



Cecil County Board of Elections

June 9, 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 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 9th day of June 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. Simpers	Vice President
Diane Letts	Secretary
Jennifer Castellanos-Graham	Board Member
Stephen Stiles	Board Member
Cameron Brown	Board Counsel
Ruie Marie Lavoie	Director
Karen Perry	Acting Deputy Director
Nathan Reynolds	Election IT Program Manager
Cynthia Remmey	Election Supervisor
Charlene Notarcola	Clerk of the Court
Danielle Hornberger	County Executive

DECLARATION OF QUORUM

Quorum was established with five (5) Board Members present in person. The meeting was called to order by President Kelly Sengstock at 3:01 pm.

AGENDA

The Board reviewed the Agenda. Nancy Simpers requested an addition under Old Business – discussion on award presentation to retired Board Member James Crouse. There were no other additions or changes to the agenda.

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone and extended appreciation to County Executive Danielle Hornberger for taking the time to attend the meeting. She also thanked Clerk of the Circuit Court Charlene Notarcola for attending once again to administer the oath of office to the newest Board member, Jennifer Castellanos-Graham who was appointed by the Governor to fill the vacancy left by James Crouse.

The Board officially elected new officers to complete Vice President and Secretary the terms of office.

MOTION: Diane Letts motioned to appoint Nancy Simperts as Vice President to serve the remaining term.

SECOND: Jennifer Castellanos-Graham

ACTION: Favorable and unanimous, Motion Carried.

MOTION: Nancy Simperts motioned to appoint Diane Letts as Secretary to serve the remaining term.

SECOND: Kelly Sengstock

ACTION: Favorable and unanimous, Motion Carried

APPROVAL OF MINUTES

The Minutes of the May 18, 2021 Board meeting were reviewed.

MOTION: Diane Letts motioned to approve the May 18, 2021 Board meeting Minutes as written.

SECOND: Nancy Simperts

ACTION: Favorable and unanimous, Motion carried.

ADMINISTRATION OF OATH

The Clerk of the Circuit Court for Cecil County, Maryland administered the oath of office to Jennifer Castellanos-Graham.

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, June 2021 Board Meeting
- Board Meeting Minutes, May 12, 2021
- Directors' Report, June 2021
- Monthly Statistics Report, May 2021
- New Legislation – SB283 and HB156
- USPS Rate Changes
- Approved Budget for Fiscal Year 2022
- DBM - Return to Work Memo
- Opening Meetings Act
- Board Contact List
- County Bulletins and Registrars – Sent Electronically

Meetings, Trainings, and Important Dates:

Occurred/Attended:

May 12, 2021	Presentations on Text Blasts and Election Judge Communications, Nathan Reynolds and Duane Souder attended virtually.
May 12, 2021	Meeting with Deputy Finance Director, Ruie Lavoie and Karen Perry attended.
May 13, 2021	Educational/Grant Committee Meeting

May 13, 2021	GIS Training, Part 2, Nathan Reynolds, Duane Souder, and Karen Perry attended virtually.
May 13, 2021	New Pollbook Meeting. Nathan Reynolds attended virtually.
May 13, 2021	Education and Grant Committee Meeting
May 14, 2021	Conference Planning Meeting. Ruie Lavoie, Karen Perry and Nathan Reynolds attended virtually.
May 18, 2021	Monthly computer Audits were completed.
May 18, 2021	Meeting with Finance Director James Appeal. Ruie Lavoie and Karen Perry attended.
May 18, 2021	Budget Hearing and Presentation to the County Council by Ruie Lavoie
May 19, 2021	Early Voting/Election Judge Committee Meeting. Ruie Lavoie and Karen Perry attended.
May 20, 2021	Staff/team Meeting.
May 20, 2021	Director's Meeting, Ruie Lavoie, Karen Perry and Nathan Reynolds attended by telephone.
May 20, 2021	GIS, Part 3 Training, Nathan Reynolds, Duane Souder, and Karen Perry attended virtually.
May 20, 2021	Democracy Fund Virtual Conference. Ruie Lavoie attended.
May 21, 2021	Standards Committee Meeting, Ruie Lavoie and Karen Perry attended.
May 24, 2021	HR State Employee Reclassification Training. Ruie Lavoie and Karen Perry attended virtually.
May 25, 2021	Computer Audits conducted and SWM Network upgrades completed.
May 26, 2021	Standards Committee Meeting. Cindy Remmey attended virtually.
May 26, 2021	Sexual Harassment Awareness and Prevention Training, Cindy Remmey attended virtually.
May 27, 2021	GIS Training, Part 3, Nathan Reynolds, Duane Souder and Karen Perry attended virtually.
May 27, 2021	State Regulations and Legislative Committee Meeting. Ruie Lavoie attended virtually.
May 27, 2021	Maryland State Board of Elections Meeting
May 28, 2021	Staff/Team Meeting.
May 31, 2021	Memorial Day, County and State offices closed.
June 1, 2021	Staff/Team Meeting.
June 2, 2021	Team Building Activity
June 2, 2021	Open Meetings Act Subcommittee Meeting. Ruie Lavoie attended virtually.
June 3, 2021	Incident Response Meeting, Ruie Lavoie attended virtually.
June 3, 2021	GIS Training, Part 4, Nathan Reynolds, and Karen Perry attended virtually.
June 3, 2021	New Pollbook Meeting. Nathan Reynolds attended virtually.
June 7, 2021	Chesapeake City Municipal Election
June 8, 2021	Democratic Central Committee Meeting. Ruie Lavoie attended virtually to present 2022 election information.
June 9, 2021	Absentee Committee Meeting. Cindy Remmey attended virtually.
June 9, 2021	Board Meeting

