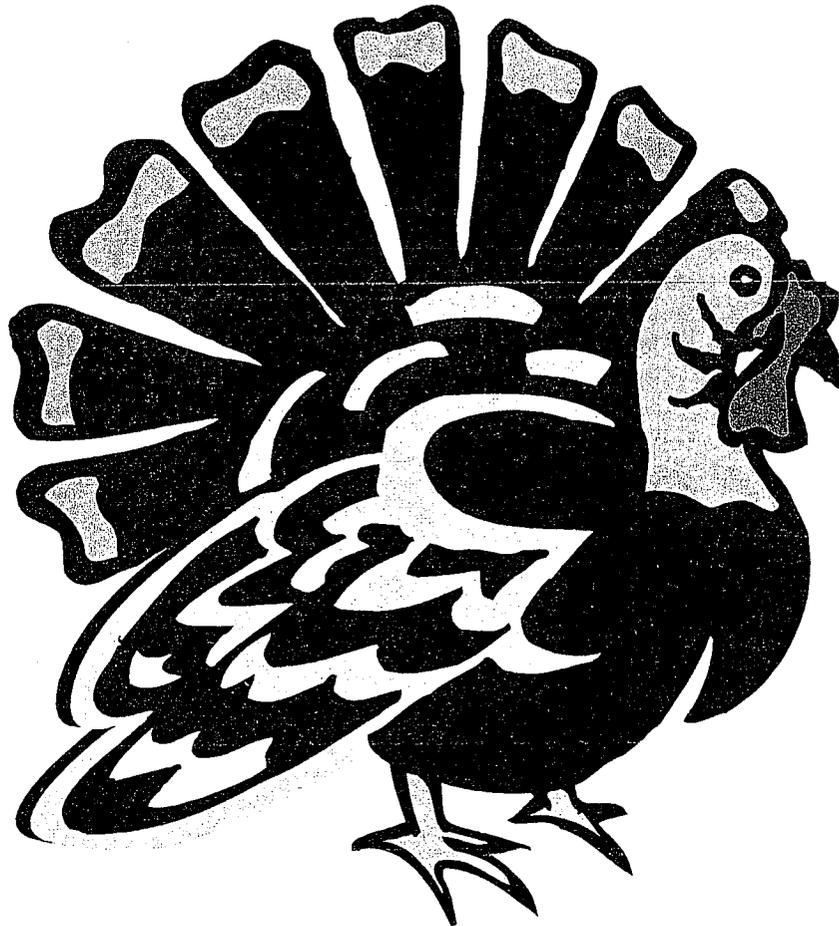


**Miami County
Vote Center Plan -
Happy Thanksgiving
to your Crew!**



TAWNA L LEFFEL
CLERK OF THE CIRCUIT & SUPERIOR COURTS ELECTION DIVISION
25 N. Broadway, Room 208
PERU, INDIANA 46970
PHONE 765-472-3901
FAX 765-472-1778

2013 NOV 27 AM 9:23

November 22, 2013

Indiana Election Division – Co-Directors
302 W. Washington St. – Room E204
Indianapolis, IN 46204

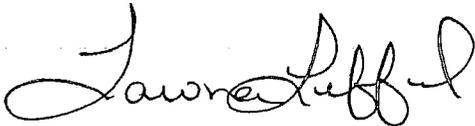
Dear Co-Directors:

Please accept the following Vote Center Plan on behalf of the Miami County Election Board. We are pleased to present our Vote Center Plan and look forward to preparing for the 2014 Election cycle. Thank you to yourselves and your staff as the resources provided made the steps to reach this goal very practical.

It is our intention to continuously modify this plan to match current Indiana legislation and to adapt areas to better serve our voters and election officials.

Please let us know if you have any questions or concerns regarding the Miami County Vote Center Plan documentation.

Sincerely,



Tawna L Leffel
Miami County Clerk of the Circuit & Superior Courts

NOVEMBER 2013

The Miami County Vote Center Plan

Vote Centers can offer extra days of voting at thought-out, available locations;
improved disability accessibility; more convenient hours of operation;
and elimination of long lines.

Vote Centers offer the same voting process;
improved training of poll workers; and reduced cost.

Office of the Miami County Circuit Court Clerk

Tawna Leffel, Clerk



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MESSAGE FROM THE CLERK

Citizens of Miami County,

Since the vote center concept became a reality in Indiana elections in 2007, leaders in Miami County have been carefully observing its effect on voters, county budgets, and on the election process.

The following pages layout our plan to make vote centers a reality in Miami County. The vote center concept gives any voter in Miami County the opportunity to cast their ballot at any vote center location throughout the county. No one is restricted to one polling place on Election Day. In addition to making it easier for voters on Election Day, the vote center concept also calls for increased early voting opportunities at what are called "satellite vote centers" that are open prior to Election Day.

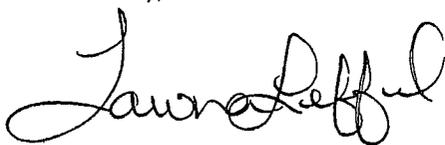
The most common question we hear in elections is "Where is my polling place?" or "Why can't I just vote at the polling place across from where I work or drop off the kids for school?" A common complaint we hear is "I can't make it back to the polls by 6:00 pm on Election Day." Vote centers address these common voter concerns.

Another important part of the vote center concept is the financial impact it will have on Miami County. Having to staff fewer locations and provide less equipment and support on Election Day will help the county to realize a cost savings on items such as poll worker costs, meal costs, and equipment costs over time.

By moving to vote centers, voter convenience is developed; election administration is streamlined and made simpler; and this improves the county's long-term fiscal stance when it comes to elections.

I want to thank all the wonderful people who have worked so hard and in a bipartisan manner to move the county toward vote centers. Miami County should be proud of its community leaders who work together for what will be best for all citizens. And, we are forever grateful to all the community centers and churches that have willingly allowed us to use their facilities as voting locations.

Sincerely,



Tawna Leffel
Miami County Circuit Court Clerk

INTRODUCTION

What is a Vote Center?

A vote center is a place where any registered voter in the county can vote on Election Day. Vote centers bring to bear new technologies to revolutionize the voting process. Instead of traditional precinct-based polling sites on Election Day, the vote center concept calls for vote center locations where any registered voter from any precinct can go to cast their ballot and retrieve their correct ballot style. Every precinct ballot style is available at every vote center location. In addition, because of electronic poll books, when a voter signs in at one vote center, every other vote center's electronic poll book is automatically updated to reflect that voter as having cast their ballot.

Why Miami County?

Since 2007, Indiana has been experimenting with the vote center concept through a pilot program launched by the Indiana Secretary of State's office and the Indiana General Assembly. In 2011, the Indiana General Assembly passed legislation to allow any Indiana county to pursue becoming a vote center county. Since 2007, government and civic leaders in Miami County have been observing vote centers' impact on voters and election administration. The pilot programs showed that vote centers streamlined election administration and improved voter convenience. In addition, vote center counties have seen a cost reduction in their elections over time.

Because of these results from the pilot programs in Indiana (which can be found at www.VoteCenters.IN.gov), leaders in Miami County decided to pursue this exciting new approach to election administration for the 2014 Election Cycle.

Voter convenience and access is the ultimate goal of this project. Cost savings and improved election processes can be secondary benefits.

What is required to become a Vote Center County?

Indiana Code 3-11-18.1-3 sets forth the requirements for a county to become a vote center county. The first step to becoming a vote center county requires a draft vote center plan which details specifics of how such a transition would occur. This document serves as the vote center plan for Miami County. Indiana Code 3-11-18.1-4 sets forth the requirements of a county's vote center plan. Once a draft plan is submitted for public review and comment at a public meeting of the County Election Board, the opportunity for the public to review the draft plan and submit comments must remain open for 30 days. After 30 days of opportunity for the public to review and comment on the draft plan, the County Election Board holds another public meeting to consider all public comments and then votes to adopt the vote center plan as is or as amended. In order for the county to become a vote center county, the County Election Board must by unanimous vote approve a vote center plan, and the County Commissioners and County Council must approve by majority vote resolutions approving the status of the county as a vote center county.

If all three of those things occur, the plan must be filed with the Indiana Election Division and Miami County will officially become a vote center county. Any future amendments to the plan or a decision to return to traditional precinct-based elections must be voted on by unanimous vote of the County Election Board and filed with the Indiana Election Division.

OVERVIEW OF THE PROCESS

The Vote Center Task Force

Once a vote center plan is adopted by the County Election Board and filed with the Indiana Election Division, the County Election Board, the County Election Staff, and the Indiana Team from Election Systems and Software (Collectively known as "the Vote Center Task Force") will move forward with preparing for this major change in Election Administration for the 2014 Election Cycle.

The Task Force is made up of people with tremendous experience in the election process. The County Election Board has a track record of working in a bipartisan way to ensure the process is open and fair. The County Election Staff works hard year round preparing Miami County for elections. The ES&S Indiana Team brings to the table experienced managers who both understand Indiana law, the vote center concept, and have an intimate knowledge of electronic poll books.

The Voting Equipment

Miami County will continue to use the Microvote Infinity machines, which are DRE machines fully certified under Indiana law. These machines will allow any voter to go to any vote center and retrieve the correct ballot style electronically.

