**2023 INDIANA ELECTION ADMINISTRATOR’S CONFERENCE AGENDA**

December 12-14, 2022 | Westin Indianapolis | 241 W. Washington Street, Indianapolis, Indiana

All times are Eastern | FINAL Agenda

*All sessions will be held in the Grand Ballroom (1-5) located on the second floor of the
Westin Indianapolis in the conference center.*

**Monday, December 12, 2022**

\*Today is geared towards new clerks and new staff who may not be familiar with foundational basics to conduct elections or manage voter registration.

12:00 PM – 6:00 PM **Conference Registration at tables on second floor foyer**

1:00 PM **Snacks in Grand Ballroom**

2:00 PM – 2:15 PM **Welcome from Co-Directors, Brad King & Angie Nussmeyer**

2:15 PM – 3:00 PM **Voter Registration 101**

 *Brad King & Angie Nussmeyer, Co-Directors*

* National Voter Registration Act (NVRA)
* County Voter Registration Officials
* State Partner Agencies & VRG-6 Forms
* Methods of Registration
* Voter Registration Eligibility

3:00 PM – 3:15 PM **Voter Registration Application Review & Processing**

 *Brad King & Angie Nussmeyer, Co-Directors*

3:15 PM – 3:45 PM  **Statewide Voter Registration System Overview (Civix & Baker Tilly)**

 *Sean Fahey, La’Chanda Plummer-Chaney, Isaac Miller
 & Anola Gallion, Civix*

 *Seth Cooper & Brandi Riggle, Baker Tilly*

* Requesting Credentials for New Clerks & Staff
* Locating Training Materials
* Requesting SVRS Training
* General Overview
* County Authorization Form (RSE & CAF)

3:45 PM – 4:00 PM **Break**

4:00 PM – 4:30 PM **Election Administration 101: Vote Center County**

 *Valerie Warycha, Co-General Counsel*

* Following your Vote Center Plan
* Amending the vote center plan
* Outlining Vote Center worker duties

4:30 PM – 5:00 PM **Election Administration 101: Non-Vote Center County (Precinct-Based)**

 *Matthew Kochevar, Co-General Counsel*

* Election Day voting locations
* Poll worker duties

**Tuesday, December 13, 2022**

7:00 AM – 5:00 PM **Conference Registration at tables on second floor foyer**

7:00 AM – 9:00 AM **Breakfast Buffet outside Grand Ballroom**

9:00 AM – 9:15 AM **Conference Convenes**

* Pledge of Allegiance
* The Star-Spangled Banner
* Introductory Remarks: Brad King and Angie Nussmeyer
* Introduction of Election Division staff

9:15 AM – 9:30 AM **Welcoming Remarks**

9:30 AM – 10:00 AM **Partner Introductions & Overview**

* Brad King & Angie Nussmeyer, moderators
	+ Molly Timperman, HAVA Administrator
	+ Steve Leak, Executive Director Credential Programs, BMV
	+ Trina Webb, Customer Relations & Danielle Blackwell, Consumer Affairs Manager, USPS
	+ Emily Crisler, General Counsel & David Marusarz, Deputy General Counsel, DLGF

10:00 AM – 10:30 AM **Public Records Requests**

*Luke Britt, Indiana Public Access Counselor (invited)*

* Understanding the state’s Access to Public Records Act (APRA)
* Best practices for responding to public records requests

10:30 AM – 10:45 AM **Break**

10:45 AM – 11:15 AM **Municipal Elections 101: Cities and Large Towns**

 *Angie Nussmeyer, Co-Director*

* Election Overview
* Candidate Filing & Ballot Access Overview

11:15 AM – 12:00 PM **Municipal Elections 101: Small Towns**

 ***Matthew Kochevar, Co-General Counsel***

* Election Overview
* Candidate Filing & Ballot Access Overview
* Town Election Board Decisions Appealed to County Election Board

12:00 PM – 1:30 PM **Lunch and Awards**

1:30 PM – 2:00 PM **U.S. Election Assistance Commission**

*Commissioner Donald Palmer*

2:00 PM – 2:30 PM **Election Administration Nuances in a Municipal Election Year**

