



Cecil County Board of Elections

September 8, 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 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 8th day of August 2021 in the Perryville Room on the 2nd Floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland. Public viewing of this meeting was available in person or by livestream. Board member attendance is in person and virtually as noted below.

ATTENDEES:	Kelly Sengstock	President (Virtually)
	Nancy R. Simpers	Vice President
	Diane Letts	Secretary
	Jennifer Castellanos-Graham	Board Member (Virtually)
	Cameron Brown	Board Counsel (Virtually)
	Ruie Marie Lavoie	Director
	Karen Perry	Acting Deputy Director
	Nathan Reynolds	Election IT Program Manager
	Nancy Schwerzler	Cecil Times (Virtually)

ABSENT:	Stephen Stiles	Board Member
----------------	----------------	--------------

DECLARATION OF QUORUM

Quorum was established with four (2) Board Members present in person and two (2) Board Members present by livestream. Member Stiles was excused. The meeting was called to order by President Kelly Sengstock at 3:08 pm.

AGENDA

The Board reviewed the agenda and there were no additions or changes to the agenda.

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone and made several positive comments regarding the recently attended Maryland Association of Election Officials (MAEO) Conference. She stated that every enjoyed themselves, learned a lot and met many new people from all over Maryland. The conference provided wonderful networking opportunities and had much needed election training and information as we prepare for the 2022 election cycle.

APPROVAL OF MINUTES

The Minutes of the July 14, 2021 Board meeting were reviewed.

MOTION:	Nancy Simpers motioned to approve the Minutes of the July 14, 2021 Board meeting, as written.
SECOND:	Diane Letts
ACTION:	Favorable and unanimous, Motion carried.

DIRECTOR' S REPORT

Prior to the meeting, an electronic version of the 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, September 2021 Board Meeting
- Board Meeting Minutes, July 12, 2021
- Directors' Report, August and September 2021
- Mock Election Plan and Overview
- Monthly Statistics Report, July and August 2021
- State Board Joint Chairman's Report on Cost Sharing, Letter and Report
- House Bill 353- Notice of Meeting Administrative Policy
- Employee Emergency Preparedness and Response Guide
- Assignments of Local Board Duties
- Proposed Legislation
- County Bulletins and Registrars – Sent Electronically

Meetings, Trainings, and Important Dates:

Occurred/Attended:

July 14, 2021	Table Top the Vote virtual TTX. Nathan Reynolds attended.
July 15, 2021	Director's Conference Call Meeting. Ruie Lavoie, Karen Perry and Nathan Reynolds attended.
July 15, 2021	Voter Registration Volunteer Training. Democratic Central Committee. Ruie Lavoie and Nathan Reynolds conducted the training.
July 16, 2021	Maryland Association of Election Officials (MAEO) Meeting. Ruie Lavoie and Karen Perry attended.
July 17, 2021	iGo Annual Meeting, Training and Conference. Ruie Lavoie attended.
July 20, 2020	State required Computer audits completed.
July 21, 2021	Democracy Fund Training. Cindy Remmey attended virtually.
July 22, 2021	State Board of Elections Meeting. Ruie Lavoie and Karen Perry viewed the meeting.
July 25, 2021	MAEO Pre-Conference and State Biennial Planning Meeting. Ruie Lavoie attended.
July 27, 2021	Staff/Team Meeting. All staff attended.
July 27, 2021	Stewards of Democracy Initiative. Ruie Lavoie and Cindy Remmey attended virtually.
July 28, 2021	Absentee and Mail in Voting Committee Meeting. Cindy Remmey, Karen Perry and Ruie Lavoie attended.
July 28, 2021	State Districts/Precincts refresher Training. Karen Perry and Nathan Reynolds attended virtually.
August 4, 2021	County IT Director Meeting – Computer changes in remote working. Ruie Lavoie, Karen Perry and Nathan Reynolds met with Dave Warnick.
August 5, 2021	Director's Meeting Conference Call. Ruie Lavoie and Karen Perry joined the call.
August 10, 2021	Regulations Review Committee Meeting. Ruie Lavoie attended.

August 12, 2021	MAEO Conference Planning and Workshop. Ruie Lavoie and Karen Perry attended.
August 17, 2021	MACo Conference week and Academy Core Courses. Ruie Lavoie attended.
August 19, 2021	iGo Webinar and Training. Ruie Lavoie attended virtually.
August 23, 2021	MAEO Annual Meeting and State Board Biennial Conference Week.
September 1, 2021	Team Meeting. All staff attended.
September 1, 2021	Absentee Committee Meeting. Karen Perry attended virtually.
September 7, 2021	Team Building Exercise.
September 8, 2021	Board Meeting – In person and livestreamed for Public Viewing.

