

Adams County Vote Center Plan



INDIANA ELECTIONS DIVISION
2016 MAR -1 AM 10:04

Table of Contents

Letter from the Adams County Clerk of the Circuit Court.....	1
Message from the Election Board.....	2
IC 3-11-18.1-4 Compliance Checklist.....	3-4
Voter Statistics and Precincts.....	5
Vote Center and Satellite Office Locations.....	5
Dates, Locations, and Hours of Operation.....	6
Vote Center Flow Chart, Poll Workers and Procedures.....	7
Equipment and Technology.....	7
Security Plan.....	8
Emergency Response.....	8
Adams County Precincts Data.....	8
Election Results.....	9

EXHIBITS

A. Resolution of the County Election Board adopting the Vote Center Plan.....	10
B. Resolution of the County Commissioners.....	11
C. Resolution of the County Council.....	12
D. Current Precincts, Total Voters, Total Active Voters and Total Inactive Voters.....	13
E. Certification of ADA Compliance.....	14
F. Vote Center Plan Layout.....	15

**Adams County Circuit Court Clerk
James J. Voglewede Jr.**

112 S. Second St.
P.O. Box 189
Decatur, IN 46733
Phone 260-724-5309



February 26, 2016

Co-Directors
Indiana Election Division
Indiana Government Center South
Room E204
Indianapolis, IN 46204

Dear Directors:

Please accept the following vote center plan on behalf of the Adams County Board of Election. It means a great deal to the Board and to myself to be involved in this innovative, progressive change for our county.

It is our intention to continuously modify this plan to fit current Indiana legislation and also to revise based on our experiences with vote centers and the needs of our voters.

Please let me know if you have questions or concerns regarding any of our documentation.

Regards,

A handwritten signature in cursive script that reads "James J. Voglewede Jr.".

James J. Voglewede Jr.
Adams County Circuit Court Clerk

Message from the Election Board

In 2015 the Adams County Election Board began the process of becoming a Vote Center County. The Board followed the seven step process established by the Indiana Election Division. After approaching the County Council and County Commissioners, the Election Board organized a vote center committee composed of 20 members. This committee consisted of the Election Board, IT Department Head, two members of the County Council, a County Commissioner, poll workers, Town Council members, a City Council member, a Town Clerk, a Voter Registration Deputy, and a Mayor. This committee conducted three different public meetings to draft a vote center plan.

The Election Board held several public meetings and also spoke at various local civic organization meetings to collect public opinion and feedback. The public response was very positive concerning the concept of Vote Centers. Through the diligent work of the Committee, it was determined there would be six vote centers in Adams County.

I.C. 3-11-18.1-4 Compliance Checklist

The following 17 items are the requirements for a vote center plan as defined in Indiana Code 3-11-18.1-4. Following each of the 17 requirements listed below are page number listed references where in this Adams County Vote Center Plan the particular requirement(s) is met.

1. The total number of vote centers to be established. (Page 5)
2. The location of each vote center. (Page 5)
3. The effective date of the order. (February 26, 2016) (Exhibit A)
4. The following information according to the computerized list (as defined in IC 3-7-26.3-2) as the date of the order: (Exhibit D)
 - (A) The total number of voters within the county.
 - (B) The number of active voters in the county.
 - (C) The number of inactive voters within the county.
5. For each vote center designated under subdivision (2), a list of the precincts whose polls will be located at the vote center consistent with section 13 of this chapter. (Page 8)
6. For each vote center designated under subdivision (2), the number of vote center election boards that will be appointed to administer an election at the vote center. (Page 7)
7. For each precinct election board designated under subdivision (6), the number and name of each precinct the precinct election board will administer consistent with section 13 of this chapter. (Page 7)
8. For each vote center designated under subdivision (2), the number and title of the precinct election officers who will be appointed to serve at the vote center. (Page 7)
9. For each vote center designated under subdivision (2): The number and type of ballot variations that will be provided at the vote center. (Page 8)

10. A detailed description of any hardware, firmware, or software used: (Pages 7-8)
 - (A) To create an electronic poll list for each precinct whose polls are to be located at a vote center.
 - (B) To establish a secure electronic connection between the county election board and the precinct election officials administering a vote center.

