

MINUTES

June 1, 2022

MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 230, Cumberland, Maryland

ATTENDEES: John Stakem, President
Armand Pannone, Board Attorney
JoAnn Spiker, Member
Debbie Johnson, Member
Tim Donaldson, Member
Lisa Griffith, Member
Diane Loibel, Election Administrator
Samantha Logsdon, Deputy Director

ABSENT: None

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. Mrs. Spiker made a motion to approve the May board minutes. Mr. Donaldson seconded the motion. The motion passed unanimously.

ATTORNEY'S REPORT

Mr. Pannone reported that he has sent a request for easement to Dr. Sherpa in Dubai for the temporary ramp at District 14. The approval form is on the way. Mr. Pannone reports that Dr. Sherpa has granted verbal approval.

CORRESPONDENCE

None

ADDITIONS

None

ADMINISTRATOR'S REPORT

OLD BUSINESS:

Mail-in Applications

Mrs. Loibel reported that staff has processed 3,090 mail-in applications as of May 31, 2022. The pull for the second mailing took place on May 26th so the applications will be in the mail in the very near future.

Election Judge Recruitment

We continue to work on recruiting election judges for the 2022 Gubernatorial Primary Election. Allegany College included a message about the need for election judges in a mailer that they sent out to their students this week and Frostburg State University is also sending emails to their students. In addition, we continue to post on social media. I have asked staff to go back and review previous years judges list and reach out to anyone who has worked in the past to see if they would consider working for this election. As of today, we need 40 more election judges with a higher concentration for democratic election judges.

Nursing Home Program

Brandy is currently processing all of the voter registration applications and mail-in ballot applications that each nursing home returned to our office. Once we receive the ballots, we will begin putting the ballot packets together and will drop them off to each nursing home/assisted living facility. Activity directors participated in a training class on May 5th where Brandy went over the process for the nursing home mail-in ballot program.

Additional Election Judge Training Classes

Because of the large number of vacancies, additional training dates will be required. A draft copy of additional dates has been included in your blue board folder.

Additional BMDs

The 14 additional BMDs have been received from the Washington County Board of Elections. Acceptance testing has been completed and the ballot marking devices have been entered into our inventory system.

Reminder Notices for Polling Places

Reminder notices to all of the polling places will be sent out next week. The notice includes the election date as well as a reminder to expect to be contacted by the transportation vendor and the election judges on times that they will need to gain access to the facility.

Early Voting Site Signal Testing

Signal testing has been completed for the early voting site with the help of our Regional Manager.

Ballot Drop Boxes

Ballot drop boxes in State Correctional Facilities were installed last week and the first ballot pick up was scheduled for May 25th. As you know, we are required to go to these facilities once a week up till the week of July 4th and then twice a week through election day. We submitted 4 names for the background checks which have all been approved and 2 people who work for DLLR at the facility who are able to pick up ballots. Drop boxes for the County Office Complex and Mountain Ridge High School will be installed on June 13th. Two people must pick

up at these drop boxes once a day until July 11th when we will start pickups twice a day.

Ballot Proofing

Ballot proofing of the paper ballots, Electionware reports, and the Expressvotes with audio began on May 10th and was completed by the May 13th deadline. The deadline for SBE to certify and display ballots was on May 16th. An email was sent to both the Republican and Democratic Central Committees with a link of the pdfs of the proofing ballots for their review.

High School Registrations

Staff conducted high school registrations at Fort Hill, Allegany, Mountain Ridge, CCTE, Lighthouse Christian Academy, and Bishop Walsh High School. Calvary Christian Academy did not participate. A copy of the statistics of the registrations can be found in your blue folder.

EFS Tech Assignments

We still have one vacancy for the EFS Techs but have just received a name from Allegany College of someone who might be interested. If accepted, all the positions will be filled. An updated version of the EFS Tech Schedule and Board Assignments will be given out at the July board meeting.

Transportation Meeting

The spreadsheet with all of the contact information has been uploaded to the transportation vendor's portal and a copy of the draft delivery schedule has been sent to the vendor.

Redistricting VNCs

It is my understanding that SBE intends to send the redistricting VNCs out by June 20, 2022.

NEW BUSINESS:

Board of Canvassers Swearing in and Election of Officers

Dawne Lindsey, Clerk of the Circuit Court for Allegany County was here to swear in the Board of Canvassers for the 2022 Gubernatorial Primary Election. Mrs. JoAnn Spiker made a motion to nominate Mr. Tim Donaldson as Chairman of the Board of Canvassers. Mr. Stakem seconded the motion. The motion passed unanimously. Mrs. Spiker made a motion to nominate Ms. Debbie Johnson as Secretary for the Board of Canvassers. Mr. Stakem seconded the motion. The motion passed unanimously.

