

## MINUTES

July 11, 2023

### MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 230, Cumberland, Maryland

**ATTENDEES:** Richard DeVore, Member  
Debbie Johnson, Member  
Lisa Lyons, Member  
Cecilia Pittman, Member  
Diane Loibel, Election Administrator  
Wendy Maddux, Deputy Director

**ABSENT:** John Stakem, President  
Armand Pannone, Board Attorney

**PUBLIC:** None

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

Ms. Lyons called the meeting to order at 9:00 A.M., and stated that there was a quorum present.

#### **APPROVAL OF MINUTES**

Ms. Lyons called for alterations, corrections, and/or approval of the minutes. Mrs. Johnson made a motion to approve the June board minutes. Mr. DeVore seconded the motion. The motion passed unanimously.

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

None

#### **CORRESPONDENCE**

None

#### **ADDITIONS**

None

#### **ADMINISTRATOR'S REPORT**

##### **Introduction of new Deputy Director**

Mrs. Loibel introduced Wendy Maddux as the new Deputy Director. Wendy's first day was on Monday, July 10, 2023.

##### **Financial Disclosures**

Mrs. Loibel reminded all new members to complete their financial disclosure on the Maryland State Ethics Commission's website if they have not already done so.

### **FY24 Budget**

A copy of the FY24 Budget approved by the County Commissioners was sent to all members for their review. Mrs. Loibel explained that the County did not approve any capital expenditures for the fiscal year. As a result, \$3,000 was cut from our 1050 budget.

### **Memorandum of Understanding – Early Voting**

A copy of the Memorandum of Understanding for Early Voting was emailed to all members for their review. Mrs. Loibel explained that the MOU will appear on the consent agenda at the next county commissioners meeting which will be held on July 11<sup>th</sup> at 5:00 pm. In the coming weeks, we will be completing the paperwork for the Early Voting Site.

Mr. DeVore made a motion to approve the Memorandum of Understanding as written for the Early Voting Site. Mrs. Pittman seconded the motion. The motion passed unanimously.

### **HB410**

A copy of HB410 was sent to all members for their review. Mrs. Loibel explained the requirements of the bill, which requires us to maintain a contact list of individuals and organizations who wish to be notified about local board meetings at which proposed changes to the locations of polling places will be discussed and what must be included in the Polling Place Plan. Mrs. Loibel stated that a link has been added to our website for those who wish to sign up to be notified about polling places. The deadline to send our Polling Place Plan to SBE for approval is November 14, 2023. Mrs. Loibel indicated that it will take quite a bit of time to put this plan together.

### **HB1200**

A copy of HB1200 was sent to all members for their review. This bill requires that election judges be paid a minimum of \$250 per day, \$50 for a completed training program, and \$100 more per day for returning election judges. The State Board shall reimburse each local board for \$50 of the extra compensation for returning election judges and develop and provide a marketing campaign to recruit individuals to serve as election judges in the State. Mrs. Loibel stated that she was able to include additional money in the budget to cover the minimum requirements of this bill. The new election judge salaries will be as follows:

- Chief Judges - \$300.00
- All Other Judges - \$250.00
- Returning Judges Bonus - \$100.00
- Training Pay - \$50.00

Mr. DeVore made a motion to approve the new election judge salaries as presented. Ms. Johnson seconded the motion. The motion passed unanimously.

### **Registrar Position**

With Wendy's appointment as the Deputy Director, we now have a vacancy for a Registrar position. This position has been posted and applications will be accepted through Friday, July 21, 2023. Once we have processed all applications, we will set up interviews. Hopefully, we will have someone in the Registrar position by the first of September.

### **Warehouse Clerk**

With the passing of the FY24 Budget, we have money to hire someone to help out in our warehouse. The request to fill vacancy has been sent to HR and we expect to get the job announcement out sometime next week. This position is for approximately 400 hours a year. We mentioned this contractual position in our election judge newsletter and several people have inquired about the job. Our goal is to hire someone to help with the charging of the voting equipment, inventory of supplies, organizing the warehouse, and serving as an escort to the transportation vendor when delivering and picking up the voting equipment.

### **Polling Place Agreements**

A copy of the polling place agreements has been placed in the blue board folders. We hope to have the agreements in the mail by the first of August.

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

Mrs. Loibel reports that office staff has successfully applied the Microsoft Security updates for the month of May 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, 2023 were as follows: Total Active Registration 43,839, 11,536 Democrat, 22,849 Republican, 236 Libertarian, 8,657 Unaffiliated, and 561 Others.

## **OLD BUSINESS**

### **Review of Bylaws**

A copy of the updated bylaws was sent to all members for their review. As stated earlier, only certain areas are customizable for local boards. Any reference to substitute members was removed since all of our board members are regular members. We also customized when the minutes will be presented for approval, the day that the board will meet, as well as Section 4.2 – Political Activity – numbers 3-6.

Ms. Johnson made a motion to approve the bylaws as written. Ms. Pittman seconded the motion. The motion passed unanimously.

**Office Directory**

A copy of the corrected office directory was sent to all members however this document will need to be revised again since we made a change to the Deputy Director and have 2 positions to fill. An updated copy will be provided once all the positions have been filled.

**NEW BUSINESS**

None

**Board Members Report:**

None

**Disclosure of Campaign Contributions:**

None

**Next Meeting:**

The next regular meeting will be held on August 1, 2023 at 9:00 A.M.

**Adjournment:**

Mrs. Johnson made a motion for adjournment. Mrs. Pittman seconded the motion. The motion passed unanimously. Ms. Lyons adjourned the meeting at 10:27 A.M.