



Cecil County Board of Elections

May 12, 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 Elections' office located in Suite 1900 of 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	Vice President (Virtually)
	Diane Letts	Secretary
	Stephen Stiles	Board Member
	Cameron Brown	Board Counsel
	Ruie Marie Lavoie	Director
	Karen Perry	Acting Deputy Director
	Nathan Reynolds	Election IT Program Manager
	Jennifer Graham	Guest

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 3:05pm.

AGENDA

The Board reviewed the Agenda. There were no other additions or changes to the agenda.

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone and wished everybody a Happy Spring. She reported that the County Executive was invited to the meeting, but unfortunately was not able to attend the meeting, so she asked for an open invitation be extended to the County Executive.

APPROVAL OF MINUTES

The Minutes of the April 21, 2021 Board Meeting were reviewed.

MOTION: Nancy Simperts motioned to approve the April 21, 2021 Board meeting Minutes as written.

SECOND: Diane Letts

ACTION: Favorable and unanimous, Motion carried.

The Minutes of the April 21, 2021 Closed Meeting were reviewed.

MOTION: Nancy Simperts motioned to approve the April 21, 2021 Closed 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 by email to the Board and Board Counsel. An updated is provided in the Board folders at this meeting.

Board Folders: Agenda, May, 2021 Board Meeting
Board Meeting Minutes, April 21, 2021
Directors' Report, May, 2021
Monthly Statistics Report, April, 2021
County Bulletins and Registrars – Sent Electronically

Meetings, Trainings, and Important Dates

Occurred/Attended:

April 22, 2021	MAEO Conference Planning meeting. Ruie Lavoie and Nathan Reynolds attended in person.
April 22, 2021	State Board Meeting. Ruie Lavoie and Karen Perry viewed the meeting.
April 27, 2021	Staff Meeting and Team Building Exercise
April 27, 2021	Outreach Committee Meeting. Brenda Ross attended the meeting virtually.
April 27, 2021	LBE President's Coalition Meeting. Kelly Sengstock joined the meeting virtually.
May 3, 2021	Cecilton Election
May 4, 2021	Election Judge/Early Voting Committee Meeting. Ruie Lavoie and Karen Perry joined meeting virtually.
May 5, 2021	Chesapeake City Municipal Election, Close of Registration
May 5, 2021	State Regulations and legislative Committee Meeting. Ruie Lavoie and Karen Perry attended.
May 5, 2021	Conference Planning Meeting. Ruie Lavoie attended.
May 6, 2021	MAEO Meeting. All staff joined meeting virtually.

May 6, 2021	GIS Training, Part 1, Karen Perry, Ruie Lavoie, Nathan Reynolds and Duane Souder joined the training virtually.
May 7, 2021	Election technology Committee Meeting. Nathan Reynolds and Duane Souder joined the meeting virtually.
May 10, 2021	Voter Registration Committee Meeting. Ruie Lavoie, Cindy Remmey and Karen Perry joined the meeting virtually.
May 11, 2021	Perryville Municipal Election
May 12, 2021	Meeting with Budget Deputy Director. Ruie Lavoie and Karen Perry attended.
May 12, 2021	Early Voting/Election Judge Committee Presentations. Nathan Reynolds viewed the webinar.
May 12, 2021	Board Meeting

Scheduled/Upcoming

May 13, 2021	Educational/Grant Committee Meeting
May 13, 2021	GIS Training, Part 2, Nathan Reynolds and Duane Souder to attend.
May 13, 2021	New Pollbook Monthly Meeting. Ruie Lavoie to join virtually.
May 14, 2021	Conference Planning Meeting. Ruie Lavoie, Karen Perry and Nathan Reynolds to attend.
May 18, 2021	Monthly Computer Audits
May 18, 2021	Election Agency Budget Hearing and presentation to the County Council
May 19, 2021	Early Voting/Election Judge Committee Meeting
May 20, 2021	State Board and Director's Meeting
May 20, 2021	GIS, Part 3 Training
May 20, 2021	Democracy Fund Virtual Conference. Ruie Lavoie to attend.
May 21, 2021	HR Reclassification Training. Ruie Lavoie and Karen Perry to attend.
May 26, 2021	Standards Committee Meeting. Cindy Remmey to attend virtually.
May 27, 2021	GIS Training, Part 3
May 31, 2021	Memorial Day, County and State offices closed.
June 3, 2021	GIS Training, Part 4
June 7, 2021	Chesapeake City Municipal Election
June 8, 2021	Democratic Central Committee Meeting. Ruie Lavoie to attend to present 2022 election information.
June 9, 2021	Board Meeting
June 15, 2021	Maryland Association of Election Officials (MAEO) Meeting
June 17, 2021	State Board and Director's Conference Call
June 24, 2021	State Board Meeting
July 15, 2021	iGo Annual Meeting and Conference. Ruie Lavoie to attend.
August 14, 2021	MACo Conference. Ruie Lavoie to attend.
August 22, 2021	MAEO Conference and State Board Biennial Week

DHS Grant

Ruie Lavoie is working with the State Board, County Emergency Operations and Office of Information Technology to determine the best use of these funds (\$10,000) and the type of equipment that will be purchased. This money is earmarked for election security.

FY 2021 Budget

A meeting with the Deputy Director of Finance was held to review COVID-19 related expenses, such as PPE and additional costs incurred during the 2020 Presidential General Election. This review was necessary to ensure that all expenses that qualify under the CARES Grant funding were charged back accordingly. Earlier today, Ruie Lavoie and Karen Perry had another meeting with the Deputy Finance Director to discuss the current budget and the proposed FY2022 budget. The election agency will not be over budget for FY21.

