

MINUTES

August 5, 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
Sarah Loar, Election Registrar

ABSENT: Armand Pannone, Board Attorney

PUBLIC: David Morgan

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. Ms. Lyons made a motion to approve the July 1, 2025 Open Meeting board minutes. Ms. Johnson seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

None

CORRESPONDENCE

None

ADDITIONS

None

ADMINISTRATOR'S REPORT

Personnel

Our succession plan is progressing according to the plan. The Election Registrar position was posted and the application deadline was July 16th. Interviews are scheduled for Thursday, August 7, 2025.

Candidate Filings

No candidate filings for the month of July.

Quarterly Charging Schedule

The quarterly charging of the voting equipment, pollbooks, printers, and UPSs was completed on 07/25/2025. The next charging cycle will be in October.

National Voter Registration Day

Frostburg State University has asked us to participate in their National Voter Registration event on Tuesday, September 16, 2025 from 11:00 A.M. to 1:00 P.M. We will provide further information when it is available. Mrs. Pittman and Ms. Lyons agreed to attend the event.

Constitution Day

Constitution Day will be observed on Wednesday, September 17, 2025. We will try to coordinate with the local high schools to conduct voter registrations.

Mock Election

We will be conducting a Mock Election on Tuesday, October 14, 2025. We had a virtual meeting with SBE to discuss support needed

Warehouse Update

We sent the certificate of liability to SBE. The cameras for the warehouse have been received by the IT Department. We are making arrangements to have them installed when the work is complete. We met with Adam Patterson, Director of Public Works regarding the updates to our warehouse. Areas addressed during the meeting include the following:

- Climate control
- Electrical and lighting
- Central fire monitoring
- Increasing the size of the ballot room

Meetings Attended

- Election Judge Manual Workgroup – 07/09/2025
- MAEO meeting at the Howard County Board of Elections – 07/15/2025
- Mock Election Prep – 07/22/2025
- Check-in with Election Director and Deputy Directors – 07/16/2025
- Damage Assessment Training – 07/29/2025
- De-escalation Training – 07/30/2025

Election Judge Update

Elections applications and inquiries have been received in the office. Currently, we have 130 Yes and 2 No. We have received 1 nomination for our Pollcat VIP Award.

Computer Systems and Software Security Updates

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

Registration Statistics

Statistics for the month of July were as follows: Total Active Registration 44,732, Democrat 10,844, Republican 23,760, Green 56, Working Class Party 57, Unaffiliated 9,245, and Others 770.

OLD BUSINESS

a. 2026 Election Plan

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. No action was taken at this time.
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. A motion was made by Mr. Devore to approve the Early Voting location. Mrs. Pittman seconded the motion. The motion passed unanimously.
3. Alternate 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 Department of Emergency Services, 1140 PPG Road, SE, Cumberland. A copy of the MOU has been provided for review. No action was taken at this time.
4. 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 Mountain 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 Mountain Ridge High School. The MOU for early voting includes information about the drop box. A request was made by the board members to hire additional help to assist with ballot drop box retrieval. A motion was made by Ms. Lyons to approve the Ballot Drop Box locations. Mr. Devore seconded the motion. The motion passed unanimously.

- b. State Ethics Training – All board members have completed the State Ethics Training at this time.

NEW BUSINESS

None

Board Members Report:

None

Disclosure of Campaign Contributions:

None

Next Meeting:

The next regular meeting will be held on Tuesday, September 2, 2025 at 9:00 A.M.

Adjournment:

Ms. Lyons made a motion for adjournment. Ms. Johnson seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the open meeting at 9:45 A.M.