

## MINUTES

April 4, 2018

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

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

Absent: Armand Pannone, Board Attorney

Visitors: Brandon Butler, County Administrator

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 March 7, 2018 minutes as written.

SECOND: Mrs. Martin

ACTION: Favorable and unanimous.

Additions: Department of Homeland Security - Mr. DeVore stated that we would discuss this under New Business.

Attorney's Report: None

ADMINISTRATOR'S REPORT:

**OLD BUSINESS:**

Election Judge Manual: Mrs. Loibel reported that she has received the election judge manuals from the printer. Board members can pick them up at one of the training classes that they attend.

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.

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

FY19 Budget: Mrs. Loibel provided a draft version of the FY19 budget to all members. Our budget hearing was held on March 9<sup>th</sup>, and at that time the budget appears to be acceptable.

### **New Business:**

Department of Homeland Security: Mrs. Loibel explained that the Department of Homeland Security provides security assessments of both the warehouse and office space at no cost to the county. Mrs. Loibel stated that we should take advantage of this free assessment. Mr. David Johnson, one of the guest speakers at MAEO will be the person to complete the assessment.

MOTION: Mrs. Martin motioned to proceed with the assessment of the warehouse and office space.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous

Ballot Proofing: Ballot proofing for the 2018 Primary is under way. We have proofed the Electionware reports, the paper ballots, and the Expressvote ballots. Audio was proofed this past Tuesday and we are currently awaiting the changes to the audio. We hope to have all the proofing completed by Thursday of this week.

Disaster Recovery and Incident Management Plan: Mr. DeVore is currently working on the plan and will have it completed prior to the April 13 deadline.

Ballot Duplication Process for Canvass: Mrs. Loibel explained that the procedures for duplicating ballots on the BMD during the canvass has been placed in your blue folders. Please review the procedures for the upcoming election.

Nursing Homes: The program introduction letter has been sent to the nursing homes and assisted living facilities in the county. Over the next several weeks

we will be getting the lists ready and will provide you with a copy of the schedule as soon as possible. Members asked Mrs. Loibel to look into hiring some of the election judges to help with nursing homes for this election.

Transportation Meeting: Mrs. Loibel stated that she will be meeting with the new transportation company, JK Moving Services on April 11<sup>th</sup> at 2:00 PM.

Emergency Request for Polling Place Change: We have sent an emergency request for a polling place change to SBE. On Monday, March 26<sup>th</sup> the City of Cumberland notified the office that the Former Senior Citizen Center's Dining Hall experienced a water leak that damaged the heating system. They have decided not to repair the heating system. I was told that we could use the facility in June but it would not be available for use in November. After speaking with Donna at SBE, she recommended that we try to find a new location before the primary election. We contacted the Ramada Inn on South George Street and inquired about one of the meeting rooms to use as a polling place. We also conducted a polling place accessibility survey at this time. Once the change is approved, the State Board of Elections will need to approve the change as well. Notice was given 48 hours prior to the meeting and was posted on the website.

Mr. DeVore called for a motion to change the polling place location for District 14.

MOTION: Mr. Stakem made a motion to move the polling place for District 14 from the Former Senior Citizen Center's Dining Hall to the Ramada Inn – Allegany/Garrett Room.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.

Confidentiality Forms: We have still not heard from one voter about continuing their request for confidentiality. Per COMAR 33.04.02.06 we are required to conduct a status review before each primary election. I have emailed the State to verify the process to follow if we do not receive a response.

Electionware Training: Sam, Wendy, and Diane are all scheduled to take the Electionware Training class on Friday, April 6<sup>th</sup>.

Computer Systems and Software Security Updates: We have successfully applied the Microsoft Security updates for the month of March 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 March 31, 2018 were as follows: Total Active Registration 42,998 – 13,800 Democrat, 21,304 Republican, 138 Green, 288 Libertarian, 7,168 Unaffiliated, and 300 Others.

Board Members Report: Mr. DeVore spoke out with concerns that many races will be determined in the primary election and that some voters, especially those voters who are not affiliated with one of the two principle parties may not realize this. He suggested speaking with the newspaper about this sometime during the month of May to educate the voters.

Disaster Scenario #5 Mr. DeVore presented a **practice** scenario that involved multiple election judges not feeling well at the polling place, indicating that there may be an issue with the polling place. A round table discussion took place with both staff members and board members about how to handle the issue. It was decided to call 911 and have someone check the air quality of the polling place. It was determined that there appears to show a higher than normal level of carbon monoxide in the polling place. SBE was to be notified of the situation. A decision was made to relocate the polling place to the location in the Disaster Recovery and Incident Management Plan. Members then discussed how to notify the public of the move. Signs would be placed on the front door of the polling place directing voters to the new location. Radio stations would be notified of the change so that they could start reporting the new location.

Next Meeting: The next regular meeting will be held on May 2, 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: Mrs. Martin

ACTION: Favorable and unanimous.