

## MINUTES

January 8, 2020

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

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

**ABSENT:** Timothy Donaldson, Member  
Armand Pannone, Board Attorney

#### **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. A correction was necessary as Mrs. Johnson's name was not present as having attended the meeting. The minutes were corrected and reprinted for review. Mrs. Spiker made a motion to approve the December 4, 2019 minutes. Mrs. Johnson seconded the motion. The motion passed unanimously.

#### **ADDITIONS:**

There were no additions to the agenda.

#### **ATTORNEY'S REPORT:**

No attorney's report was given as Mr. Pannone was not in attendance.

#### **CORRESPONDENCE:**

There was no correspondence.

#### **OLD BUSINESS:**

##### **Election Judge Manual:**

The 2020 Election Judge Manual has been approved by SBE. We are currently waiting on approval for the Same Day Registration Manual. Once we have approval for both manuals, we will send them off to the printer.

##### **"I Voted" Sticker Contest:**

The winners of the statewide contest drew 650 submissions and more than 28,000 votes from the public are as follows: Amelia Avila from Olney Elementary School, Anna Rhulen from Tilden Middle School, and Cara Brown from Queen

Anne's County High School. The three designs will appear on the stickers distributed at the polling places for the 2020 Presidential Elections.

**Electronic Pollbook Upgrade:**

The 3.5.3.0 upgrade has been completed on all pollbooks.

**Office Directory:**

An updated office directory has been placed in your blue folder.

**NEW BUSINESS:**

**Alternate Early Voting Site:**

Per COMAR 33.17.02.02G(4)(a), the deadline to submit to SBE a form for the alternate early voting center is January 28, 2020. Our current alternate early voting center is the Department of Emergency Services located at 11400 PPG Road, SE, Cumberland. It is my recommendation that we continue with this location. It is a county-owned facility that is ADA compliant and is equipped with a hard-wired generator on the premises. Mr. James Pyles will serve as our point of contact. Following a short discussion, John Stakem, Board President, said he did not see any reason to change the alternate location at this time.

**Filing Deadline:**

Per Election Law §5-303(a)(2), the deadline for candidates to file a certificate of candidacy is January 24, 2020 at 9:00 P.M.

**Appointment of Election Judges:**

Per Election Law §10-203(a), the deadline for the appointment of election judges for the 2020 Presidential Primary Election is January 28, 2020. A list of all names serving as election judges in 2020 was provided to all members for their review and approval. Mrs. Johnson made a motion to approve the names submitted as election judges for the 2020 Presidential Elections. Mrs. Spiker seconded the motion and the motion passed unanimously.

**Financial Disclosures:**

The filing period for the 2019 financial disclosures is now open. Filers may log in and file their annual statement at any time but it must be submitted by the April 30<sup>th</sup> deadline. If you need any help with your disclosure, please let the office know. Upon completion of the disclosure, please provide the office with a copy of your receipt.

**Transportation of Voting Equipment:**

Mrs. Loibel reported that the kick-off meeting with the vendor who will be delivering the voting equipment has been scheduled for January 10<sup>th</sup> at 1:00 P.M. This will be a conference call instead of an in-person meeting.

**EXP Modification:**

ES&S will be here on January 9<sup>th</sup> to install the new version of EXP on the SWEM network. Duane, our regional manager will then confirm functionality of the new version of EXP sometime by the end of January.

**Early Voting Router:**

Mrs. Loibel reported that new routers will be used for early voting. The Cradlepoint router will take the place of the Sierra 4G router that was used in 2018. These are the same routers that the six larger counties will be using during the Primary Election. There is a possibility that we will all be networked for the general election.

**Absentee Ballots at Polling Places:**

The State Board approved final regulations that allow voters to drop off an absentee ballot at an early voting center or a polling place. A yellow bag very similar to the provisional ballot bag will be used. We hope to have at least 2 bags sometime in early February for our election judge training. The remainder of the bags will be delivered sometime in March.

**LBE Technician and EFS Techs:**

Mrs. Wendy Kline will be serving as our LBE Technician for the upcoming 2020 Presidential Elections. Mrs. Kline served in this position previously in 2018. All EFS Technicians will be returning with the exception of two. Valerie Westfall and Mick D'Atri will not be returning. Mrs. Loibel is in the process of completing the hiring request forms for the EFS techs on the 2020 Presidential Staffing Dashboard.

**Review of Confidential Voters:**

Per COMAR 33.04.02.06, a review of confidential voters must be completed before each statewide primary election. All confidential voters have been reviewed and will continue with their confidential status.

**Election Notice for Municipalities:**

A notice has been sent to all municipalities requesting information on any election that will be held in 2020. A schedule will be provided once all of the municipalities have responded with their dates of election.

**Rules of Security Behavior for Board of Elections:**

A copy of the Rules of Security Behavior for the Board of Elections has been placed in the blue board folder. Please take a few minutes to review this document and make sure to sign the form. A copy of the form will be provided per your request.

**FY21 Budget:**

The time is now to start gathering information for the FY21 Budget. Please let me know as soon as possible if there is something that you would want me to include in the budget.

**New Party Petition:**

SBE is expecting a new party petition to be delivered on January 6<sup>th</sup>. The petition is to establish the Working Class Party.

**Power Management Plan:**

The purpose of the power management plan is to make sure that voting system operations can continue during an election in the event that commercial power is not available in locations where voting system equipment is used. A copy of this plan was mailed out earlier in the week for your review. Mr. Fetchero made a motion to accept the Power Management Plan as written. Mrs. Johnson seconded the motion and the motion passed unanimously.

**Election Judges Training Schedule:**

Election judge training classes are set to begin on February 10, 2020 at 5:30 P.M. All training classes take place at the Multi-Purpose Building at the Fairgrounds. Classes will last approximately 3 hours and we ask that all members attend at a minimum, one type of each training class.

**Activity Directors Training:**

In preparing for absentee voting at the nursing homes and assisted living facilities, we have scheduled a training class for all activity directors on Wednesday, January 15<sup>th</sup> at 1:30 P.M. We will go over how to complete the voter registration application and the absentee ballot application as well as covering what we will require on the day of the visit.

**Absentee Voting at Nursing Homes:**

Mrs. Loibel stated that the dates for conducting absentee voting at nursing homes and assisted living facilities will begin on March 30<sup>th</sup> and run through April 9<sup>th</sup>. We will not schedule April 7<sup>th</sup> for voting as it is the registration deadline. Please let the office know your availability so that Mrs. Loibel can make the schedule.

**Legislative Session:**

The General Assembly will begin today at 10:00 A.M. At this time, there have been 13 election related bills pre-filed. An up-to-date list will be given out at the next regular board meeting.

**Canvass Dates:**

A list of all canvass dates that board members need to participate in has been placed in the blue board folders. Please be sure to make arrangements to be present during all of these important dates.

**Computer Systems and Software Security Updates:**

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

**Registration Statistics:**

Statistics as of December 31, 2019 were as follows: Total Active Registration 43,221, 13,088 Democrat, 21,871 Republican, 6 Bread & Roses, 7,574 Unaffiliated, and 682 Others.

**Board Members Report:**

There was nothing to report. Mr. Fetchero noted that he needed to leave the meeting early in order to attend a work meeting. Mr. Fetchero left the meeting at 9:55 A.M.

**Disclosure of Campaign Contributions:**

There was nothing to report.

**Next Meeting:**

The next regular meeting will be held on February 5, 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 10:15 A.M.