



Cecil County Board of Elections

November 17, 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 agency social media platforms. A copy of the agenda was made available.

MINUTES of the Cecil County Board of Elections meeting held on the 17th day of November 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 and by livestream. Board member attendance was in person and virtually as noted below.

ATTENDEES:	Kelly Sengstock	President
	Nancy Simperts	Vice President (By Phone)
	Diane Letts	Secretary
	Jennifer Castellanos-Graham	Board Member (By Livestream)
	Stephen Stiles	Board Member
	Cameron Brown	Board Counsel
	Ruie Marie Lavoie	Director
	Karen Perry	Deputy Director
	Nathan Reynolds	Election IT Program Manager
	Lynn Meyers	Election Program Assistant I
	Cindy Remmey	Election Supervisor
	Brenda Ross	Election Program Trainee

DECLARATION OF QUORUM

Quorum was established with three (3) Board Members present in person and two (2) Board Members present by livestream or by phone. The meeting was called to order by President Kelly Sengstock at 3:02 pm.

AGENDA

The Board reviewed the agenda and President Sengstock requested the addition of the Cecil County Redistricting Commission's submitted plan and map under New Business. There were no other additions or changes.

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone and congratulated Karen Perry on her new position. She also thanked Karen for accepting the position and everything she brings to the election office.

ADMINISTRATION OF OATH

President Sengstock administered the oath of office to Karen Perry, Deputy Director.

APPROVAL OF MINUTES

The Minutes of the October 20, 2021 Board meeting were provided to the Board for review prior to this meeting by electronic mail and copy was included in the Board folders.

MOTION: Diane Letts motioned to approve the Minutes of the October 20, 2021 Board meeting, as written.
SECOND: Stephen Stiles
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 electronic mail. An updated copy was provided at this meeting in the Board folders.

Board Folders: Agenda, November 17, 2021 Board Meeting
Board Meeting Minutes, October 20, 2021
Directors' Report, November 2021
County Redistricting Commission Proposed Map and Report
Notice of Board Action – Early Voting Location and Ballot Drop Boxes
Proposed Early Voting Center Map and Documents
Proposed Ballot Drop Box Map and Documents
Financial Disclosure Memo to 2022 Candidates
County Bulletins and Registrars – Sent Electronically

Meetings, Trainings, and Important Dates:

Occurred/Attended:

October 21, 2021	Annapolis Election Logic and Accuracy testing and Equipment preparation. Nathan Reynolds assisted in Anne Arundel County.
October 21, 2021	iGO Webinar Training. Ruie Lavoie joined the webinar.
October 21, 2021	Mock Election Logic and Accuracy Training. Ruie Lavoie and Nathan Reynolds attended the training.
October 21, 2021	State Directors' Meeting Conference Call. Ruie Lavoie and Karen Perry joined the call.
October 22, 2021	MAEO Voter Registration Meeting. Karen Perry and Ruie Lavoie joined the meeting virtually.
October 22, 2021	Mock Election Database
October 25, 2021	ES&S Equipment Training. Nathan Reynolds, Lynn Meyers, Brenda Ross, and Cindy Remmey completed the training.
October 25, 2021	Election Judge/Early Voting Committee Meeting. Ruie Lavoie attended virtually.
October 25, 2021	GIS/Redistricting Meeting. Ruie Lavoie and Nathan Reynolds attended.
October 27, 2021	Electionware and AEMS Network Training. Nathan Reynolds completed the training.
October 27, 2021	Stewards of Democracy Initiative Meeting. Ruie Lavoie attended virtually.
October 27, 2021	New Pollbook Solution Meeting. Nathan Reynolds attended virtually.
October 27, 2021	Mail-In Voting Committee Meeting. Karen Perry attended virtually.
October 27, 2021	County Redistricting Commission Meeting. Ruie Lavoie and Nathan Reynolds attended.

October 28, 2021	State Board Meeting. Ruie Lavoie and Karen Perry watched the meeting by livestream.
October 29, 2021	MAEO Meeting. Ruie Lavoie and Karen Perry attended virtually.
November 1, 2021	Election Hero Day
November 1, 2021	EAC Restoring Faith in Elections Webinar. Ruie Lavoie viewed the webinar.
November 2, 2021	Annapolis Election. Nathan Reynolds assisted Anne Arundel County.
November 3, 2021	Mock Election Logic and Accuracy Testing completed.
November 4, 2021	Precinct Based Reporting Meeting. Ruie Lavoie attended virtually.
November 4, 2021	Legislation Committee Meeting. Ruie Lavoie attended virtually.
November 8, 2021	Eastern Shore Committee Meeting. Cecil County hosted meeting.
November 9, 2021	State Board Election Judge Manual Workgroup Meeting. Ruie Lavoie attended virtually.
November 10, 2021	Election Office Camera Meeting with County IT. Ruie Lavoie, Karen Perry and Nathan Reynolds attended.
November 11, 2021	State and County Offices Closed, Veterans Day
November 16, 2021	MAEO Meeting. Ruie Lavoie, Karen Perry, Cindy Remmey and Nathan Reynolds attended.
November 16, 2021	County Council Work Session and Meeting. Ruie Lavoie, Karen Perry and Nathan Reynolds attended.
November 16, 2021	Mock Election Results Reporting and Verification
November 17, 2021	Official Start Day - Deputy Director Karen Perry
November 17, 2021	Election Technology Committee Meeting. Nathan Reynolds attended virtually.
November 17, 2021	TriTek Mail Sorting Machine Demonstration. Ruie Lavoie, Karen Perry and Nathan Reynolds attended.
November 17, 2021	Board Meeting