Electronic Poll Book

Miami County has selected an e-poll book system that will be securely connected to every vote center and to the County Election Board at the Miami County Courthouse on Election Day. It will securely connect every satellite vote center. The ES&S ExpressPoll-5000 meets all standards set out by Indiana law under IC 3-11-8-10.3. The ES&S Indiana Team has intimate knowledge and experience with electronic poll books.

E-Poll Book Description and Security Details

The ExpressPoll-5000 Electronic Poll Book hardware and software is designed to function as a secure voter validation system. The ExpressPoll-5000 uses a dedicated hardware enclosure which provides a strong, secure enclosure for the unit.

The ExpressPoll-5000 enclosure stores voter validation data using redundant solid state, non-volatile compact flash memory with "no moving parts." Solid state compact flash memory is used in place of a fragile hard disk drive, as the electronic poll books will receive the same rough handling as tabulation equipment. Hard disk drives, with moving parts, are prone to hard drive crashes when they receive rough handling. Electronic poll books must function properly to keep voter lines moving on Election Day, and the ExpressPoll-5000 ensures this.

When a poll worker turns on the Expresspoll-5000, the system will cycle to a screen containing one icon, labeled "Launch ExpressPoll." The poll worker simply touches this icon to boot-up the ExpressPoll software. This simplifies poll worker training, as a series of icons that are unrelated to the system's primary function, voter validation, are not accessible to the poll worker. During Election Day, a poll worker using the ExpressPoll system cannot open other programs on the unit, as it is a dedicated electronic poll book. *If a standard laptop or notebook PC is used to support the electronic poll book software, a collage of icons can appear on the*

initial screen when boot-up occurs, confusing a poll worker and possibly enabling them to enter other software applications on the PC which could provide a security risk. In addition, the electronic poll books cannot be accessed without the coordinated action of two (2) precinct election officers who are not members of the same political party. The precinct election officers will be provided passwords.

When a voter arrives at the vote center, his/her eligibility will be brought up on an ExpressPoll-5000 screen. In a primary election, the clerk will indicate which party ballot the voter has requested (Republican or Democrat). The system will record the time that the voter was checked in and the records will be updated back to the Miami County Clerk's Office/Voter Registration office main server. The updated record will be available instantly to the County Election Board and the electronic poll books used by precinct election officers at all other vote centers in Miami County. If a voter attempts to vote again, the database will show him/her to be ineligible.

The dedicated ExpressPoll-5000 enclosure is not susceptible to theft, unlike an off-the-shelf notebook computer which can be enticing to a thief.

The removable compact flash memory card is physically stored in an enclosed compartment on the top of the ExpressPoll unit. The door covering the compact flash memory card compartment can be secured using a security tag with an audit number which will expose any attempt to physically tamper with the memory card.

Data stored in the ExpressPoll-5000 redundant compact flash memory can be encrypted using sophisticated RC-4 data encryption. In addition, Miami County can deploy VPN routers on WAN to provide native data encryption to transmissions.

The use of an election official's or poll worker's user ID and password provides access to accomplish designated tasks within the system. Every log-on attempt generates an audit log event, so it is very easy to read the audit log and determine what activities were completed by a specific person. The ExpressPoll-5000 units are issued by device ID number in carrying cases, which can be sealed with a numbered seal.

Each ExpressPoll will have a unique device ID for controlling the log files after an election. This ID is numeric and should be 6 characters. This number becomes the title of the log file (#####.log), and also is the first six characters of the provisional ID when using the auto provisional ID option in ExpressPoll unit. The hard sided ExpressPoll-5000 carrying case can be locked, and has a latch that can be secured with security (numbered) seals.

A strong security plan with processes that guide usage in a recommended best practice is in the administrator's manual. Two levels of passwords and smart cards are required to set certain configuration options. Election officials can mandate using simple passwords, pass phrases, or two-phase authentication using smart cards and passwords.

Additional password protections are provided at the server and these passwords can be set to expire.

Encrypted user logs are available to identify who has used and modified the system and devices; reports of all election functions performed on the system are available; and statistics can be captured of open, close, log-on, log-off by user ID.

The audit log file contains a time stamp of every transaction, providing the date and time of each voter processed. This log file can be encrypted using one of the following industry standard algorithms

- RC4
- AES-128 in OFB mode
- AES-128 in CCM mode
- AES-256 in OFB mode

The ExpressPoll-5000 USB ports can be physically covered to restrict tampering.

In the future, should electronic poll books require federal certification; the use of a dedicated electronic poll book enclosure will become increasingly important to meet federal certification requirements, as internal hardware components will have to remain consistent to meet the certification standards. A dedicated enclosure will allow jurisdictions to continue to meet these strict standards, while the use of an off-the-shelf computer will not, as replacement components for an off-the-shelf computer will not provide the consistency required to meet federal certification standards.

Method for Providing Data to Poll Book Watchers

The ExpressPoll-5000 comes with printers that will attach to each unit that will allow precinct election officials or officials at election central to print lists of voters who have voted by precinct.

Satellite Vote Centers

A key element to the success of the vote center concept has been the concept of satellite vote centers, which are sites open during the 28 day period prior to each Election Day. Satellite vote centers are places where any voter in the county may vote early absentee-in-person. As required under IC 3-11-10-26.3 and IC 3-11-18.1-4(16), Miami County will designate at least two satellite vote centers, in addition to the courthouse, and at least one of those sites will also be a vote center on Election Day and will be open for voting the two preceding Saturdays to Election Day. In vote center counties, early voting percentages have risen dramatically, allowing the fewer locations on Election Day itself to work well. To review early voting percentages by county and election, visit <http://www.in.gov/sos/elections/2400.htm>.

Poll Workers

Miami County will require fewer poll workers to administer Election Day vote centers. However, the use of poll workers will increase during the week(s) prior to an Election Day, in order to staff the satellite vote centers. Each satellite vote center and Election Day vote center will have at least one traditional precinct election board made up of an Inspector, at least two election judges of opposite parties, and then at least two clerks of opposite parties, depending on the election size and location of the vote center.

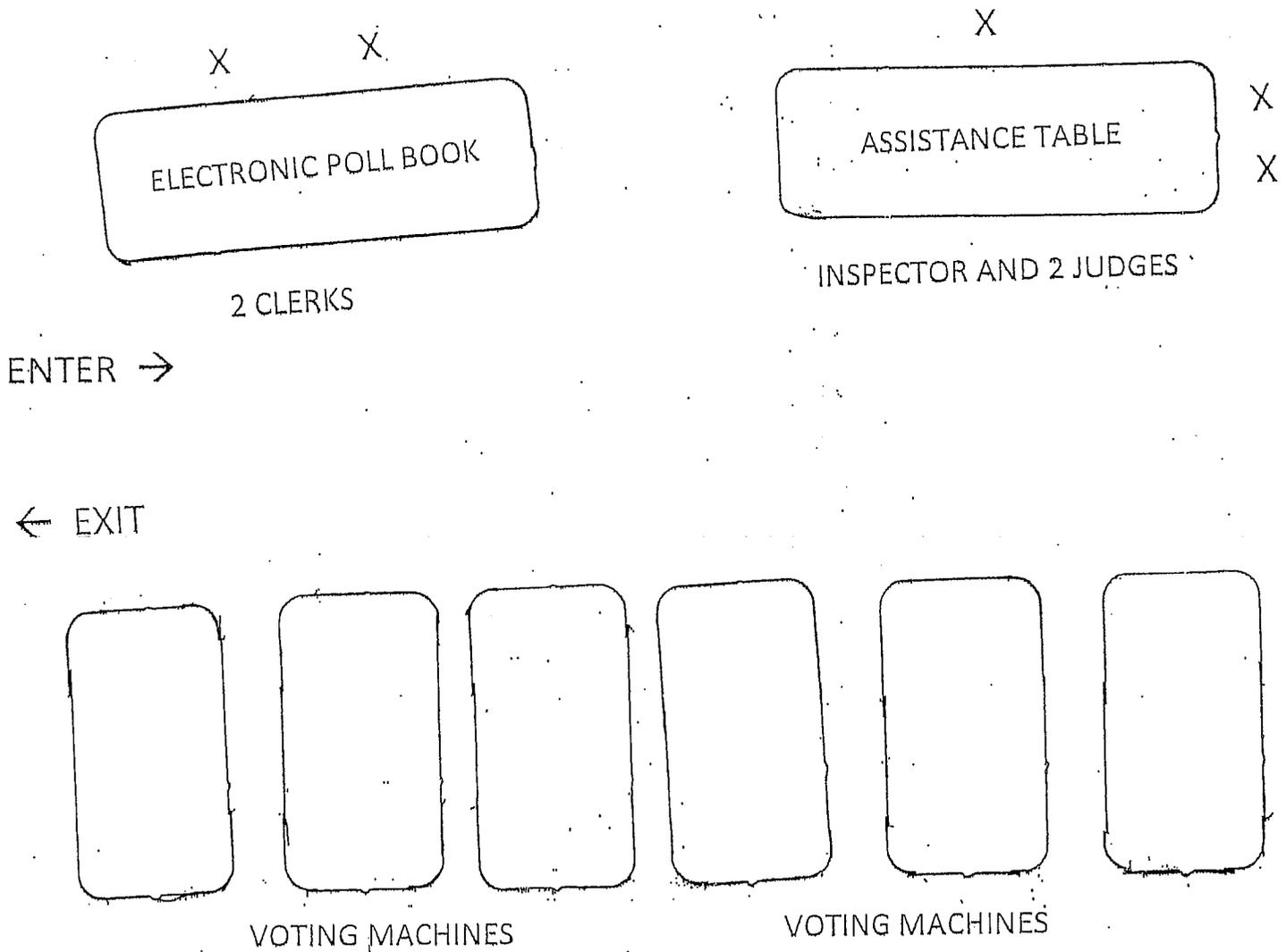
The Election Board will consider two new positions for vote center locations. The new poll workers would fulfill a "greeter" responsibility. The two "greeters", each from opposing parties, would educate voters regarding Vote Centers, answer any questions about electronic poll books and assist in paperwork and procedural duties with the Clerks. The exact titles of the "greeter" position can be determined at a later time.

