemaster, Election Technician, described each step of the Public Accuracy Test he performed on the electronic equipment. After the test was conducted, the members present executed the proof of the Public Accuracy Test.

4. APPROVE UPDATED PRECINCT INSPECTOR APPOINTMENTS, SUBJECT TO ADJUSTMENTS AS NECESSARY, FOR THE MAY 4, 2021 SPECIAL ELECTION.

Clerk Guthrie outlined the recommendations to appoint 100+ precinct inspectors (see list in meeting packet).

Trustee Wisinski move to approve the appointment of Precinct Inspectors on the list reviewed on April 20, 2021 to serve; all subject to adjustments as necessary; as outlined for the May 4, 2021 Special Election. Seconded by Trustee Sundland

VOICE/HAND VOTE: Motion carried 3-0.

5. OTHER BUSINESS - NONE

6. PUBLIC REMARKS – NONE

7. ADJOURNMENT

Commissioner Wisinski moved to adjourn. Seconded by Commissioner Sundland.

VOICE/HAND VOTE: Motion carried 3-0.

Clerk Guthrie adjourned the meeting at 7:00 pm.



#3

To: Election Commission Members
From: Deborah Guthrie, Clerk
Date: August 19, 2021
Re: Post-Election Audit Results for the May 4, 2021 Special Election

The attached audit is the official post-election audit conducted by Ingham County for the May 4, 2021 Special Election. The results from the audit found only one discrepancy. The last audit for November 2020 General Election saw 15 discrepancies from the previous Clerk's Administration.

With new leadership in place, the plan of action we took to reduce and eliminate those discrepancies from 15 to 1 paid off. That plan of action included:

- Developing an extensive election calendar timeline for when work needed to get done so state mandated requirements were not missed on their due dates
- Working with former East Lansing City Clerk Marie Wicks and current East Lansing City Clerk Jennifer Schuster; developing new training materials and classes for all Meridian Township election workers including returning workers
- Implementing training materials provided the City of Lansing into our new trainings and election day materials
- Creating a budget spreadsheet and developing an inventory list to provide voters and election workers required materials needed to conduct elections
- Reaching out to former Election Workers for feedback to assist with raising the level of service provided by Meridian Township
- Assessing polling locations, feasibility and accessibility and moving locations to better serve our voters and school district

Meridian Township can be proud of the plan of action put into place by our leadership team; Deputy Clerk Robin Faust, who began full time April 5, 2021, Election Technician and Administrative Assistant Zack LeMaster who began full time on June 15, 2021 and the continued leadership of our QVF Record Technician Rebekah Lemley.

May 4, 2021 Special Election Post-Election Audit Results**Meridian Township Precinct 10 - Election Day (Precinct) Audit Results**

Audit Date	6/8/2021
Was an AVCB Used for this Precinct?	Yes
Notice of Registration	No
Election	Yes
Public Accuracy Test	Yes
Weekend Hours in QVF	Yes
Appointed by Election Commission	Yes
At least 1 R & 1 D	Yes
Apps available	Yes
Proof of Training	Yes
Proof list sent to parties	N/A
Encryption Pwd	Yes
Unique User/Pwd	Yes
Bit Locker or Privacy Zone Used	Privacy Zone Active
Docs Saved	Yes
Date hostservice.zip Modified	9/9/1999
Test Deck Sealed	Yes
Seal # Recorded	Yes
Test Deck & T&S Certification Seal # Match	Yes
Tab Seal # Match w/T&S Certification & Pollbook	Yes
Tab Serial # Match w/T&S Certification & Pollbook	Yes
EC Addendum	N/A
Pre-printed TD-HM	N/A
Prelim Test Date	4/8/2021
Public Test Date	4/21/2021
Check #s for Test Decks Properly Created	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, Dif Totals
Tab Tape & Predetermined Results Match	Yes
Zero Tape Printed	Yes
Test Certification Form	Yes
Tested before Election	Yes
Tested on Election	Yes

May 4, 2021 Special Election Post-Election Audit Results**Meridian Township Precinct 10 - Election Day (Precinct) Audit Results**