 *Brad King, Co-Director*

* Determination if election needs to be held
* Straight Party Device for November
* Voter Registration Fail-Safe (in & out of municipality)
* Reduction of early voting dates & times
* 29-day Voter List Maintenance “Freeze” Period

2:30 PM – 3:00 PM **Election Cost Apportionment for Cities & Large Towns, Small Towns & Local Public Questions**

 *Valerie Warycha, Co-General Counsel*

* Vote Center Counties
* Non-Vote Center Counties

3:00 PM – 3:15 PM **Break**

3:15 PM – 4:00 PM **County Election Board 101**

 *Matthew Kochevar, Co-General Counsel*

* Basic duties
* Campaign finance enforcement and hearings
* Post-election Procedures, including canvassing results and involvement with recounts

4:00 PM – 4:30 PM **Campaign Finance Enforcement**

 *Angie Nussmeyer, Co-Director*

* Candidate Filing Impacts on Campaign Finance
* Enforcing the Campaign Finance Act
* Conducting Campaign Finance Hearings

4:30 PM – 5:00 PM **Physical & Cyber Security**

 *Valerie Warycha, Co-General Counsel*

 *Steve Broniarcyzk, Protective Security Advisor, CISA*

* Election integrity and reviewing security steps
* Delivery of equipment
* Physical Security of voting system and ePollbooks
* Chain of custody

**Wednesday, December 14, 2022**

7:00 AM – 12:00 PM **Conference Registration at tables on second floor foyer**

7:00 AM – 9:00 AM **Breakfast Buffet outside Grand Ballroom**

9:00 AM – 9:30 AM **Vacancies**

 *Angie Nussmeyer, Co-Director*

* Elected office vacancy
* Candidate vacancies
* Holdovers

9:30 AM – 10:00 AM **Voter List Maintenance**

 *Brad King, Co-Director*

* Data Sources for Routine List Maintenance
* Registration Cancellations
* Out-of-state Notices for List Maintenance
* 2023 Statewide Postcard List Maintenance Project

10:00 AM – 10:45 AM **County Best Practices Panel**

* Jessica Bailey, Porter County
* Llynn Enman, Perry County
* Lisa Lofgreen, Hancock County
* Jack Morris, Allen County
* Amy Scrogham, Allen County
* Michelle Shelton, Scott County

10:45 AM – 11:00 AM **Break**

11:00 AM – 11:30 AM **Provisional Ballots**

 *Valerie Warycha, Co-General Counsel*

* Issuing and receiving provisional ballots; notices to voters
* Entering provisional ballot information into SVRS
* Conducting provisional ballot hearing

 11:30 AM – 12:00 PM **Post-Election Audits**

 *Dr. Jay Bagga, Dr. Chad Kinsella, VSTOP*

* Beth Sheller, Hamilton County
* Susan Popp, Clark County
* Angela Cornett, Clark County
* Liz Beatrice, VSTOP Manager

12:00 PM – 1:00 PM **Lunch**

1:00 PM – 1:30 PM **Absentee Voting 101**

 *Angie Nussmeyer, Co-General Counsel*

* Types of Absentee Voting
* Absentee Board Members
* Processing Absentee Applications, generally
* Central Count of Absentees

1:30 PM – 2:00 PM **Absentee Management**

 *Matthew Kochevar, Co-Director*

* Missing or Mismatched Signature
* Lost, Spoiled or Defective Ballots (ABS-5)
* Ballot Not Arrived & Election Day Procedure (PRE-5)

2:00 PM – 2:15 PM **Accessibility**

 *Ben Jackson, EAC*

 *Brad King, Co-Director*

* Ensuring compliance with Americans with Disabilities Act (ADA)

2:15 PM – 2:30 PM **Military & Overseas Voters**

 ***Brad King, Co-Director***

* Military & Overseas Voters Empowerment (MOVE) Act
* Federal Post Card Application (FPCA)

2:30 PM **Closing Remarks, Announcements & Adjournment**

**Please complete your conference evaluation form online.**

**Thank you!**