Tentative Election Dates for Board Members

A tentative schedule with all the election dates that members need to be present for was placed in the blue board folders. Please review the schedule and clear your calendar for these dates. Governor Hogan vetoed the bill that would have

allowed us to start canvassing 8 business days before the start of early voting. The first Mail-in Canvass will be held on the Thursday following the election beginning at 10:00 A.M. All members must be present during the entire canvass.

MOVE Act Deadline

This deadline requires that no later than 45 days before an election, election officials transmit mail-in ballots to certain voters unless the Federal Voting Assistance Program grants the State a waiver of the deadline. The MOVE Act deadline for the primary election is Saturday, June 4, 2022.

Specimen Ballots

Corporate Communications Group will be handling our specimen ballots for the primary election. All material has been sent to the vendor and we are awaiting a proof so that we can send to SBE for approval. Once SBE grants approval, we can proceed with the printing. The data file has also been provided to the vendor. The office will handle the supplemental mailings after the initial export file. 40,322 voters will be receiving specimen ballots from this vendor.

Logic & Accuracy Testing

Logic and Accuracy Testing is scheduled to begin on June 13, 2022. Mrs. Spiker made a motion to allow Mrs. Loibel to oversee the L&A process. Mr. Stakem seconded the motion and the motion passed unanimously. A test of the mail-in ballots sent by the mail-in vendor Taylor will be conducted later today. Logic and Accuracy for the pollbooks is scheduled to begin on July 4th.

Public Demonstration

The Public Demonstration is scheduled for July 1, 2022 at 9:00 A.M. at the County Office Complex in Room 230. Board members should be in attendance for the public demonstration.

Public Education Plan for Early Voting

Mrs. Loibel explained that the office has purchased radio advertising from 7 different radio stations for early voting. We have also purchased a ¼ page color ad to run in the Cumberland Times on Saturday, July 2nd. Posters with the early voting dates will be sent to all senior centers and libraries within Allegany County. I will ask Allegany College to display a message on their message board along Willowbrook Road with the early voting dates on it.

Polling Place Evaluation Plan and Survey

Under COMAR 33.07.03.04 and 33.17.06.03 members and staff of the local board of elections must make unannounced visits to early voting centers and polling places to evaluate the election judges' compliance with procedures and their general performance. The Polling Place Evaluation Plan voted upon the members of the Allegany County Board of Elections in 2012 decided that early voting centers would be evaluated at least twice during early voting and on

election day, each polling place would be evaluated each time. We will go over the polling place evaluation survey in detail at the end of this meeting.

Early Voting Sign-Up

Mrs. Loibel provided a sign-up sheet for all members to sign up for their early voting dates. Please remember that we will need at least two polling place evaluations conducted during early voting.

Verification of Supplies

Each local board of elections must have written documentation explaining how the contents of early voting and election day supplies are verified. No later than 15 days before early voting, the members of the local board of elections shall randomly select the greater of 2 precincts or precincts equaling 10% of the jurisdiction's precincts. When all voting supplies are packed for early voting and election day, a bipartisan team of local board members shall inspect the contents of the supplies of the randomly selected precincts and all early voting centers. Mr. Stakem made a motion to accept the verification of supplies as presented. Mrs. Spiker seconded the motion and the motion passed unanimously. Members Tim Donaldson and John Stakem will verify the supplies for early voting and JoAnn Spiker and Debbie Johnson will verify the supplies for election day. Precincts randomly selected for verification for the primary election include Frost Elementary School, Eckhart School, Braddock Middle School, and St. Luke's Lutheran Church.

Municipal Elections – Westernport, Frostburg, and Luke

We will be providing support for the Westernport, Frostburg, and Luke municipal elections. The Westernport Election was held on May 24, 2022. Frostburg's election will be held (by mail) on Tuesday, June 7th from 8:00 A.M. to 7:00 P.M. and the Luke election will be held on Monday, June 13th from 8:00 A.M. to 6:00 P.M.

Computer Systems and Software Security Updates:

Mrs. Loibel reports that office staff has successfully applied the Microsoft Security updates for the month of May on SBE workstations. We have also updated other third-party software applications to their latest versions on all workstations.

Registration Statistics:

Statistics as of May 31, 2022 were as follows: Total Active Registration 43,711, 11,968 Democrat, 22,633 Republican, 78 Green, 218 Libertarian, 57 Working Class, 8,340 Unaffiliated, and 412 Others.

Board Members Report:

None

Disclosure of Campaign Contributions:

None

Next Meeting:

The next regular meeting will be held on July 6, 2022 at 9:00 A.M.

Adjournment:

Ms. Johnson made a motion for adjournment. Mrs. Spiker seconded the motion. The motion passed unanimously. Mr. Stakem adjourned the meeting at 10:56 A.M.