

## MINUTES

April 6, 2016

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

Present: Richard DeVore, President  
Armand Pannone, Board Attorney  
Ronald Levasseur, Member  
Georgia Martin, Member  
Joann Spiker, Member  
John T. Stakem, Member  
Diane Loibel, Election Administrator

Absent: None

#### Call to Order:

Mr. DeVore called the meeting to order at 9:00 A.M., at which time a quorum was established.

#### Minutes:

Mr. DeVore called for alterations, corrections, and/or approval of the minutes.

**MOTION:** Mrs. Martin motioned to accept the minutes of March 2, 2016 as written.

**SECOND:** Mrs. Spiker

**ACTION:** Favorable and unanimous.

Additions: None

Attorney's Report: None

#### ADMINISTRATOR'S REPORT:

#### **OLD BUSINESS:**

Board Assignments: Mrs. Loibel explained that there have been a few changes to the board assignments for the Primary Election. Please make sure you are using the most current revision dated 04/05/2016.

L&A Testing: L&A Testing has been completed on the Scanning Units and the BMDs.

Election Judge Training: Election Judge Training has been completed but we have had several judges back out creating vacancies.

### **NEW BUSINESS:**

Swearing in Board of Canvassers: Cathy Maynard, Deputy Clerk of the Court swore in members of the board and the board attorney as members of the Board of Canvassers.

Election of Officers: Mrs. JoAnn Spiker made a motion that Mr. John Stakem serve as Chairman of the Board of Canvassers. Mrs. Martin seconded the motion, which was passed unanimously. Mr. John Stakem made a motion that Mrs. JoAnn Spiker serve as Secretary of the Board of Canvassers. Mrs. Martin seconded the motion, which was passed unanimously.

Contingency Plans: Mrs. Loibel presented the final copy of the contingency plans for approval.

MOTION: Mrs. Martin made a motion to accept the contingency plans as written.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

New BMD Policy: Mrs. Loibel provided board members with the new policy for the BMDs on Election Day. She stated that first thing in the morning judges will ask 2 people if they would be interested in voting on the BMD. Once 2 people vote, judges are instructed to quit asking voters. Judges will also be instructed to read the verbal instructions before allowing a voter to use the BMD.

Frostburg Lease: Mrs. Loibel provided board members with a copy of the lease for the City of Frostburg's election.

MOTION: Mrs. Martin motioned to accept the terms of the lease as written.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

Public Demo: The Public Demo is set for Thursday, April 7, 2016 at 9:00 AM in Room 100. Mrs. Loibel explained that there would be no reason for the parallel test to be completed for this election.

Specimen Ballots: Mrs. Loibel provided members with a copy of the specimen ballots for the Presidential Primary Election.

EFS Training: EFS training will be conducted tonight, April 6, 2016 at 4:30 PM and a makeup session has been scheduled for Saturday, April 9, 2016 at 8:00 AM.

Canvass Dates: Mrs. Loibel provided members with the dates and times of all canvasses.

Polling Place Checklists: Members were provided with the Polling Place Accessibility Checklists. Mrs. Loibel explained that they need to verify that procedures are being followed to bring each polling place into compliance.

Verification of Supplies: One Democrat and one Republican board member will be needed to complete the verification of supplies checklists for the randomly drawn precincts. Mrs. Spiker and Mrs. Martin volunteered to complete the verification.

L&A Pollbooks: L&A is set to begin on April 11<sup>th</sup> and 12<sup>th</sup> for the pollbooks.

Election Judge Refresher Training: Refresher training was held on April 2<sup>nd</sup> and April 3<sup>rd</sup>. All judges' comments were positive and stated that this should be done prior to all future elections.

Early Voting Sign Up Sheet: Members were asked to sign up for the days that they could provide assistance during Early Voting.

Public Education – Early Voting: Mrs. Loibel provided members with a copy of the public education plan in their blue folders. She explained that flyers were distributed to all senior centers and libraries. BB&T's message board will run the Early Voting message during the week of April 10<sup>th</sup>. A newspaper ad will run in the Cumberland Times on Sunday. We have also bought radio advertising from WCBC, GO106, WFRB, Magic 100.5 and The Wolf 99.5.

Legislative Update: Members were provided with a list of election related bills to date. Mrs. Loibel explained that she provided data to the county finance director regarding additional costs that would be incurred if HB 1007 passes.

Registration Statistics: Statistics as of March 31, 2016 were as follows: Total Active Registration 43,051 – 14,743 Democrat, 20,808 Republican, 108 Green, 223 Libertarian, 6,849 Unaffiliated, and 320 Others.

Board Members Report: None

Next Meeting: The next regular meeting will be held on July 6, 2016 at

9:00 AM.

Adjournment:

Mr. DeVore adjourned the meeting at 9:50 A.M.

MOTION: Mrs. Martin motioned to adjourn the meeting.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.