Scheduled/Upcoming:

November 18, 2021	iGO Webinar – Election Security. Ruie Lavoie to join webinar.
November 18, 2021	State Director's Conference Call Meeting. Ruie Lavoie and Karen Perry to join meeting.
November 18, 2021	Maryland State Redistricting Commission Meeting for Cecil County.
November 23, 2021	ElectionsGiving. All Board members are invited to attend.
November 24, 2021	State and County Offices Closed for Thanksgiving.
November 25, 2021	State and County Offices Closed for American Heritage Day.
December 1 & 2, 2021	MAEO Self-Defense Training for Election Officials.
December 3, 2021	State Board Election Judge Manual Workgroup Meeting. Ruie Lavoie to attend.
December 4, 2021	Cecil County Christmas Parade and Voter Outreach
December 6, 2021	iGO Training Course – Governing the Pandemic. Ruie Lavoie to attend.
December 7, 2021	Cecil County Council Meeting – Redistricting Proposed Map Public Hearing. Ruie Lavoie and Karen Perry to attend.
December 8, 2021	MACo Winter Conference/Training. Ruie Lavoie to attend from 12/8 to 12/11/2021.
December 10, 2021	US Election Assistance Commission (EAC) Local Leadership Council (LLC) Meeting. Ruie Lavoie to attend.
December 14, 2021	Cecil County Democratic Central Committee Meeting. Ruie Lavoie to attend as requested to provide an Election Update.

December 14, 2021	Holiday Social and Board Meeting
December 15, 2021	County Mandated Driver Training. Ruie Lavoie and Lynn Meyers to attend.
December 16, 2021	State Director's Meeting. Ruie Lavoie and Karen Perry to attend.
December 16, 2021	State Board Meeting at 2:00 pm.
December 24, 2021	State and County Offices Closed, Christmas Observance
December 31, 2021	State and County Offices Closed, New Year's Day Observance

Redistricting

The State Redistricting Commission is asking for public comment from Cecil County citizens and will hold a Hearing at Cecil College on November 18, 2021. The County Redistricting Commission has approved their proposed map and submitted same to the County Council on November 16, 2021. More information will be provided after final plan is approved by the Council. The County Public Hearing is scheduled for December 7, 2021.

Financial Disclosure Memo to Candidates

A letter to all candidates that have filed to date was sent to remind the candidates of their obligation to file a financial disclosure for 2021 after January 1, 2022. A copy of the letter is included in the Board folders.

Annapolis Election

Nathan Reynolds assisted the Anne Arundel County election office with the Annapolis Municipal Election. This opportunity provided him with a wonderful training and learning experience. Staff from Anne Arundel County reported that he was a great help and a quick learner.

Statewide Mock Election

Logic and Accuracy testing was completed and submitted to the State Board. Results reporting and verification took place on November 16, 2021 with no issues, findings or variances.

Maryland Association of Counties (MACo)

Ruie Lavoie is scheduled to attend the MACo conference from December 8, 2021 to December 11, 2021 to represent Cecil County and the Maryland Association of Election Officials (MAEO). MAEO funded the conference registration and will cover the hotel costs.

Fiscal Year 2023 Proposed Budget

The Election Agency FY2023 Proposed Budget development is in process.

Department of Homeland Security (DHS) Assessment

In 2018, an assessment of the election office and warehouse was completed. 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. We are currently trying to schedule with DHS, due to unforeseen circumstances, scheduling most likely will not happen until after January 2022.

New Pollbooks and Printers.

The new printers are scheduled for delivery in late December or January. The printers will be used in the 2022 election cycle. Cecil County has volunteered to be a part of the acceptance testing to be completed at the State warehouse in Glen Burnie. Other than the selected pollbook vendor, there is no additional information regarding the new pollbooks or the cost.

