

MINUTES

April 3, 2019

MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 231, Cumberland, Maryland

Present: Richard DeVore, President
Armand Pannone, Board Attorney
Georgia Martin, Member
JoAnn Spiker, Member
John T. Stakem, Member
Diane Loibel, Election Administrator

Absent: Ronald Levasseur, Member

Call to Order:

Mr. DeVore called the meeting to order at 9:00 A.M., at which time a quorum was established.

Minutes:

Mr. DeVore called for alterations, corrections, and/or approval of the minutes.

MOTION: Mr. Stakem motioned to accept the March 6, 2019 minutes as written.

SECOND: Mrs. Martin

ACTION: Favorable and unanimous.

Additions: Mrs. Loibel explained that since we are not receiving new pollbooks that a pollbook battery test will be necessary to see how many batteries will need to be replaced before the 2020 Election. The test is to begin on April 15th. Batteries require about a 4-month lead time to receive the batteries.

Attorney's Report: Mr. Pannone reviewed the MOU for the Voting and Non-Voting System Equipment Storage and Insurance Requirements provided by the State Board of Elections. Mr. Pannone advised Mrs. Loibel not to sign the MOU as written. Specifically, Item 2a which states that the Equipment shall be stored according to the specifications set out in Appendix B. Looking at Appendix B, it states that the storage relative humidity is 10% to 85% and the operating relative humidity is 10% to 50%. Based on the daily monitoring of the humidity levels, we can see that the storage seems to be under these limits 99% of the time but operating the equipment presents a bigger issue. Mrs. Loibel has notified Mr.

Keith Ross at SBE that she has some concerns about the MOU and asked about the repercussions of not signing the document. Mr. Ross has not replied at this time.

ADMINISTRATOR’S REPORT:

OLD BUSINESS:

MAEO Conference: Mrs. Loibel reminded members of the upcoming MAEO conference on May 21st – May 24th. Members were given a copy of the confirmation for their hotel stay as well as an updated conference agenda.

FY20 Budget: Mrs. Loibel reported that the annual budget meeting was held on March 15, 2019 with the County Finance Director, Mr. Jason Bennett. She explained that the budget request included money for new pollbooks but she does not expect the State to move forward with this purchase.

Financial Disclosures: Mrs. Loibel reminded all members to complete their financial disclosure forms prior to the April 30th deadline. She also reminded those members who will not be returning that a final disclosure will be necessary within 30 days of leaving service.

Post-Election Maintenance: Post-election maintenance has been completed on all the voting equipment. Sam and Brandy are looking at all of the voting booths and updating the instructions with the most recent revision. At this time, we have had 8 DS200s and 3 ExpressVotes placed on the issue tracker. All but 2 pieces have been repaired. We also have 2 printers that are not working. There is no action to repair/replace these 2 printers at this time.

High School Registration: As you know, we conducted voter registration at all local high schools during the month of March. A copy of the statistics was placed in the blue folders.

| School | Date of Visit | # of Students | VRAs Rec'd | Percent |
|-----------|---------------|---------------|------------|---------|
| Mt. Ridge | 03/13/2019 | 195 | 17 | 9% |
| Calvary | 03/13/2019 | 7 | 2 | 29% |
| Allegany | 03/14/2019 | 150 | 5 | 3% |
| CCTE | 03/15/2019 | 125 | 1 | 1% |
| Fort Hill | 03/15/2019 | 160 | 0 | 0% |
| BW | 03/18/2019 | 35 | 8 | 23% |

New Business:

Polling Place Change – Local 489 Training Center (District 22-001 & 022-002): As we discussed at our last board meeting, Allegany College is interested in housing the polling place at it’s Continuing Education Building. Mrs. Loibel

conducted the polling place accessibility survey and made sure that the college was informed that they must allow the placement of candidate signs beginning at 5 P.M. the night before the election until 8 A.M. the day after the election. They were also told that they have to allow exit polling and electioneering on the premises. Allegany College agreed to all of the terms of our polling place agreement.

MOTION: Mrs. Martin made a motion to move the polling place from the Local 489 Training Center to Allegany College at the Continuing Education Building.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

Polling Place Change – Bishop Walsh School – District 006-005: Mrs. Loibel explained that during the last election, Mr. Ray Kiddy, Principal at Bishop Walsh School expressed his desire for us to move our polling place to the new Allegany High School. Mrs. Heidi Laupert, Principal of Allegany High School was approached about using the school as a polling place. Mrs. Laupert set up a tour for March 22nd and a polling place accessibility and site survey was conducted at that time. She recommended conducting voting along “Main Street” which is the main corridor of the school. Mrs. Spiker and Mr. Stakem would like to see the location in person before making a decision. Mrs. Loibel will call them when she sets up a time for them to tour the school. No action was taken at this time.

MOU – Voting & Non-Voting System Equipment Storage & Insurance: This was discussed as part of the attorney’s report.

FY19 Inventory: As part of the annual inventory process, we have to physically touch and scan each piece of inventory that is entered in our Equip Inventory System. Equip has been reset to “Audit” for all equipment as of the weekend of March 30th. Voting and Non-Voting Equipment must be scanned. We plan on starting this in early April.

Election Judge Lessons Learned Session: Mrs. Loibel explained that she is hosting a “lessons learned” session with election judges in order to gain their input of what worked and what did not work during the last election. One election judge from each precinct was selected to participate. A catered lunch will be provided. The session will be held on May 8th at 9:30 A.M. with lunch being served promptly at noon. The session will be held at the Allegany County Multi-Purpose Building at the fairgrounds. All board members are encouraged to attend.

Verification of Precinct Maps for Census 2020: The Maryland State Department of Planning sent out pdf files of precinct maps for our review. Together with the GIS Department, we have reviewed the maps against our written descriptions

and signed off on the maps. The only issue found was that some of our precinct numbers needed to be corrected.

Legislative Update: A copy of all election related bills was provided to all members for their review. At the next meeting, we will take a closer look at all of the election legislation that passed during the session.

Computer Systems and Software Security Updates: We have successfully applied the Microsoft Security updates for the month of March on SBE workstations. We have also updated other third-party software applications to their latest versions on all workstations.

Registration Statistics: Statistics as of March 31, 2019 were as follows: Total Active Registration 43,209 – 13,343 Democrat, 21,809 Republican, 0 Bread & Roses, 7,330 Unaffiliated, and 727 Others.

Board Members Report: None

Next Meeting: The next regular meeting will be held on May 1, 2019 at 9:00 A.M.

Adjournment:

Mr. DeVore adjourned the meeting at 10:30 A.M.

MOTION: Mr. Stakem motioned to adjourn the meeting.

SECOND: Mrs. Martin

ACTION: Favorable and unanimous.