Training procedures for poll workers will include hands-on use of electronic poll books, voting machines, and introduction or review of policy/procedure/law.

The Miami County Election Board will review this process on a year to year basis to determine if it is beneficial to continue using the same number of vote center election workers and training topics.

Vote Center Layout

Vote centers will be set up differently based on location, but the general layout of a vote center in Miami County will be as follows:



Voter Education Efforts

Miami County has a full media and community outreach strategy that will involve press releases to widely circulated newspapers, television stations, and radio stations and postings on internet social/informational sites. In addition, we will use our county website (www.Miamicounty.in.gov) and state voter information website (www.IndianaVoters.com) to prepare Miami County citizens for this change. Moreover, public and private buildings will have easily identifiable postings prior to the initial elections to inform the voters of days and times of voting and where each vote center is located. We will also plan to attend community events where the Circuit Court Clerk and her staff, as well as Election Board members, will speak about the change. Here is a copy of our sample press release:

Miami County to Implement Vote Centers

FOR IMMEDIATE RELEASE
DATE

New voting concept will increase convenience and access while saving county money

(PERU)- Effective [Insert date of Indiana Election Division filing], Miami County has officially gained status as a vote center county. Miami County will be the [Insert Number] Indiana County to switch to the vote center model.

"I am so excited that Miami County has decided to make the switch to vote centers," County Clerk Tawna Leffel said. "It has taken a lot of planning and hard work from all those involved, but the benefits to the voters of our county will be well worth the effort we have spent implementing the new model."

Simply put, vote centers are polling places where any eligible voter in the county may go to vote. They eliminate the need for traditional polling places and allow voters in the county more flexibility regarding when and where they cast their ballots. Vote centers throughout the county are linked by secure internet connections and an electronic poll book is instantaneously updated as ballots are cast. In addition, significant cost saving are expected over time.

Wayne, Tippecanoe and Cass counties piloted the vote center program in Indiana from 2007-2010. Now, because of the success those counties experienced, both the Indiana House and Senate passed legislation that allows all Indiana counties the option of becoming a vote center county.

Miami County will implement the use of vote centers during the upcoming 2014 Election Cycle.

"Ultimately, our goal is to make voting easier and more convenient for the voters of our county while also saving county money," County Clerk Leffel said. "As always, we value the feedback of our constituents and encourage you to voice your questions or concerns."

To learn more about how vote centers operate, to review counties' vote center plans or to access research on vote centers and their success, visit www.VoteCenters.IN.gov.

VOTE CENTER AND SATELLITE VOTE CENTER LOCATIONS

Miami County plans to utilize seven vote center locations for the 2014 Election Cycle. Indiana Code 3-11-18.1-6 only requires one vote center per 10,000 active voters, but the Miami County Election Board plans to provide one vote center per roughly 3,000 active voters.

The following are vote center locations to be open 6 am to 6 pm on Election Day:

1. Macy Christian Church Fellowship Hall
2. Denver Baptist Church
3. Blair Ridge Health Center
4. Parkview United Methodist Church
5. EastPointe Bible Church
6. Bunker Hill Community Center
7. Converse Town Hall

Alternate vote center locations considered include: Miami County Courthouse; Area 5 – Senior Center; Ivy Tech – Peru Campus.

The following satellite vote center locations will be open Saturday, April 26, 2014 and Saturday, May 3, 2014 from 10 am to 7 pm prior to Election Day:

1. Denver Baptist Church
2. Blair Ridge Health Center
3. Bunker Hill Community Center
4. Converse Town Hall

*****Please remember the Courthouse offers Early Absentee-in-person voting for a 28 day period prior to each Election Day during regular courthouse business hours and on the two Saturdays prior to Election Day.*****

NOTE: Voters from every precinct may vote at any vote center location or satellite vote center location. Every ballot style for each precinct in Miami County will be available at each vote center and each satellite vote center (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). Each vote center and early vote center will be connected to all other vote centers or early vote centers (as well as to the County Election Board) via electronic poll books connected via secured internet lines. At least one electronic poll book terminal will be available at each location. Each location, depending on the election, will also have at least one precinct election board, meaning one inspector, at least two judges of opposite parties, and at least two poll clerks of opposite parties. (See Appendix A for Certification that each location above is accessible to voters with disabilities as required by the Help American Vote Act and the Americans with Disabilities Act.)

SECURITY

Key Players

The following narrative describes what would happen in case of an emergency during an election. The first responders to any emergency, either man-made or natural event, are local citizens. Poll workers, volunteers, and police and fire personnel will be the first to identify the problem. The next level of response will come from the Miami County Commissioners and the Miami County Election Board in cooperation with the local emergency management agency. If deemed necessary by the County Commissioners, the Office of the Governor (whose resources included IDHS, the Indiana National Guard, and the state police) and the Office of the Secretary of State's Election Division will be contacted for emergency assistance. In addition, any action taken either by the Office of the Governor or the Office of the Secretary of State may be taken in consultation with the Office of the Attorney General to ensure that interpretations of the laws are correct.

General Situations

Five general situations exist in which decision-making may occur regarding the election process and activities in Miami County:

- Situation Normal – the status quo exists and the process moves forward according to normal laws and procedures.
- Isolated Emergencies – individual precincts or parts of the county experience disruption to the election process and local agencies respond accordingly.
- Regional Emergencies – an emergency involving Miami County and neighboring counties exists and a state-level response is required.
- Catastrophic Emergencies inside Indiana – a large disaster exists that diverts the resources and attention of the citizenry and a state-level response in cooperation with the federal government is required.
- Catastrophic Emergencies outside Indiana – a large disaster exists in the United States that diverts the resources and attention of the citizenry and a federal-level response is required.

Local Preparation and Response

The Miami County Commissioners have worked closely with the local emergency management director, the county sheriff, and local police and fire stations to ensure Miami County is prepared for emergencies. In addition, the Miami County Commissioners will be in close communication with the County Election Board should any emergency occur on or surrounding the election process.

In this endeavor to be prepared for an emergency that could occur on or surrounding an Election Day, Miami County takes the following steps prior to each Election Day:

- Election Systems and Software will have employees at the Courthouse and in the field on Election Day in the event of any disruption.
- In the event of a power failure at a vote center, the voting machines and e-poll books will be switched to a battery backup.
- In the event that the internet is inaccessible at a vote center location, the eligibility of a voter will be ascertained from records maintained by the Miami County Voter Registration office via telephone/cell phone.

I.C. 3-11-18.1-4 COMPLIANCE CHECKLIST

Explanation

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 a page number listed in bold, underlined type references where in this Miami County Vote Center Plan the particular requirement(s) is met.

(1) The total number of vote centers to be established.

See Page 10.

(2) The location of each vote center.

See Page 10.

(3) The effective date of the order.

The order shall take effect immediately upon the filing of the order with the Indiana Election Division, pursuant to I.C. 3-11-18.1-8.

(4) The following information according to the computerized list (as defined in IC 3-7-26.3-2) as of the date of the order: (A) The total number of voters within the county; (B) The number of active voters within the county; (C) The number of inactive voters within the county.

See Appendix D.

(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.

See Page 10 "Note" for explanation that all precincts will be located at all vote centers. See Appendix D for a list of current county precincts.

(6) For each vote center designated under subdivision (2), the number of precinct election boards that will be appointed to administer an election at the vote center.

See Page 8 for the designation of precinct election boards at each designated vote center location.

(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.

See Page 10 "Note" for explanation that all precincts will be located at all vote centers. Therefore, all precinct election boards will administer elections for all precincts in the county. See Appendix D for a list of current county precincts.

(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.

See Page 8 for an estimation of the number of precinct election officials at each vote center location. Titles for precinct election officials will remain the same (also see Page 10 "Note").

(9) For each vote center designated under subdivision (2): (A) the number and type of ballot variations that will be provided at the vote center; and (B) whether these ballots will be: (i) delivered to the vote center before the opening of the polls; or (ii) printed on demand for a voter's use.

See Page 10 "Note" for the explanation that every ballot style will be available at each satellite vote center and each vote center. The exact number of ballot styles will vary by election. See Page 5 "The Voting Equipment" for a description of how ballots will be provided to voters. Provisional ballots will be will be available at each satellite vote center and each vote center and issued by poll location election officials.