2022 Gubernatorial Primary Election

Candidate filing began February 23, 2021. To date, eleven (11) candidates have filed for local contests and one candidate withdrew. Candidate information can be found on the Cecil County election website or on the State Board election website.

Federal Emergency Management Agency (FEMA)

All staff completed the FEMA Safety Trainings.

Performance Review Program (PEP)

PEPs for all merit State employees are to be completed and submitted to the State Board the first part of January 2022. The Board is responsible to complete a PEP for the Director and should plan accordingly.

BOARD COUNSEL REPORT

Cameron Brown stated that there is no report at this time.

OLD BUSINESS

More information is needed before a decision can be made on the election office participating in the Cecil County Christmas Parade. President Sengstock and Member Stiles will follow up.

NEW BUSINESS

New Early Voting Location and Redesignation of Existing Center

As required by new legislation, Cecil County must designate two (2) early voting centers. Notice of Board action was provided. Copies of all documents outlining the recommendation to designate the Cecil Arena was included in Board folders and a PowerPoint presentation was reviewed.

MOTION: Stephen Stiles motioned to approve the proposed new location, the Cecil Arena, for Cecil County's new/additional Early Voting site and to redesignate the Cecil County Administration Building, Elk Room for a total of two (2) early voting centers.

SECOND: Diane Letts

ACTION: Favorable and unanimous, Motion carried.

The designated early voting centers for the 2022 election cycle approved by the Board are the **Cecil County Administration Building** located at 200 Chesapeake Boulevard in Elkton, Maryland and the **Cecil Arena** located at 2706 North East Road in North East, Maryland. The required documents will be submitted to the State Board for their review and approval.

Ballot Drop Box Locations – 10

A total of ten (10) locations are recommended for the 2022 election cycle, and a PowerPoint presentation was reviewed by the Board. Copies of all documents were included in the Board folders and notice of Board action was properly provided. The recommended ballot drop box locations for the 2022 election cycle approved by the Board are as follows:

1. **Cecil County Administration Building**
200 Chesapeake Boulevard, Elkton, MD 21921
2. **Elkton High School**
110 James Street, Elkton, MD 21921

3. **Cherry Hill Middle School**
2535 Singerly Road, Elkton, MD 21921
4. **North East Middle School**
200 E. Cecil Avenue, North East, MD 21901
5. **Cecil Arena**
2706 North East Road, North East, MD 21901
6. **Rising Sun Middle School**
289 Pearl Street, Rising Sun, MD 21911
7. **Conowingo Elementary School**
471 Rowlandsville Road, Conowingo, MD 21918
8. **Perryville Middle School**
850 Aiken Avenue, Perryville, MD 21903
9. **Bohemia Manor Middle/High School**
2755 Augustine Herman Highway, Chesapeake City, MD 21915
10. **Cecilton Elementary School**
251 W. Main Street, Cecilton, MD 21913

MOTION: Jennifer Castellanos-Graham motioned to approve the ten (10) recommended Ballot Drop Box Locations as submitted.

SECOND: Diane Letts

ACTION: Favorable and unanimous, Motion carried.

The ten (10) designated ballot box drop locations for the 2022 election cycle are as listed above. The required documents will be submitted to the State Board for their review and approval.

Cecil County Redistricting Commission

A discussion was held regarding the proposed redistricting map submitted to the County Council by the Commission. President Sengstock reported that Dr. Carl Roberts, Chair of the Commission, and several County Council members applauded the help and support that they received from Ruie Lavoie and the election office. The Board agreed that President Sengstock would draft a letter to the Commission stating that the Board of Elections appreciates any map that considers the voters of Cecil County.

ANNOUNCEMENTS AND DISCLOSURES

There were no announcements or disclosures.

CLOSED SESSION

On a Motion by Diane Letts and a second by Stephen Stiles, the Board recessed the Open Meeting and entered into closed session at 4:58 pm for the purpose of discussing a personnel issue. The Board reconvened the Open meeting at 5:08 pm.

NEXT BOARD MEETING AND IMPORTANT DATES

A discussion was held on establishing the 2022 meeting dates. It is recommended to change the day to later in the month. Doing so will allow for more current information to be provided in the Director's Report and during meetings. President Sengstock will follow up with Board members and the dates will be established at the December meeting.

Board Meetings are held in person and virtually in the Perryville Room on the 2nd Floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland.

- November 23, 2021 Team Building and “ElectionsGiving” Celebration
- December 8, 2021 Board Meeting – Rescheduled
- December 14, 2021 Board Meeting and Holiday Social

ADJOURNMENT

There being no further business, with a motion to adjourn by Jennifer Castellanos-Graham and a second by Diane Letts, the meeting was adjourned at 5:11 pm.

Respectfully submitted,



Diane Letts, Secretary

Kelly Sengstock, President

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Approved this 14th day of December 2021