FY 2022 Budget

Ruie Lavoie is scheduled to present the proposed election agency budget to the County Council on May 18, 2021. At the direction of the County Finance Director, the budget was reduced and funds to cover the new legislation requirements were not included in the FY 22 budget.

Disaster Recovery Plan

The Disaster Recovery plan is being updated. Once complete, the plan will be submitted to the State Board and copies will be provided to the Board. Ruie Lavoie advised Cameron Brown and Kelly Sengstock that they will be named in the document as part of the "Lead Incident Team".

New Legislation and Regulations

Once the State develops regulations for the new legislation and other needed changes for the 2022 election cycle, the information will be provided to the Board. Prior to the adoption of Regulations, the proposed regulations are made available to the public and discussed at an open meeting of the State Board. The State Board meeting agenda, including the review of, if applicable, proposed regulations is available for viewing on the State Board of Elections' website.

Redistricting

The redistricting process cannot begin until the data is received from the Census Bureau. The County Council has appointed a Redistricting Commission and asked Ruie Lavoie to be active in the process. To the best of our knowledge, the Redistricting Commission meetings will be made available for public viewing and comment. The Board will be kept up to date on what is happening in that committee. To be as prepared as possible, Ruie Lavoie, Nathan Reynolds, Karen Perry, and Duane Souder are attending a six-part GIS training program. A Redistricting training session will be held during the MAEO Conference.

Early Voting

Site visits and surveys to potential early voting locations is in progress. More information to be provided next month.

Voter Outreach and Education

For the most part, in-person voter outreach and education is on hold due to the current Pandemic and COVID-19 restrictions. When requested, we are attending meetings or conducting volunteer voter registration training virtually. Ruie Lavoie is scheduled to attend the Democratic Central Committee meeting in May to provide information on the 2022 election cycle. Brenda Ross is currently searching for events around the county that would be good for voter outreach.

Democracy Fund Virtual Conference

Ruie Lavoie will attend the virtual conference on May 20, 2021 and May 21, 2021. The agenda includes best practices and will delve into an overview of voter legislation, and how local election office voices can best be used to inform the national and state election landscape.

Maryland Association of Election Officials (MAEO)

Board members and Board Counsel are MAEO members and are welcome to join any committee and/or attend the meetings. Karen Perry shared how informative these meetings are as well as the State Board of Election's Board meeting, held publicly each, month.

The MAEO Annual Conference and State Board Biennial will be held from August 22, 2021 to August 27 2021 at the Clarion in Ocean City. Ruie Lavoie submitted the conference information to County Administration. Hotel reservations have been made and conference registration fees will be submitted. The conference agenda will be shared at the next board meeting.

Performance Evaluations

Performance Evaluations for period January 1st to June 30th will be due in July. The Board should plan to meet in closed session before or after the June Board meeting to discuss the director's evaluation.

Meeting Information – Please mark your calendars:

- June 9, 2021 Board Meeting
- July 14, 2021 Board Meeting
- August 11, 2021 Board Meeting Cancelled
- August 22, 2021 MAEO Conference
- August 25, 2021 State Board Biennial Meeting - Mandatory
- September 8, 2021 Board Meeting

BOARD COUNSEL REPORT

Board Attorney Cameron Brown welcomed the new board member. The Board requested he send a formal follow up letter to Election Judge Helen Posey to respond to the letter received regarding her compensation. The letter would inform her that the case was reviewed, the correct payment was issued and therefore, the matter is considered closed. Cameron Brown reported that he will make a follow up call regarding the ongoing unemployment case.

OLD BUSINESS

Vacant Board Position

Ruie Lavoie reported that the Democratic vacant Board position has been filled and we are for the Governor's Appointment office to send the formal paperwork with the appointment.

James Crouse Service Appreciation

The Board will present James Crouse a plaque in appreciation of his years of dedicated service to Cecil County and the election office. The Board will determine next month, how the retirement award will be delivered to Mr. Crouse.

NEW BUSINESS

Kelly Sengstock reported that she had a meeting with Linda Lamone and Niki Charlson regarding the need to correct Ruie Lavoie's salary. They discussed the next steps in the process. She further reported that she attended a "Board Presidents Coalition" meeting with other local Board Presidents from around the State. They discussed challenges, election judge recruitment, responsibilities, and limitations of the board. She will keep everyone updated if further meetings are planned.

ANNOUNCEMENTS AND DISCLOSURES

There were no announcements or disclosures.

MEETING INFORMATION

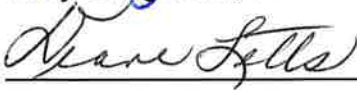
The next Board meetings are scheduled for June 9, 2021 and July 14, 2021.

ADJOURNMENT

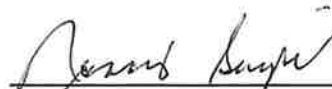
There being no further business, with a motion to adjourn by Nancy Simperts and on a second by Kelly Sengstock, the meeting was adjourned at 3:56 pm.

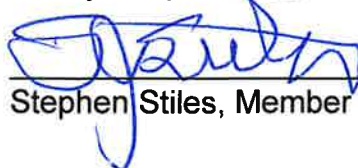
Respectfully submitted,


Kelly Sengstock, President


Diane Letts, Secretary

Approved this 9th day of June, 2021


Nancy Simperts, Vice President


Stephen Stiles, Member