



# Cecil County Board of Elections

July 19, 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 19<sup>th</sup> day of July, 2023 in the Northeast Room on the 1<sup>st</sup> 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  
Cynthia Remmey  
Mary Nelson

President  
Vice President  
Secretary  
Board Member  
Board Member  
Board Counsel  
Acting Director  
Acting Deputy Director  
Private Citizen/Voter

### **DECLARATION OF QUORUM**

The meeting was called to order by President Jennifer Graham at 3:16 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 the board members and expressed gratitude for their time and hard work as board members. President stated that the Board bylaws will be discussed in the meeting today.

### **APPROVAL OF MINUTES**

The Minutes of the June 21, 2023 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 June 21, 2023 Board meeting.  
SECOND: President Jennifer\_Graham  
ACTION: Favorable and unanimous, Motion carried

## **DIRECTOR'S REPORT – July 2023**

**Board Folders:** Agenda, July 19, 2023 Board Meeting  
Board Meeting Minutes June 21, 2023  
Monthly Statistical Report, June 2023  
Director's Report, July 2023  
Organization Chart

### **Meetings, Trainings, and Important Dates:**

|               |                                              |
|---------------|----------------------------------------------|
| July 13, 2023 | Regional MDVOTERS training in Harford County |
| July 19, 2023 | Board Meeting                                |
| July 20, 2023 | Election Director's Meeting                  |
| July 27, 2023 | SBE Board Meeting                            |

### **Upcoming:**

|                     |                                                                    |
|---------------------|--------------------------------------------------------------------|
| 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                 |
| February 19, 2024   | Candidate filing for 2024 Presidential Election ends at 9:00 p.m.  |
| May 7, 2024         | Deadline to request a mail-in ballot for 2024 Presidential Primary |
| 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**

We are glad to announce that Anthony Patterson has accepted the position of Election Program Assistant I. He will be joining the Board of Election family on July 26, 2023. The contracts of two existing contractual employees were extended with the new pay scale that was provided by the Maryland Department of Budget and Management.

Held a meeting with the budget manager and notified him about the returning Election Judges extra compensation. There has been an increase in the Election Judge Payroll budget accounting for the increase of overall Election Judge payment. It does not account for the returning judge payment and the budget officer stated that we will have to add a stipulation to the budget in case there is a shortage.

Performance Evaluations on State employees were conducted and were submitted to SBE.

## **II. Voter Registration/Vote-by-Mail**

The Voter Registration completed the following transactions in June 2023:

- 406 Additions to the County Registration
- 404 Subtractions from the County Active Status,
- 101 Party Affiliation Changes,
- 321 Address Changes within Jurisdiction,
- 179 Name Changes

The Monthly Critical Audit has been completed for Wicomico County. DHMH (Department Health and Mental Hygiene-death notices) has been completed as well as AOC (Administrative Office of the Courts-convictions) has been completed.

Processed 66 Batches (1,264 records) in MDVOTERS as well as 11 Mail-in Ballot requests. There were 3 Street file expansions and 2 Merges completed.

### **III. Election Worker**

A total of 5 additional Election Judge applications were received making it a total of 18 applications received so far for the 2024 Primary Election. Work on the Election Judge module has started, and all 18 Applications were added using the Election Judge module.

### **IV. Voting Systems and Polling Places**

#### **A. Voting Systems**

New E-poll book update meeting is tentatively scheduled by the end of July. Testing is still taking place at the central warehouse in Glen Burnie.

Time has been spent in the warehouse checking on humidity and gathering all the extra PPE. All extra sanitizer, masks, gloves and disinfectant were donated. Much progress is being made in the warehouse concerning floor space. The pallet of orange cones was moved to the overflow shelf to allow room for stacking voting booths. Extra Privacy Sleeves were also delivered to the Glen Burnie Warehouse to open up more space. All blue ballot bins were emptied and placed back into the black carts.

#### **B. Polling Places/Early Voting Center**

A Memorandum of understanding was submitted to the Supervisor of Events and Auxiliary Services at Cecil College. It is currently in the hands of their team and being reviewed. We are hopeful of reaching a signed agreement soon.

