

MINUTES

April 2, 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
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. Mrs. Pittman made a motion to approve the March board minutes. Mr. DeVore seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

None

CORRESPONDENCE

None

ADDITIONS

Election of Officers – Board of Canvassers

Mr. Stakem made a motion to nominate Lisa Lyons as Chairman of the Board of Canvassers. Mrs. Pittman seconded the motion and the motion passed unanimously. Mr. DeVore made a motion to nominate Cecilia Pittman as Secretary for the Board of Canvassers. Mrs. Lyons seconded the motion and the motion passed unanimously.

ADMINISTRATOR'S REPORT

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:

- 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 4,383 mail-in voters for the 2024 Presidential Primary Election as of March 28, 2024.

Financial Disclosures

Please complete your 2023 Financial Disclosure by April 30, 2024 if you have not already done so. This is a requirement for all board members.

FY25 Budget

Mrs. Loibel reported that she has requested an additional position in our budget request. This would be a new position titled Election IT Support Technician and Warehouse Manager. This position would handle all inventory records, inventory management, voting equipment charging, post-election maintenance, camera surveillance for drop boxes, serve as an escort for voting equipment deliveries and packing of voting equipment for deployment to polling places. Additional job duties include maintaining the Statewide Election Management Networks, updating and backing up all county and state computers, providing help desk support on election day, aid in the implementation of new voting systems and pollbooks, and help the Administrator update forms to be completed electronically instead of manually. The position will be part of the Classified Service with a pay grade of 106. In addition, a request to increase the canvass pay from \$200 to \$400 per person was also included in this budget request. This cost has not been increased in over 25 years and the amount of days that we are canvassing has doubled.

2024 Inventory Audit

As of March 29, 2024, we are at 93.64% completed with our inventory audit. We hope to reach 100% by the end of the week.

CMOS Battery Replacement Project

The CMOS Battery Replacement Project is now complete. 92 out of 93 batteries were replaced. We have one pollbook that one of the screws appears to be stripped and will not come out. This training pollbook has been reported to SBE.

EFS Techs

We have one vacancy for the EFS Tech position and I am expecting to have another vacancy in the near future. We are working on finding replacements. Tech Training has been rescheduled for April 18, 2025 at 5:30 PM.

Board Assignments

An updated copy of the assignments will be given out once the last vacancy has been filled. Please let the office know if you do not know where any of your polling places are located at.

Ballot Drop Box Procedures

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.

L&A Testing

L&A Testing is set to begin on April 8th for the voting equipment to be used on election day.

Public Demo

The public demo will be held on Tuesday, April 23, 2024 at 9:00 AM.

Confidentiality Request

We have received an additional confidentiality request. This voter meets the requirements to have their information confidential. Mr. DeVore made a motion to approve the confidentiality request. Mrs. Johnson seconded the motion and the motion passed unanimously.

Nursing Homes

A copy of the nursing home schedule was sent to all members to review.

Mail-In Ballot Application Drive at Frostburg State University

The Mail-in Ballot Application drives at FSU are underway. 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:

April 9, 2024 – Ms. Lyons and Mrs. Pittman

April 16, 2024 – Mr. Stakem and Mr. DeVore

April 23, 2024 – Ms. Lyons and Mrs. Pittman

Public Education Plan for Early Voting

A copy of the finalized version of the public education plan for early voting was sent to all members for their review..

Election Judge Training Audit

Mrs. Crystal McGinn from the State Board of Elections conducted an evaluation of one of our Check-in Judge Training Classes. A copy of her findings was sent to all members for their review.

Bylaws Approval

On March 22, 2024, the State Board of Elections voted to approve our bylaws as provided on July 11, 2023. A copy of the letter was sent to all members.

Voting Supplies Verification Plan and Random Drawing

A local board of elections may develop a method of verifying supplies for early voting and election day or adopt or customize the following verification method: No later than 15 days before early voting, the members of the local board of elections shall randomly select the greater of 2 precincts or precincts equaling 10% of the jurisdiction's precincts. When all voting supplies are packed for early voting and election day, a bipartisan team of local board members shall inspect the contents of the supplies of the randomly selected precincts and all early voting centers. Mrs. Lyons made a motion to adopt the policy provided by SBE. Mrs. Johnson seconded the motion and the motion passed unanimously.

Polling Place Evaluation Program

Polling Places must be evaluated during each election. LBEs must evaluate 50% of their precincts in one election year. LBEs are to evaluate their precincts on a rotating basis. LBEs must evaluate the remaining 50% of their precincts in the next election cycle so that 100% have been evaluated over four years. Mrs. Pittman made a motion approve the Polling Place Evaluation Program as presented. Ms. Lyons seconded the motion and the motion passed unanimously.

Specimen Ballot

The specimen ballot files have been sent to the printer. A copy of the draft version of the specimen ballot was provided to all members for their review.

Legislative Update

An updated version of election related legislation was provided to all members. At the May meeting, we will discuss all the election related bills that affect elections.

Computer Systems and Software Security Updates

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

Registration Statistics

Statistics as of March 31, 2024 were as follows: Total Active Registration is 43,427. 10,946 Democrat, 22,648 Republican, 0 No Labels MD, 261 Libertarian, 9,001 Unaffiliated, and 571 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 May 7, 2024 at 9:00 A.M.

Adjournment:

Mrs. Pittman made a motion for adjournment. Mr. DeVore seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 11:37 A.M.