



Cecil County Board of Elections

April 21, 2021

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 (wall) outside of the Cecil County Board of Election office located in the Cecil County Administration Building, and also by posting on the Election agency website and election 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 April, 2021 in the Perryville Room on the 2nd Floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland.

Due to current social distancing guidelines set by the Center for Disease Control, and to comply with the Governor's Proclamation of April 10, 2020 and the County Administration's Executive Order for the Administration Building to be closed to the public, public viewing is by livestream only. Board members may be present in person or virtually.

ATTENDEES:	Kelly Sengstock	President
	Nancy R. Simperts	Secretary (Virtually)
	Diane Letts	Secretary
	Stephen Stiles	Board Member
	Ruie Marie Lavoie	Director
	Karen Perry	Acting Deputy Director
	Nathan Reynolds	Election IT Program Manager
	Charlene Notarcola	Clerk of the Court for Cecil County, MD

ABSENT:	Cameron Brown	Board Counsel
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Cameron Brown was absent due to a conflict with his court requirement but he gave his report to the Director prior to the meeting.

DECLARATION OF QUORUM

Quorum was established with four (4) Board Members present in person. The meeting was called to order by President Kelly Sengstock at 3:04 pm.

AGENDA

The Board reviewed the Agenda. Ruie Lavoie requested a change in the items on the agenda to accommodate the possibility of the County Executive attending the meeting. The Closed Session was moved to be held after the Administration of Oath. There were no other additions or changes to the agenda.

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone and introduced the Board and staff. Mrs. Sengstock welcomed the new Board Member, Stephen Stiles. Congratulations were extended to Director Ruie Lavoie on her two (2) year anniversary with Cecil County. Unfortunately, the County Executive was not able to attend the meeting so she asked for an open invitation be extended to the County Executive.

ADMINISTRATION OF OATH

Charlene Notarcola administered the oath of office to Stephen Stiles.

CLOSED SESSION

Kelly Sengstock recessed the open meeting at 3:08 pm and the Board entered into Closed Session for the specific purpose of discussing personnel.

MOTION: Diane Letts motioned for the Board to go into Closed Session.

SECOND: Stephen Stiles

ACTION: Favorable and unanimous, Motion carried.

Kelly Sengstock reconvened the open meeting at 3:26 pm.

APPROVAL OF MINUTES

The Minutes of the March 17, 2021 Board meeting were reviewed.

MOTION: Nancy Simperts motioned to approve the March 17, 2021 Board meeting Minutes as written.

SECOND: Diane Letts

ACTION: Favorable and unanimous, Motion carried.

DIRECTOR'S REPORT

Prior to the meeting, a written Director's Report was delivered to the Board and Board Counsel by email. An updated copy was provided in the Board folders at this meeting.

Board Folders: Agenda, April 21, 2021 Board Meeting
Board Meeting Minutes, March 17, 2021
Directors' Report, April, 2021
Legislation Information, 2021 Session
FY 2022 Proposed Election Agency Budget
Monthly Statistics Report, March, 2021
County Bulletins and Registrars – Sent Electronically

Meetings, Trainings, and Important Dates

Occurred/Attended:

March 17, 2021	MAEO Legislative Meeting. Ruie Lavoie, Karen Perry and Duane Souder attended the meeting.
March 18, 2021	Directors' Call with State Board. Ruie Lavoie and Karen Perry joined the call.
March 18, 2021	PNC Credit Card/MUNIS Training. Ruie Lavoie attended the training.
March 23, 2021	State Badge Appointments. Duane Souder, Cindy Remmey and Nathan Reynolds visited DJS to obtain their State Badge.
March 24, 2021	iGo CPL Course. Ruie Lavoie attended course through April 7, 2021.
March 30, 2021	MAEO Conference and State Board Biennial Meeting Planning Meeting. Ruie Lavoie attended meeting.
March 30, 2021	iGo "For the People Act" Webinar. Ruie Lavoie and Karen Perry joined the webinar.

March 31, 2021	MAEO Conference Planning Meeting. Ruie Lavoie and Nathan Reynolds attended the meeting.
March 31, 2021	Absentee/Vote by Mail Committee Meeting. Karen Perry and Cindy Remmey attended the meeting.
April 1, 2021	Cecilton Municipal Election, Close of Registration
April 5, 2021	MAEO Planning Meeting. Ruie Lavoie attended.
April 6, 2021	MAEO Meeting. Ruie Lavoie, Karen Perry, Cindy Remmey, Duane Souder and Nathan Reynolds attended.
April 7, 2021	Election Judge/Early Voting Committee Meeting. Ruie Lavoie and Cindy Remmey attended.
April 8, 2021	New Pollbook Project Meeting. Ruie Lavoie and Nathan Reynolds attended virtually.
April 12, 2021	Perryville Municipal Election, Close of Registration
April 14, 2021	SWM Network Update
April 15, 2021	Director's Meeting with State Board. Ruie Lavoie and Karen Perry attended.
April 15, 2021	Volunteer Voter Registration Training, Cecil County Republican Central Committee. Ruie Lavoie and Nathan Reynolds conducted training virtually.
April 19, 2021	MDVOTERS 7.4 Release Overview Training. Ruie Lavoie, Cindy Remmey, Brenda Ross, Duane Souder and Nathan Reynolds joined the session.
April 21, 2021	Board Meeting

