

MINUTES

March 4, 2020

MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 230, Cumberland, Maryland

ATTENDEES: John Stakem, President
Armand Pannone, Board Attorney
John Fetchero, Member
JoAnn Spiker, Member
Timothy Donaldson, Member
Debbie Johnson, Member
Diane Loibel, Election Administrator

ABSENT: None

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 made a motion to approve the February 5, 2020 minutes. Mrs. Johnson seconded the motion. The motion passed unanimously.

ADDITIONS:

There were no additions to the agenda.

ATTORNEY'S REPORT:

Mr. Pannone did not have anything to report.

CORRESPONDENCE:

We have been notified by several voters that the municipal parking lot across from the Frostburg Community Center has been closed due to a recent construction project in the area. Because of this closure, parking for the primary election will be limited. The office has spoken to the City Administrator about this issue and she states that they will have as much of the parking lot available on Election Day as possible and that voters will be able to use the parking lot at Mechanic Street and Park Avenue, as well as any other municipal lot that is available. A letter will be sent to all voters who vote at the Frostburg Community Center letting them know of this issue and offering voters the option of requesting a form for reassignment for the primary election. They can also vote by absentee ballot or during early voting. The State Board of Elections has been contacted about the parking situation and is in agreement that what we are doing is reasonable.

OLD BUSINESS:

FY21 Budget:

The FY21 Budget has been completed. A copy of the budget was sent out to all members earlier in the week for their review. The budget hearing is scheduled for March 6, 2020.

Financial Disclosures

Mrs. Loibel reminded members to complete their financial disclosures before the April 30th deadline and to provide our office with a receipt once filed.

Election Judge Training

Election judge training will continue through March 10, 2020. Please continue recruiting for our supplemental list.

Board Assignments

Mrs. Loibel provided all members with their board assignments for the primary election. Please make sure that you know how to get to all of your polling places before election day. It may be a good idea to do a trial run so that you know where the polling place is located and how long it takes you to get there.

EFS Techs

EFS techs are scheduled for training on Wednesday, March 11, 2020 beginning at 4:30 PM at the Multi-Purpose Building at the fairgrounds. Pizza and drinks will be provided.

NEW BUSINESS:

L&A Testing:

Logic & Accuracy testing is set to begin on March 23, 2020. For each precinct, we will test one scanner and one ballot marking device. Each scanner will tabulate ballots in a test deck and generate results. The results are compared against the expected results in order to verify accurate tabulation. Mrs. Johnson made a motion to authorize Mrs. Loibel authority to conduct L&A testing. Mrs. Spiker seconded the motion. The motion passed unanimously.

Ballot Display:

February 24, 2020 was the deadline for SBE to display on its website the content and arrangement of each certified ballot. Ballots are also on display in the window at the front entrance to the building.

Disaster Plan:

The new version of the disaster plan was mailed out to all members for their review. A copy was also sent to Nikki Charlson at SBE. Nikki reviewed the plan and asked that we include the relocation plan for all polling places and the

alternate early voting center information. She also requested a few other updates regarding contact information. The plan presented to the members included these changes. Mr. Fetchero made a motion to accept the plan as written and Mr. Donaldson seconded the motion. The motion passed unanimously.

Contingency Plans:

Mrs. Loibel reported that a copy of the contingency plans was mailed out to all members for their review. Mr. Donaldson made a motion to approve the contingency plans as written. Mr. Fetchero seconded the motion. The motion passed unanimously.

Nursing Homes:

A draft version of the nursing home schedule was placed in the blue board folders. Please review the schedule and let the office know if you are unable to participate in this process.

Verification Plan:

The Verification Plan was mailed out to all members for their review. A few changes were made to the checklists for both early voting and election day.

Random Selection for Verification of Supplies:

Board members randomly chose Dist/Prec: 004-008, 005-004, 010-000, and 016-000 for the verification of supplies.

Public Education Plan:

Mrs. Loibel provided members with the Public Education Plan for early voting. The plan includes the following:

- Advertising on 7 radio stations for early voting
- ¼ page color ad to run on Sunday, April 12th in the Cumberland Times News
- Flyers to be distributed to all of the Senior Citizen Centers
- Flyers to be distributed to all branches of the Library System in the County

Polling Place Evaluation Plan:

Mrs. Loibel provided a copy of the current Polling Place Evaluation Program for members to review. During early voting, we are required to evaluate each early voting center at least twice during the early voting period. On Election Day, we are required to evaluate 25% of our polling places. Polling places with new chief judges must be included in the 25%. Any polling place that SBE has requested to be evaluated due to prior findings must also be evaluated as well. At the end of the year, 50% of a local board's polling places will have been evaluated, and 100% will have been evaluated at the end of the following year. In the past, it has been this board's decision to evaluate all polling places each election. Members decided to continue on with this policy for the election.

Legislative Update:

Members were provided with a copy of all pertinent election related bills for this session.

- HB37/SB145 – References to Absentee Voting in Communications – Mail-In Voting – Passed the House now in the Senate – Refer to Absentee Ballots as Mail-In Ballots and Absentee Voting as Mail-In Voting in all communications with voters and the general public.
- HB51/SB91 – References to Correctional Facilities and Voter Registration – Before releasing an inmate who has completed a sentence of imprisonment for a felony conviction, a correctional facility will provide the inmate with a VRA and inform the inmate that they will have the right to vote after release and the inmate must register to vote to exercise their right to vote.
- HB140/SB56 – Plain Language Requirement – Petitions and Ballot Questions – Written in plain language reasonably calculated to be understood by an individual who has attained no higher than a grade 6 level of reading comprehension.
- HB142 – Voting Order Priority – Individuals Who Need Extra Assistance – A chief judge shall give voting order priority to an individual who has a mobility problem, who is assisting an individual, who is accompanied by a young child or who is accompanied by a child with a disability.
- HB245/SB647 – Student Voter Empowerment Act of 2020 – Would require polling place on campus – Unfavorable report in Senate
- HB555/SB362 – References Absentee Ballots – Timing of Canvass – States a local board may not open any envelope of an absentee ballot before 9:00 am on the Friday following election day. Passed the Senate on to the House.
- HB568/SB372 – Correctional Facilities – Voter Registration and Voting – Correctional Facilities to work with SBE for detainees to receive absentee ballots and register to vote.
- HB881/SB33 – Voting by Absentee Ballot – Prepaid Postage for Return of Ballots – We would pay postage for the return of absentee ballots and the State Board will reimburse each local board for 50% of the cost of the prepaid postage. Passed the Senate moved on to the House.
- HB1094 – Early Voting Centers – Hours of Operations – would change the hours for early voting to 8:00 am to 8:00 pm.

Early Voting Sign-Up Sheet:

Each member was asked to select which days they would be willing to work during early voting. We will need 2 polling place evaluation surveys completed as well as someone to help out with the selfie station in the lobby at the main entrance.

Computer Systems and Software Security Updates:

Mrs. Loibel reports that office staff has 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.

Registration Statistics:

Statistics as of February 29, 2020 were as follows: Total Active Registration 43,389, 13,053 Democrat, 22,034 Republican, 8 Bread & Roses, 7,625 Unaffiliated, and 669 Others.

Board Members Report:

There was nothing to report.

Disclosure of Campaign Contributions:

There was nothing to report.

Next Meeting:

The next regular meeting will be held on April 1, 2020 at 9:00 A.M.

Adjournment:

Mrs. Spiker made a motion for adjournment. Mrs. Johnson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:40 A.M.