

MINUTES

June 7, 2023

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

ATTENDEES: John Stakem, President
Armand Pannone, Board Attorney
Richard DeVore, Member
Debbie Johnson, Member
Lisa Lyons, Member
Cecilia Pittman, Member
Diane Loibel, Election Administrator
Samantha Logsdon, Deputy Director

ABSENT: None

PUBLIC: Jay Harvey

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. Johnson made a motion to approve the May board minutes. Mrs. Pittman seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

None

CORRESPONDENCE

SBE's Welcome Packet was sent to all members for their review. Some of the forms will be discussed later in the agenda.

ADDITIONS

ADMINISTRATOR'S REPORT

Introduction of New Members

We have three new members joining the board of elections for the 2023-2027 term. Richard DeVore, Lisa Lyons, and Cecilia Pittman. Mr. DeVore previously served on the board from 2003 – 2019. Ms. Lyons and Mrs. Pittman both have served as chief judges for many years and have helped out during canvassing and the manual ballot tabulation audit. All members were sworn in by Mrs. Dawne Lindsey, Clerk to the Circuit Court prior to our meeting.

Office Directory

An updated office directory was placed in the blue board folders with all contact information for the new board. Members were asked to review and advise of any changes. Ms. Lyons requested a change to her email account.

Mileage Reimbursement & Expense Report

Members were provided with copies of the mileage reimbursement/expense reports for their use. Mileage reimbursement is paid following the IRS guidelines of \$.655.

Welcome Packet

A welcome packet provided by SBE was sent to all members for their review. This packet included important information and documents to guide them in their new duties as board members. Documents included:

- Ethics and Standards for Election Officials and Employees
- Maryland Public Ethics Law Summary
- Summary of Federal Election Laws
- Guidelines for Conducting Meeting and Writing Minutes
- Assignment of Local Board of Elections' Duties to Members
- Bylaws

Open Meetings Act

At least one member of the board must complete an online training class on the Open Meetings Act. We encourage all members to take the class, but one member must complete the course in order for the board to enter into a closed meeting. John Stakem, Armand Pannone, Diane Loibel, Samantha Logsdon, and Richard DeVore have already completed this course. Please print out a copy of the certificate of completion if you choose to complete this course.

Financial Disclosures

Financial disclosure is disclosing, usually on an annual basis, information such as employment, stock ownership, real property, gifts, debts, or other interests identified in Public Ethics Law. All financial disclosures must be filed electronically and are available for public inspection. Please file your financial disclosures in the next 30 days.

Duties and Responsibilities

Be sure to read through the Assignment of Local Board of Elections' Duties to Members of the Local Board, Election Director and Staff. The lines highlighted indicate new responsibilities brought about by legislation that recently passed.

Review of Bylaws

Members reviewed a copy of the bylaws during the meeting. Mrs. Loibel explained that only certain areas are customizable for local boards. Specifically, any reference to substitute board members, when minutes are presented for approval, when the board meets, and Section 4.2 Political Activity – numbers 3 –

6. Once customizations are complete, an updated copy will be provided for approval. Once the local board approves the bylaws, the bylaws will be sent to the State Board of Elections for their approval.

SBE Biennial Conference

In odd numbered years, the State Board of Elections will hold a biennial meeting for all local boards of elections. This year, the meeting will be held on Thursday, October 19, 2023 in Annapolis. Please mark your calendars now as your attendance is mandatory for all members, local board counsel, Election Directors, and most staff of the local boards. SBE plans to offer you an orientation type session to prepare you as a member of the local board. If you are unable to attend this meeting, you will need to submit a request to Donna Duncan at SBE to be excused from the meeting. Hotel reservations will be made for the night before the conference.

Election Calendar

A copy of the election calendar for the 2024 Presidential Elections has been provided for review. As the election gets closer, we will cover the important dates in detail.

New Voting System - 2026

SBE continues to progress through the project initiation and planning phases.

