

MINUTES

September 2, 2020

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
Timothy Donaldson, Member
John Fetchero, Member
Debbie Johnson, Member
Diane Loibel, Election Administrator

ABSENT: None

DECLARATION OF QUORUM PRESENT

Mr. Stakem called the meeting to order at 9:05 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 August 3rd 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.

CORRESPONDENCE

None

ADMINISTRATOR'S REPORT

OLD BUSINESS:

Election Judge Training Schedule and Notices

All members were provided with a copy of the election judges training schedule which begins on Tuesday, September 8th at 5:30 PM. The power point presentation was mailed to all judges with their training notices so that we will be able to lessen the amount of time the judges will be together in the same room. We will only train 6 – 8 people at a time because of social distancing. Training is

expected to last through the month of September with the last week dedicated to training the supplemental judges.

Ballot Drop Boxes

We will be receiving two ballot drop boxes for this election. One will be placed at the County Office Complex and the other will be placed at Mountain Ridge High School. We received a request from Frostburg State University for a ballot drop box on campus but we just don't have the staff to fully support this. We already have a ballot drop box within 1.5 miles of the college campus.

Post-Election Maintenance

Post-Election Maintenance has been completed on all of the voting equipment used in the primary election and a power cycle/charge cycle has been completed on the additional voting equipment. 2 BMDs and 1 DS200 were entered into the issue tracker with issues following maintenance. ES&S will be here on September 2nd to handle the repairs.

NEW BUSINESS:

Election Calendar

A copy of the most updated election calendar was given to all members.

Vote Centers

The final copy of the vote center proposal that I was directed to submit to SBE has been placed in your blue board folder. At its August 19th board meeting, SBE approved our proposed vote center plan. Mr. John Fetchero made a motion to approve the vote center plan as approved by SBE. Mr. Timothy Donaldson seconded the motion and the motion passed unanimously.

Early Voting Dates

Mrs. Loibel explained to the members that the dates for early voting have changed. Early voting will begin on Monday, October 26th and run through Monday, November 2nd. Hours of operation for early voting will be from 7:00 AM – 8:00 PM each of the eight days. On Tuesday, November 3rd, the early voting center will become one of the six vote centers on election day. At the end of early voting, it will be necessary to remove the equipment used during early voting and replace it with the equipment for election day.

Ballot Proofing

Ballot proofing has been completed and a copy of the ballots have been posted on the window in the front lobby. There will be 42 ballot styles for the general election. As a result of the additional ballot styles, we have purchased 6 ballot carts to be used at the vote centers and early voting. A picture of the ballot cart has been placed in your blue board folders. Estimated delivery of the ballot carts is expected to be no later than October 9th.

Logic and Accuracy Testing

We are set to begin L&A on October 5th. For each vote center, we will test two scanners and at least 2 ballot marking devices. 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. Mr. Fetchero made a motion authorizing Mrs. Diane Loibel to conduct logic and accuracy on the voting equipment for the 2020 Presidential General Election. Mrs. Spiker seconded the motion and the motion passed unanimously.

EFS Techs

We will be utilizing a total of 10 EFS techs at the vote centers. We are not hiring techs for the vote center at the Allegany County Office Complex since we are located within the same building. One major difference for this election will be the technicians are working all day. Technicians will setup the voting equipment Monday evening and Tuesday morning as part of their normal duties as well as serving as a runner on election day if any of the vote centers run out of supplies. They will also be on hand in case there are any issues with the voting equipment throughout the day.

Polling Place Letters

A letter will be sent to all of the polling places informing them of their use as vote centers. A different letter will be sent to those polling places who will not be serving as polling places/vote centers for this election.

Public Education Plan for Early Voting

A copy of the public education plan for early voting has been sent for your review. We are once again looking at advertising on the radio and in the local newspaper. I will be reaching out to SBE to find out which radio stations they will be working with as part of their education plan for the upcoming election.

Transportation Meeting

Our transportation meeting was held on September 1st with the State's vendor. We are looking to deploy 2 black transfer carts per vote center for the upcoming election as well as our new ballot cart. I have also asked the transportation company if they could deploy the plexiglass shields for each of the vote centers as well as a large storage tote filled with privacy sleeves. Additional items may include ADA tables, crowd control barriers, and additional cones. They have asked that we take a picture of the plexiglass shields once they are delivered so that they can look at the packaging. Escorts will travel with the transportation company. Delivery dates and pick up dates will be discussed at the next meeting.

Vote by Mail Canvass Dates

The State Board of Elections approved October 1st as the date that the vote by mail canvassing may begin. I am currently in the process of working on the calendar and it looks like we may not start until after we have completed L&A

testing. Since the County Office Complex is open to the public, we will not be livestreaming the canvass. I am planning to use Room 100 for the opening/reviewing and duplication of the ballots and the warehouse will be used to scan the ballots. Board members will need to open and close the canvass as well as be present for all board decisions.

Computer Systems and Software Security Updates:

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

Registration Statistics:

Statistics as of August 31, 2020 were as follows: Total Active Registration 43,595, 13,007 Democrat, 22,232 Republican, 1 Working Class, 11 Bread & Roses, 7,674 Unaffiliated, and 670 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 October 7, 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 11:28 A.M.