

## MINUTES

May 6, 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 9:06 A.M., and stated that there was a quorum present.

#### **SWEARING-IN OF BOARD OF CANVASSERS**

Dawne Lindsey, Clerk of the Court for Allegany County administered the oath to the Board of Canvassers for the 2020 Presidential Primary Election.

#### **ELECTION OF OFFICERS**

Mrs. Spiker made a motion to nominate Mr. Donaldson as Chairman of the Board of Canvassers. Mr. Fetchero seconded the motion. The motion passed unanimously. Mrs. Spiker made a motion to nominate Ms. Johnson as Secretary to the Board of Canvassers. Mr. Fetchero seconded the motion. The motion passed unanimously.

#### **APPROVAL OF MINUTES**

Mr. Stakem called for alterations, corrections, and/or approval of the minutes. Mrs. Spiker made a motion to approve the March 4, 2020 minutes. Ms. 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.

#### **OLD BUSINESS:**

There was no old business to report.

## **NEW BUSINESS:**

### **Change in Voting**

Based on the Governor's Proclamation, the primary election will be conducted primarily by mail with one in person vote center for those voters unable to vote by mail. Mail-in ballots will be provided with prepaid postage on the return envelope. Voters who request their ballot by web delivery will have to pay the postage for their ballots. Postage will be a 50/50 split between the County and the State. The County will be responsible for the money upfront with a credit appearing on our last quarter's bill from SBE. Ballots will cost the county approximately \$1.40 per ballot returned.

### **Working Class Party**

The State certified a new recognized party in the State of Maryland. This party is known as the Working Class Party.

### **Vote Center**

The vote center for the primary election will be located at the Allegany County Office Complex, 701 Kelly Road, Room 100, Cumberland. This location was selected because it serves as our Early Voting Center. Staffing will include 2 chief judges who will also act as the check-in judge and provisional/same day registration judge, 1 ballot issue judge, 1 scanning judge, 2 voting judges, 2 greeter judges, and 1 judge who will take care of the cleaning of the equipment and voting booths. 5 judges will be on call throughout election day in case we need more judges. Voting equipment will be spaced 6 feet apart and plexiglass shields will be placed at the check-in tables and ballot issue table. Greeter judges will use 2-way radios to communicate throughout the day. Social distancing decals will be placed on the floor to remind voters where to stand while waiting in line. A greeter judge will be stationed in the front lobby where he will provide hand sanitizer to each voter and give each voter a bag with a pen and an I Voted sticker in it. Masks will be handed out to any voter who may need one.

### **Drop Boxes**

Mrs. Loibel reported that there will be one ballot drop box at the vote center for voters who would prefer to drop off their ballots in person. The drop boxes will be available beginning on May 21<sup>st</sup> – June 2<sup>nd</sup> at 8:00 pm. A picture of the drop box has been provided in your blue folder. Drop boxes need to have surveillance on them 24-7 through June 2<sup>nd</sup>. We intend to position the drop box where the camera can easily see the drop box. The drop box will be emptied according to the guidelines set by SBE. The drop box will be sealed and a log sheet will be maintained when the ballot box is emptied throughout the day.

## **ADMINISTRATOR'S REPORT:**

### **FY21 Budget:**

The FY21 Budget meeting was held on March 6, 2020. At this time, we expect the budget to pass without any changes.

### **Confidentiality Agreement for Vote by Mail**

All board members signed the Confidentiality Agreement for Vote by Mail ballots.

### **Inventory**

Inventory for FY20 is 99.61% complete. We have one more item to count to reach 100%. The deadline to complete the inventory is June 30, 2020.

### **Signal Testing for Cradlepoint Routers**

Signal testing was conducted on April 24, 2020. A second test has been scheduled for May 11, 2020. This testing is a requirement prior to an election.

### **Vote by Mail Ballots**

Ballots were mailed out by the State vendor, SeaChange on Thursday, April 30, 2020. Voters started receiving ballots in their mailboxes on Saturday, May 2, 2020.