11. A description of the equipment and procedures to be used to ensure that information concerning a vote entered into any electronic poll list used by precinct election officers at a vote center is immediately accessible to:
 - (A) The county election board.
 - (B) The electronic poll lists used by precinct election officers at all other vote centers in the county. (Pages 7-8)

12. For each precinct designated under subdivision (5), the number of electronic poll lists to be provided for the precinct. (Page 8)

13. The security and contingency plans to be implemented by the county to do all of the following: (Page 8)
 - (A) Prevent a disruption of the vote center process
 - (B) Ensure that the election is properly conducted if a disruption occurs.
 - (C) Prevent access to an electronic poll list without the coordinated action of two (2) precinct election officers who are not members of the same political party

14. A certification that the vote center complies with the accessibility requirements applicable to polling places under IC 3-11-8.1 (Exhibit E)

15. A sketch depicting the planned layout of the vote center, indicating the location of:
 - (A) Equipment.
 - (B) Precinct election officers; within the vote center. (Exhibit F)

16. The total number and locations of satellite offices to be established under IC 3-11-10-26.3 at vote center locations designated under subdivision (2) to allow voters to cast absentee ballots in accordance with IC 3-11. However, a plan must provide for at least one (1) vote center to be established as a satellite office under IC 3-11-10-26.3 on the two (2) Saturdays immediately preceding an election day. (Pages 5-6)

17. The method and timing of providing voter data to persons who are entitled to receive data under this title. Data shall be provided to all persons entitled to the data without unreasonable delay. (Page 9)

ADAMS COUNTY VOTE CENTER PLAN

February 26, 2016

VOTER STATISTICS AND PRECINCTS

According to the 2010 census, Adams County has a total population of 34,387 and is divided into 25 precincts. Currently the total number of registered voters in Adams County is 19,070. The upcoming elections will be May 3, 2016 and November 8, 2016. No voter should feel disenfranchised because of this change to voting centers. Voting by absentee, mail or travel board is still available. Moving to Vote Centers will expand the voter's capabilities by not limiting them to a single polling location on a certain day. This plan will hopefully make voting more convenient and increase our voter turnout percentages.

VOTE CENTER AND SATELLITE OFFICE LOCATIONS

Adams County plans to utilize 6 vote center locations. Indiana Code 3-11-18.1-6 only requires one vote center per 10,000 active voters, but the Adams County Election Board plans to provide one vote center per roughly 2,897 active voters. Absentee voting will begin as required by state statute, approximately four weeks before the election at the Adams County Courthouse, and there will be four satellite office locations open before Election Day.

The following are the locations of 6 vote centers to be open on Election Day 6 A.M. – 6:00 P.M.:

1. Monroe Fire Station: 233 Tower Dr. Monroe, IN 46772
2. First Missionary Church: 950 US Hwy 27 S. Berne, IN 46711
3. Swiss Village (Auditorium): 1350 W. Main St. Berne, IN 46711
4. First United Methodist Church: 100 W. Line St. Geneva, IN 46740
5. K of C Hall: 1703 High St. Decatur, IN 46733
6. Bridge Community Church: 1403 Winchester Rd. Decatur, IN 46733

The following are the locations, dates and hours of early voting satellite offices.

1. Bridge Community Church: 1403 Winchester Rd. Decatur, IN 46733
 - a. Open the two Saturdays before Election Day. (9:00 am- 4:00 pm)
2. Woodcrest: 1300 Mercer Ave. Decatur, IN 46733
 - a. Open the Wednesday before Election Day. (10:00 am- 4:00 pm)
3. First Missionary Church: 950 US Hwy. 27 S. Berne, IN 46711
 - a. Open the Tuesday before Election Day. (9:00 am- 4:00 pm)
4. Swiss Village (Auditorium): 1350 W. Main St. Berne, IN 46711
 - a. Open the Thursday before Election Day. (12 noon- 8:00 pm)

Absentee voting applications will also be accepted for mail ballots and travel board as Indiana Code provides. Should a person miss the deadline for these voting options they will still have the opportunity to vote in person at one of the vote centers on Election Day. The centers will be open on Election Day from 6:00 A.M. to 6:00 P.M. as required by law. This will give every voter the opportunity to exercise their right to vote. Once accustomed to the idea of the vote centers, it is the hope of the Election Board that the voters will utilize them in an efficient and timely manner.

DATES, LOCATIONS AND HOURS OF OPERATION

The dates, locations and hours for Election Day voting will be posted in the local newspaper two (2) consecutive weeks prior to voting. In addition, all previous polling locations not being utilized as Vote Centers will be posted with signs indicating where the Vote Centers are available on Election Day.

NOTE: Voters from every precinct may vote at any vote center location or satellite office location. Every ballot style for each precinct in Adams County will be available at each vote center and each satellite office location. Depending on the election, the number of ballot styles varies greatly; therefore, this plan does not attempt to provide a specific number of ballot styles.

