

## MINUTES

July 3, 2019

### MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 100, Cumberland, Maryland

**ATTENDEES:** John Stakem, President  
Timothy Donaldson, Member  
John Fetchero, Member  
Debbie Johnson, Member  
JoAnn Spiker, Member  
Diane Loibel, Election Administrator

#### **DECLARATION OF QUORUM PRESENT:**

Mr. Stakem called the meeting to order at 9:00 A.M., and stated that there was a quorum present. Mr. Armand Pannone, Board Attorney was absent.

#### **APPROVAL OF MINUTES:**

Mr. Stakem called for alterations, corrections, and/or approval of the minutes. Mrs. Spiker motioned to accept the June 5, 2019 minutes. Ms. Johnson seconded the motion. The motion passed unanimously.

#### **ADDITIONS:**

Mrs. Loibel stated that she had two additions to the agenda. Changes to the BMD Policy and the 2020 Presidential Primary Survey. Discussion will take place following election judge recruitment under New Business.

#### **ATTORNEY'S REPORT:**

No report was given as Mr. Pannone was absent.

#### **CORRESPONDENCE:**

Mrs. Loibel reported that the office has received a PIA Request on June 6, 2019 from the Brennan Center for Justice. The office is in the process of gathering all information requested.

Mr. Stakem provided the office with his Certificate of Completion for the Open Meetings Act.

#### **OLD BUSINESS:**

##### **Financial Disclosures:**

New members have thirty days from the beginning of their term to complete their financial disclosure with the Maryland Ethics Commission. An online training class is also required. Please take care of this as soon as possible. A link to the website was provided in the June 18<sup>th</sup> email for your convenience. If you are experiencing any issues, feel free to contact this office.

### **Warehouse Memorandum of Understanding:**

The State Board of Elections has decided not to pursue the MOU at this time, but we still need to provide a Certificate of Insurance for the voting equipment to SBE. This will be sent out as soon as we receive the certificate. Mrs. Loibel pointed out that while the MOU is no longer a requirement, the climate control issue still needs to be addressed.

### **Review of Bylaws:**

Mrs. Loibel provided all members with a copy of the revised bylaws. As discussed, the only change was in Section 4.2 regarding the level of political activity allowed by members. Mr. Fetchero made a motion to approve the bylaws as written. Mr. Donaldson seconded the motion. The motion passed unanimously. Mrs. Loibel will forward the bylaws to the State Board of Elections for their approval.

### **Polling Place Agreements:**

Mrs. Loibel stated that the polling place agreements will be mailed out on July 8, 2019. Polling places have until the end of August to sign the agreement and return it to the office.

### **NEW BUSINESS:**

#### **Election Calendar:**

Mrs. Loibel presented each member with a copy of SBE's election calendar. Please review the calendar and let the office know if you have any questions. Please pay special attention to the registration deadline, absentee ballot deadlines, early voting, election day, and canvass dates.

#### **DHS Table Top Exercise:**

DHS hosted its second national "Tabletop the Vote" exercise on June 19, 2019. Mrs. Loibel attended the event hosted by SBE at the Anne Arundel County Board of Elections office. The exercise included scenarios and each state had time to respond to the scenario and share their responses with the other participants.

#### **Early Voting Memorandum of Understanding:**

Mrs. Loibel presented all members with a copy of the MOU for Early Voting for the 2020 Presidential Primary and General Elections. Mrs. Johnson made a motion to approve the MOU as written. Mr. Fetchero seconded the motion. The motion passed unanimously.

#### **2018 Comprehensive Audit:**

Mrs. Loibel presented the members with a copy of the 2018 Comprehensive Audit performed by the State Board of Elections. The audit reviews 15 different areas of the election. Mrs. Loibel is pleased to report that there are no findings related to the Primary or General Election for Allegany County.

### **Election Training for Board Members:**

Mrs. Loibel stated that she would like to schedule some training on the voting equipment for all members. It was decided to conduct the training on August 7, 2019. Mrs. Loibel asked members to allow three hours for the training.

### **Election Judge Recruitment:**

Election judge recruitment for the 2020 Presidential Primary and General Election is under way. Recruitment of election judges is very challenging and the office is asking members to recruit friends and coworkers to serve as election judges. See Sam or Brandy in the office for election judge applications.

### **Ballot Marking Device Policy:**

At the June 27, 2019 board meeting, the State Board discussed the policy on using the ballot marking devices for the 2020 elections. The motion that was passed includes:

1. During early voting, one BMD must be deployed, the local board has the discretion of sending four BMDs, and the local board must ask for approval from the State Board to send five or more BMDs.
2. On election day, one BMD must be deployed, the local board has the discretion of sending two BMDs, and the local board must ask for approval from the State Board to send three or more BMDs.
3. The minimum number of voters that must use the ballot marking device(s) is five by 1 pm. Changing the time will allow more time in the day to meet that requirement.
4. The statement has been changed from the check-in to the ballot issuance. SBE staff is to develop the statement and present it to the State Board.

### **2020 Presidential Primary Election Survey:**

On July 1, 2019, the 2020 Election Survey was distributed by SBE to all local boards of elections. This survey requests information regarding staffing for trainers, EFS technicians, and LBE support technicians as well as L&A dates for the voting equipment. This survey was completed on July 1, 2019.

### **Computer Systems and Software Security Updates:**

Mrs. Loibel reports that office staff has successfully applied the Microsoft Security updates for the month of June on SBE workstations. We have also updated other third-party software applications to their latest versions on all workstations.

### **Registration Statistics:**

Statistics as of June 30, 2019 were as follows: Total Active Registration 43,278, 13,250 Democrat, 21,904 Republican, 0 Bread & Roses, 7,420 Unaffiliated, and 704 Others.

**Board Members Report:**

None

**Next Meeting:**

The next regular meeting will be held on September 4, 2019 at 9:00 A.M.

**Adjournment:**

Mrs. Spiker made a motion for adjournment. Ms. Johnson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 11:05 A.M.