

## MINUTES

March 7, 2018

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

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

Absent: Georgia Martin, Member

### 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. Spiker motioned to accept the February 12, 2018 minutes as written.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

Additions: None

Attorney's Report: None

ADMINISTRATOR'S REPORT:

### **OLD BUSINESS:**

Election Judge Manual: Mrs. Loibel reported that the election judge manual is ready to go to the printer today.

Election Judge Training Schedule: Mrs. Loibel reminded members of the upcoming election judge training sessions and asked that they participate as much as possible. Members agreed to be available to help as needed.

MAEO: MAEO will be held on March 13 - 16, 2018 at the Clarion Fountainebleu Hotel, 10100 Coastal Highway in Ocean City, MD. Mrs. Loibel stated that the hotel has been paid in full and to let her know if anyone has any issues upon check-in.

Financial Disclosures: Mrs. Loibel reminded members that their financial disclosure statements are by April 30, 2018.

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

### **New Business:**

FY19 Budget: Mrs. Loibel provided members with a draft copy of the FY19 Budget proposal for their review. The budget hearing is scheduled for March 11, 2018.

Commission of Election Judges: In accordance with Subsection 10-203, Appointment of Election Judges, of the Registration and Election Laws of Maryland, Mrs. Loibel presented members with the list of election judges for appointment for the 2018 Gubernatorial Elections.

**MOTION:** Mr. Stakem motioned to approve the appointment the listed of election judges for each polling place.

**SECOND:** Mrs. Spiker

**ACTION:** Favorable and unanimous.

Election Calendar: Mrs. Loibel provided an election calendar with county specific dates for board members. A copy of the State election calendar was provided at a previous board meeting.

New Supplies for Election: Mrs. Loibel reported to members that the new bags for our election supplies have arrived and is currently on display here today. In addition, we have purchased full size clipboards and placed instructions to the voting judges on the clipboard. This way the judge will always have the instructions with him or her during the election.

Disaster Plan: Mrs. Loibel explained that Mr. DeVore has agreed to take a look at our disaster plan and make any updates that he deems necessary. Mrs.

Loibel provided Mr. DeVore with the order of succession that will need to be included in the updated plan. Mr. DeVore will be working on this and will present it at the next regularly scheduled board meeting.

Computer Systems and Software Security Updates: We have 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.

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

Registration Statistics: Statistics as of February 28, 2018 were as follows: Total Active Registration 43,009 – 13,826 Democrat, 21,315 Republican, 137 Green, 283 Libertarian, 7,146 Unaffiliated, and 302 Others.

Board Members Report: Mr. DeVore reported that he has been working on a proposal for the director's salary in order to align it with the State's plan from 2014. Mr. DeVore asked that Mrs. Loibel extend an invitation to Mr. Brandon Butler to attend our next board meeting so that we can introduce him to the current board members.

Disaster Scenario #4: Mr. DeVore presented a practice scenario that involved a polling place reporting that they did not receive any ballots in their ballot transfer bin. A roundtable discussion took place with both staff and board members discussing the best way to get the ballots to the polling place in the most efficient manner. Since all board members are provided with extra ballots for their assigned polling places, it was decided that the board member would deliver the extra ballots immediately to the polling place. This would allow the polling place to open on time without any delays. The board member would then return to the election office to pick up the missing ballots and deliver them back to the polling place.

Next Meeting: The next regular meeting will be held on April 4, 2018 at 9:00 A.M.

Adjournment:

Mr. DeVore adjourned the meeting at 10:05 A.M.

MOTION: Mrs. Spiker motioned to adjourn the meeting.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.