VOTE CENTER FLOW CHART, POLL WORKERS, AND PROCEDURES

Each vote center and satellite office will be connected to all other vote centers or satellite vote centers as well as the Adams County Clerk's office in the court house via electronic poll books connected via secured internet lines. At least two electronic poll book terminals will be available at each location.

Each vote center will run smoothly with the precinct election board as follows:

- One (1) Inspector – Political party that won the highest number of votes for the last election of the Secretary of State will fill this position
- Four (4) Judges – two from each major political party
- Two (2) Poll Clerks – one from each major political party.

Each Satellite office voting location will run smoothly with the absentee board as follows.

The absentee board will consist of two election workers; one from each major political party. There will be three voting machines and two e poll books at each location.

The Inspector will also serve as a greeter and verify that each voter has his/her government-issued ID. Voters will proceed to a team of Poll Clerks who will access the individual's voter profile via an Electronic Pollbook (ePollbook) equipped with a scanner to read the voter's ID card. The Poll Clerks will also have the ability to type in the voter's name to access the correct profile. Once the voter's address has been verified/updated through the ePollbook, as required by state statute, a label will then be printed and given to the Judge. The Judge will receive the printed label from the clerk and will proceed to the Infinity voting machine with the voter. The printed label will indicate which ballot the voter is to receive. The Judge will then activate the Microvote Infinity voting machine and select the appropriate ballot in order to verify it with the voter. The voter will then proceed with voting on the Infinity machine in the same manner as always. The Judge will keep the printed label in a small envelope which will serve as a hard copy documentation (the poll list) that the voter has voted in addition to the electronic information.

EQUIPMENT AND TECHNOLOGY

Voting Machines. Adams County will continue to use the MicroVote Infinity Direct Recording Electronic (DRE) for Absentee In-Person and Election Day voting. Each of the Infinity panels will be programmed and publicly tested by the Adams County Election Board and will include all ballot styles and variations. Sample paper ballots will also be provided to the Inspector of each Vote Center to provide to voters upon request. In addition, those voting by mail and travel board will continue to use Optical Scan Ballots, which are completed and placed in secured sealed envelopes until tabulation of results begins.

Electronic Poll Books. The Adams County Election Board has chosen Knowink as the ePollbook vendor. The Apple iPad with wireless Poll pad, Model iPad 16gb Wi-Fi, for the hardware and with software 2.0 version. Also included in the package is the charger, basic stand, stylus, Star Micronics Bluetooth receipt printer and receipt paper. This operating system holds the highest security certification from NIST-FIPS 140-2. The Poll Pad system interfaces with the Quest Indiana State Voter Registration System as part of the certified system. The annual software license and maintenance fees will begin with the second year with Knowink. Adams County's IT Department will help set up all ePollbooks prior to Satellite and Election Day voting to make sure the Adams County Clerk's office is connected to each Vote Center and Satellite Office site.

SECURITY PLAN

The voting machines and the ePollbooks will be locked up in the Clerk's election room in the Adams County Court House. The keys to the door of the room are kept in a secured area to where only the clerk and the voter registration deputy have access. The ePollbooks will only be accessible when a member of each party enters their undisclosed password. The number of voters on the machines and the number of voters in the ePollbook will be checked and balanced each day.

EMERGENCY RESPONSE

In the event of a power failure at any vote center, the voting machines and e Pollbooks will be switched to battery backup. For obvious reasons, if the safety of voters and or poll workers is ever at risk, the Adams County Security Plan will go into effect with instructions from the Adams County Clerk, Adams County Election Board, Adams County Emergency Management Agency, and the Adams County Sheriff.

ADAMS COUNTY PRECINCTS DATA

Adams County has 25 precincts; (Berne A, Berne B, Berne C, Blue Creek, Jefferson, Decatur 1, Decatur 2, Decatur 3, Decatur 4, Decatur 5, East Root, French, Hartford, Geneva, Kirkland, Monroe A, Monroe B, North Washington, Preble, South Monroe, South Washington, St. Marys, Union, Wabash and West Root.)

NOTE: Voters from every precinct may vote at any vote center location or satellite office location. Every ballot style for each precinct in Adams County will be available at each vote center and each satellite office location. Depending on the election, the number of ballot styles varies greatly; therefore, this plan does not attempt to provide a specific number of ballot styles. The ballots for each precinct will be programmed into all voting machines.

ELECTION RESULTS

Adams County is a central count county and the election results will be tabulated in the Adams County Clerk's Office on Election Day. Absentee voting by mail and travelling board will be by optical scan ballots, followed by DRE of satellite voting and courthouse voting. As vote Centers close on Election Day and arrive back to the court house, Vote Centers will be tabulated on a first come first service basis. Election results will be tabulated by precinct totals and released to the public in a timely manner.