# of Voters (0123456789, no words)	0
# Apps to Vote Matches # of Voters	Yes
Apps to Vote Properly Completed	Yes
# of ID Affidavits (0123456789, no words)	0
Military/Overseas Apps	No
Ballots sent on time	N/A
AV Ballot Posting	N/A
Receiving Brd Checklist	Yes
1. Clerk's Preparation Certificate completed and signed	Yes
2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened	Yes
3. All inspectors (including chair) subscribed to the Constitutional Oath of Office	Yes
4. Oath administrator signed	Yes
5. All election inspectors that signed the oath were appointed by the Election Commission	Yes
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted	Yes
7. Challenges recorded	N/A
8. Write-in votes totaled	N/A
9. Totals tape signed by inspectors present when poll closed	Yes

May 4, 2021 Special Election Post-Election Audit Results**Meridian Township Precinct 10 - Election Day (Precinct) Audit Results**

10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook	Yes
11. Ballot summary is completed, balanced, and totals are accurate	Yes
11.a. If summary was not accurate, was remark made?	No
12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed	Yes
13. Ballot container seal number is properly recorded in pollbook	Yes
14. Program container seal number is properly recorded in pollbook	Yes
15. Seal number verification signed by 1 inspector of each major political party in pollbook	Yes
1. Seal number properly recorded	Yes
2. Signed by 1 inspector of each major political party	Yes
1. Affidavit ballots (question 3 on PB form) marked yes	N/A
2. Envelope ballots (question 3 on PB form) marked no	N/A
3. Envelope ballots were processed appropriately	N/A
4. Affidavit & Envelope Voters were registered to vote	N/A
5. Counted envelope ballots sealed in an approved container	N/A

May 4, 2021 Special Election Post-Election Audit Results

Meridian Township Precinct 10 - Election Day (Precinct) Audit Results

Seal # In Pollbook	34961							
Seal # On Certificate	34961							
Actual Seal #	34961							
Do Seal #s Above Match	Yes							
Comment if Seal #s Do Not Match								
Certificate Signed by 1 Inspector of each major political party	Yes							
Properly Sealed	Yes							
Container Approved	Yes							
Number of spoiled ballot matches Pollbook	N/A							
Duplicated ballots properly duplicated	N/A							
Electronic ballots properly duplicated	N/A							
Number of ballots matches number of ballots tabulated	Yes							
Please select the audited precinct, type the contest name and type the totals for each row	Candidate Name or Contest Yes / No	Number Hand Counted	Canvass Total					
	Yes	42	42					
	No	20	20					
Please select the audited precinct, type the contest name and fill in the vote counts	Contest Name	Write in votes - Hand Count	Write in votes - Canvass Total	Over votes - Hand Count	Over votes - Canvass Total	Under votes - Hand Count	Under votes - Canvass Total	
	Okemos Schools Sinking Fund Millage Proposal	0	0	0	0	0	0	
Please type all discrepancies noted during the audit from the back of the worksheet	Notice of Registration was published 23 days prior to Election rather than 30 days							

May 4, 2021 Special Election Post-Election Audit Results**Meridian Township Precinct 10 Absent Voter Counting Board (AVCB) Audit Results**

Audit Date	6/8/2021
Appointed by Election Commission	Yes
At least 1 R & 1 D	Yes
Apps available	Yes
Proof of Training	Yes
Proof list sent to parties	N/A
Test Deck Sealed	Yes
Seal # Recorded	Yes
Test Deck & T&S Certification Seal # Match	Yes
Tab Seal # Match w/T&S Certification & Pollbook	Yes
Tab Serial # Match w/T&S Certification & Pollbook	N/A
EC Addendum	N/A
Pre-printed TD-HM	N/A
Prelim Test Date	4/8/2021
Public Test Date	4/21/2021
Check #s for Test Decks Properly Created	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, Dif Totals
Tab Tape & Predetermined Results Match	Yes
Zero Tape Printed	Yes
# Apps to Vote Matches # of Voters	Yes
Apps to Vote Properly Completed	Yes
# of ID Affidavits (0123456789, no words)	0
Military/Overseas Apps	No
Ballots sent on time	N/A
Receiving Brd Checklist	Yes
1. Clerk's Preparation Certificate completed and signed	Yes

