

MINUTES

June 5, 2019

MEETING OF THE ALLEGANY COUNTY BOARD OF ELECTIONS 701 Kelly Road, Room 100, Cumberland, Maryland

Present: John Stakem, President
Armand Pannone, Board Attorney
Timothy Donaldson, Member
John Fetchero, Member
Debbie Johnson, Member
JoAnn Spiker, Member
Diane Loibel, Election Administrator

Absent: None

Call to Order:

Mr. Stakem called the meeting to order at 9:15 A.M., at which time a quorum was established.

Minutes:

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

MOTION: Mrs. Spiker motioned to accept the May 1, 2019 minutes as written.

SECOND: Mr. Stakem

ACTION: Favorable and unanimous.

Additions: None

Attorney's Report: Mr. Pannone shared that in all of his time participating in the MAEO Conference, he felt that this year's conference was the best of all.

ADMINISTRATOR'S REPORT:

OLD BUSINESS:

MAEO Conference Recap: New and old members shared that they really enjoyed the MAEO Conference this year. Board Members attended the Open Meetings Session as well as the Legislative Session and shared that they learned a lot during the conference.

Networking Survey for Polling Places: Mrs. Loibel stated that the Networking Survey was submitted to SBE on May 17th. All polling places responded to the survey with the exception of 2. Mrs. Loibel said that many questions were left unanswered and she believes this is because the contacts that we have are not the ones to answer questions regarding networking. Mrs. Loibel also shared that Mr. Paul Aumayr stepped down as the Voting System Manager at SBE. No replacement has been named at this point but Mr. Shafiq Satterfield would be working as the Acting Voting System Manager until a new person has been selected. We hope to start testing the networks in the polling places sometime late in June or early July.

Financial Disclosures: Mrs. Loibel explained to new members that they have 30 days to complete their financial disclosures. They should receive an email from the Maryland Ethics Commission with their user name and password. New members will be required to complete the online training course.

Election Judge Lessons Learned: A lessons learned session was conducted on May 8, 2019 at the Allegany County Fairgrounds. 22 polling places were represented at the session. Judges enjoyed having the opportunity to have input on the process. Topics included in the discussion included, polling place setup, electioneering, voting equipment, training issues, EFS Techs, SDR, and the forms folders/returns binders.

Polling Place Changes: Last month, we discussed possibly moving the polling place from the Ramada Inn to the Cumberland Arms. The issue with the Ramada Inn is that there is a bar on the premises. I spoke with the new General Manager of the Ramada and he informed me that the bar is only opened on the weekends. I asked him if he would be willing to sign a contract stating that the bar would be closed on Election Day and his response was yes, that would not be a problem. Cumberland Arms has a lovely room that we could use but with anything downtown, parking is always an issue. We also discussed moving from Emmanuel Episcopal Parish Hall but did not find a compliant location. Mrs. Loibel will speak to the contact person at the church about the sidewalk at the entrance of the polling place to see what can be done to fill in some of the cracks. The church is part of the Washington Street Historic District and repairs have to be approved by the Historical Society. No action was taken at this time.

Memorandum of Understanding: The MOU for the voting equipment deadline is June 30, 2019. At this time, Mrs. Loibel has stated that she is not comfortable signing the MOU since the warehouse that we are currently using is not compliant based on the terms of the MOU. We still have a climate control issue as well as the fact that we do not have central monitoring for fire. It has been talked about trading space with the Maintenance Department, but so far, no plan exists for this move.

New Business:

Introduction of New Members/Swearing In: Mrs. Dawne Lindsey, Clerk of the Court for Allegany County was here to swear in the board members for their new term. Board members include: John Stakem, JoAnn Spiker, Timothy Donaldson, John Fetchero, and Debbie Johnson.

Election of Officers: Mrs. Loibel opened nominations for President of the Board. Ms. Johnson made a motion nominating Mr. John Stakem to the position of President of the Board. Mrs. Spiker seconded the nomination. Mr. Stakem was elected Board President unanimously.