Resolution 2016-01

**A RESOLUTION OF THE ADAMS COUNTY ELECTION BOARD ADOPTING
ADAMS COUNTY AS A VOTE CENTER COUNTY**

WHEREAS, Indiana Code 3-11-18.1 grants permission for any Indiana county that so chooses to implement vote centers in their county and,

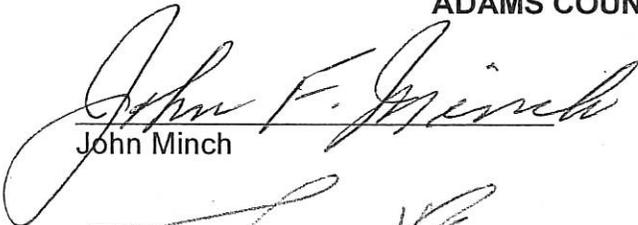
WHEREAS, the Adams County Election Board so approves the Adams County plan for the implementation of Vote Centers in Adams County,

BE IT THEREFORE ORDERED BY THE ADAMS COUNTY ELECTION BOARD:

The Election Board of Adams County adopts this Resolution to approve the County Vote Center Plan, which is incorporated in the Resolution by reference.

ADOPTED THIS 26th DAY OF February 2016.

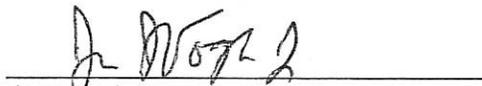
ADAMS COUNTY ELECTION BOARD



John Minch



George (Wes) Kuntzman



James J. Voglewede Jr.

Resolution 2016-04

A RESOLUTION APPROVING THE DESIGNATION OF ADAMS COUNTY AS A VOTE CENTER COUNTY

WHEREAS, Indiana Code 3-11-18.1 allows counties to adopt the vote center model and;

WHEREAS, the County Board of Commissioners of Adams County approves the designation of Adams County as a vote center county and;

WHEREAS, the county election board has the responsibility for properly drafting a vote center plan for Adams County, which will take effect upon unanimous vote of the county election board and having the plan properly filed with the Indiana Election Division;

BE IT SO RESOLVED BY THE ADAMS COUNTY BOARD OF COMMISSIONERS OF ADAMS COUNTY that Adams County is approved to operate as a vote center county, upon the required approval and filing of the county vote center plan.

BOARD OF COMMISSIONERS OF ADAMS COUNTY

"AYES"

"NAYS"


NAME

NAME


NAME

NAME

NAME

NAME

Adopted this 9th day of February, 2016

ATTEST:


County Auditor

Resolution 2016-03

A RESOLUTION APPROVING THE DESIGNATION OF ADAMS COUNTY AS A VOTE CENTER COUNTY

WHEREAS, Indiana Code 3-11-18.1 allows counties to adopt the vote center model and,

WHEREAS, the County Council of Adams County approves the designation of Adams County as a vote center county and,

WHEREAS, the county election board has the responsibility for properly drafting a vote center plan for Adams County, which will take effect upon unanimous vote of the county election board and having the plan properly filed with the Indiana Election Division;

BE IT SO RESOLVED BY THE ADAMS COUNTY COUNCIL OF ADAMS COUNTY that Adams County is approved to operate as a vote center county, upon the required approval and filing of the county vote center plan.

COUNTY COUNCIL OF ADAMS COUNTY

"AYES"


NAME

NAME

NAME

NAME

"NAYS"

NAME

NAME

NAME

NAME

Edgar B Oyer
NAME

NAME

Steve Stappenberg
NAME

NAME

ES
NAME

NAME

Adopted this 9th day of February, 2016

ATTEST:

Mary B Beery
County Auditor

Exhibit D

State of Indiana Voter Status Counts by Precinct and Split
ADAMS COUNTY

Precinct	Split	Active	Inactive	Total Current Voters	Pending	Incomplete
BERNE A	BERNE 1	590	82	672	6	0
	BERNE 2	357	28	385	2	0
	Precinct Subtotal	947	110	1,057	8	0
BERNE B	BERNE 3	268	54	322	1	0
	BERNE 4	622	98	720	4	0
	Precinct Subtotal	890	152	1,042	5	0
BERNE C	BERNE 2	376	41	417	0	0
	BERNE 3	404	52	456	0	0
	Precinct Subtotal	780	93	873	0	0
BLUE CREEK	ADAMS CENTRAL	268	6	274	0	0
	SOUTH ADAMS	34	2	36	0	0
	Precinct Subtotal	302	8	310	0	0
DECATUR 1	0	1,456	183	1,639	5	0
	Precinct Subtotal	1,456	183	1,639	5	0
DECATUR 2	0	1,402	178	1,580	4	0
	Precinct Subtotal	1,402	178	1,580	4	0
DECATUR 3	0	791	157	948	4	0
	Precinct Subtotal	791	157	948	4	0
DECATUR 4	0	686	86	772	3	0
	Precinct Subtotal	686	86	772	3	0
DECATUR 5	0	1,415	190	1,605	7	0
	Precinct Subtotal	1,415	190	1,605	7	0

