



Cecil County Board of Elections

June 21, 2023

MINUTES

PUBLIC NOTICE OF THE MEETING

Public notice of the Board meeting was provided by displaying the meeting information and agenda on the bulletin board located in lobby of the Cecil County Administration Building, and by posting on the Election agency website and Election agency social media platforms. A copy of the agenda was made available.

Minutes of the Cecil County Board of Elections meeting held on the 21st day of June 2023 in the Northeast Room on the 1st Floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland. Public viewing of this meeting was available in person. Board member attendance was in person and by phone, as noted below.

ATTENDEES:

Jennifer Graham
Stephen Stiles
Krista Moretz
Eunice Grant
Holcombe Grier
Bradley Moore, Esq.
Hassan Aslam
Brenda Ross
Mary Nelson

President
Vice President
Secretary
Board Member
Board Member
Board Counsel
Acting Director
Election Program Assistant
Private Citizen/Voter

DECLARATION OF QUORUM

The meeting was called to order by President Jennifer Graham at 3:10 pm. Quorum was established with all five Board members present in person.

AGENDA

Acting Director presented the attached Agenda.

PRESIDENT'S REMARKS

President Jennifer Graham welcomed and congratulated new Board on their appointments and looks forward to work with everyone as there is a lot on the plate to ensure that the 2024 Presidential Election is a success. President also thanked Hassan Aslam for accepting the role of an Acting Director expressing gratitude that he accepted it. President requested that a congratulatory card be sent to Jared DeMarinis for being selected as a State Administrator of Elections.

APPROVAL OF MINUTES

The Minutes of the May 24, 2023 Board meeting and June 7, 2023 Emergency Board meeting were provided to the Board by electronic mail prior to this meeting and a copy was included in the Board folders.

MOTION: Vice President Stephen Stiles motioned to approve the Minutes of the May 24, 2023 Board meeting.
SECOND: President Jennifer Graham
ACTION: Favorable and unanimous, Motion carried

APPROVAL OF MINUTES

The Minutes of the June 7, 2023 Emergency Board meeting were provided to the Board by electronic mail prior to this meeting and a copy was included in the Board folders.

MOTION: Board Member Holcombe Grier motioned to approve the Minutes of the June 7, 2023 Emergency Board meeting.
SECOND: Secretary Krista Moretz
ACTION: Approved with the correction that Stephen Stiles made the motion and Krista Moretz seconded. Motion carried

DIRECTOR'S REPORT – June 2023

Board Folders: Agenda, June 21, 2023 Board Meeting
Board Meeting Minutes May 24, 2023
Emergency Meeting Minutes June 7, 2023
Director's Report, June 2023
Monthly Statistical Report, May 2023

Meetings, Trainings, and Important Dates:

June 4, 2023	Four-year term of current LBE members ended
June 5, 2023	Four-year term of appointed LBE members began
June 7, 2023	Emergency Board Meeting and Oath Ceremony at Clerks office
June 15, 2023	Election Director's Meeting
June 21, 2023	Board Meeting

Upcoming:

July 13, 2023	Regional MDVOTERS training in Harford County
September 1, 2023	State Administrator Lamone retires (tentative)
October 3, 2023	All-day Statewide Tabletop Election Exercise, Glen Burnie
October 14, 2023	Deadline to notify SBE of Early Voting location changes
October 19, 2023	SBE Mandatory Biennial Meeting/Training, Annapolis
January 22, 2024	Candidate filing for 2024 Presidential Election ends at 9:00 p.m.
May 2-9, 2024	Presidential Primary Early Voting
May 14, 2024	Presidential Primary Election Day (PP24)
October 24-31, 2024	Presidential General Early Voting
November 5, 2024	Presidential General Election Day (PG24)

I. Administration

The Election Program Assistant I job was posted. A total of nine candidates applied for the position. A total of eight candidates were interviewed on June 13 and June 14, 2023. Once the final selection is made paperwork will be submitted to SBE (State Board of Elections) to begin the on boarding process of the new candidate.

Completed a PPE (Personal Protective Equipment) survey sent out by the State Board of Elections on how much extra PPE we had and counted the VNC (Voter Notification Cards) and regular mail envelopes. Conference rooms in the office were also booked in advance for the June 13 and 14 interviews.

The budget has been approved for FY2024 with an increase of 5% over the FY2023 budget. An Election security grant in the amount of \$5,028.79 has been approved by the State of Maryland. This grant money is sponsored by the Department of Homeland Security with the coordination of Maryland Department of Emergency Services to enhance the security of the Local Board of Election office. The grant money will be available in October or November of this year.

II. Voter Registration/Vote-by-Mail

The Voter Registration completed the following transactions in May 2023:

- 320 Additions to the County Registration,
- 194 Subtractions from the County Active Status,
- 72 Party Affiliation Changes,
- 149 Address Changes within Jurisdiction,
- 151 Name Changes

The Monthly Critical Audit for Calvert County was completed. ERIC (Electronic Registration Information Center) report was completed as well as DHMH (Department Health and Mental Hygiene Death Notices) and AOC (Administrative Office of the Courts Convictions) reports.