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

See Pages 5, 6, and 7 for a complete description of the e-poll book equipment and procedures to be used in Miami County.

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

See Pages 5 and 6 for a complete description of the e-poll book equipment and procedures to be used in Miami County.

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

Each vote center will have every precinct's poll list in electronic form. At least one electronic poll book will be available at each vote center. (See Page 10 "Note")

(13) The security and contingency plans to be implemented by the county to do all of the following: (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.

See Page 11 for a description of Miami County's security process. See Page 6 for a description of the security relating to the electronic poll book that will be used in Miami County.

(14) A certification that the vote center complies with the accessibility requirements applicable to polling places under IC 3-11-8.

See Appendix A.

(15) A sketch depicting the planned layout of the vote center, indicating the location of: (A) equipment; and (B) precinct election officers; within the vote center.

See Page 8.

(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.

See Page 10.

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

See Page 7.

APPENDIX

- A. Resolution Certifying Vote Center and Satellite Vote Center Accessibility
- B. County Commissioner Resolution
- C. County Council Resolution
- D. Current Precincts, Total Voters, Total Active Voters, Total Inactive Voters
- E. Current Polling Places

DRAFT

Resolution 2013-10-15-13

FILED

OCT 15 2013

**A RESOLUTION APPROVING THE DESIGNATION OF
MIAMI COUNTY AS A VOTE CENTER COUNTY**

James D. Deibel
Clerk Miami Superior Court II

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

WHEREAS, the County Board of Commissioners of Miami County, by a majority vote, approves the designation of Miami County as a vote center county and,

WHEREAS, the county properly drafts a vote center plan for Miami, and the plan is to be properly filed with the Indiana Election Division upon approval of resolutions by the County Council and County Commissioners,

BE IT SO RESOLVED AND CERTIFIED BY THE MIAMI COUNTY BOARD OF COMISSIONERS FOR MIAMI COUNTY that Miami County is approved to operate as a vote center county, starting with the 2014 May Primary Election:

BOARD OF COMMISSIONERS OF MIAMI COUNTY

"AYES"

"NAYS"

Joshua Francis
NAME

NAME

Scott West
NAME

NAME

Jim Hamm
NAME

NAME

Adopted this 15th day of October 2013

ATTEST:

Jane Lilley
Jane Lilley, County Auditor

FILED

NOV 21 2013

Resolution 2013-1015

**A RESOLUTION APPROVING THE DESIGNATION OF
MIAMI COUNTY AS A VOTE CENTER COUNTY**

Jawad Duffel
Clerk Miami Superior Court II

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

WHEREAS, the County Council of Miami County, by majority vote, approves the designation of Miami County as a vote center county and,

WHEREAS, the county properly drafts a vote center plan for Miami, and the plan is to be properly filed with the Indiana Election Division upon approval of resolutions by the County Council and County Commissioners,

BE IT SO RESOLVED AND CERTIFIED BY THE MIAMI COUNTY COUNCIL FOR MIAMI COUNTY that Miami County is approved to operate as a vote center county, starting with the 2014 May Primary Election:

COUNTY COUNCIL OF MIAMI COUNTY

"AYES"

"NAYS"

Ralph D. Duffel

NAME

NAME

Shirley A. Mull

NAME

NAME

Dick Wiles

NAME

NAME

FILED

NOV 21 2013

James D. Luffel
Clerk Miami Superior Court II

"AYES"

"NAYS"

Alan R. Holt

NAME

NAME

Steve P. M. [unclear]

NAME

NAME

C. Craig Boyer

NAME

NAME

Anda [unclear]

NAME

NAME

Adopted this 15th day of October, 2013

ATTEST:

Jane Lilley

Jane Lilley, County Auditor

MIAMI COUNTY ELECTION BOARD MEETING – October 4, 2013

The Miami County Election Board (EB) met on October 4, 2013 at 10:00 a.m. in the GAR Room of the Miami County Courthouse. Election Board members present were Judy Sullivan, Chairperson; Richard Lancaster; Tawna Leffel, Election Board Secretary/Miami County Clerk and Paul Wilson, 1st Deputy Clerk of Voter Registration. One member of the public signed in and attended the meeting; Robert Bishop.

Meeting called to order at 10:00 a.m. by Chairperson Judy Sullivan.

A Motion was made by Tawna Leffel and seconded by Richard Lancaster to approve the minutes from the August 20, 2013 Election Board Meeting. A unanimous vote of three ayes followed to approve the minutes.

New Business

Three considerations were brought up at the Public Forum held Wednesday, September 4th. The considerations recorded were:

1. "What if" an Electronic Poll Book quit working?
2. Will five election officers at each Vote Center be adequate?
3. Can Converse be considered as an early voting satellite Vote Center?

Responses to these items are recorded below.

"What if" an Electronic Poll Book quit working?

Tawna Leffel, Miami County Clerk, had requested a new quote from Election Systems & Software (contractor supplying electronic poll books) that included an extra ePoll Book, for a total of nine electronic poll books. This new quote was reviewed and approved for purchase of the nine poll books upon State certification of the electronic poll books.

Original discussion had revolved around eight poll books. That would have allowed seven electronic poll books (one for each Vote Center in a county-wide election) and one for Election Central at the courthouse. With nine electronic poll books there will be a back up poll book. The additional poll book will be stored at Election Central.

The Election Board (EB) was in approval of the additional poll book and was secure in the belief that this would resolve the concern.

Will five election officers at each Vote Center be adequate?

Judy Sullivan opened up discussion regarding the addition of a new position with the designation of "greeter." Richard Lancaster made note that two "greeters" should be used, each from opposing parties, to educate voters regarding Vote Centers, answer any questions about electronic poll books and to assist in paperwork and procedural duties for the Clerks. The EB would review this process on a year to year basis to determine if it is beneficial to continue having these two additional workers at vote center locations. The exact titles of the "greeter" position can be determined at a later time.

Discussion continued regarding when it would be appropriate to use the additional poll election officials in the 2014 election cycle. At this time the Election Board chooses to observe voter turnout during the Primary Election prior to making any changes. The Clerks at the polls, as well as the other poll election officials, will be trained to respond to and inform the voters during the less well attended Primary Election. The EB would then review voter turnout and make a recommendation for the General Election in November.

Richard Lancaster made a motion to utilize two "greeters", each of opposing parties, pending the outcome of the number of voters and where the heaviest voter turnout is in the Primary Election. The new "greeter" position could be utilized at Vote Centers on Election Day or during early voting during the November General Election. The motion was seconded by Tawna Leffel. A unanimous vote of three ayes followed.

The Miami County Vote Center Plan will be updated to note the new "greeter" positions.

Can Converse be considered as an early voting satellite Vote Center?

The minutes from the Public Forum were reviewed and proximity to the State Highways 18 and 19 and the concentration of voters in the south end of the county were considered in establishing Converse as an early voting satellite Vote Center.

A Motion was made by Judy Sullivan and seconded by Richard Lancaster to add Converse to the roster of early voting satellite vote centers. A unanimous vote of three ayes followed.

The Miami County Vote Center Plan will be updated to note Converse will be used for early satellite voting in county wide elections.

Final order of business:

Vote to establish Vote Center style voting in Miami County

The Election Board recounted the steps taken to evaluate the possibility of vote center style voting in Miami County. A favorable consensus of the EB resulted in Richard Lancaster making a motion to establish vote center style voting to begin in the 2014 election cycle. The motion was seconded by Tawna Leffel. A unanimous vote of three ayes followed.

Robert Bishop, member of the public who attended this Election Board meeting, stated, "Everyone needs to have the opportunity to vote. It is a step in the right direction."

A motion was made by Tawna Leffel and seconded by Richard Lancaster to conclude the meeting at 10:34 am. A unanimous vote of three ayes followed.

Tawna L. Leffel
Election Board Secretary

Miami County Vote Center Plan - Merry Christmas to you & your Crew!



2013 DEC 19 AM 9:20

INDIANA ELECTION DIVISION

**TAWNA L LEFFEL
CLERK OF THE CIRCUIT & SUPERIOR COURTS
25 N. Broadway, Room 208
PERU, INDIANA 46970
PHONE 765-472-3901
FAX 765-472-1778**

November 22, 2013

Indiana Election Division – Co-Directors
302 W. Washington St. – Room E204
Indianapolis, IN 46204

Dear Co-Directors:

Please accept the following Vote Center Plan on behalf of the Miami County Election Board. We are pleased to present our Vote Center Plan and look forward to preparing for the 2014 Election cycle. Thank you to yourselves and your staff as the resources provided made the steps to reach this goal very practical.

It is our intention to continuously modify this plan to match current Indiana legislation and to adapt areas to better serve our voters and election officials.

Please let us know if you have any questions or concerns regarding the Miami County Vote Center Plan documentation.

Sincerely,

A handwritten signature in cursive script that reads "Tawna Leffel". The signature is written in black ink and is positioned below the word "Sincerely,".

Tawna L Leffel
Miami County Clerk of the Circuit & Superior Courts

NOVEMBER 2013

The Miami County Vote Center Plan

Vote Centers can offer extra days of voting at thought-out, available locations; improved disability accessibility; more convenient hours of operation; and elimination of long lines.