A Ballot Cart for placing ballot styles was ordered for our second early voting center. We are planning on having it delivered from SBE warehouse in Glen Burnie to our office warehouse.

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**

Voter credit was issued to 136 voters in MDVOTERS who voted in the May 9, 2023 Port Deposit Municipal Election. Voter credit was issued for 65 Voters for the June 5, 2023 Chesapeake City municipal election. Both Elections have been certified and closed in MDVOTERS.

### **VI. Voter Registration Volunteer**

Interest was shown by the Democrat Club to hold a VRV training for 5 people. Training was held on July 12 and an additional training session was held for an individual who could not attend training the first session.

### **VII. Website/Information Technology**

State computer audit was not performed last month. Regional Manager plans to do a remote Computer Audit at the end of this month. County website was updated with new information. A

separate page to display Board meeting minutes was posted. Past meeting agendas will now be posted on the new page moving forward. The Board of Election homepage was updated to display important deadlines and links to register to vote.

Contacted Cecil County Public Schools and asked them if they would like to have any additional equipment for Dropbox Surveillance. We are working out details of how many additional hard drives we will need to order.

### **BOARD COUNSEL'S REPORT**

Board Counsel Bradley Moore commented on questions from last board meeting on a requirement that the Board President must be same party as Governor. It is not in law or code. Board member Holcombe Grier stated that this can be noted in the Bylaws.

### **OLD BUSINESS**

The Board went over Bylaws from last signed version and compared it against the State's recommendations. The changes will be written up and presented at the next board meeting. The following revisions were discussed.

- Added definition of Canvass
- Removed all notations of substitute and regular board members
- Added new duty to President – Does not have to be of the same political party as the Governor
- Revised meetings to be held on 3<sup>rd</sup> Wednesday instead of 2<sup>nd</sup> Wednesday of month
- Revised Participation item #5 to allow attendance to have a virtual and call-in option
- Added clause to notify Board when Board member is trained in Open Meetings Act
- Expanded duties of Election director to include trainings, reviews, press/media, speaking and trainings
- Change the percentage of attendance from 50% to 80% and removed the reference to State Government article
- Added duty to Counsel of the Board to attend closed meetings when needed
- Added new 6.6 Budget Oversight item

Secretary Krista Moretz asked the Acting Director to provide a copy of the SBE Guidelines from conducting meetings and writing minutes. The Acting Director stated he will email her a copy of the SBE Guidelines.

Acting Director gave an update on HB410 progress and stated that a meeting is scheduled with SBE to discuss maps and disenfranchised people and will have a clear scope of what needs to be done after the meeting.

### **NEW BUSINESS**

The current Organizational Chart was presented to the board.

### **ANNOUNCEMENTS AND DISCLOSURES**

President Jennifer Graham disclosed that she has bumper stickers. Vice President Stephen Stiles stated that he spoke at the Board of Education meeting as a citizen and not as a Board member.

### **QUESTIONS AND CONCERNS**

Secretary Moretz asked about the upcoming Election Calendar.

**NEXT BOARD MEETING**

The next Board meeting is scheduled for Wednesday, August 16<sup>th</sup>, 2023 at 3:00 pm. Board meetings will be available for public viewing in person and a virtual option will be available.

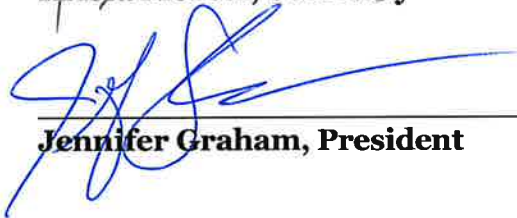
**ADJOURNMENT**

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 5:45 pm.

**CLOSED SESSION**

Under statutory authority to close session provided in General Provision Article 3-305(b), the Board reconvened in Closed Session at 5:55 pm.

**Respectfully submitted,**

  
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**Krista Moretz, Secretary**  
\_\_\_\_\_  
**Jennifer Graham, President**

Approved this 16<sup>th</sup> day of August 2023