Scheduled/Upcoming

September 10, 2021	MAEO Board Meeting
September 14, 2021	Director's Meeting Conference Call. Ruie Lavoie and Karen Perry to attend.
September 15, 2021	Mandatory Fire Training. Ruie Lavoie, Nathan Reynolds, Cindy Remmey and Brenda Ross to attend.
September 16, 2021	Mandatory Defensive Driving Training. Brenda Ross and Cindy Remmey to attend.
September 18, 2021	Elkton Fall Fest Voter Education and Outreach
September 20, 2021	Rising Sun Municipal Election Close of Registration
September 21, 2021	iGo webinar, Decision Making. Ruie Lavoie to join webinar.
September 21, 2021	Annapolis Election. Nathan Reynolds to assist Anne Arundel County on 9/20, 9/21 and 9/22.
September 23, 2021	Mandatory Fire Training. Karen Perry to attend.
September 28, 2021	National Voter Registration Day
September 28, 2021	District/Precinct Redistricting Training. Ruie Lavoie, Karen Perry, Cindy Remmey and Nathan Reynolds to attend.
September 29, 2021	Cecil County Redistricting Committee Meeting. Ruie Lavoie to attend.
September 30, 2021	MAEO Meeting at 10:00 am.
October 6, 2021	Standards Committee Meeting
October 11, 2021	State and County Offices Closed. Columbus Day.
October 13, 2021	Mandatory Defensive Driving Training. Karen Perry, Ruie Lavoie and Nathan Reynolds to attend.
October 18, 2021	Rising Sun Municipal Election
October 20, 2021	Board Meeting
October 21, 2021	State Directors' Meeting Conference Call

House Bill 353

When there will be changes to a polling location or any other action affecting voting rights, there are very specific procedures that must be followed. Included in the Board folders is the information and steps we will be taking when designating a new early voting site, changing a polling location, etc.

Assignment of Local Board Duties

A most recent copy of Assignment of Local Board Duties is included in the Board folders. This is an outline of who is the responsible party of the local board duties and the citation from which it comes from.

Maryland Association of Election Officials (MAEO)

The MAEO Annual Conference and State Board Biennial was held from August 22, 2021 to August 27, 2021 at the Clarion in Ocean City. The conference was a huge success and provided all in attendance with excellent training and needed beneficial information. Ruie Lavoie personally thanked Nathan Reynolds and Karen Perry for their help and assistance with the conference. Presentations and handouts from the conference and biennial sessions can be found on the MAEO website at maeo.net. Congratulations were extended to Ms. Lavoie for her induction into the MAEO Hall of Fame.

Defensive Driving Training

All staff who operate county vehicles are required to attend Defensive Driving training every 3 years. Everyone in the office is scheduled for the training and the dates are listed above.

Employee Emergency Preparedness and Response Guide

A copy is included in the Board folders for review and information. All staff must attend a mandatory training to become familiar with emergency procedures at the County Administration Building. Nathan Reynolds has been designated as the election agency Fire Marshall.

Department of Homeland Security (DHS) Assessment

In 2018, an assessment of the election office and warehouse was completed. Ruie Lavoie and Nathan Reynolds are currently reviewing past reports to make the new security plan. A review of the assessment will be completed with DHS to determine the need for an updated assessment. The meeting scheduled in June was cancelled by DHS and will be rescheduled soon.

Disaster Recovery Plan

The updated Disaster Recovery Plan is in progress and is scheduled to be submitted to the State Board in October.

Polling Place Emergency Procedures

We are developing a booklet to be provided to the Chief Election Judges at each polling location and early voting site. The document outlines steps to take in the event of various emergencies.

New Legislation and Regulations

The State Board is currently developing and/or updating regulations. More information to follow as it becomes available.

Redistricting

The State Commission is asking for public comment and maps. Comments can be submitted on a public website. The County Council has appointed the members of the County Redistricting Committee. Ruie Lavoie has been asked to attend the committee meetings to provide election impact information, etc. The first meeting is scheduled for September 29, 2021 at 6:00 pm and Ms. Lavoie will share a short presentation.

Equipment Cost Sharing

The Joint Chairman's Report on Cost Sharing was submitted by the State Board. Copies are provided in the Board folders. Basically, the practice of sharing voting equipment costs 50/50 with the State will continue. Poll books are not considered voting equipment (they are

considered voter registration) and will remain 100% the responsibility of the local jurisdictions. Copies of the documents were forwarded to the County Budget Director and Administrator.

New Pollbooks and Printers.

Currently, there is no new information on the acquisition and/or implementation of new pollbooks for the 2022 election cycle. The new printers have been ordered and will be financed through the State Comptroller's Office, and Cecil County is not expected to be billed until the start of FY 2023. The cost of the new printers will be shared at a 50/50 split with the State.

2022 Gubernatorial Primary Election

Candidate filing began February 23, 2021. To date, seven (7) candidates have filed for local contests. Statewide candidates file at the State Board of Elections in Annapolis. Candidate information can be found on the Cecil County election website or on the State Board election website.

Early Voting

Site visits and surveys of potential early voting locations was conducted on June 16, 2021. More information to be provided after the new regulations/guidelines are received from the State Board.

Election Judge Recruitment and Training

New training class registration program to be used in 2022 is in progress.