Vote Centers offer the same voting process; improved training of poll workers; and reduced cost.

Office of the Miami County Circuit Court Clerk
Tawna Leffel, Clerk



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MESSAGE FROM THE CLERK

Citizens of Miami County,

Since the vote center concept became a reality in Indiana elections in 2007, leaders in Miami County have been carefully observing its effect on voters, county budgets, and on the election process.

The following pages layout our plan to make vote centers a reality in Miami County. The vote center concept gives any voter in Miami County the opportunity to cast their ballot at any vote center location throughout the county. No one is restricted to one polling place on Election Day. In addition to making it easier for voters on Election Day, the vote center concept also calls for increased early voting opportunities at what are called "satellite vote centers" that are open prior to Election Day.

The most common question we hear in elections is "Where is my polling place?" or "Why can't I just vote at the polling place across from where I work or drop off the kids for school?" A common complaint we hear is "I can't make it back to the polls by 6:00 pm on Election Day." Vote centers address these common voter concerns.

Another important part of the vote center concept is the financial impact it will have on Miami County. Having to staff fewer locations and provide less equipment and support on Election Day will help the county to realize a cost savings on items such as poll worker costs, meal costs, and equipment costs over time.

By moving to vote centers, voter convenience is developed; election administration is streamlined and made simpler; and this improves the county's long-term fiscal stance when it comes to elections.

I want to thank all the wonderful people who have worked so hard and in a bipartisan manner to move the county toward vote centers. Miami County should be proud of its community leaders who work together for what will be best for all citizens. And, we are forever grateful to all the community centers and churches that have willingly allowed us to use their facilities as voting locations.

Sincerely,



Tawna Leffel
Miami County Circuit Court Clerk

INTRODUCTION

What is a Vote Center?

A vote center is a place where any registered voter in the county can vote on Election Day. Vote centers bring to bear new technologies to revolutionize the voting process. Instead of traditional precinct-based polling sites on Election Day, the vote center concept calls for vote center locations where any registered voter from any precinct can go to cast their ballot and retrieve their correct ballot style. Every precinct ballot style is available at every vote center location. In addition, because of electronic poll books, when a voter signs in at one vote center, every other vote center's electronic poll book is automatically updated to reflect that voter as having cast their ballot.

Why Miami County?

Since 2007, Indiana has been experimenting with the vote center concept through a pilot program launched by the Indiana Secretary of State's office and the Indiana General Assembly. In 2011, the Indiana General Assembly passed legislation to allow any Indiana county to pursue becoming a vote center county. Since 2007, government and civic leaders in Miami County have been observing vote centers' impact on voters and election administration. The pilot programs showed that vote centers streamlined election administration and improved voter convenience. In addition, vote center counties have seen a cost reduction in their elections over time.

Because of these results from the pilot programs in Indiana (which can be found at www.VoteCenters.IN.gov), leaders in Miami County decided to pursue this exciting new approach to election administration for the 2014 Election Cycle.

Voter convenience and access is the ultimate goal of this project. Cost savings and improved election processes can be secondary benefits.

What is required to become a Vote Center County?

Indiana Code 3-11-18.1-3 sets forth the requirements for a county to become a vote center county. The first step to becoming a vote center county requires a draft vote center plan which details specifics of how such a transition would occur. This document serves as the vote center plan for Miami County. Indiana Code 3-11-18.1-4 sets forth the requirements of a county's vote center plan. Once a draft plan is submitted for public review and comment at a public meeting of the County Election Board, the opportunity for the public to review the draft plan and submit comments must remain open for 30 days. After 30 days of opportunity for the public to review and comment on the draft plan, the County Election Board holds another public meeting to consider all public comments and then votes to adopt the vote center plan as is or as amended. In order for the county to become a vote center county, the County Election Board must by unanimous vote approve a vote center plan, and the County Commissioners and County Council must approve by majority vote resolutions approving the status of the county as a vote center county.

If all three of those things occur, the plan must be filed with the Indiana Election Division and Miami County will officially become a vote center county. Any future amendments to the plan or a decision to return to traditional precinct-based elections must be voted on by unanimous vote of the County Election Board and filed with the Indiana Election Division.

OVERVIEW OF THE PROCESS

The Vote Center Task Force

Once a vote center plan is adopted by the County Election Board and filed with the Indiana Election Division, the County Election Board, the County Election Staff, and the Indiana Team from Election Systems and Software (Collectively known as "the Vote Center Task Force") will move forward with preparing for this major change in Election Administration for the 2014 Election Cycle.

The Task Force is made up of people with tremendous experience in the election process. The County Election Board has a track record of working in a bipartisan way to ensure the process is open and fair. The County Election Staff works hard year round preparing Miami County for elections. The ES&S Indiana Team brings to the table experienced managers who both understand Indiana law, the vote center concept, and have an intimate knowledge of electronic poll books.

The Voting Equipment

Miami County will continue to use the Microvote Infinity machines, which are DRE machines fully certified under Indiana law. These machines will allow any voter to go to any vote center and retrieve the correct ballot style electronically.

Electronic Poll Book

Miami County has selected an e-poll book system that will be securely connected to every vote center and to the County Election Board at the Miami County Courthouse on Election Day. It will securely connect every satellite vote center. The ES&S ExpressPoll-5000 meets all standards set out by Indiana law under IC 3-11-8-10.3. The ES&S Indiana Team has intimate knowledge and experience with electronic poll books.

E-Poll Book Description and Security Details

The ExpressPoll-5000 Electronic Poll Book hardware and software is designed to function as a secure voter validation system. The ExpressPoll-5000 uses a dedicated hardware enclosure which provides a strong, secure enclosure for the unit.

The ExpressPoll-5000 enclosure stores voter validation data using redundant solid state, non-volatile compact flash memory with "no moving parts." Solid state compact flash memory is used in place of a fragile hard disk drive, as the electronic poll books will receive the same rough handling as tabulation equipment. Hard disk drives, with moving parts, are prone to hard drive crashes when they receive rough handling. Electronic poll books must function properly to keep voter lines moving on Election Day, and the ExpressPoll-5000 ensures this.

When a poll worker turns on the Expresspoll-5000, the system will cycle to a screen containing one icon, labeled "Launch ExpressPoll." The poll worker simply touches this icon to boot-up the ExpressPoll software. This simplifies poll worker training, as a series of icons that are unrelated to the system's primary function, voter validation, are not accessible to the poll worker. During Election Day, a poll worker using the ExpressPoll system cannot open other programs on the unit, as it is a dedicated electronic poll book. *If a standard laptop or notebook PC is used to support the electronic poll book software, a collage of icons can appear on the*

initial screen when boot-up occurs, confusing a poll worker and possibly enabling them to enter other software applications on the PC which could provide a security risk. In addition, the electronic poll books cannot be accessed without the coordinated action of two (2) precinct election officers who are not members of the same political party. The precinct election officers will be provided passwords.

When a voter arrives at the vote center, his/her eligibility will be brought up on an ExpressPoll-5000 screen. In a primary election, the clerk will indicate which party ballot the voter has requested (Republican or Democrat). The system will record the time that the voter was checked in and the records will be updated back to the Miami County Clerk's Office/Voter Registration office main server. The updated record will be available instantly to the County Election Board and the electronic poll books used by precinct election officers at all other vote centers in Miami County. If a voter attempts to vote again, the database will show him/her to be ineligible.

The dedicated ExpressPoll-5000 enclosure is not susceptible to theft, unlike an off-the-shelf notebook computer which can be enticing to a thief.

The removable compact flash memory card is physically stored in an enclosed compartment on the top of the ExpressPoll unit. The door covering the compact flash memory card compartment can be secured using a security tag with an audit number which will expose any attempt to physically tamper with the memory card.

Data stored in the ExpressPoll-5000 redundant compact flash memory can be encrypted using sophisticated RC-4 data encryption. In addition, Miami County can deploy VPN routers on WAN to provide native data encryption to transmissions.

The use of an election official's or poll worker's user ID and password provides access to accomplish designated tasks within the system. Every log-on attempt generates an audit log event, so it is very easy to read the audit log and determine what activities were completed by a specific person. The ExpressPoll-5000 units are issued by device ID number in carrying cases, which can be sealed with a numbered seal.

Each ExpressPoll will have a unique device ID for controlling the log files after an election. This ID is numeric and should be 6 characters. This number becomes the title of the log file (#####.log), and also is the first six characters of the provisional ID when using the auto provisional ID option in ExpressPoll unit. The hard sided ExpressPoll-5000 carrying case can be locked, and has a latch that can be secured with security (numbered) seals.

A strong security plan with processes that guide usage in a recommended best practice is in the administrator's manual. Two levels of passwords and smart cards are required to set certain configuration options. Election officials can mandate using simple passwords, pass phrases, or two-phase authentication using smart cards and passwords.

Additional password protections are provided at the server and these passwords can be set to expire.

Encrypted user logs are available to identify who has used and modified the system and devices; reports of all election functions performed on the system are available; and statistics can be captured of open, close, log-on, log-off by user ID.

The audit log file contains a time stamp of every transaction, providing the date and time of each voter processed. This log file can be encrypted using one of the following industry standard algorithms

- RC4
- AES-128 in OFB mode
- AES-128 in CCM mode
- AES-256 in OFB mode

The ExpressPoll-5000 USB ports can be physically covered to restrict tampering.

