

MINUTES

February 11, 2025

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

ATTENDEES: John Stakem, President
Richard DeVore, Member
Debbie Johnson, Member
Cecilia Pittman, Member
Lisa Lyons, Member
Diane Loibel, Election Administrator
Wendy Maddux, Deputy Director

ABSENT: Armand Pannone, Board Attorney

PUBLIC: None

DECLARATION OF QUORUM PRESENT

Mr. Stakem called the meeting to order at 9:04 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. Lyons made a motion to approve the December board minutes. Ms. Johnson seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

None

CORRESPONDENCE

We received a request for participation from the Allegany County Board of Education's Make a Difference Youth Summit for Tuesday, February 25th at Allegany College of Maryland. Two staff members will provide voter registration at this event.

ADDITIONS

None

ADMINISTRATOR'S REPORT

Mileage Reimbursement

The Internal Revenue Service has increased the standard mileage rate for the 2025 calendar year. The new rate will be \$0.70 per mile, effective January 1, 2025.

Manual Ballot Tabulation Audit

The Manual Ballot Tabulation Audit will be held at 10:30 A.M. today following the board meeting.

Personnel

Currently, there is one open position for a Registrar. The job posting closed on January 31, 2025 with interviews scheduled for February 24th. March 17th is the desired start date for this position. We are hoping to work on our succession plan for the office once this position is filled.

Post-Election Maintenance

Post-Election Maintenance on the pollbooks and printers began on February 3, 2025. The deadline for the completion of pollbook maintenance is February 24th. Voting equipment maintenance will begin once the pollbook maintenance is complete.

MAEO/SBE Biennial Meetings

SBE has decided to combine the biennial meeting with the MAEO Conference for 2025. The biennial conference is mandatory for the Director, Deputy Director, board members and board counsel. The conference will begin on Sunday, May 4th running through Friday, May 9th.

Election Director Evaluation Process

In response to a piece of legislation ([HB459/SB417](#)) that was passed by the Maryland General Assembly last year, SBE has established an evaluation to provide feedback to the local boards regarding performance of election directors. Two LBEs will be selected every month starting in January 2025. The Election Director and Board President will be notified if their county was selected at the beginning of the month. A closed meeting with the Board and State Administrator, Jared DeMarinis, should be scheduled at an upcoming board meeting. This will take some coordination of schedules and consideration of when the report is released (mid-month), so the meeting may not occur until the following month, which is fine. Mr. DeMarinis will also provide the report to the Election Directors prior to speaking with the Board. With that said, Mrs. Loibel has been chosen for the month of February. Mr. DeMarinis will be here at the March 4th board meeting. A copy of the evaluation process was provided to each member for their review.

Warehouse Regulations

A copy of SBE's warehouse regulations were sent to all members for their review. Public comment closed on January 27, 2025. Regulations become final after the Notice of Final Action appears in the Maryland Register and the specified period of time has passed. The new regulations cover the warehouse size and capacity as well as security and safety specifications. Mrs. Loibel stated that a copy of the regulations was sent to County Administrator, Jason Bennett for his review. ADT will be here on Friday, February 14th to discuss updating our current system and adding video surveillance and central fire monitoring.

FY26 Budget

Preparations for the FY26 budget are ongoing. We received the State budget request and are currently waiting on the county to provide their paperwork. We plan to request additional money to fund a registrar position in July so that we can institute our succession plan. In addition, we will need additional funding for the warehouse specifications regarding safety and security.

Financial Disclosures

Financial disclosures should be completed by April 30, 2025. Everyone should have received an email from the Maryland Ethics Commission earlier in January. Please provide the office with a copy of your receipt once completed.

Legislative Update

Mrs. Maddux provided an update to all members regarding election related legislation from the General Assembly. A summary of election related bills was sent to all members prior to the meeting for their review.

Computer Systems and Software Security Updates

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

Registration Statistics

Statistics as of January 31, 2025 were as follows: Total Active Registration is 44,526. 10,884 Democrat, 23,706 Republican, 56 Green, 9,030 Unaffiliated, and 850 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 Tuesday, March 4, 2025 at 9:00 A.M.

Adjournment:

Mrs. Pittman made a motion for adjournment. Ms. Lyons seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:29 A.M.

