

MINUTES

March 5, 2024

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 (arrived at 9:25 A.M.)
Lisa Lyons, Member
Debbie Johnson, Member
Cecilia Pittman, Member
Diane Loibel, Election Administrator
Wendy Maddux, Deputy Director

ABSENT: None

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. Ms. Johnson made a motion to approve the February board minutes. Ms. Lyons seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

None

CORRESPONDENCE

None

ADDITIONS

Warehouse Update – This will be discussed in the Administrator's Report

ADMINISTRATOR'S REPORT

Swearing In of the Board of Canvassers

Dawne Lindsey, Clerk of the Court was present to swear in board members as the Board of Canvassers for the 2024 Presidential Primary Election.

Rules of Security Behavior for Election Officials

The Rules of Security Behavior for Election Officials was given out to all board members to complete for the upcoming 2024 Presidential Elections.

Attorney Meetings for Primary Election

Mrs. Loibel provided the virtual meeting schedule for the attorney's meetings prior to the Presidential Primary Election. Mr. Pannone will try to be available to participate on the scheduled days. Meeting dates include:

- Friday, March 15, 2024 @ 9:00am
- Tuesday, April 9, 2024 @ 9:00am
- Tuesday, April 23, 2024 @ 9:00am
- Tuesday, May 7, 2024 @9:00am

Election Judge Manual

The Election Judge Manuals are available for all members to pick up. Make sure to get a copy of all three manuals at the next training class.

Mail-in Ballot Application Statistics

We have 4,012 mail-in voters for the 2024 Presidential Primary Election as of February 20, 2024.

High School Registrations

The statistical report for the voter registration drives at local area high schools was placed in the blue board members folders for review.

Nursing Homes/Activity Directors Training

A training class for activity directors of all nursing homes and assisted living facilities was conducted on January 24, 2024. All nursing homes and assisted living facilities sent representation for the training. The initial contact letter was provided at the end of the class along with a list of residents who are registered to vote at that nursing home. We have requested that all paperwork be returned to our office by March 4, 2024.

Financial Disclosures

Please complete your 2023 Financial Disclosure by April 30, 2024. You should have received an email from the Maryland Ethics Commission. This is a requirement for all board members. If you need assistance, please let Mrs. Loibel know.

FY25 Budget

Mrs. Loibel reports that she is in the beginning phase of putting together the FY25 Budget. At this time, we are awaiting the paperwork to complete the County's Audit Request. Once the paperwork is received, a draft version of the budget will be submitted to all board members for their review.

2024 Inventory Audit

The 2024 Inventory Audit is currently under way. The audit should be complete by late April. We are currently at 18% completion.

CMOS Battery Replacement Project

CMOS Battery Replacements began on the legacy pollbooks on Monday. The goal is to finish this process by the middle of the month. The deadline to complete the CMOS battery replacement is March 29th.

EFS Techs

Names have been sent to the staffing vendor for the EFS Techs. Late on Friday, one person reached out to say they would be unavailable for the primary election. Schedules will be updated once the vacancy has been filled.

Board Assignments

Board assignments were sent to all members for their review. Please let the office know if you do not know the location of any of your assigned polling places.

Disaster Recovery and Security Plan

An updated copy of the Disaster Recovery and Security Plan was sent out to all members for their review. Contingency plans and an updated version of the Rules of Security Behavior Form have been included in this update. Mr. DeVore made a motion to approve the Disaster Recovery and Security Plan as provided. Ms. Lyons seconded the motion and the motion passed unanimously.

Ballot Drop Box Procedures

Minimum Requirements

1. The people picking up ballots must be sworn in with the *Oath for Election Judges and Staff*.
2. A person picking up ballots must have a **criminal background check on file**.
3. The people picking up the ballots must display a State or county ID. Board members may wear name badges in lieu of a State or county ID.
4. Anyone deployed by an LBE to monitor or service drop boxes, must display a State or county ID or be otherwise identifiable as authorized personnel.
5. Notify law enforcement of the location of the ballot box and request increased patrolling.
6. All ballot drop boxes must be under 24/7 camera surveillance, and the local board must have immediate access or access within a reasonable amount of time to the security camera monitoring the ballot box. The local board shall make periodic in-person visits.