2/26/2016 8:07:13 AM

PAGE 1 OF 3

Exhibit D continued

State of Indiana Voter Status Counts by Precinct and Split

Precinct	Split	Active	Inactive	Total Current Voters	Pending	Incomplete
EAST ROOT	0	1,076	57	1,133	1	0
	Precinct Subtotal	1,076	57	1,133	1	0
FRENCH						
	ADAMS CENTRAL	351	4	355	1	0
	SOUTH ADAMS	88	6	94	0	0
	Precinct Subtotal	439	10	449	1	0
GENEVA						
	GENEVA 1	246	40	286	1	0
	GENEVA 2	260	21	281	3	0
	GENEVA 3	164	47	211	0	0
	Precinct Subtotal	670	108	778	4	0
HARTFORD						
	0	436	34	470	1	0
	Precinct Subtotal	436	34	470	1	0
JEFFERSON						
	0	208	13	221	2	0
	Precinct Subtotal	208	13	221	2	0
KIRKLAND						
	0	562	27	589	1	0
	Precinct Subtotal	562	27	589	1	0
MONROE A						
	MONROE 1	105	5	110	0	0
	Precinct Subtotal	105	5	110	0	0
MONROE B						
	MONROE 2	173	22	195	0	0
	MONROE 3	240	14	254	1	0
	Precinct Subtotal	413	36	449	1	0
NO WASHINGTON						
	0	400	21	421	0	0
	Precinct Subtotal	400	21	421	0	0

Exhibit D continued

State of Indiana Voter Status Counts by Precinct and Split

Precinct	Split	Active	Inactive	Total Current Voters	Pending	Incomplete
PREBLE	0	722	34	756	3	0
	Precinct Subtotal	722	34	756	3	0
SO MONROE	ADAMS CENTRAL	306	7	313	0	0
	SOUTH ADAMS	188	6	194	4	0
	Precinct Subtotal	494	13	507	4	0
SO WASHINGTON	0	694	47	741	0	0
	Precinct Subtotal	694	47	741	0	0
ST MARYS	0	720	24	744	2	0
	Precinct Subtotal	720	24	744	2	0
UNION	0	623	24	647	2	0
	Precinct Subtotal	623	24	647	2	0
WABASH	SOUTH ADAMS SEAT 1	257	14	271	0	0
	SOUTH ADAMS SEAT 2	146	7	153	1	0
	Precinct Subtotal	403	21	424	1	0
WEST ROOT	0	751	54	805	1	0
	Precinct Subtotal	751	54	805	1	0
ADAMS County Totals	(9298 Total Cancelled)	17,385	1,685	19,070	60	0

CERTIFICATION OF ADA COMPLIANCE

WHEREAS, Indiana code 3-11-18.1 (15) requires certification that Vote Centers and Early Voting Satellite Office locations comply with the accessibility requirements,

WHEREAS, the Adams County Election Board unanimously certifies that all voting sites are accessible under Indiana Code 3-11-18.1 (15).

BE IT SO CERTIFIED BY THE ADAMS COUNTY ELECTION BOARD,

THIS 26th DAY OF February 2016.

ADAMS COUNTY ELECTION BOARD


John Minch


George (Wes) Kuntzman

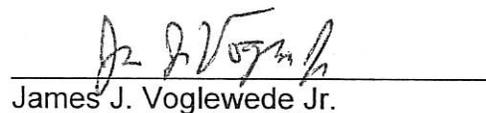
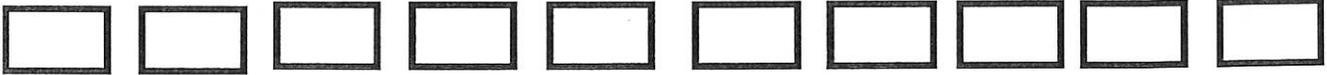

James J. Voglewede Jr.

Exhibit F

Vote Center Plan Layout



Voting Machines

Judges

Clerks

Inspector

