

MINUTES

May 4, 2022

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

ATTENDEES: John Stakem, President
Armand Pannone, Board Attorney
JoAnn Spiker, Member
Debbie Johnson, Member
Tim Donaldson, Member
Lisa Griffith, Member
Diane Loibel, Election Administrator
Samantha Logsdon, Deputy Director

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 April board minutes. Mr. Donaldson seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

Mr. Pannone will get something in writing from Dr. Sherpa regarding consent to place the temporary ramp for District 14 on the vacant lot.

CORRESPONDENCE

None

ADDITIONS

Early Voting Cart, Transportation Meeting, Early Voting Supplement, and High School Registrations

ADMINISTRATOR'S REPORT

OLD BUSINESS:

Mail-in Applications

Mrs. Loibel reported that staff has processed 2,943 mail-in applications as of April 29, 2022. The second mailing will be sent out after the candidate filing deadline.

Election Judge Recruitment

We continue to work on recruiting election judges for the 2022 Gubernatorial Primary Election but we still have over 60 vacancies. Our election judge recruitment plan has included the following:

- Three Meet and Greet Sessions on October 26, 2021 at 2:00 pm, February 9, 2022 at 10:30 am, 2:00 pm, and 5:30 pm;
- Newspaper article in the Cumberland Times on April 28, 2022;
- Allegany College of Maryland;
- Frostburg State University;
- Message board in the main lobby of the Allegany County Office Complex;
- Social media posts on Facebook; and
- Sending applications with voter notification cards.

Nursing Home Program

Mrs. Loibel explained that the office has reached out to all of the nursing homes and assisted living facilities in the County to see if they want us to come in person or drop off supplies like we did during the 2020 election. Several of the nursing homes are not accepting visitors at this time because of COVID outbreaks. With Covid on the rise, we plan on handling the nursing home program like we did in 2020 unless a facility requests that we come in person. Activity Directors will participate in a training session on Thursday, May 5, 2022 at 1:30 pm at the County Office Complex where we will go over the process and give each activity director their initial contact letter and a list of voters who are registered from the facility as well as those who have already requested an application. Once the paperwork is completed, ballots will be dropped off to the facility in person. Once the residents have completed voting, we will return to the facility to pick up the voted ballots.

Additional BMDs

Washington County is in the process of packing up the 14 ballot marking devices that will be transferred to Allegany County. This will allow us to deploy two ballot marking devices to every polling place on election day. We have several smaller polling places that may not have enough space to setup both ballot marking devices. In this case, the additional ballot marking device will be deployed and stored in the cart until needed.

Disaster Recovery and Security Plan

A copy of the Disaster Recovery and Security Plan has been updated and sent to all members for their review. Mr. Stakem called for approval of the plan as written. Ms. Johnson made a motion to approve the Disaster Recovery and Security Plan as written. Mrs. Spiker seconded the motion and the motion passed unanimously.

Redistricting Update

Redistricting is complete in MDVOTERS and all polling place changes are complete. We mailed approximately 7,200 voter notification cards to voters who

have polling place changes. SBE will be mailing out the voter notification cards for redistricting since we were unable to secure enough paper for the mailing. Mrs. Loibel sent all resolutions, written descriptions, maps, and GIS shape files to the State Board of Elections.

NEW BUSINESS:

Reminder Notices for Polling Places

Polling place reminder notices will be sent out around the end of May to all polling places.

Early Voting Site Signal Testing

Mrs. Loibel reported that she can begin the early voting signal testing sometime around May 23, 2022. She will schedule this with the regional manager.

Ballot Drop Boxes

Ballot drop boxes will be delivered during the week of May 23rd to all State Correctional Facilities. Ballot drop boxes at the County Office Complex and Mountain Ridge High School should be delivered sometime during the last week of May or early June according to the transportation company. Mrs. Loibel asked if one of the board members would be willing to serve as a back up to retrieve ballots and other election mail at the State Correctional Facilities. Mr. Armand Pannone, Board Attorney stated he would serve as the back up person for the drop boxes.

Ballot Proofing

Ballot proofing will start in the very near future. We will also be required to complete the L&A process for the mail-in ballots from the mail-in ballot vendor.

Contingency Plans

A copy of the updated contingency plans for 2022 was sent to all members for their review. Mr. Stakem called for approval of the contingency plans. Mrs. Spiker mad a motion to approve the contingency plans as written. Mr. Donaldson seconded the motion and the motion passed unanimously.

EFS Tech Assignments

A copy of the revised EFS Tech Assignments was placed in the blue board folders. This is not the final document as we still have vacancies.

Board Assignments

A copy of the board assignments for the election was placed in the blue board folders.

Revised Election Calendar

A copy of the revised election calendar was placed in the blue board folders.

Early Voting Cart

We have purchased cardboard parts bin boxes to hold the ballots in the early voting cart. I believe this will allow us to have enough room within one cart to hold all of the ballots for early voting.

Transportation Meeting

Mrs. Loibel explained that she met with the transportation vendor on April 19, 2022. They will be delivering the ballot drop boxes in late May. Brian Coleman will be our project manager for this year. Primary deliveries will be made with 2 trucks on Friday, July 15th and 1 truck on Monday, July 18th. Pick-ups will occur on Wednesday, July 20th and Thursday, July 21st. Mrs. Loibel will be updating the spreadsheet provided by Interstate and will upload it to their portal. Mrs. Loibel will also create the delivery schedule and submit it to Geneva Green.

Early Voting Supplement

The Early Voting Supplement has been approved and sent to the printer. This will be given out to all election judges who will be working early voting.

High School Registrations

We will resume going to the local high schools for voter registration. High school registrations will take place on May 16, 17, and 18. We will be going to 4 public high schools including Allegany High School, Mountain Ridge High School, Fort Hill High School and the Career Center as well as 3 private schools including Bishop Walsh, Calvary Christian Academy, and Lighthouse Christian Academy.

Computer Systems and Software Security Updates:

Mrs. Loibel reports that office staff has 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.

Registration Statistics:

Statistics as of April 30, 2022 were as follows: Total Active Registration 43,569, 11,980 Democrat, 22,544 Republican, 78 Green, 223 Libertarian, 54 Working Class, 8,278 Unaffiliated, and 412 Others.

Board Members Report:

None

Disclosure of Campaign Contributions:

None

Next Meeting:

The next regular meeting will be held on June 1, 2022 at 9:00 A.M.

Adjournment:

Mrs. Spiker made a motion for adjournment. Ms. Johnson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:35 A.M.