In the future, should electronic poll books require federal certification; the use of a dedicated electronic poll book enclosure will become increasingly important to meet federal certification requirements, as internal hardware components will have to remain consistent to meet the certification standards. A dedicated enclosure will allow jurisdictions to continue to meet these strict standards, while the use of an off-the-shelf computer will not, as replacement components for an off-the-shelf computer will not provide the consistency required to meet federal certification standards.

Method for Providing Data to Poll Book Watchers

The ExpressPoll-5000 comes with printers that will attach to each unit that will allow precinct election officials or officials at election central to print lists of voters who have voted by precinct.

Satellite Vote Centers

A key element to the success of the vote center concept has been the concept of satellite vote centers, which are sites open during the 28 day period prior to each Election Day. Satellite vote centers are places where any voter in the county may vote early absentee-in-person. As required under IC 3-11-10-26.3 and IC 3-11-18.1-4(16), Miami County will designate at least two satellite vote centers, in addition to the courthouse, and at least one of those sites will also be a vote center on Election Day and will be open for voting the two preceding Saturdays to Election Day. In vote center counties, early voting percentages have risen dramatically, allowing the fewer locations on Election Day itself to work well. To review early voting percentages by county and election, visit <http://www.in.gov/sos/elections/2400.htm>.

Poll Workers

Miami County will require fewer poll workers to administer Election Day vote centers. However, the use of poll workers will increase during the week(s) prior to an Election Day, in order to staff the satellite vote centers. Each satellite vote center and Election Day vote center will have at least one traditional precinct election board made up of an Inspector, at least two election judges of opposite parties, and then at least two clerks of opposite parties, depending on the election size and location of the vote center.

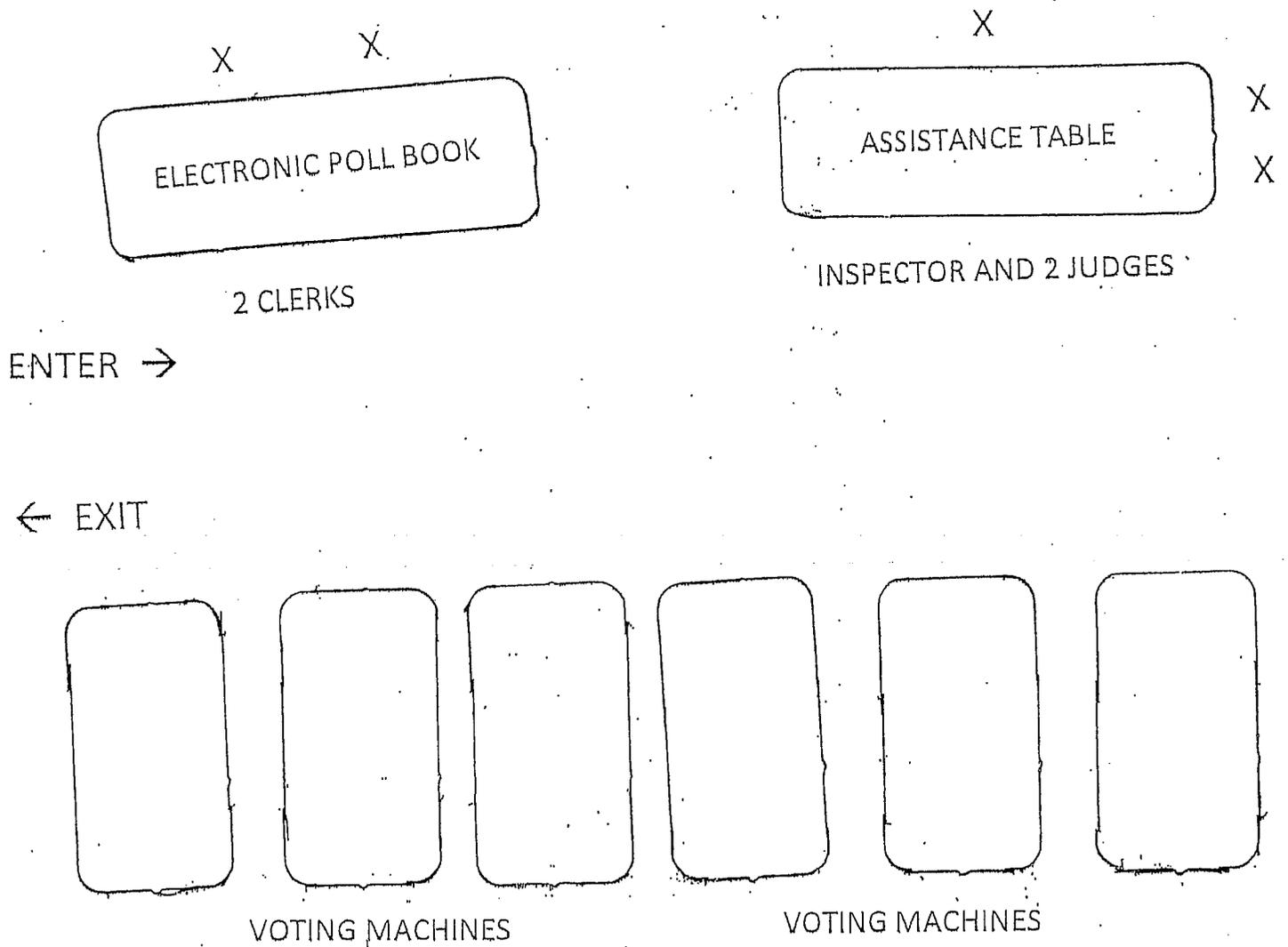
The Election Board will consider two new positions for vote center locations. The new poll workers would fulfill a "greeter" responsibility. The two "greeters", each from opposing parties, would educate voters regarding Vote Centers, answer any questions about electronic poll books and assist in paperwork and procedural duties with the Clerks. The exact titles of the "greeter" position can be determined at a later time.

Training procedures for poll workers will include hands-on use of electronic poll books, voting machines, and introduction or review of policy/procedure/law.

The Miami County Election Board will review this process on a year to year basis to determine if it is beneficial to continue using the same number of vote center election workers and training topics.

Vote Center Layout

Vote centers will be set up differently based on location, but the general layout of a vote center in Miami County will be as follows:



Voter Education Efforts

Miami County has a full media and community outreach strategy that will involve press releases to widely circulated newspapers, television stations, and radio stations and postings on internet social/informational sites. In addition, we will use our county website (www.Miamicounty.in.gov) and state voter information website (www.IndianaVoters.com) to prepare Miami County citizens for this change. Moreover, public and private buildings will have easily identifiable postings prior to the initial elections to inform the voters of days and times of voting and where each vote center is located. We will also plan to attend community events where the Circuit Court Clerk and her staff, as well as Election Board members, will speak about the change. Here is a copy of our sample press release:

Miami County to Implement Vote Centers

FOR IMMEDIATE RELEASE
DATE

New voting concept will increase convenience and access while saving county money

(PERU)- Effective [Insert date of Indiana Election Division filing], Miami County has officially gained status as a vote center county. Miami County will be the [Insert Number] Indiana County to switch to the vote center model.

"I am so excited that Miami County has decided to make the switch to vote centers," County Clerk Tawna Leffel said. "It has taken a lot of planning and hard work from all those involved, but the benefits to the voters of our county will be well worth the effort we have spent implementing the new model."

Simply put, vote centers are polling places where any eligible voter in the county may go to vote. They eliminate the need for traditional polling places and allow voters in the county more flexibility regarding when and where they cast their ballots. Vote centers throughout the county are linked by secure internet connections and an electronic poll book is instantaneously updated as ballots are cast. In addition, significant cost saving are expected over time.

Wayne, Tippecanoe and Cass counties piloted the vote center program in Indiana from 2007-2010. Now, because of the success those counties experienced, both the Indiana House and Senate passed legislation that allows all Indiana counties the option of becoming a vote center county.

Miami County will implement the use of vote centers during the upcoming 2014 Election Cycle.

"Ultimately, our goal is to make voting easier and more convenient for the voters of our county while also saving county money," County Clerk Leffel said. "As always, we value the feedback of our constituents and encourage you to voice your questions or concerns."

To learn more about how vote centers operate, to review counties' vote center plans or to access research on vote centers and their success, visit www.VoteCenters.IN.gov.

VOTE CENTER AND SATELLITE VOTE CENTER LOCATIONS

Miami County plans to utilize seven vote center locations for the 2014 Election Cycle. Indiana Code 3-11-18.1-6 only requires one vote center per 10,000 active voters, but the Miami County Election Board plans to provide one vote center per roughly 3,000 active voters.

The following are vote center locations to be open 6 am to 6 pm on Election Day:

1. Macy Christian Church Fellowship Hall
2. Denver Baptist Church
3. Blair Ridge Health Center
4. Parkview United Methodist Church
5. EastPointe Bible Church
6. Bunker Hill Community Center
7. Converse Town Hall

Alternate vote center locations considered include: Miami County Courthouse; Area 5 – Senior Center; Ivy Tech – Peru Campus.

