

## MINUTES

August 2, 2017

### MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 231, 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 9:03 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 May 3, 2017 minutes as written.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

Additions: None

Attorney's Report: Mr. Pannone reported that he had participated in a conference call regarding the request from the Trump Administration for voter data.

ADMINISTRATOR'S REPORT:

#### **OLD BUSINESS:**

Inventory: Mrs. Loibel reported that SBE was here on June 19<sup>th</sup> to conduct the physical inventory count on our voting equipment. The supply inventory was sent out on July 27<sup>th</sup> and we are awaiting the final reconciliation.

Polling Place Agreements: Mrs. Loibel has updated the polling place agreements based on comments at the May 3<sup>rd</sup> board meeting. Updates include the time change for election signs and a comment requesting that no activities be scheduled in the polling room after the voting equipment has been delivered.

**MOTION:** Mrs. Martin motioned to accept the updated polling place agreement for the 2018 Elections.

**SECOND:** Mr. Stakem

**ACTION:** Favorable and unanimous.

Candidate Filings: Mrs. Loibel provided the names of those candidates who have filed since the last meeting. The Candidate List can be viewed on the bulletin board outside of this meeting room.

Pollbook Upgrades and Replacement of C-Mos Batteries: C-Mos Batteries will be delivered in two shipments beginning in the middle of August. We have been asked to complete pollbooks with issues first so that we can get them to ES&S as soon as possible. SBE will be testing the EZ Roster in late August and we will have a full scale test sometime in October or November.

**New Business:**

Oath of Office: Mr. DeVore issued the oath of office to our new part time employee Wendy Kline.

Office Directory: A copy of the Office Directory has been placed in the blue folders. We have included Wendy in the directory.

SBE Biennial Conference: Hotel accommodations have been made for Sunday, October 22<sup>nd</sup> at the Double Tree Annapolis for the SBE Biennial Conference. A copy of the confirmation can be found in the blue folders. The meeting will take place on Monday, October 23<sup>rd</sup>. This is a mandatory meeting for all board members and counsel.

SBE Response to the Presidential Advisory Commission on Election Integrity: A copy of SBE's response has been placed in the blue folders for review.

Election Judge Newsletter and Survey: Mrs. Loibel reported that they have sent out their yearly election judge newsletter back in June. The newsletter gave us the opportunity to tell the judges we were able to get a \$25.00 raise for each position starting in 2018 as well as when to expect training to take place in 2018. We included with the newsletter a short survey about what worked well at the last

election and what needed improvement. A copy of the survey was made available to board members.

Election Judge Inquiries: We hope to send out the 2018 Election Judge Inquiry sometime in late August or September.

Early Voting Memorandum of Understanding: A copy of the MOU for Early Voting was mailed out to all board members for their review. We need to have this approved so that we can get it on the Commissioner's consent agenda sometime in September/October. The deadline to submit this information to SBE is November 27, 2017.

MOTION: Mrs. Spiker motioned to accept the Memorandum of Understanding as written.

SECOND: Mrs. Martin

ACTION: Favorable and unanimous.

Security for Election Office: Mrs. Loibel expressed an interest in having security installed on the election office door in the form of a swipe card/lock. Currently, the public can walk right into our office space without any notice. The cost of the security will be approximately \$1,000. Maintenance has already reversed the door to make installation easier. Maintenance will also take care of the wiring for the door which will save us more money.

MOTION: Mrs. Martin made a motion to have security installed on the election office door.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

Computer Assessments: Due to heightened security awareness, computer assessments are being implemented on all computers that use Maryland elections software, such as MDVOTERS, or on the same network. Local boards must be sure to complete our security updates in a timely manner. Microsoft updates are available after the second Tuesday of the month. The following must be checked: Microsoft Windows, Office, Internet Explorer, Edge, .Net Framework, Adobe including Reader and Flash, Java, Chrome, Core FTP, Citrix Receiver, CVR Scan, CVR Client, Electrack, anti-virus software and definition files, BOD, and EPB Emulator. Monthly random assessments, scheduled through the Election Directors, will be conducted by the regional managers to ensure compliance.

Voters with Commercial Addresses – Board Action: Mrs. Loibel explained that we have three voters that are registered to vote with a commercial address. After talking with Janet Smith and Mary Cramer Wagner at SBE, it was decided that we should send a second letter by certified mail to each voter. If we have not received a response, we should proceed to cancel the registration with a reason of board action. Copies of the letters were presented for review. No responses have been received.

MOTION: Mr. Stakem made motion to cancel these voters but wants us to send an additional letter letting them know that they are being removed.

SECOND: Mrs. Martin

ACTION: Favorable and unanimous.

Registration Statistics: Statistics as of July 31, 2017 were as follows: Total Active Registration 43,154 – 14,106 Democrat, 21,341 Republican, 127 Green, 282 Libertarian, 6,994 Unaffiliated, and 304 Others.

Board Members Report: None

Next Meeting: The next regular meeting will be held on September 6, 2017 at 9:00 A.M.

Adjournment:

Mr. DeVore adjourned the meeting at 10:08 A.M.

MOTION: Mr. Stakem motioned to adjourn the meeting.

SECOND: Mrs. Spiker

ACTION: Favorable and unanimous.