

MINUTES

March 4, 2025

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
Debbie Johnson, Member
Cecilia Pittman, Member
Lisa Lyons, 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 9:03 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 February board minutes. Ms. Johnson seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

None

CORRESPONDENCE

None

ADDITIONS

None

ADMINISTRATOR'S REPORT

Manual Ballot Tabulation Audit

Mrs. Loibel presented the findings of the Manual Ballot Tabulation Audit which took place on February 11, 2025. As part of the audit, 627 ballots from early voting, 732 ballots from election day precinct 013-000, 100 ballots from the mail-in canvass, and 25 ballots from the provisional ballot canvass were manually tabulated and compared to the totals report printed by the scanning units. No discrepancies were found during this audit.

Candidate Filings

Candidate filings for the 2026 Gubernatorial Primary Election opened on February 25, 2025. As of March 3, 2025, Rich Godlove filed for Sheriff.

Working Class Party

The Working Class Party was successful with their petition to become a recognized party in Maryland. SBE will be working on updating VRAs and other forms as necessary.

Personnel

Interviews for the Registrar position were held on February 24, 2025. A total of nine individuals were interviewed. Testing took place on February 27th and we are currently awaiting the commissioners' 3-day review period. We hope to have an offer letter no later than Wednesday.

Post-Election Maintenance (PEM)

Post-Election Maintenance on the pollbooks and printers is now complete. We hope to begin PEM on the voting equipment on Thursday, March 6, 2025. Deadline to complete PEM is April 18, 2025.

MAEO/SBE Biennial Meetings

The SBE Biennial Conference will be held on Sunday, May 4th and Monday, May 5th. Conference registration will begin at 1:00 p.m. Opening remarks begin promptly at 4:00 p.m. The MAEO Conference will be held on Tuesday, May 6th – Thursday, May 8th. A tentative agenda was provided in your board packet. Hotel reservations were made on Monday. Confirmations will be provided as soon as received. Mr. Stakem stated that he would take care of the door prize and Mr. DeVore will take care of the silent auction item.

FY26 Budget

Preparations are under way, but we are still waiting to receive the budget packet from the County's Finance Department.

FY25 Inventory Audit

The FY25 Inventory Audit is 47% complete. We are conducting the inventory audit in conjunction with post-election maintenance. SBE is requesting that the inventory audit be completed by the end of May.

Financial Disclosures

Financial disclosures should be completed by April 30, 2025. Please provide the office with a copy of your receipt once completed.

Warehouse Regulations

A draft copy of the warehouse regulations was reviewed. Mrs. Loibel shared that the County is proposing additional warehouse space in the building that we are currently in. In addition, they want to create a training facility adjacent to the warehouse to be shared by the election office and the sheriff's office. Mrs. Loibel

expressed concerns with lighting, parking, climate control, restrooms, and surveillance. Mrs. Loibel will provide updates as they become available.

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 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 28, 2025 were as follows: Total Active Registration is 44,385. 10,828 Democrat, 23,647 Republican, 52 Green, 55 Working Class Party, 9,017 Unaffiliated, and 786 Others.

OLD BUSINESS

None

NEW BUSINESS

None

Board Members Report:

Mr. Stakem reported that there is a new MAEO Committee for board members. The meeting will be held on Monday, March 10, 2025 at 10:00 A.M. No actions will be taken at this meeting. Mr. Stakem requested to use the conference room next to the election office so that all members could participate.

Disclosure of Campaign Contributions:

None

Closed Session

Mr. Stakem requested a motion to close the board meeting under the General Provisions Article, §3-305(b)(1), which permits closing a meeting to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Ms. Johnson made a motion to convene in closed session and Mr. DeVore seconded the motion. The motion passed unanimously. The closed session began at 10:32 A.M. Persons present during the closed session include board members John Stakem, Lisa Lyons, Debbie Johnson, Cecilia Pittman, Dick DeVore, Diane Loibel, and Maryland State Board of Elections Administrator Jared DeMarinis (virtually). Mr. DeVore made a motion to adjourn the closed meeting and return to open session. Ms. Lyons seconded the motion. The motion passed

unanimously. Mr. Stakem adjourned the closed meeting at 11:25 A.M. and the open meeting reconvened.

Next Meeting:

The next regular meeting will be held on Tuesday, April 1, 2025 at 9:00 A.M.

Adjournment:

Ms. Johnson made a motion for adjournment. Ms. Lyons seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the open meeting at 11:28 A.M.