The following satellite vote center locations will be open Saturday, April 26, 2014 and Saturday, May 3, 2014 from 10 am to 7 pm prior to Election Day:

1. Denver Baptist Church
2. Blair Ridge Health Center
3. Bunker Hill Community Center
4. Converse Town Hall

*****Please remember the Courthouse offers Early Absentee-in-person voting for a 28 day period prior to each Election Day during regular courthouse business hours and on the two Saturdays prior to Election Day.*****

NOTE: Voters from every precinct may vote at any vote center location or satellite vote center location. Every ballot style for each precinct in Miami County will be available at each vote center and each satellite vote center (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). Each vote center and early vote center will be connected to all other vote centers or early vote centers (as well as to the County Election Board) via electronic poll books connected via secured internet lines. At least one electronic poll book terminal will be available at each location. Each location, depending on the election, will also have at least one precinct election board, meaning one inspector, at least two judges of opposite parties, and at least two poll clerks of opposite parties. (See Appendix A for Certification that each location above is accessible to voters with disabilities as required by the Help American Vote Act and the Americans with Disabilities Act.)

SECURITY

Key Players

The following narrative describes what would happen in case of an emergency during an election. The first responders to any emergency, either man-made or natural event, are local citizens. Poll workers, volunteers, and police and fire personnel will be the first to identify the problem. The next level of response will come from the Miami County Commissioners and the Miami County Election Board in cooperation with the local emergency management agency. If deemed necessary by the County Commissioners, the Office of the Governor (whose resources included IDHS, the Indiana National Guard, and the state police) and the Office of the Secretary of State's Election Division will be contacted for emergency assistance. In addition, any action taken either by the Office of the Governor or the Office of the Secretary of State may be taken in consultation with the Office of the Attorney General to ensure that interpretations of the laws are correct.

General Situations

Five general situations exist in which decision-making may occur regarding the election process and activities in Miami County:

- Situation Normal – the status quo exists and the process moves forward according to normal laws and procedures.
- Isolated Emergencies – individual precincts or parts of the county experience disruption to the election process and local agencies respond accordingly.
- Regional Emergencies – an emergency involving Miami County and neighboring counties exists and a state-level response is required.
- Catastrophic Emergencies inside Indiana – a large disaster exists that diverts the resources and attention of the citizenry and a state-level response in cooperation with the federal government is required.
- Catastrophic Emergencies outside Indiana – a large disaster exists in the United States that diverts the resources and attention of the citizenry and a federal-level response is required.

Local Preparation and Response

The Miami County Commissioners have worked closely with the local emergency management director, the county sheriff, and local police and fire stations to ensure Miami County is prepared for emergencies. In addition, the Miami County Commissioners will be in close communication with the County Election Board should any emergency occur on or surrounding the election process.

In this endeavor to be prepared for an emergency that could occur on or surrounding an Election Day, Miami County takes the following steps prior to each Election Day:

- Election Systems and Software will have employees at the Courthouse and in the field on Election Day in the event of any disruption.
- In the event of a power failure at a vote center, the voting machines and e-poll books will be switched to a battery backup.
- In the event that the internet is inaccessible at a vote center location, the eligibility of a voter will be ascertained from records maintained by the Miami County Voter Registration office via telephone/cell phone.

I.C. 3-11-18.1-4 COMPLIANCE CHECKLIST

Explanation

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 a page number listed in bold, underlined type references where in this Miami County Vote Center Plan the particular requirement(s) is met.

(1) The total number of vote centers to be established.

See Page 10.

(2) The location of each vote center.

See Page 10.

(3) The effective date of the order.

The order shall take effect immediately upon the filing of the order with the Indiana Election Division, pursuant to I.C. 3-11-18.1-8.

(4) The following information according to the computerized list (as defined in IC 3-7-26.3-2) as of the date of the order: (A) The total number of voters within the county; (B) The number of active voters within the county; (C) The number of inactive voters within the county.

See Appendix D.

(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.

See Page 10 "Note" for explanation that all precincts will be located at all vote centers. See Appendix D for a list of current county precincts.

(6) For each vote center designated under subdivision (2), the number of precinct election boards that will be appointed to administer an election at the vote center.

See Page 8 for the designation of precinct election boards at each designated vote center location.

(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.

See Page 10 "Note" for explanation that all precincts will be located at all vote centers. Therefore, all precinct election boards will administer elections for all precincts in the county. See Appendix D for a list of current county precincts.

(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.

See Page 8 for an estimation of the number of precinct election officials at each vote center location. Titles for precinct election officials will remain the same (also see Page 10 "Note").

(9) For each vote center designated under subdivision (2): (A) the number and type of ballot variations that will be provided at the vote center; and (B) whether these ballots will be: (i) delivered to the vote center before the opening of the polls; or (ii) printed on demand for a voter's use.

See Page 10 "Note" for the explanation that every ballot style will be available at each satellite vote center and each vote center. The exact number of ballot styles will vary by election. See Page 5 "The Voting Equipment" for a description of how ballots will be provided to voters. Provisional ballots will be will be available at each satellite vote center and each vote center and issued by poll location election officials.

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

See Pages 5, 6, and 7 for a complete description of the e-poll book equipment and procedures to be used in Miami County.

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

See Pages 5 and 6 for a complete description of the e-poll book equipment and procedures to be used in Miami County.

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

Each vote center will have every precinct's poll list in electronic form. At least one electronic poll book will be available at each vote center. (See Page 10 "Note")

(13) The security and contingency plans to be implemented by the county to do all of the following: (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.

See Page 11 for a description of Miami County's security process. See Page 6 for a description of the security relating to the electronic poll book that will be used in Miami County.

(14) A certification that the vote center complies with the accessibility requirements applicable to polling places under IC 3-11-8.

See Appendix A.

(15) A sketch depicting the planned layout of the vote center, indicating the location of: (A) equipment; and (B) precinct election officers; within the vote center.

See Page 8.

(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.

See Page 10.

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

See Page 7.

APPENDIX

- A. Resolution Certifying Vote Center and Satellite Vote Center Accessibility
- B. County Commissioner Resolution
- C. County Council Resolution
- D. Current Precincts, Total Voters, Total Active Voters, Total Inactive Voters
- E. Current Polling Places

DRAFT

FILED

Resolution 2013- 10-15-13

OCT 15 2013

**A RESOLUTION APPROVING THE DESIGNATION OF
MIAMI COUNTY AS A VOTE CENTER COUNTY**

James D. Kuffel
Clerk Miami Superior Court II

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

WHEREAS, the County Board of Commissioners of Miami County, by a majority vote, approves the designation of Miami County as a vote center county and,

WHEREAS, the county properly drafts a vote center plan for Miami, and the plan is to be properly filed with the Indiana Election Division upon approval of resolutions by the County Council and County Commissioners,

BE IT SO RESOLVED AND CERTIFIED BY THE MIAMI COUNTY BOARD OF COMISSIONERS FOR MIAMI COUNTY that Miami County is approved to operate as a vote center county, starting with the 2014 May Primary Election:

BOARD OF COMMISSIONERS OF MIAMI COUNTY

"AYES"

"NAYS"

Ashua Francis
NAME

NAME

Scott West
NAME

NAME

Greg Hamm
NAME

NAME

Adopted this 15th day of October 2013

ATTEST:

Jane Lilley
Jane Lilley, County Auditor

FILED

NOV 21 2013

Resolution 2013-1015

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

Jawad H. Duffel
Clerk Miami Superior Court II

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

WHEREAS, the County Council of Miami County, by majority vote, approves the designation of Miami County as a vote center county and,

WHEREAS, the county properly drafts a vote center plan for Miami, and the plan is to be properly filed with the Indiana Election Division upon approval of resolutions by the County Council and County Commissioners,

BE IT SO RESOLVED AND CERTIFIED BY THE MIAMI COUNTY COUNCIL FOR MIAMI COUNTY that Miami County is approved to operate as a vote center county, starting with the 2014 May Primary Election:

COUNTY COUNCIL OF MIAMI COUNTY

"AYES"

"NAYS"

Ralph Dunkel
NAME

NAME

Shirley A. Mull
NAME

NAME

Dick Wiles
NAME

NAME

FILED

NOV 21 2013

Jessica L. Ruffel
Clerk Miami Superior Court II

"AYES"

"NAYS"

Mark H. ...
NAME

NAME

Steve P. ...
NAME

NAME

C. Craig Boyer
NAME

NAME

Anda ...
NAME

NAME

Adopted this 15th day of October, 2013

ATTEST:

Jane Lilley
Jane Lilley, County Auditor

MIAMI COUNTY ELECTION BOARD MEETING – October 4, 2013

The Miami County Election Board (EB) met on October 4, 2013 at 10:00 a.m. in the GAR Room of the Miami County Courthouse. Election Board members present were Judy Sullivan, Chairperson; Richard Lancaster; Tawna Leffel, Election Board Secretary/Miami County Clerk and Paul Wilson, 1st Deputy Clerk of Voter Registration. One member of the public signed in and attended the meeting; Robert Bishop.

Meeting called to order at 10:00 a.m. by Chairperson Judy Sullivan.

A Motion was made by Tawna Leffel and seconded by Richard Lancaster to approve the minutes from the August 20, 2013 Election Board Meeting. A unanimous vote of three ayes followed to approve the minutes.

