

## MINUTES

February 8, 2023

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

**ATTENDEES:** John Stakem, President  
Armand Pannone, Board Attorney  
JoAnn Spiker, Member  
Debbie Johnson, Member  
Tim Donaldson, Member  
Lisa Griffith, Member  
Diane Loibel, Election Administrator  
Samantha Logsdon, Deputy Director

**ABSENT:** None

### **DECLARATION OF QUORUM PRESENT**

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

### **APPROVAL OF MINUTES**

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

### **ATTORNEY'S REPORT**

None

### **CORRESPONDENCE**

None

### **ADDITIONS**

None

### **ADMINISTRATOR'S REPORT**

#### **OLD BUSINESS:**

##### **Post-Election Maintenance**

Mrs. Loibel explained that post-election maintenance must be conducted on all voting equipment regardless of whether or not it was used for the 2022 Gubernatorial Election. Any Ballot Marking Devices that had issues during early voting or election day must be isolated for log file retrieval. SBE is requiring that the operating system for all pollbooks be uninstalled at the conclusion of post-election maintenance. This means that the EZRoster software must be removed

from all pollbooks. The deadline to complete post-election maintenance is Friday, April 21, 2023. We hope to start this process in the next week.

### **FY23 Inventory Audit**

In order to avoid duplicative efforts, SBE requested an extension approval from DGS for the FY23 physical inventory audit of equipment and supplies to take place between February 1, 2023 and June 30, 2023. SBE received approval from DGS. This extension will allow us to perform both post-election maintenance and the inventory audit at the same time.

### **Manual Ballot Tabulation Audit**

The Manual Ballot Tabulation Audit will be conducted on February 13, 2023 at 10:00 A.M at the County Office Complex in Room 100. The State Board of Elections randomly selected the early voting center and election day vote center to be audited, and the Allegany County Board of Elections randomly selected the mail-in and provisional ballots. We will manually tally the votes for Governor.

### **MAEO Conference**

The annual MAEO Conference will be held on May 14<sup>th</sup> – May 19<sup>th</sup> in Ocean City at the hotel formerly known as The Clarion. Please mark your calendars now. More information to follow soon.

### **NEW BUSINESS:**

#### **FY24 Budget**

As the budget process is under way, Mrs. Loibel asked the board for input regarding a few budgetary requests. Specifically, the office is looking at the following:

- Warehouse Clerk
- Increasing Election Judge's Salaries
- New Copier
- Additional Voting Equipment
- Ballot Drop Box Pickups

The board directed Mrs. Loibel to include the referenced items in the FY24 Budget Request.

#### **Financial Disclosures**

The filing period for the 2022 Financial Disclosures is now open. You may log in and file your annual statement at any time, but it must be submitted by the April 30<sup>th</sup> deadline. If you require assistance, please reach out to the office to schedule a time to help.

#### **New Employee – Oath of Office**

The new Registrar for the Allegany County Board of Elections, Wendy Maddux was introduced to all members. Board President, John Stakem issued the oath of office to Wendy.

### **Municipal Election Schedule**

The only municipality that will have an election in 2023 is the Town of Lonaconing. The election will be held on May 9, 2023 from 7:00 A.M. – 7:00 P.M. Books close to registration on April 19, 2023.

### **Candidate Filings for 2024 Presidential Primary**

The candidate filing period began on January 19, 2023. An online training class on candidate filing is scheduled for February 16, 2023. All employees will be participating in the upcoming training class.

### **High School Registrations**

Staff is in the process of reaching out to the Superintendent at the Board of Education in regards to conducting voter registration at the local high schools. We are looking at the end of March to complete this process. A schedule will be presented once all the schools have selected their dates.

### **Pollbook Project Update**

Development/Customization of the application is in process of being purchased and shipped to SBE's central warehouse. There will be opportunities for the local boards to get involved in user acceptance testing, which will begin once the equipment arrives. System Integration Testing is scheduled to begin the end of February. Mock Elections are scheduled to begin Mid-May.

### **Deployment of New Routers**

The deployment of the replacement MDVOTERS router was completed on January 24, 2023.

### **Legislative Update**

A copy of all election related bills was sent to all board members for their review. We will provide more information as it becomes available.

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

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

### **Registration Statistics:**

Statistics as of January 30, 2023 were as follows: Total Active Registration 43,872, 11,701 Democrat, 22,894 Republican, 78 Green, 231 Libertarian, 82 Working Class, 8,502 Unaffiliated, and 384 Others.

### **Board Members Report:**

None

**Disclosure of Campaign Contributions:**

None

**Next Meeting:**

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

**Adjournment:**

Mrs. Spiker made a motion for adjournment. Mr. Donaldson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:42 A.M.