

## MINUTES

May 2, 2018

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

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

Absent: Ronald Levasseur, 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 April 4, 2018 minutes as written.

SECOND: Mrs. Martin

ACTION: Favorable and unanimous.

Additions: Update for Pollbooks & Contingency Plans will be discussed under new business.

Attorney's Report: None

### ADMINISTRATOR'S REPORT:

### **OLD BUSINESS:**

Confidential Voters: Mrs. Loibel reported that the office has not received a response from the one confidential voter whose status was in question. Per SBE's request, a second notice was sent explaining that if a response was not

received by the end of April, the confidential status would be removed. Mrs. Loibel was directed to remove the confidential status.

MOTION: Mrs. Martin motioned to remove the confidential status of the voter in question.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

Disaster Recovery & Incident Management Plan: The Disaster & Incident Management Plan sent to SBE has been approved.

MOTION: Mrs. Martin motioned to approve the Disaster & Incident Management Plan as amended for the 2018 Elections.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.

Nursing Home Schedule: A copy of the nursing home schedule has been placed in the blue folders for review. If anyone is unable to attend any of the scheduled visits, please contact the office as soon as possible. We have the option of training two election judges to help out with absentee voting at the nursing homes if necessary.

### **New Business:**

Pollbook Update: Mrs. Loibel reported that all of the pollbooks with the exception of the ones being used for election judges training has been updated. As soon as the pollbooks return from the training center we will update them. The deadline to have all pollbooks updated is May 24th.

Contingency Plans: Mrs. Loibel explained that the contingency plans will need to be updated to include extended hours for early voting. A copy of the plans will be available at the next meeting for your review.

Warehouse Security Assessments: Mr. David Johnson from DHS will be here on Monday, May 7th to conduct our warehouse and office security assessment from 1:00 pm to 4:00 pm. Please let Mrs. Loibel know if anyone is interested in attending.

Warehouse Self Assessments: At the April director's meeting, it was discussed that we would be conducting self assessments of our warehouse beginning in May. I will provide additional information as it becomes available.

Inventory: The 2018 Inventory has begun. We are currently about 95% complete at this time. It is our intention to be completed by the end of this week.

LBE Technician: Wendy Kline will be attending the LBE Technician training beginning on May 7th - May 10th.

EFS Techs: EFS Techs have been hired and training will be held this evening at the Multi-Purpose Building at the fairgrounds. A refresher training will be held on June 2nd from 9:00 am to 5:00 pm and on June 3rd from Noon to 5:00 pm at the County Office Complex on Kelly Road.

MOVE Act Deadline: The MOVE Act deadline is May 12, 2018. SBE will begin pulling the absentee files the first week of May to meet the deadline.

Public Demonstration: The public demonstration is scheduled for June 11th at 9:00 AM in Room 230 of the Allegany County Office Complex.

L&A Schedule: L&A is set to begin on May 21st - May 25th.

**MOTION:** Mrs. Martin motioned to authorize Mrs. Loibel to conduct the L&A process on all equipment to be used in the 2018 Gubernatorial Primary Election.

**SECOND:** Mr. Stakem

**ACTION:** Favorable and unanimous.

Specimen Ballots: Mrs. Loibel explained that she has started the process for the production of the specimen ballots. A total of 13 ballot styles will be produced for the Primary Election. A sample of the specimen ballot will be provided at the next meeting.

Early Voting Sign Up: Mrs. Loibel explained that she will need 2 polling place evaluation surveys completed during the early voting period. Please let the office know if you are interested in completing one of the surveys.

Public Education Plan for Early Voting: Mrs. Loibel stated that she has received quotes from 5 radio stations for radio advertising as well as a quote for a 1/4-page ad to run in the Cumberland Times News on the Sunday before Early Voting. She will also contact BB&T to sign up for a few days on the message board that can be viewed from Interstate 68. Posters will be sent to all libraries and senior citizen centers.

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

Verification of Supplies: A random draw was conducted for the verification of supplies for the 2018 Primary Election.

Legislative Update: A copy of all election related bills that passed for the 2018 session was distributed to all board members for their review.

Registration Statistics: Statistics as of April 30, 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: None

Next Meeting: The next regular meeting will be held on June 6, 2018 at 9:00 A.M.

Adjournment:

Mr. DeVore adjourned the meeting at 10:31 A.M.

MOTION: Mrs. Martin motioned to adjourn the meeting.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.