May 4, 2021 Special Election Post-Election Audit Results

Meridian Township Precinct 10 Absent Voter Counting Board (AVCB) Audit Results

2. Election Inspectors Preparation Certificate completed and signed by inspectors present when polls opened	Yes
3. All inspectors (including chair) subscribed to the Constitutional Oath of Office	Yes
4. Oath administrator signed	Yes
5. All election inspectors that signed the oath were appointed by the Election Commission	Yes
6. All spoiled, affidavit, envelope, challenged, and AV ballots noted	Yes
7. Challenges recorded	Yes
8. Write-in votes totaled	N/A
9. Totals tape signed by inspectors present when poll closed	Yes
10. Number of ballots tabulated on totals tape matches the number of voters listed in the pollbook	Yes
11. Ballot summary is completed, balanced, and totals are accurate	Yes
11.a. If summary was not accurate, was remark made?	No

May 4, 2021 Special Election Post-Election Audit Results**Meridian Township Precinct 10 Absent Voter Counting Board (AVCB) Audit Results**

12. Certificate of Election Inspectors completed and signed by inspectors present when polls closed	Yes
13. Ballot container seal number is properly recorded in pollbook	Yes
14. Program container seal number is properly recorded in pollbook	N/A
15. Seal number verification signed by 1 inspector of each major political party in pollbook	Yes
1. Seal number properly recorded	Yes
2. Signed by 1 inspector of each major political party	N/A
Seal # In Pollbook	51267
Seal # On Certificate	51267
Actual Seal #	51267
Do Seal #s Above Match	Yes
Comment if Seal #s Do Not Match	
Certificate Signed by 1 Inspector of each major political party	Yes
Properly Sealed	Yes
Container Approved	Yes
Duplicated ballots properly duplicated	Yes
Electronic ballots properly duplicated	N/A
Number of ballots matches number of ballots tabulated	Yes

May 4, 2021 Special Election Post-Election Audit Results

Meridian Township Precinct 10 Absent Voter Counting Board (AVCB) Audit Results

Please select the audited precinct, type the contest name and type the totals for each row	Candidate Name or Contest Yes / No	Number Hand Counted	Canvass Total					
	Yes	258	258					
	No	130	130					
Please select the audited precinct, type the contest name and fill in the vote counts	Contest Name	Write in votes - Hand Count	Write in votes - Canvass Total	Over votes - Hand Count	Over votes - Canvass Total	Under votes - Hand Count	Under votes - Canvass Total	
	Okemos Schools Sinking Fund Millage Proposal	0	0	0	0	1	1	
Please type all discrepancies noted during the audit on the back of the worksheet	Missing signature on Clerk's Preparation Certificate was caught by the County Canvassers							



#4

To: Election Commission Members
From: Deborah Guthrie, Township Clerk
Date: August 19, 2021
Re: Recommendation for temporary precinct locations for the November 2, 2021 Election only

Due to continuing COVID-19 concerns, ADA compliance concerns, safety concerns for children at the schools and complaints received from voters, I am recommending the following temporary precinct location changes for the November 2, 2021 Election only:

- Precinct 2 be temporarily relocated from Haslett Middle School to the gym area or one of the classrooms adjacent to the Haslett Library
- Precinct 3 be temporarily relocated from the Haslett High School to the gym area or one of the classrooms adjacent to the Haslett Library
- Precinct 10 be temporarily relocated from Meridian Service Center to the Wardcliff School building with Precinct 12
- Precinct 13 be temporarily relocated from Central Elementary School to the Okemos Library or 2|42 Church
- Precinct 14 be temporarily relocated from Hiawatha Elementary School to Kinawa Middle School with Precinct 7
- Precinct 15 be temporarily relocated from Meridian Senior Center to the Kinawa Middle School gymnasium with Precinct 7
- Precinct 17 be temporarily relocated from Bennett Woods Elementary School to the 2|42 Church with Precinct 20
- Absent Voting Counting Board will be temporarily located in the Meridian Senior Center

I have reviewed the proposed temporary precinct locations with Steve Cook, Superintendent, Haslett Schools and John Hood, Superintendent Okemos Schools and they support the proposed temporary relocations.

We have confirmed the availability of these spaces for the November 2, 2021 Election and the spaces allow for proper spacing of election equipment, the utmost social distancing on Election Day and greater compliance to meet accessibility needs.

If the proposal is approved, a resolution is required to be approved by the Township Board by September 1. The Clerk's Office will notify the voters in the precincts immediately via mail and will work to post notifications at physical locations and through the Township's website, local paper and social media.

A motion is prepared for the Commission's consideration:

Move to recommend approval of the proposed temporary precinct relocation plan as outlined in this memorandum dated August 19, 2021 to the Township Board for the November 2, 2021 Election.