Voter Outreach and Education

The election office will conduct voter outreach and education at the Elkton Fall Fest on Saturday September 18, 2021. We attend as many events as possible. National Voter Registration Day is September 28, 2021. Plans are being made to hold several events and advertising will be posted on the election social media platforms. More information to follow. When requested, we attend meetings and/or conducting volunteer voter registration training.

Maryland Association of Counties (MACo)

Ruie Lavoie attended the MACo (paid for by MAEO) conference and completed all courses and trainings required for the Academy of Excellence for Public Leaders. The graduation will be held at the University of Maryland. A date has not yet been set. Diane Letts encouraged Ms. Lavoie to attend the Graduation stating that it is a very nice ceremony.

US Election Assistance Commission (EAC)

Ruie Lavoie and Alisha Alexander, Director, Prince George's County were recently selected to represent the 24 Maryland jurisdictions on a Local Leadership Advisory Board to the US Election Assistance Commission.

Office Hours and Work Schedule

The Governor Emergency Executive Order and the County Executive's Order ended July 1, 2021; however, the election office will remain by appointment only as much as possible. Since April of 2021, the office has basically maintained an office open schedule of 8 to 4:30 daily with a rotating schedule of teleworking and in office staff, dependent on work requirements.

Mock Election Plan and Overview

A copy of the State Board Mock Election Plan and Overview is included in the Board folders for review. A mock election helps to prepare staff for the coming 2022 election cycle. Training on the newly updated Logic and Accuracy Testing will be scheduled soon. Please advise if you wish to attend or assist with the mock election.

BOARD COUNSEL REPORT

Vincent Sammons resigned from the Cecil County Republican Central Committee and a new chair has been appointed. The resignation forms were completed and submitted to SBE.

OLD BUSINESS

MAEO Conference: Kelly Sengstock stated again how well done the conference was and thanked everyone who assisted in the planning. A short discussion was held.

NEW BUSINESS

Confidentiality Requests: Ruie Lavoie presented Confidential Voter request forms for Board review and approval. All requests were received from a member of law enforcement or family of law enforcement. To maintain the confidentiality of these voters, they were referred to as Voter A, Voter B, etc. The Board made determinations and motions on these voters in family groups.

The Board reviewed supporting documents on the voters requesting to be confidential.

MOTION: Diane Letts motioned to approve voters named Voters A through Voter D to be marked as Confidential in MDVOTERS

SECOND: Nancy Simperts

ACTION: Favorable and unanimous, Motion carried.

MOTION: Jennifer Castellanos-Graham motioned to approve voters named Voters E and Voter F to be marked as Confidential in MDVOTERS

SECOND: Diane Letts

ACTION: Favorable and unanimous, Motion carried.

MOTION: Nancy Simperts motioned to approve voters named Voters G and Voter H to be marked as Confidential in MDVOTERS

SECOND: Diane Letts

ACTION: Favorable and unanimous, Motion carried.

MOTION: Nancy Simperts motioned to approve voters named Voters I through Voter L to be marked as Confidential in MDVOTERS

SECOND: Diane Letts

ACTION: Favorable and unanimous, Motion carried.

ANNOUNCEMENTS AND DISCLOSURES

Jennifer Castellanos- Graham disclosed that she attended the Cecil County Democratic Club meeting. She also stated that she resigned from her role in the past President position and will only be attending meetings as an observer. There were no other announcements or disclosures.

QUESTIONS AND CONCERNS

President Sengstock asked if County Executive Hornberger has been extended an invitation to our monthly board meeting. Ruie Lavoie stated that she has an ongoing open invitation, and she will make the invitation as a reminder. Ms. Sengstock stated that with upcoming legislation changes and redistricting and new equipment, it would be very beneficial for the County Executive to attend.

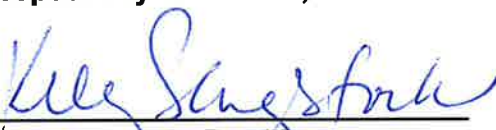
NEXT BOARD MEETING

- October 13, 2021 Board Meeting Rescheduled
- October 20, 2021 Board Meeting
- November 10, 2021 Board Meeting
- December 8, 2021 Board Meeting

ADJOURNMENT

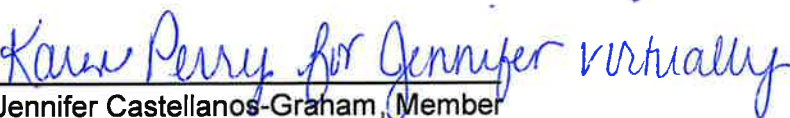
There being no further business, with a motion to adjourn by Nancy Simperts and on a second by Diane Letts, the meeting was adjourned at 3:51 pm.

Respectfully submitted,


Kelly Sengstock, President


Nancy Simperts, Vice President


Diane Letts, Secretary


Jennifer Castellanos-Graham, Member


Stephen Stiles, Member

Approved this 20th day of October 2021