Mrs. Loibel opened nominations for Vice President of the Board. Mr. Stakem made a motion nominating Mrs. JoAnn Spiker to the position of Vice President of the Board. Ms. Johnson seconded the nomination. Mrs. Spiker was elected Vice President of the Board unanimously.

Mrs. Loibel opened nominations for Secretary of the Board. Mr. Stakem made a motion nominating Ms. Johnson to the position of Secretary of the Board. Mr. Donaldson seconded the nomination. Ms. Johnson was elected Secretary of the Board unanimously.

Mr. Stakem made a motion to retain Mr. Armand Pannone as board counsel. Mrs. Spiker seconded the motion. Mr. Pannone was selected as Board Counsel for the Board unanimously.

Mr. Stakem made a motion to hold the monthly board meetings on the first Wednesday of every month beginning at 9:00 AM. Mrs. Spiker seconded the motion and the motion passed unanimously.

Open Meetings Act – Training Requirements: According to the bylaws, one member preferably two should receive the training on the Open Meetings Act. Currently, Mrs. Loibel and Mr. Pannone both have received the training but we need at least one board member to volunteer to take the training. Mr. Stakem volunteered to take the training. Mrs. Loibel explained that this is an online training and provided Mr. Stakem with the link for the training. Mrs. Loibel explained that at the end of the training a certification will print and that she will need a copy of that certification.

Office Directory: A copy of the new members contact information has been placed in the blue board folders.

Duties and Responsibilities: Copies of the Duties and Responsibilities and Ethics and Standards for Election Officials and Employees was provided in the blue board folders. Mrs. Loibel asked that each member take some time and look over these documents.

Review of Bylaws: A copy of the current bylaws was distributed to members for their review prior to the board meeting. Mrs. Loibel explained that certain sections of the bylaws reflect current laws or policies and therefore cannot be changed. She discussed which sections could be customized to meet the needs of the board. Mrs. Loibel will make changes based on the board's recommendations and will present the bylaws for their review at the next regularly scheduled board meeting.

Polling Place Agreement: Mrs. Loibel presented the board with a new version of the Polling Place agreement for the upcoming 2020 Elections. New changes included adding permission to install and test equipment and telecommunication connections before election day begins, removal of all tables and chairs (except those required for voting) from the polling place, permission to install temporary measures, if necessary, to improve access to the polling place for voters with disabilities, permission to designate a parking area limited to voter parking, permission to conduct electioneering beyond 100 feet from the entrance and exit of the polling place, including placement of candidates' signs at a minimum from 5 PM the day before the election through 8:00 AM the day after the election, permission to conduct exit polling within the no electioneering zone, and lights in the parking area to be turned on at dusk.

MOTION: Mr. Stakem made a motion to approve the new Polling Place Agreement.

SECOND: Mr. Donaldson

ACTION: Favorable and unanimous.

SBE Biennial Meeting: The SBE Biennial Meeting will be held on October 17, 2019 at the Crowne Plaza Hotel located at 173 Jennifer Road, Annapolis. This meeting is mandatory for all board members and board counsel. If any member is unable to attend, you must request a waiver from the State Administrator.

Election Judge Manual: Mrs. Loibel reported that she serves on the Election Judge Manual Committee and that they have begun the process of reviewing the manual for the 2020 Elections. So far, Chapters 1 – 4 have been reviewed. Mrs. Loibel will keep members updated on the progress of the manual.

Computer Systems and Software Security Updates: We have 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. In addition, all state computers have been upgraded to Windows 10.

Registration Statistics: Statistics as of May 31, 2019 were as follows: Total Active Registration 43,227 – 13,268 Democrat, 21,853 Republican, 0 Bread & Roses, 7,395 Unaffiliated, and 711 Others.

Board Members Report: None

Next Meeting: The next regular meeting will be held on July 3, 2019 at 9:00 A.M.

Adjournment:

MOTION: Mrs. Spiker motioned to adjourn the meeting.

SECOND: Mr. Fetchero

ACTION: Favorable and unanimous.

Mr. Stakem adjourned the meeting at 10:42 A.M.