Processed 58 Batches (1,084 records) and 8 Mail-in Ballot requests. There were (5) streets added and (2) merges completed.

III. Election Worker

A total of 13 Election Judge applications were received for the 2024 Presidential Election Cycle. The staff will be prepared to use the Election Judge module in MDVOTERS (Maryland Voters) for the first time during the 2024 Primary Election. 2020/22 Primary and General Election Judge data will be entered in to MDVOTERS to make sure it is up to date.

IV. Voting Systems and Polling Places

A. Voting Systems

Electronic Poll Book update meeting was scheduled for June 13, 2023. The SBE central warehouse is still performing the UAT (User acceptance testing) on the new e-poll books. Pollbook foam inserts expected delivery is end of July for all jurisdictions.

Cecil County is scheduled to obtain 133 new electronic pollbooks at a cost of \$735 per unit. SBE has received and is testing all the pollbooks. Initial testing of the pollbook tablets was complete with only one failure. MAEO has convened an EPB Committee for monthly project status updates. The Committee has conveyed concerns to SBE regarding timely distribution of the hardware, completion of instructional material for election judge manuals, and training.

SWEM Network Passwords were changed. They must be changed after 45 days as a directive from SBE.

B. Polling Places/Early Voting Center

Cecil College facility Director reached out and is willing to accommodate to host Early Voting next May. They are still discussing some items internally but are confident that they can host Early Voting at the Studio in the Physical Education Building. The facility is ADA compliant. An initial draft of MOU (Memorandum of understanding) was prepared by the Board of Elections.

Pursuant to COMAR Sec. 33.17.02.02C(2)(a), the LBE must submit a completed Early Voting Center Approval Form to SBE by October 14, 2023, seven months before the Primary Election.

V. Municipal Election

Chesapeake City Municipal Election was held on June 5, 2023 at Chesapeake City Town Hall from 1:00 pm to 7:30 pm. Our office was not called for help. Next Municipal Election is Rising Sun on October 16, 2023.

VI. Website/Information Technology

Monthly computer assessments were performed by the Regional Manager on 05/31/2023. All computers passed the audit. The county website was updated with new Board Member information and created a separate Election Judge page and posted all Election Judge position descriptions and Election Judge Pay and training compensation on the website.

BOARD COUNSEL'S REPORT

Board Counsel Bradley Moore had no report.

OLD BUSINESS

Board Counsel Bradley Moore has not been sworn in yet. He will take care of that when he is at the courthouse. House Bill 1200 passed which offers every returning Election Judge \$100.00 per day in addition to their regular pay. What constitutes a returning judge has yet to be determined. Member Holcombe Grier suggested that Acting Director Hassan Aslam contact the Cecil County Finance Department to inform them of the increased expense and to find out how far back Election Judge payroll records are kept. House Bill 410 requires a Polling Place Plan be completed. That is being worked on.

NEW BUSINESS

The Bylaws for the Cecil County Board of Elections were discussed. A motion by Vice President Stephen Stiles and a second by Board Member Holcombe Grier was made to keep the existing meeting date and time. The motion passed unanimously. Much discussion on the bylaws ensued. A motion by Board Member Holcombe Grier was made to table further discussion until the next scheduled meeting. The motion was seconded by Board Member Eunice Grant. The motion passed unanimously.

ANNOUNCEMENTS AND DISCLOSURES

There were no announcements, however some disclosures were made.

QUESTIONS AND CONCERNS

None at this time.

NEXT BOARD MEETING

The next Board meeting is scheduled for Wednesday, July 19th, 2023. Board meetings will be available for public viewing in person.

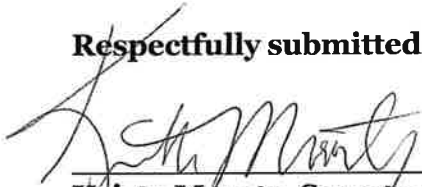
ADJOURNMENT

There being no further business, Vice President Stephen Stiles offered a motion to adjourn and reconvene in Closed Session to discuss personnel matters, which was seconded by Board Member Holcombe Grier. The meeting was adjourned at 4:49 p.m.

CLOSED SESSION

Under statutory authority to close session provided in General Provision Article 3-305(b), the Board reconvened in Closed Session at 4:49 p.m. The Acting Director updated the Board that a candidate has been selected by the interview panel for the position of Election Program Assistant I. An offer letter will be sent out to the new candidate by the State Board of Elections HR soon. The acting director is hopeful that the new candidate will accept the position. There were discussions about the existing contractual employees and the Election Program IT Specialist position. The Board will reach out to SBE Human Resources to clarify the process of appointment of an Acting Deputy Director.

Respectfully submitted,



Krista Moretz, Secretary

Jennifer Graham, President

Approved this 19th day of July 2023

