

MINUTES

February 12, 2018

MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS
701 Kelly Road, Room 231, Cumberland, Maryland

Present: Richard DeVore, President
Georgia Martin, Member
JoAnn Spiker, Member
Ronald Levasseur, Member
John T. Stakem, Member
Diane Loibel, Election Administrator

Absent: Armand Pannone, Board Attorney

Call to Order:

Mr. DeVore called the meeting to order at 10:00 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 December 6, 2017 minutes as written.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.

Additions: None

Attorney's Report: A question arose regarding Mary Ann Pannone and whether or not she could serve as an election judge because she had a family member running on the City of Cumberland's ballot. Mr. Pannone called in and reported that Ms. Pannone could serve as an election judge as long as she serves in a polling place that does not have a City of Cumberland ballot.

ADMINISTRATOR'S REPORT:

OLD BUSINESS:

Election Judge Training Schedule: Mrs. Loibel provided all members with the election judge training schedule for the 2018 Gubernatorial Primary Election. She noted that no changes were made to the draft version that was handed out at a previous meeting.

Election Judge Manual: Mrs. Loibel reported that all of the chapters for the Election Day Manual have been approved by SBE with the exception of Appendix 2. It will be sent to the printer as soon as everything has been approved.

MAEO: MAEO will be held on March 13 - 16, 2018 at the Clarion Fountainebleau Hotel, 10100 Coastal Highway in Ocean City, MD. The agenda and hotel confirmations have been placed in your blue folders.

Equip Inventory System: Mrs. Loibel reported that both she and Melissa have completed the Inventory Understanding Requirements and have been granted permission to use the inventory system.

Candidate Filings: Mrs. Loibel provided a list of candidates who have filed for election up till today. The list can be viewed online or on the bulletin board outside of our office.

New Business:

Financial Disclosure Statements: Mrs. Loibel reminded board members that their Financial Disclosure Statements are due by April 30, 2018. If anyone needs assistance please let us know.

Pre Primary Training Program: Mrs. Loibel explained that the office had participated in the Pre Primary Training Program during the week of January 15th. The training consisted of three days of early voting, Election Day, 100% verification, and an absentee ballot canvass. The latest software version for the pollbooks was used during the test. Several issues were documented and there will be further testing during the month of February.

New Voter Registration Mailing: Mrs. Loibel reported that all local boards will begin mailing to each registered voter who provides a new residential or mailing address a notice about the change of address. The message will be "We recently changed your address for voting purposes. If you did not request this change, please call." The notice will be sent to the previous address.

Municipal Elections: A copy of the municipal election schedule was provided to all members. Frostburg, Westernport, and Luke all have elections this spring.

Meet and Greet Sessions: Mrs. Loibel stated that they have had a total of four meet and greet sessions for potential new election judges. We had two meetings

on January 24th with twenty one potential judges participating and we had two meetings on January 31st with thirty three potential judges participating. We are having one more meeting on February 19th.

Requests for Confidentiality: Per COMAR 33.04.02.06, Mrs. Loibel stated that she has conducted a review of all confidential voters listed in our jurisdiction. We have a total of four confidential voters with three of them granted permanent confidentiality status. A letter was sent to the remaining confidential voter and a response has not been received at this time.

Contingency Plans: A copy of the contingency plans that SBE adopted on December 7, 2017 can be found in your blue folders. Please note that extended hours supplies will need to be packed for early voting.

Polling Place Changes: After much discussion, members voted to change the polling place location at District 3 and District 16. The Flintstone Volunteer Fire Department provides a much larger area for voting along with additional parking spaces. The Department of Emergency Services is a county owned, accessible facility complete with back-up generators. This is a much larger space than what we had before and parking is more abundant. A copy of the accessibility survey and site layout for each polling place has been provided in your blue folders.

MOTION: Mrs. Martin motioned to move the polling place from Flintstone Elementary School to the Flintstone Volunteer Fire Department.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.

MOTION: Mrs. Martin motioned to move the polling place from North Branch Fire Hall to the Department of Emergency Services.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.

Members also discussed District 18. Mr. Devore has spoken to Mr. McGowan and they are willing to comply with our requests that were documented in our letter. They will be painting lines for ADA parking, cutting a curb cut, fixing the door pressure and filling in the expansion gaps.

Computer Systems and Software Security Updates: We have successfully applied the Microsoft Security updates for the month of January on SBE workstations. We have also updated other third party software applications to their latest versions on all workstations.

Legislative Update: A copy of election related bills was provided in your mailed board packet.

Registration Statistics: Statistics as of January 30, 2018 were as follows: Total Active Registration 43,034 – 13,891 Democrat, 21,297 Republican, 135 Green, 284 Libertarian, 7,124 Unaffiliated, and 303 Others.

Board Members Report: None

Disaster Scenario #3: Mr. DeVore presented a practice scenario involving a water main break in downtown Cumberland. A roundtable discussion took place with both staff and board members discussing the best way to continue with the voting process. According to the scenario, streets leading to the polling place were closed for repairs. Staff stated that they could use the relocation plan that can be found in the Disaster Plan. Mr. DeVore then asked how they would get the word out to the voters for the location change. Ideas included using the radio to get the message out as well as providing rides to the polls since the location had changed. Mr. DeVore suggested asking the County for use of one of the small transportation buses to provide rides on the hour to the new location. Signage would be used at the old polling place notifying voters where the location had moved for those in walking distance. Discussion also took place about setting up a polling place at the County Office Complex if any polling place in the City of Cumberland was unable to remain open on Election Day due to an emergency. Mrs. Loibel will be sure to secure a room in the building as part of her back-up plan.

Next Meeting: The next regular meeting will be held on March 7, 2018 at 9:00 A.M.

Adjournment:

Mr. DeVore adjourned the meeting at 10:55 A.M.

MOTION: Mrs. Martin motioned to adjourn the meeting.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.