### **Voter Registration Deadline**

The voter registration deadline has been changed. The new deadline is May 27, 2020.

### **Mail-In Ballot Implementation Plan**

A copy of the Mail-In Ballot Implementation Plan was provided to all members for their review. This plan covers the pre-canvass activities as well as canvass activities.

### **EFS Techs**

We will not be utilizing the EFS Techs for the primary election. Staff will setup the vote center the day before the election.

### **Nursing Homes**

Due to COVID 19, all nursing homes and assisted living facilities are still on lockdown. Ballots were mailed to each nursing home on Friday, April 24, 2020 by trackable mail to the Activity Director's attention. Instructions for the activity directors were placed inside the box along with return labels and prepaid postage tape to be placed on the boxes for return to our office. Nursing home ballots will be quarantined 72 hours before handling. Activity Directors were trained on the absentee ballot process on January 15, 2020.

### **Election Judges**

All election judges have been paid the \$25.00 training pay for the primary election. A discussion took place on what the salary should be for those election judges who agree to work at the vote center during a pandemic. Ms. Johnson

made a motion to increase the salary of all judges to \$300.00 for the primary election only. Mr. Donaldson seconded the motion and the motion passed unanimously. Judges who agree to be on call on election day will be paid \$50.00 for the day.

### **Equipment Allocation**

The allocation for the vote center will include 2 scanning units, 3 electronic pollbooks, 2 ballot marking devices, 4 voting booths and 2 provisional booths.

### **L&A Testing**

L&A testing is set to begin the week of May 11, 2020. At the March board meeting, members authorized Mrs. Loibel to conduct L&A. During L&A testing, 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.

### **Public Demo**

The public demo is scheduled for May 18, 2020 at 9:00 AM. This will be conducted remotely. Notice for the public demo will go out on Friday and is already posted on our website.

### **Canvassing Notice**

Canvassing will begin on May 21, 2020 and continue through June 12, 2020. There will be a Provisional Ballot Canvass on June 10, 2020 at 10:00 AM. The canvass notice has already been posted on the website and a letter will be sent to all required by COMAR on Monday, May 11, 2020.

### **Canvassing**

A discussion took place regarding what our canvass teams will look like and how we want to pay the canvass workers. We will continue to follow the CDC guidelines for social distancing throughout the process. The entire canvassing process will be livestreamed. The links will be available on the website each day. The Board of Canvassers will need to open, close, and make decisions on referred ballots. At this time, all of this will be done remotely. Mrs. Spiker made a motion to pay canvassers \$15.00 per hour. Mr. Fetchero seconded the motion and the motion passed unanimously.

### **Definition of a Vote Manual**

All members were provided a copy of the Definition of a Vote Manual for their review prior to any canvassing. Members were asked to use this manual as an aid when making decisions on ballots during the canvass.

### **Livestreaming**

Because the County Office Complex is closed to the public, we will be livestreaming our canvass. Canvassing will take place in two separate rooms in order to observe the social distancing guidelines. The opening, reviewing, and

ballot duplicating will be conducted in Room 100 and the scanning will be conducted in Room 230. Board decisions will be held in Room 100. Mevo cameras and a premium version of Vimeo will be used for all livestreaming events.

**Specimen Ballots**

It will not be necessary to send specimen ballots out for the primary election.

**Polling Place Evaluation Plan**

A decision has not been made at this time regarding the Polling Place Evaluation Plan.

**Computer Systems and Software Security Updates:**

Mrs. Loibel reports that office staff has successfully applied the Microsoft Security updates for the month of March/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, 2020 were as follows: Total Active Registration 43,546, 13,082 Democrat, 22,132 Republican, 0 Working Class, 11 Bread & Roses, 7,655 Unaffiliated, and 666 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 July 8, 2020 at 9:00 A.M.

**Adjournment:**

Mr. Donaldson made a motion for adjournment. Ms. Johnson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:05 A.M.