New Business

Three considerations were brought up at the Public Forum held Wednesday, September 4th. The considerations recorded were:

1. "What if" an Electronic Poll Book quit working?
2. Will five election officers at each Vote Center be adequate?
3. Can Converse be considered as an early voting satellite Vote Center?

Responses to these items are recorded below.

"What if" an Electronic Poll Book quit working?

Tawna Leffel, Miami County Clerk, had requested a new quote from Election Systems & Software (contractor supplying electronic poll books) that included an extra ePoll Book, for a total of nine electronic poll books. This new quote was reviewed and approved for purchase of the nine poll books upon State certification of the electronic poll books.

Original discussion had revolved around eight poll books. That would have allowed seven electronic poll books (one for each Vote Center in a county-wide election) and one for Election Central at the courthouse. With nine electronic poll books there will be a back up poll book. The additional poll book will be stored at Election Central.

The Election Board (EB) was in approval of the additional poll book and was secure in the belief that this would resolve the concern.

Will five election officers at each Vote Center be adequate?

Judy Sullivan opened up discussion regarding the addition of a new position with the designation of "greeter." Richard Lancaster made note that two "greeters" should be used, each from opposing parties, to educate voters regarding Vote Centers, answer any questions about electronic poll books and to assist in paperwork and procedural duties for the Clerks. The EB would review this process on a year to year basis to determine if it is beneficial to continue having these two additional workers at vote center locations. The exact titles of the "greeter" position can be determined at a later time.

Discussion continued regarding when it would be appropriate to use the additional poll election officials in the 2014 election cycle. At this time the Election Board chooses to observe voter turnout during the Primary Election prior to making any changes. The Clerks at the polls, as well as the other poll election officials, will be trained to respond to and inform the voters during the less well attended Primary Election. The EB would then review voter turnout and make a recommendation for the General Election in November.

Richard Lancaster made a motion to utilize two "greeters", each of opposing parties, pending the outcome of the number of voters and where the heaviest voter turnout is in the Primary Election. The new "greeter" position could be utilized at Vote Centers on Election Day or during early voting during the November General Election. The motion was seconded by Tawna Leffel. A unanimous vote of three ayes followed.

The Miami County Vote Center Plan will be updated to note the new "greeter" positions.

Can Converse be considered as an early voting satellite Vote Center?

The minutes from the Public Forum were reviewed and proximity to the State Highways 18 and 19 and the concentration of voters in the south end of the county were considered in establishing Converse as an early voting satellite Vote Center.

A Motion was made by Judy Sullivan and seconded by Richard Lancaster to add Converse to the roster of early voting satellite vote centers. A unanimous vote of three ayes followed.

The Miami County Vote Center Plan will be updated to note Converse will be used for early satellite voting in county wide elections.

Final order of business:

Vote to establish Vote Center style voting in Miami County

The Election Board recounted the steps taken to evaluate the possibility of vote center style voting in Miami County. A favorable consensus of the EB resulted in Richard Lancaster making a motion to establish vote center style voting to begin in the 2014 election cycle. The motion was seconded by Tawna Leffel. A unanimous vote of three ayes followed.

Robert Bishop, member of the public who attended this Election Board meeting, stated, "Everyone needs to have the opportunity to vote. It is a step in the right direction."

A motion was made by Tawna Leffel and seconded by Richard Lancaster to conclude the meeting at 10:34 am. A unanimous vote of three ayes followed.

Tawna L. Leffel
Election Board Secretary

TAWNA LEFFEL SANDS
CLERK OF THE CIRCUIT & SUPERIOR COURTS
25 N. Broadway, Room 208
PERU, INDIANA 46970
PHONE 765-472-3901
FAX 765-472-1778

INDIANA ELECTIONS DIVISION
2014 FEB -3 AM 10:02

January 10, 2014

Indiana Election Division – Co-Directors
302 W. Washington St. – Room E204
Indianapolis, IN 46204

Dear Co-Directors:

Please accept the following Vote Center Plan Addendum pursuant to IC 3-11-18.1-4, which was effective July 1, 2013. The addendum is supported by the attached and unanimously passed Resolution #2 as verification of compliance by the Miami County Election Board on January 10, 2014.

The following is from P.L. 258-2013, SECTION 81:

"(18) That the county election board shall adopt a resolution under IC 3-11.5-5-1 or IC 3-11.5-6-1 to make the central counting of absentee ballots applicable to the county (if the board has not already done so)."

The establishment of central count of absentee ballots completes number 18 of the I.C. 3-11-18.1-4 Compliance Checklist from page 12 or the Miami County Vote Center Plan.

The resolution and signed notification by the Miami County Election Board is our fulfillment of this statute.


County Election Board Member


County Election Board Member


County Election Board Member

Sincerely,



Tawna Leffel Sands
Miami County Clerk of the Circuit & Superior Courts

MIAMI COUNTY ELECTION BOARD RESOLUTION NO. 2
ESTABLISHING CENTRAL COUNT OF ABSENTEE BALLOTS

Recitals

Whereas, the Primary Election will be held in Miami County on the 6th day of May 2014 and the General Election will be held in Miami County on the 4th day of November 2014.

Whereas, the Miami County Election Board desires to enact a resolution to establish a central count of absentee ballots pursuant to.

Whereas, the Miami County Election Board declares the central count will be located in the Office of the Circuit Court Clerk (Miami County Voter Registration Office) located in the Miami County Courthouse.

Findings of Fact

Now, therefore, in support of this resolution, the Miami County Election Board makes the following findings of fact:

(1) the Miami County Election Board has given careful consideration to the fact of establishing central count for absentee ballots will enhance security and simplicity of ballot counting procedure while not resulting in undue inconvenience to the voters;

(2) the resolution to establish central count of absentee ballots will remain in force until another resolution is adopted to remove this resolution.

Resolution

BE IT THEREFORE RESOLVED that, pursuant to IC 3-11.5-6-1, and the findings listed above, the Miami County Election Board sets, by unanimous vote of the board's entire membership, enact a resolution to establish central count of absentee ballots.

Adopted this 10th day of January, 2014.

Copy of resolution will be sent to the Indiana Election Division per IC 3-11.5-6-1 (b). This resolution remains in effect until the Election Board or State Law rescinds it.


County Election Board Member

County Election Board Member


County Election Board Member

TAWNA LEFFEL SANDS
CLERK OF THE CIRCUIT & SUPERIOR COURTS
25 N. Broadway, Room 208
PERU, INDIANA 46970
PHONE 765-472-3901
FAX 765-472-1778

2014 SEP -3 AM 10:03

INDIANA ELECTIONS DIVISION

August 29, 2014

Indiana Election Division – Co-Directors
302 W. Washington St. – Room E204
Indianapolis, IN 46204

Dear Co-Directors:

Please accept the following Vote Center Plan Addendum pursuant to IC 3-11-18.1-15.

Whereas, a unanimous vote at the May 15, 2014 Miami County Election Board Meeting approves a plan amendment; and,

Whereas, the Miami County Election Board so approves the Miami County plan amendment for vote centers in Miami County, Indiana.

BE IT THEREFORE ORDERED BY THE MIAMI COUNTY ELECTION BOARD:

Vote Center location changes shall be as follows:

The Election Board names the Area 5 Agency on Aging – Senior Center to replace the EastPoint Bible Church as an Election Day vote center location to be open from 6 am to 6 pm on Election Day.

The Election Board also names the Miami County Courthouse as an Election Day vote center location to be open from 6 am to 6 pm on Election Day.

The following are vote center locations to be open 6 am to 6 pm on Election Day:

1. Macy Christian Church Fellowship Hall
2. Denver Baptist Church
3. Blair Ridge Health Center
4. Parkview United Methodist Church
5. Area 5 Agency – Senior Center
6. Bunker Hill Community Center
7. Converse Town Hall
8. Miami County Courthouse

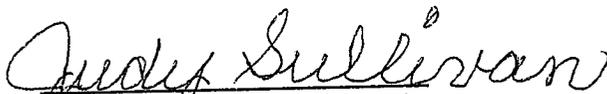
August 26, 2014

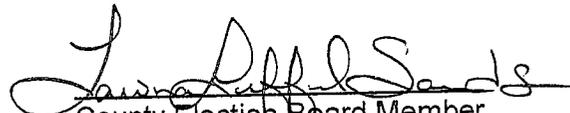
Alternate vote center locations considered include: EastPoint Bible Church; Ivy Tech –
Peru Campus.

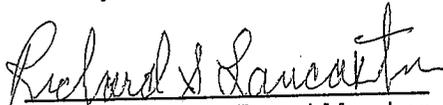
The following satellite vote center locations will be open the two Saturdays immediately prior to Election Day from 10 am to 7 pm:

1. Denver Baptist Church
2. Blair Ridge Health Center
3. Bunker Hill Community Center
4. Converse Town Hall

Please remember the Courthouse offers Early Absentee-in-person voting for a 28 day period prior to each Election Day during regular courthouse business hours and on the two Saturdays prior to Election Day.


County Election Board Member


County Election Board Member


County Election Board Member

Sincerely,



Tawna Leffel Sands
Miami County Clerk of the Circuit & Superior Courts