

**Raisin Charter Township
Election Commission Meeting Minutes
Raisin Township Conference Room
5525 S Occidental Hwy
Tecumseh, MI 49286
December 27, 2016**

Members Present: Jackie Schultz (chair), Kami Johnson, Tom Hawkins

Meeting called to order by Jackie Schultz at 9:10am.

Public Comment: No public present – no comments

Approval of Agenda: Johnson, support Hawkins, M/C all.

Old Business: There weren't any items of old business

New Business:

- 1) Responsibilities of Election Commission – we discussed the duties of this commission and Schultz asked for the commission members to hold her accountable for making changes. Johnson mentioned the Clerk Accreditation offered through the state and provided information from the training she took. Hawkins mentioned the 'News You Can Use' articles that are emailed. Johnson isn't currently receiving these updates. Schultz will make sure both Hawkins and Johnson are on the email list. Hawkins shared information regarding Michigan Election Law (MCL 168) and indicated that reading and knowing this law is crucial.

- 2) Discussion of Issues with November 8, 2016 Election –

Issues are as follows:

- a. Number of Voters – Per the state, we are maxed out at 2999 voters per precinct. We are right at that limit.
- b. Wi-Fi at RCC – we need wi-fi at the RCC so we can use the state system effectively.
- c. Training – the workers didn't have enough training prior to election day.
- d. Voters – don't have enough information when coming on election day (where/how to vote).

Potential solutions are as follows:

- e. New Workers – we need to find a new group of workers that are hard workers that can work quickly with technology.
- f. Pay – pay between workers needs to be consistent (1099 vs. w-2, amount of pay, etc). Going forward all workers will be paid via payroll as is required by the IRS. Hawkins suggested a salary type pay scale like the one used at Tecumseh. Trainings - \$10, election day workers - \$190/day, election day supervisor - \$210/day. There was some discussion as to the number of hours and whether this would be a fair amount when people are working 13+ hours.
- g. Training – make sure that every worker has extensive training so they know how to do all jobs on election day. Include practice runs. Hawkins will develop scenarios for the practice runs.

- h. 3rd Precinct – Research setting up a 3rd precinct. This will help with numbers at the poles as well as get us compliant with state regulations.
 - i. Contract – Schultz will develop a contract which will include job responsibilities (chair/worker)
 - j. Station Help Card – Laminated cards will be posted at each station so that the workers can have a quick reference guide as to what they are doing at that station as well as quick troubleshooting guides.
 - k. Help Center – Have a designated area where voters can be taken when they aren't found in the system. Chairpersons should be assisting these individuals rather than holding up the line.
- 3) Discussion regarding creation of 3rd Precinct – After reviewing state requirements (max 2,999 voters per precinct) and our current number of voters with 3252 in precinct 1 and 2711 in precinct 2 (2982 average/precinct if we tried to even them out), we decided that we should investigate a 3rd precinct.

Motion by Johnson to investigate the possibility of creating a 3rd Precinct, support Hawkins. M/C all

- a. Hawkins and Johnson will work on developing a budget for the election commission which will include items needed to create the 3rd precinct
 - b. Hawkins will get road commission maps (Dale also said he would assist with this if we give him the details).
 - c. Schultz will ask Chief Mathis his thoughts on using the fire training room as our 3rd precinct.
 - d. Schultz will begin seeking people interested in being election workers.
- 4) Other Items – MTA has a Guide to Township Election Procedures. Hawkins said that Jessica (Tecumseh Clerk) is willing to share her election training materials. He will make arrangements to meet with her.

Next Meeting Scheduled for Tuesday, January 17th at 9am in Raisin Township Meeting Room

Motion to adjourn meeting at 11:20am by Johnson, support Hawkins. M/C all