- **Initiation Phase:** To date, the request for a Major IT Development Project (MITDP) determination by the Department of Information Technology (DoIT) has been submitted along with the Information Technology Project Request (ITPR). While SBE awaits the MITDP determine, we have received approval of the ITPR from DoIT for the NVS project.
- **Planning Phase:** The initial draft of the Project Management Plan has been completed and is being reviewed internally.
- Several other key project documents are under development at this time. The FY24 budget includes funding to obtain contractual support for this project.

Pollbook Update

The tablets for the new pollbook solution arrived in Maryland the week of March 13th. The hardware quality check began on March 27th with a planned completion day of May 12, 2023. In addition, a team from the pollbook vendor arrived in Maryland and began the setup and configuration of the 9,000 tablets on April 24, 2023. Once fully configured and tested, the tablets will be packaged and delivered to the local boards for further integration testing this summer. Additional ancillary equipment continues to be ordered and shipped to SBE in preparation for the final packaging and delivery to the local boards. SBE has established a Quality Control team at the warehouse to confirm the tablets and

ancillary equipment meet all quality metrics as the vendor completes their tasks. One of the goals of the pollbook project is to establish an open line of communication and a collaborative dialogue between the local boards and SBE during the final stages of pollbook development, testing and configuration. To that end, a local board subcommittee has been created which Mrs. Loibel has been selected as a participant. Currently, weekly meetings are held to review and discuss the pollbook project progress and work towards making the transition to the new pollbooks as seamless as possible. Development of the new pollbook solution is scheduled to be ready for statewide integration testing by July 2023.

Election Judge Recruitment

Election Judge Recruitment efforts for the 2024 Presidential Elections continue. Next week, we will be sending out our election judge newsletter and inquiry to all judges who worked the 2022 elections. The newsletter will introduce new staff members, explain changes to compensation requirements brought about by HB1200, provide information on changes to the polling places, as well as a request for anyone who would be interested in working in the warehouse on a part time basis. A few weeks later, we will send another mailing to those judges who have not worked but we have applications on file.

Part Time Warehouse Employee

We are looking for someone to help out in our warehouse to do the charging of the voting equipment, loading the carts, escorting the transportation vendor, and packing supplies. Candidates will be subjected to a background check and fingerprinting since they will be working with the voting equipment. A copy of the job description has been placed in the blue board folder.

Voter Registration List Maintenance

Voter registration is governed by the federal National Voter Registration Act of 1993 also referred to as NVRA or Motor Voter and State laws. These laws define the official data sources that can be used to update and cancel voter registration records and the process to notify voters about official information that may impact their ability to register and vote. Please review the document provided in your blue folder.

Polling Place Assignments

A copy of the polling place assignments for the upcoming election were reviewed. Each member was asked to make sure that they know where all of their polling places are located prior to the primary election.

OLD BUSINESS

None

NEW BUSINESS

Election of Officers for 2023-2027 Term

- Mrs. Johnson made a motion to nominate Mr. Stakem (D) as President of the Allegany County Board of Elections. Mrs. Pittman seconded the motion and the motion passed unanimously.
- Mr. Stakem made a motion to nominate Ms. Lyons as Vice President of the Allegany County Board of Elections. Mrs. Pittman seconded the motion and the motion passed unanimously.
- Mr. Stakem made a motion to nominate Ms. Johnson as Secretary of the Allegany County Board of Elections. Mrs. Pittman seconded the motion and the motion passed unanimously.
- Mr. DeVore made a motion to retain Armand Pannone as Counsel to the Allegany County Board of Elections. Ms. Johnson seconded the motion and the motion passed unanimously.

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 May 31, 2023 were as follows: Total Active Registration 43,911, 11,583 Democrat, 22,884 Republican, 237 Libertarian, 8,650 Unaffiliated, and 557 Others.

Voter Registration Training

A voter registration training will be held directly following this meeting.

Board Members Report:

None

Disclosure of Campaign Contributions:

None

Next Meeting:

The next regular meeting will be held on July 11, 2023 at 9:00 A.M.

Adjournment:

Mrs. Johnson made a motion for adjournment. Mrs. Pittman seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:29 A.M.