Scheduled/Upcoming

June 11, 2020	MAEO Conference Planning Meeting. Ruie Lavoie and Nathan Reynolds to attend.
June 14, 2021	ADA Survey Training. Ruie Lavoie, Nathan Reynold and Karen Perry to attend.
June 15, 2021	Maryland Association of Election Officials (MAEO) Meeting
June 17, 2021	Director's Meeting Conference Call
June 16, 2021	Early Voting Site Visits and Surveys (Potential Sites)
June 22, 2021	State Board Meeting
June 23, 2021	Open Meeting Act Workgroup Meeting, Ruie Lavoie to attend.
June 30, 2021	Sexual harassment Awareness and Prevention Training. Ruie Lavoie and Karen Perry to attend.
June 30, 2021	Standards Committee Meeting
July 5, 2021	Independence Day Observed. State and County Offices Closed
July 17, 2021	iGo Annual Meeting and Conference. Ruie Lavoie to attend.
July 25, 2021	MAEO Pre-Conference and State Biennial Planning Meeting, July 25 th and July 26 th . Ruie Lavoie to attend.
August 14, 2021	MACo Conference, August 14 th to 21 st . Ruie Lavoie to attend.
August 23, 2021	MAEO Conference and State Board Biennial Week, August 22 nd to August 27 th .

FY 2022 Budget

Ruie Lavoie presented the proposed election agency budget to the County Council on May 18, 2021. The Council President asked several questions regarding funding for the new pollbooks, vacant positions, new legislation and other expected FY2022 expenses that were not included in the proposed budget. Ruie Lavoie explained that these expected expenses were brought to the attention of the Administration and that she was assured that funding will be available. The Finance Director and County Administrator echoed the assurance. The County Council approved the budget, and a copy is included in the Board folders.

USPS Rate Changes

The USPS has submitted a rate increase proposal. Details are included in the Board folders. This increase will affect the FY2022 Budget and increase the cost to mail applications, ballots and also the cost for the return mailing of the applications and ballots.

Disaster Recovery Plan

The updated Disaster Recovery Plan is in progress.

Registration Department

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

New Legislation and Regulations

The State Board is currently developing regulations. Copies of HB283 and SB156 are included in the Board folders. The Student Military Voter Empowerment Act will allow students and voters in the military easier access to register and to vote.

Early Voting

New legislation required Cecil County to designate a second early voting center. Site visits to and surveys of potential early voting locations will be conducted on June 16, 2021. More information to be provided after the inspections and new guidelines/regulations are received from the State Board.

Democracy Fund Virtual Conference

Ruie Lavoie attended the virtual conference on May 20, 2021 and May 21, 2021. The conference provided information on best practices and excellent information from election offices all over the country.

Performance Evaluations

Performance Evaluations for period January 1st to June 30th will be due in July. The Board will meet in closed session after this meeting to discuss the director's evaluation. The Board will also discuss another personnel matter and possible legal issue.

BOARD COUNSEL REPORT

Board Counsel Cameron Brown welcomed Ms. Castellanos-Graham. He advised the Board that a letter closing the file was sent to Election Judge Posey. She received the correct compensation for her service during the 2020 Presidential General Election.

OLD BUSINESS

Presentation of Award to James Crouse

As discussed, the award was created and on behalf of the entire Board, Nancy Simperts will make arrangements to deliver to Mr. Crouse.

Maryland Association of Election Officials (MAEO) Conference

Ruie Lavoie reviewed the arrangements, accommodations, and agenda for the MAEO conference. She also provided a brief overview of conference events.

NEW BUSINESS

Bylaws

After new members are appointed and take office, as required, the bylaws were adopted and signed by the entire board.

ANNOUNCEMENTS AND DISCLOSURES

Jennifer Castellanos- Graham disclosed that she currently sits on the board of the Democratic Club, that she was a past president and actively attends monthly meetings.

MEETING INFORMATION

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

ADJOURNMENT

There being no further business, with a motion to adjourn by Nancy Simperts and on a second by Stephen Stiles, the meeting was adjourned at 4:10 pm.

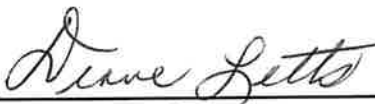
Respectfully submitted,



Kelly Sengstock, President



Nancy Simperts, Vice President



Diane Letts, Secretary



Jennifer Castellanos-Graham, Member



Stephen Stiles, Member

Approved this 14th day of July, 2021