Recommendations

1. The person picking up ballots should wear a top with the name of the election office (e.g., vest or shirt with "County Board of Elections") printed on it.
2. Use a team of two election officials to retrieve ballots.

Retrieving Ballots – Schedule

1. Retrieve ballots at least once a day
2. On the deadline to register to vote, empty containers at 5 pm. There may be timely voter registration applications
3. Starting the Friday before election day retrieve ballots at least 2 times a day – preferably in the morning and in the evening.
4. On the deadlines to request a mail-in ballot as per the election calendar, empty containers at 5 pm and 8 pm respectively. There may be timely requests for mail-in ballots

Ballot Drop Boxes – Delivery

Ballot drop boxes are expected to be delivered beginning the week of March 25th. Samantha will serve as the escort for the drop offs. Once I have confirmation of the date, I will let you know.

L&A Testing

L&A Testing is set to begin on April 8th for the voting equipment to be used on election day. Verification testing on the mail-in voting equipment will be tested sometime during the end of March. Mrs. Pittman made a motion to authorize Mrs. Loibel to conduct the Logic and Accuracy Testing. Ms. Lyons seconded the motion and the motion passed unanimously.

Ballot Display and Certification

March 11, 2024 is the deadline for SBE to certify and display the ballot for the 2024 Presidential Primary Election. Ballots have been posted in the window of the main lobby of our building.

Nursing Homes

The Mail-in Ballot Program at nursing homes is set to begin the week of April 15th running through April 25th. A schedule will be provided once we receive our ballots.

Mail-In Ballot Application Drive at Frostburg State University

The schedule is set for the Mail-in Ballot Application drives at FSU. A table will be setup in the Student Union at the Lane Center. Hours will be 10:00 A.M. – 2:00 P.M. The schedule is as follows:

March 26, 2024 – Mr. DeVore and Ms. Johnson
April 9, 2024 – Ms. Lyons and Mrs. Pittman
April 16, 2024 – Mr. Stakem and Mr. DeVore
April 23, 2024 – Ms. Lyons and Mrs. Pittman

Move Act Deadline

The deadline for election officials to transmit ballots to UOCAVA voters is March 31, 2024.

Transmission of Mail-in Ballots

The deadline for election officials to transmit ballots to domestic, civilian voters who requested a ballot at least 60 days before the election is Monday, April 1, 2024.

Public Education Plan for Early Voting

Flyers:

Flyers distributed to HRDC for all Senior Centers

Flyers distributed to all Allegany County Libraries

Newspaper Advertising:

Cumberland Times News – Quarter Page Ad to run in Saturday's paper - \$823.10

Radio Advertising:

WCBC (AM) - 24 spots for 8 days @ \$13.50 = \$324.00

Big Froggy - 25 spots for 8 days @ \$15.00 = \$375.00

WRQE - 25 spots for 8 days @ \$11.00 = \$275.00

WTBO (AM) –25 spots for 8 days @ \$6.00 = \$150.00

WFRB (AM) - 25 spots for 8 days @ \$8.00 = \$200.00

Magic 100.5 (WDWK) - 32 spots for 8 days = \$10.75 = \$387.00

99.5 The Wolf (WVMD) - 32 spots for 9 days = \$10.75 = \$387.00

Total \$2,921.10

Text My Gov

The State Board of Elections received a grant for a program to provide a text message service for the judges at the polling places in the event of an emergency. Board members should sign up via their cell phones so that they can receive/send emergency text messages. There is no cost for this service. Several board members indicated that their cell phones do not support text messaging.

Legislative Update

Members were sent the most recent summary of election related bills for their review.

Warehouse Update

Mrs. Loibel informed the members that the warehouse move may not happen after all. It appears that the space may be going to another department. Mrs. Loibel will keep the board updated as she receives more information.

Computer Systems and Software Security Updates

Office staff has successfully applied the Microsoft Security updates for the month of February on SBE workstations. We have also updated other third-party software applications to their latest versions on all workstations.

Registration Statistics

Statistics as of February 29, 2024 were as follows: Total Active Registration is 43,318. 10,964 Democrat, 22,584 Republican, 0 No Labels MD, 260 Libertarian, 8,940 Unaffiliated, and 570 Others.

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 April 2, 2024 at 9:00 A.M.

Adjournment:

Ms. Lyons made a motion for adjournment. Ms. Johnson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 11:41 A.M.