

## MINUTES

October 2, 2019

### MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 100, Cumberland, Maryland

**ATTENDEES:** John Stakem, President  
Timothy Donaldson, Member  
John Fetchero, Member  
Debbie Johnson, Member  
JoAnn Spiker, Member  
Diane Loibel, Election Administrator

**DECLARATION OF QUORUM PRESENT:**

Mr. Stakem called the meeting to order at 9:00 A.M., and stated that there was a quorum present.

**APPROVAL OF MINUTES:**

Mr. Stakem called for alterations, corrections, and/or approval of the minutes. Mrs. Spiker motioned to accept the September 4, 2019 minutes. Ms. Johnson seconded the motion. The motion passed unanimously.

**ADDITIONS:**

None.

**ATTORNEY'S REPORT:**

Mr. Pannone recommended that the board consider Mr. John (Jay) Harvey as the back-up counsel to the board in the event that Mr. Pannone is unavailable to serve as their counsel. Mrs. Loibel asked Mr. Pannone to submit contact information for Mr. Harvey.

**CORRESPONDENCE:**

None.

**OLD BUSINESS:**

**National Voter Registration Day:**

On Tuesday, September 24, 2019, we hosted an open house for National Voter Registration Day from 10:00 a.m. to 3:00 p.m. Participants could register to vote, update their voter registration record, request absentee ballot applications, request a voting system demonstration or ask questions about serving as an election judge. Of the 28 participants, most were interested in serving as an election judge for the 2020 Presidential Elections.

**SBE Biennial:**

Hotel accommodations for the upcoming Biennial have been made for Wednesday night, October 16<sup>th</sup> for all board members. Dinner on Wednesday evening will be on your own. Mrs. Loibel reminded board members to request an itemized receipt for dinner and a receipt from the hotel when you check out.

**Election Judge Manual**

Chapters 1 through 4 of the 2020 Election Judges' Manual have been customized and sent to SBE for approval. Mrs. Loibel stated that she is currently working on Chapters 5 through 9.

**NEW BUSINESS:****"I Voted" Sticker Contest:**

The Maryland State Board of Elections in partnership with the Fine Arts Office of the Maryland State Board of Education is conducting an "I Voted" sticker contest beginning on September 15 – October 15, 2019. The winning designers will receive a \$100.00 gift card for new art supplies. Their art teacher will receive \$500 to purchase art supplies or equipment for their designated school or community. Judges will select nine finalists, three from elementary schools, three from middle schools, and three from high schools. Public voting will begin around November 5<sup>th</sup> and will end on November 15, 2019. The design that receives the most votes from each grade level will be the winner. The artwork of the three designers will be used as the official "I Voted" sticker of the State of Maryland for the 2020 elections and possibly elections in the future.

**Absentee Emails:**

Beginning this September/October SBE will begin to send emails to those voters who have requested an absentee ballot. The email will tell the voter that his or her absentee ballot application was received. The Voter Services team is exploring the idea of sending an email to absentee voters notifying them of each step of their absentee process, including when their voted absentee ballots are received by the local board and the canvassing outcome of their ballot. There will be no cost to the local boards for this notice.

**Ballot Stubs:**

SBE has decided to allow each local board to decide whether to have ballots with stubs or ballots without stubs. If we choose to not have ballot stubs, the pack of ballots will be shrink-wrapped and include either a type of label or a batch header sheet. If a local board opens a shrink-wrapped ballot pack to proof that pack of ballots, that pack must either be shrink-wrapped together again or put into a type of envelope or bag that notifies the election judges that the ballot pack was opened by the local board and the bag shows no sign of tampering from the time the ballots left the local board to the time it was opened by the election judges at an early voting center or polling place. After some discussion, the board decided to continue to use ballot stubs for the 2020 election.

**Election Judge Training Schedule:**

A copy of the election judge training schedule was sent to all members for their review. Members are asked to attend at least one training session for each type of election judge. Training classes begin on February 10, 2020.

**Computer Systems and Software Security Updates:**

Mrs. Loibel reports that office staff has successfully applied the Microsoft Security updates for the month of September on SBE workstations. We have also updated other third-party software applications to their latest versions on all workstations.

**Registration Statistics:**

Statistics as of September 30, 2019 were as follows: Total Active Registration 43,347, 13,176 Democrat, 21,948 Republican, 2 Bread & Roses, 7,527 Unaffiliated, and 694 Others.

**Board Members Report:**

None.

**Next Meeting:**

The next regular meeting will be held on November 6, 2019 at 9:00 A.M.

**Adjournment:**

Ms. Johnson made a motion for adjournment. Mrs. Spiker seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 9:45 A.M.