

## MINUTES

March 1, 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  
Lisa Griffith, Member  
Diane Loibel, Election Administrator  
Samantha Logsdon, Deputy Director

**ABSENT:** Timothy Donaldson

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

Mr. Stakem called the meeting to order at 9:03 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 February 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**

Post-Election Maintenance is ongoing. We have completed PEM on the DS200s, and are about 75% complete on the ballot marking devices. We still have all of the pollbooks and printers to complete. We are hoping to finish by the middle of March.

##### **Manual Ballot Tabulation Audit**

The Manual Ballot Tabulation Audit was completed on February 13, 2023. A copy of the signed and dated Manual Ballot Tabulation Audit Worksheet was provided to all members in their blue board folders. There were no discrepancies found during the audit.

### **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 let me know the size you want to order for the MAEO jacket before you leave today. If you are bringing a guest, you will need to pay the \$250.00 conference fees today. A copy of the room confirmation has been placed in your blue board folder.

### **Financial Disclosures**

Just a quick reminder to complete your financial disclosure form before the April 30<sup>th</sup> deadline. If you are not returning to the board for the next term you will also need to complete a final disclosure in June. Be sure to check that it is your final report.

### **FY24 Budget**

Work is continuing on the FY24 Budget. We are still waiting to receive the county's budget worksheets. A copy of the budget will be provided once we have all the paperwork.

### **FY23 Inventory Audit**

Along with PEM, we are in the process of conducting the FY23 Inventory Audit. As of 02/27/2023 we have completed 42.19% of the audit. We are hoping to finish by the middle of March.

### **High School Registrations**

A copy of the high school registration schedule has been placed in your blue folders. Let me know if you have any questions.

### **NEW BUSINESS:**

#### **JAD Sessions**

Melissa and I will be attending SBE's JAD sessions on March 28 – 30<sup>th</sup> in Annapolis. This event is held every year to work on project development ideas.

#### **Legislative Update**

Members were provided with a copy of the latest version of election related bills.

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

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

**Registration Statistics:**

Statistics as of February 28, 2023 were as follows: Total Active Registration 43,745, 11,623 Democrat, 22,829 Republican, 78 Green, 231 Libertarian, 82 Working Class, 8,516 Unaffiliated, and 386 Others.

**Board Members Report:**

Mr. Stakem requested that Mrs. Loibel look into a consolidation plan for the City of Cumberland polling places before the 2024 election. He would be interested in holding a meeting on April 17<sup>th</sup> from 5:00 – 7:00 pm for public comment.

**Disclosure of Campaign Contributions:**

None

**Next Meeting:**

The next regular meeting will be held on April 5, 2023 at 9:00 A.M.

**Adjournment:**

Mrs. Spiker made a motion for adjournment. Mrs. Johnson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:45 A.M.