Scheduled/Upcoming

April 22, 2021	State Board Meeting.
April 22, 2021	MAEO Conference Planning meeting. Ruie Lavoie and Nathan Reynolds to attend.
April 27, 2021	Staff Meeting and Team Building Exercise
April 27, 2021	Outreach Committee Meeting. Brenda Ross to attend.
May 3, 2021	Cecilton Election
May 4, 2021	Election Judge/Early Voting Committee Meeting. Ruie Lavoie and Karen Perry to attend.
May 5, 2021	Chesapeake City Municipal Election, Close of Registration
May 11, 2021	Perryville Municipal Election
May 11, 2021	Cecil County Democratic Committee Meeting. Ruie Lavoie to attend.
May 12, 2021	Board Meeting
May 19, 2021	Election Agency Budget Hearing with County Council
May 20, 2021	State Board and Director's Meeting
June 7, 2021	Chesapeake City Municipal Election
June 17, 2021	State Board and Director's Meeting
July 15, 2021	iGo Annual Meeting and Conference. Ruie Lavoie to attend.
August 14, 2021	MACo Conference. Ruie Lavoie to attend.
August 23, 2021	MAEO Conference and State Board Biennial Week

Municipal Elections

Close of registration and municipal election dates are list above. Port Deposit cancelled their election for 2021. Open communication with the municipalities will be continued.

2021 Legislative Session

An update is included in the Board folders including copies of new legislation that passed this session. This legislation includes a permanent mail in ballot list, more drop boxes, and an additional early voting site. The Governor has signed off on a few of these and as of today, none have been vetoed.

Early Voting

New legislation requires Cecil County to have two (2) early voting locations. We have started the process to secure a location and will be conducting site visits and signal testing to ensure all requirements are met. We are researching the possibility of using one of the following: Rising Sun Community Center, Cecil College, or Cecil arena. Suggestions for a 2nd location can be submitted to Ruie Lavoie. More information to follow as the Board will need to approve the 2nd location prior to submitting to the State Board for approval.

FY 2022 Budget

The FY 2022 Budget was submitted to the County Executive. Several major cuts were made by the Administration to include the removal of the part time county employee and a reduction in funding for canvassing and auditing. The Administration was advised of new legislation that will have a fiscal impact however, elections was instructed not to include those items in the FY 2022 budget. Several pieces of legislation became law and will affect the 2022 budget cycle. After additional information is received from the State Board, a detailed accounting of needed funding will be submitted to the Administration. A copy of the amended proposed budget is included in the Board folders. Ruie Lavoie is scheduled to present the proposed budget to the County Council on May 18, 2021.

Equipment Inventory

The inventory process is complete and submitted to the State Board. Cecil County is one of the few counties that are 100% complete.

Warehouse and Document Retention

A review of stored documents is in process and will be completed by the end of May. Documents dated prior to the retention mandate will be shredded.

New Pollbooks

Ruie Lavoie and Nathan Reynolds are active in the new poll book focus groups and meetings and will continue to keep the Board updated.

Registration Department

The ERIC Report, Audit, DHMH Report and Jury list have been completed and were sent to SBE prior to the deadline date.

2022 Gubernatorial Primary Election

Candidate filing began February 23, 2021 and to date, 3 local candidates have filed. Statewide candidates file at the State Board of Elections. Candidate information can be found on the Cecil County election website or the State Board website.

Election Judge Recruitment and Training

Recruitment of election judges is ongoing. We are currently working with the County IT department to develop a more efficient training class registration program. More information to follow.

Voter Outreach

Voter outreach trainings are being held virtually. Ruie Lavoie conducted a virtual Volunteer Voter Registration (VRV) training with the Republican Central Committee. VRV trainings will be scheduled when requested.

Maryland Association of Election Officials (MAEO)

The MAEO Annual Conference and State Board Biennial is currently in the planning stages to be held from August 22, 2021 to August 27, 2021. Ruie Lavoie discussed a tentative schedule of events for the conference. She informed the board that attendance at the biennial is required by Maryland Law. The biennial is hosted by the State Board of Elections and held once every two years. The MAEO conference is a requirement outlined in the Board bylaws however, it is everyone's personal choice to attend an in-person conference. The biennial will be offered virtually. All Board members stated that they prefer to attend in person. Ruie Lavoie will make hotel reservations and submit the registrations.

Personnel

The Democratic Central Committee is in the selection process to send nominations to the Governor's Appointment Secretary to fill the vacant Democratic position. After the nomination is made and the Governor makes the appointment, the person can serve in the Board even though the Senate confirmation will not take place until next the Legislative Session.

COVID-19 Vaccinations

All Election employees were given the opportunity to be vaccinated through the County.

BOARD COUNSEL REPORT

Ruie Lavoie provided the Board Counsel Report during the Closed Session due its confidential status, personnel.

OLD BUSINESS

As discussed, a retirement gift for James Crouse has been ordered. Once received, the Board will determine how the award will be delivered to Mr. Crouse.

NEW BUSINESS

When a new member is appointed to the Board, the Board must execute the bylaws with signatures of the entire Board. The Board decided to wait until the Democratic Board position is filled to execute new bylaws.

ANNOUNCEMENTS AND DISCLOSURES

There were no announcements or disclosures.

MEETING INFORMATION

The next Board meetings are scheduled for May 12, 2021 and June 9, 2021.

ADJOURNMENT

There being no further business, with a motion to adjourn by Nancy Simperts and on a second by Diane Letts, the meeting was adjourned at 4:06 pm.

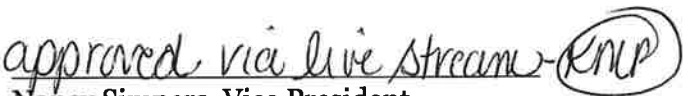
Respectfully submitted,



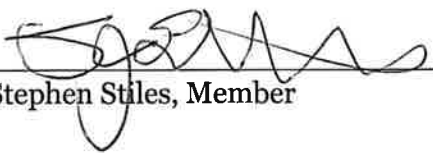
Kelly Sengstock, President



Diane Letts, Secretary



Nancy Simperts, Vice President



Stephen Stiles, Member

Approved this 12th day of May, 2021