

Allegany County Board of Canvassers
701 Kelly Road, Room 100
Cumberland, MD 21502

October 15, 2024 - Pre-Mail-in Ballot Canvass

ATTENDEES

Board of Canvassers:

Name	Position	Party
Lisa Lyons	Chairman	Republican
Cecilia Pittman	Secretary	Democratic
Richard DeVore	Member	Republican
Debbie Johnson	Member	Democratic
John Stakem	Member	Democratic

LBE Staff:

Name	Position
Diane Loibel	Election Director
Armand Pannone	Board Attorney
Wendy Maddux	Deputy Director
Nicole Gordon	Registrar
Sarah Loar	Registrar
Melissa Smith	Clerk

Public:

Name	Organization (if applicable)
None	

All canvassing teams, duplicating team members, and ballot scanner operating team members in attendance are listed under the Canvass Participants section below.

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at 9:00am on Tuesday, October 15, 2024 at the Allegany County Office Complex, 701 Kelly Road, Room 100, Cumberland, MD 21502. There was a quorum of the Board of Canvassers, and at least one member of the Board of Canvassers who is a registered voter of the principal minority party was present.

CONFIRMATION OF OATH

Dawne Lindsey, the Clerk of the Court for Allegany County, administered and recorded the oath of each member of the Board of Canvassers on October 1, 2024.

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ANNOUNCEMENT OF OFFICERS

At a meeting on October 1, 2024, the Board of Canvassers elected Ms. Lisa Lyons as Chairperson of the Board of Canvassers and Mrs. Cecilia Pittman as Secretary.

PUBLIC NOTICE OF CANVASS

Mrs. Loibel noted that public notice of the mail-in ballot canvass was provided and that the notice was provided to the local central committees, any candidate not represented by a party, Ms. Allison Layton, City of Cumberland Clerk, and Mr. Jared DeMarinis. Public notice was provided by written notice, posted on the bulletin board outside the election office and posted on the website.

VERIFICATION OF THE SCANNING UNITS

Mrs. Loibel presented documents to the Board of Canvassers showing that the ballot scanner being used in the canvass successfully passed Logic and Accuracy Testing on October 1, 2024. Mrs. Loibel reported that the memory stick created for this canvass was placed in the ballot scanner and sealed. Mrs. Loibel provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Mrs. Loibel noted the Ballot Scanner Serial Number and Seal Numbers from the Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass.

Staff verified that the seals on the ballot scanner was intact and recorded the scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. Staff noted that the ballot scanner's serial number and seal numbers from Logic and Accuracy Testing matched the ballot scanner's serial number and seal numbers before the canvass began.

The Board of Canvassers confirmed that the count on the ballot scanners was zero. Staff posted one copy of the Zero Report from the ballot scanners on the wall in room where canvassing occurred. Staff printed a second copy of the Zero Report, which remained attached to the ballot scanner. The Board of Canvassers signed the Zero Report attached to the ballot scanner. Mrs. Loibel also confirmed that the ballot boxes were empty.

A copy of the *Scanning Unit Opening Integrity Report* is attached to the minutes.

CANVASSING OF BALLOTS

Overview of Canvass Process

Mrs. Loibel explained the rules concerning public observation of the canvass. Mrs. Loibel provided an overview of the canvassing process and noted that the rules were posted in the

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canvass room. Ballots were distributed to the ballot processing canvassing teams in batches. Each canvassing team reviewed the envelope first to determine whether it was timely received.

For timely received ballots, each canvassing team determined whether the voter signed the oath. After verifying that the oath is signed, each canvassing team opened the envelopes. With the envelope face down, each canvassing team removed the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes were set aside. Each canvassing team reviewed the ballots for compliance and tabulating acceptability.

Web delivered ballots were duplicated by a bi-partisan ballot duplication team and verified for accuracy.

Ballots that were untimely or otherwise not in compliance were placed in a folder, with the canvassing team's number, or other information identifying the canvassing team to which the ballot belonged, and the reasons for the referral written on the referral form. The folder with the ballot inside was referred to the Board of Canvassers for later review.

Those timely ballots that were in compliance and could be read by the ballot scanner were referred to the Board of Canvassers for acceptance.

The Board of Canvassers ruled on whether to accept or unanimously reject the referred ballots.

Mrs. Loibel explained the process to provide information to the Board of Canvassers or challenged a decision of the Board.

Canvass Participants

Canvasser	Names of Ballot Processing Canvassing Teams
Team #1	Tabitha Rice & Sarah Loar
Team #2	Nicole Gordon & Dick DeVore
Team #3	John Stakem & Lacey Robison
Team #4	Cecilia Pittman & Wendy Maddux
Team #5	Cynthia Fenimore & Lisa Lyons
Team #6	Jodi Beal & Dawn Stull

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Team	Names of Bi-Partisan Duplicating Team Members
Team #1	Melissa Smith & Debbie Johnson

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Team	Names of Ballot Scanner Operating Team
Team #1	Chuck Koelker & Brandy Gordon

Canvassing of Ballots

Mr. Stakem made a motion to accept and approve the opening and tabulation of the ballots. Ms. Johnson seconded the motion, and the motion passed unanimously.

Challenges During Canvass

No challenges were made during this canvass.

Canvass Closing

After scanning all accepted mail-in ballots, staff verified the total public count matched the amount of ballots canvassed, locked the ballot scanner and shut it down without printing results.

A copy of the *Scanning Unit Closing Integrity Report* is attached to the minutes.

DAILY CANVASSING STATISTICS

Mail-In Ballot Canvass Statistics- Day 1	Number of Ballots
Total Ballots Presented	1,000
Accepted Ballots	998
Rejected Ballots	2
Ballots held over by the Board of Canvassers (if applicable)	0

RECESS

The canvass recessed at 12:00pm and will reconvene on October 18, 2024 at 9:00am. Staff recorded the public count, turned the scanner off, and affixed a seal.