

MINUTES

August 1, 2023

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

ATTENDEES: John Stakem, President
Armand Pannone, Board Attorney
Richard DeVore, Member
Lisa Lyons, Member
Cecilia Pittman, Member
Diane Loibel, Election Administrator
Wendy Maddux, Deputy Director

ABSENT: Debbie Johnson, Member

PUBLIC: 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. Mr. DeVore made a motion to approve the July board minutes. Ms. Lyons seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

None

CORRESPONDENCE

None

ADDITIONS

None

ADMINISTRATOR'S REPORT

Financial Disclosures

Mrs. Loibel reminded all board members to complete their financial disclosures before the end of the month. This is a requirement to serve on the board.

Early Voting MOU

Mrs. Loibel stated that the Memorandum of Understanding for Early Voting was approved at the July 13, 2023 County Commissioners Meeting.

Election Judges

Election judge recruitment is ongoing. As of July 27th, 83 Democratic Judges, 107 Republican Judges and 9 Unaffiliated Judges have responded to the 2024 Election Judge Inquiry that we sent out in July. A draft copy of the election judge training schedule was sent to all members for their review. Please note that this document is subject to change.

Registrar Position

We received a total of 23 applications for the Registrar position. Interviews will be held on August 7th and August 8th. During the interview process, candidates will be required to give a brief presentation on Chapter 3 of the election judge manual. Based on the first interviews, a few candidates will be selected for testing followed by a second interview. Our goal is to have the new employee in place by September 5, 2023.

Warehouse Clerk

Interviews for the Warehouse position will take place the week of August 14th. As stated previously, this position will help with the charging of the voting equipment, inventory, packing supplies and escorting the transportation vendor to and from the polling places. We hope to fill this position by the first week of September.

Polling Place Agreements

Polling Place Agreements were sent out on July 27th. We are requesting their response no later than October 2, 2023 so that we have plenty of time to submit our polling place plan to SBE.

Disaster Plan

The first 4 chapters were sent to all members so that they can familiarize themselves with the plan. The plan will be updated over the next several months. Chapters 1 – 4 were reviewed at the meeting.

Regional Training – Voter Registration 101 Training

A voter registration training will be held on September 14th at the Washington County Board of Elections office. All staff will be required to attend this training.

Pollbook Update

The new State Administrator will be making the final decision on the implementation of the new pollbooks for the upcoming election. We expect that the decision will be made some time in September. In the meantime, we have been told to continue with the charging of the legacy pollbooks in case we would need to use them in 2024.

Application for Voter Registration Data

An updated copy of the Application for Voter Registration Data was sent to all members for their review. The only changes include additional verbiage added

to the affirmation which is required by SBE and adding the 2022 election as a selection for data. Mr. Stakem made a motion to approve the Application for Voter Registration Data as presented. Ms. Lyons seconded the motion. The motion passed unanimously.

Computer Upgrades

SBE has started the RFP process for the purchase of our new computers, monitors, and scanners. I have requested support from SBE with the installation of the new hardware and software. County IT will order the software that will be needed.

Specimen Ballots

Mrs. Loibel requested quotes from two different vendors, Highstarr Copy & Print Services and Corporate Communications Group. Highstarr Print Services was one of the vendors that attended the MAEO Conference. Their quote came in more than double what we paid in 2022. Corporate Communications Group is the company that we have used over the last several years. During the primary election, we had a problem with some of the specimen ballots not being addressed to the PO Boxes but the problem was taken care of in the general election. A quote from Corporate Communications Group has not been received as of the date of this meeting.

Page Program

In 2019, SB 364 was passed requiring the State Board of Elections to develop the Election Day Page Program. The program offers an opportunity for students 14 years old or older to participate in the election process while earning community service credit. The goals of the program are to encourage the interest of students in the election process, assist election judges, and ensure safe entry and exit of elderly and disabled voters. While participation is optional, SBE encourages all LBEs to offer this opportunity to students in their county. Mrs. Maddux reached out to our contact at the Board of Education but has not heard back at this time. The deadline to request a waiver if we choose not to participate is September 1, 2023. Mr. Stakem directed Mrs. Loibel to continue reaching out to the Board of Education. The board does not wish to request a waiver at this time.

Bylaws

A copy of the signed bylaws was sent to SBE on July 21, 2023 for their approval. Mrs. Loibel will let the board know if they are approved.

DHS Tabletop the Vote Exercise

SBE has decided to participate in a table top exercise on August 15th in the sixth annual Tabletop the Vote National Election Exercise to be conducted and sponsored by the Cybersecurity and Infrastructure security Agency (CISA), in coordination with the National Association of State Directors (NASD). The purpose of this exercise is to identify best practices and areas for improvement in

election planning, identification, response, and recovery. Wendy and Samantha will be attending this virtual event on behalf of our office.

Computer Systems and Software Security Updates

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

Registration Statistics

Statistics as of July 31, 2023 were as follows: Total Active Registration 43,847, 11,526 Democrat, 22,845 Republican, 239 Libertarian, 8,674 Unaffiliated, and 563 Others.

Incident Response Scenario #1

There will be a work session following today's meeting to discuss Incident Response Scenario #1. All members and staff are encouraged to participate.

OLD BUSINESS

None

NEW BUSINESS

None

Board Members Report:

None

Disclosure of Campaign Contributions:

None

Next Meeting:

The next regular meeting will be held on September 5, 2023 at 9:00 A.M.

Adjournment:

Mrs. Pittman made a motion for adjournment. Mrs. Lyons seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:32 A.M.