

## MINUTES

July 1, 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:** David Morgan  
Jamie Winters

#### **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. Mr. DeVore made a motion to approve the April 1, 2025 Open Meeting board minutes. Ms. Lyons seconded the motion. The motion passed unanimously.

Mr. Stakem called for alterations, corrections, and/or approval of the minutes. Ms. Lyons made a motion to approve the March 4, 2025 Closed Meeting board minutes. Ms. Johnson seconded the motion. The motion passed unanimously.

#### **ATTORNEY'S REPORT**

Mr. Pannone was absent. Mrs. Loibel provided the attorney's report on his behalf. Mr. Pannone received a complaint from OMA stating the Board of Canvassers' minutes were not posted. We have received the opinion from the OMA Compliance Board. The Allegany County Board of Elections, along with 17 other jurisdictions have been found that we are not in violation of OMA. Canvasses involve the performance of administrative and/or quasi-judicial functions and, thus, are generally not subject to the Act's requirements, including the requirements that minutes be prepared and to the extent practicable posted online.

## **CORRESPONDENCE**

None

## **ADDITIONS**

None

## **ADMINISTRATOR'S REPORT**

### **Personnel**

Our succession plan is coming together. Wendy Maddux has been promoted to the position of Administrator effective February 1, 2026. Sarah Loar has been promoted to the position of Deputy Director effective February 1, 2026. The last remaining position is the Registrar position vacated by Sarah. We hope to have this job posted as soon as possible.

### **"Previously Served" Election Judges**

Previously served election judges are defined in COMAR 33.07.11.01B(1). Previously served means an election judge who was previously appointed in accordance with Election Law Article, 10-203; completed a term of office; and served in the capacity of an election judge during the term of office in the immediately preceding Statewide primary, general, or special election. This regulation has been approved by SBE and currently awaiting public comment.

### **Election Judge Documentation**

Election judge documentation can be found in COMAR 33.07.11.03 A&B.

**Election Judge Applications** - Each local board shall require only the state prescribed form from applicants to be election judges or be an electronic application form that has been approved by the State Administrator. **Service as an Election Judge** – Each local board shall require only the following forms from election judges to serve and be compensated: either IRS Form W-4 or IRS Form W-9; Maryland Form MW-507; oath of an election judge; and the Rules of Security Behavior. This regulation has been approved by SBE and currently awaiting public comment. Once the public comment period is over, the regulations will be presented to our Human Resources Department.

### **Voter Registration Distributor Training**

Formally known as the Voter Registration Volunteer Training, this program is now called the Voter Registration Distributor Training. Training will expire on December 31<sup>st</sup> of the year following November general elections. Training materials and cards have been updated.

### **CMOS Battery Replacement Project**

The CMOS Battery Replacement Project began on Monday, June 9<sup>th</sup> and was completed on Wednesday, June 11<sup>th</sup>. At this time, CMOS batteries in all voting equipment were replaced by ES&S in preparation of the 2026 Gubernatorial Elections.

### **Warehouse Update**

At this time, we have purchased the system that will provide the central fire monitoring for our warehouse space. On July 1<sup>st</sup> or shortly after, we should hear from SBE regarding the amount of square footage that will be required for our warehouse.

### **FY25 Inventory Audit**

The FY25 Inventory Audit is 100% complete at this time. All items have been accounted for.

### **Litigation Hold**

As you know, SBE and the local boards were named in a lawsuit that required us to keep all records pertaining to the 2020 and 2022 elections. On May 16, 2025, we were given the all clear from the Attorney General's Office that lawsuits involving 2020 and 2022 are officially closed and to proceed with following the record retention schedule. As a result, the shredding company was here on June 11<sup>th</sup> where we were able to complete the shredding of all materials based on the record retention schedule.

### **Election Judge Newsletter**

A copy of our election judge newsletter was sent to all members for their review. We are hoping to send the newsletter in conjunction with the State election judge application and the 2026 Election Judge Inquiry Form. We are also introducing our "Pollcat VIP Awards Program" which will give election judges a chance to nominate an election judge that they feel provided outstanding service during early voting or election day. Certificates of Appreciation will be handed out to all nominees and the staff will select one person from the nominees to receive the prestigious "Pollcat Very Impressive Poll Worker Award". This is a way to keep our election judges engaged and have a little fun at our open house this fall.

### **FY26 Budget**

The FY26 Budget has been approved without the 5% cuts previously requested.

### **Computer Systems and Software Security Updates**

Office staff has successfully applied the Microsoft Security updates for the months of April, May, and June on SBE workstations. We have also updated other third-party software applications to their latest versions on all workstations.

### **Registration Statistics**

Statistics as of June 30, 2025 were as follows: Total Active Registration is 44,690. 10,827 Democrat, 23,752 Republican, 55 Green, 55 Working Class Party, 9,182 Unaffiliated, and 775 Others.

### **OLD BUSINESS**

None

## **NEW BUSINESS**

- a. 2026 Election Calendar – A copy of the 2026 Election Calendar has been included for all members to review.
- b. 2026 Election Plan – We are making recommendations and discussing our 2026 Election Plan today but no action will take place on the plan until the next regularly scheduled board meeting.
  - 1. Polling Places – It is the staff's recommendation to use the same polling places for the 2026 elections. Polling Place Agreement Letters were sent to the polling places and the Board of Education on June 2, 2025. At this time, 16 out of 28 facilities have agreed to continue use as a polling place.
  - 2. Early Voting Center – It is the staff's recommendation to use the same early voting center for the 2026 elections. The location is the Allegany County Office Complex, 701 Kelly Road, Room 100, Cumberland. A copy of the MOU has been provided for review.
  - 3. Ballot Drop Boxes – It is the staff's recommendation to use the same ballot drop box locations for the 2026 elections. The locations include the Allegany County Office Complex, 701 Kelly Road, Room 100, Cumberland and Mt. Ridge High School, 100 Dr. Nancy S. Grasmick Lane, Frostburg, MD 21532. A copy of the MOU has been provided for review for the drop box at Mt. Ridge. The MOU for early voting includes information about the drop box.
- c. State Ethics Training – Board members received an email about completing the State Ethics Training and were provided with multiple training dates to pick from. There are two more trainings today if anyone has not completed their training.

## **Board Members Report:**

None

## **Disclosure of Campaign Contributions:**

None

## **Next Meeting:**

The next regular meeting will be held on Tuesday, August 5, 2025 at 9:00 A.M.

## **Adjournment:**

Mr. DeVore made a motion for adjournment. Mrs. Pittman seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the open meeting at 9:39 A.M.