



Cecil County Board of Elections

January 13, 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 13th day of January, 2021 in the Cecil County Administration Building on the 2nd Floor in the Perryville Room 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
	James G. Crouse	Vice President (By Phone)
	Nancy R. Simperts	Secretary
	Diane Letts	Board Member
	Scott Mesneak	Board Member
	Cameron Brown	Board Counsel
	Ruie Marie Lavoie	Director
	Karen Perry	Acting Deputy Director

DECLARATION OF QUORUM

Quorum was established with five (5) Board Members present in person or by phone. The meeting was called to order by President Kelly Sengstock at 3:10 pm.

AGENDA

The Board reviewed the Agenda. President Sengstock requested the addition to the Closed Session section of the Agenda to include a personnel matter. There were no other additions or changes to the agenda.

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone and made introductions of each Board member and staff. She congratulated Director Ruie Lavoie and staff for an extremely successful election season. The 2020 Presidential Election cycle proved to be historical for many reason and despite the many obstacles and changes, the Cecil County Election team prevailed. The Election Judges and canvassers were recognized for their hard work and dedication. Without their valuable contributions, the success of the election would not have been possible. Vice President James Crouse suggested that the Board send a letter to the editor of the local papers and the Baltimore Sun expressing our appreciation for their service. Everyone agreed. President Sengstock will draft the letter and obtain the Board's approval prior to sending to the newspaper.

APPROVAL OF MINUTES

The Minutes of the October 14, 2020 Board meeting were reviewed.

MOTION: Nancy Simperts motioned to approve the October 14, 2020 Board meeting Minutes as written.
SECOND: Diane Letts
ACTION: Favorable and unanimous, Motion carried.

The Minutes of the November 3, 2020 Board meeting were reviewed.

MOTION: Nancy Simperts motioned to approve the November 3, 2020 Board meeting Minutes as written.
SECOND: Scott Mesneak
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 or by regular mail. An updated copy was provided in the Board folders at this meeting.

Board Folders Agenda, January 13, 2021 Board Meeting
 Board Meeting Minutes, October 14, 2020 and November 3, 2020
 Directors' Report, January, 2021
 Important Dates and Board Meeting Schedule, 2021
 Monthly Statistics Report, November and December, 2020
 County Bulletins and Registrars – Sent Electronically

Meetings, Trainings and Important Dates

Occurred/Attended

December 2, 2020	JIC Conference Call, Ruie Lavoie attended in person at the Cecil County Emergency Operations Center.
December 4, 2020	State Board Meeting, Ruie Lavoie and Karen Perry viewed meeting virtually.
December 4, 2020	State of Maryland Certification of Election. All staff viewed virtually.
December 10, 2020	New Pollbook Project Conference Call, Ruie Lavoie and Shawn Larson joined the call.
December 14, 2020	Maryland's Electoral College, Ruie Lavoie viewed virtually.
December 15, 2020	ES&S visited the office for repairs to a Ballot Marking Device
December 16, 2020	Maryland Association of Election Officials (MAEO) meeting. All staff attended virtually.
December 17, 2020	Director's Meeting Conference Call, Ruie Lavoie and staff joined the call.
December 21, 2020	Meeting with Lawrence Scott, Cecil County Attorney, Ruie Lavoie and Cameron Brown attended.
December 24, 2020	Office Closed, State and County Holiday, Christmas Eve
December 25, 2020	Office Closed, State and County Holiday, Christmas Day
January 1, 2021	Office Closed, State and County Holiday, New Year's Day
January 5, 2021	Equipment Inventory Training, Ruie Lavoie and Duane Souder attended virtually.
January 5, 2021	Interviews for Election Program Supervisor vacant position

January 6, 2021	JIC Conference Call, Ruie Lavoie joined the call
January 7, 2021	Meeting with Board Counsel and Director, Election Judge Payments
January 11, 2021	Maryland Association of Election Officials (MAEO) Legislation Conference Call Meeting, Ruie Lavoie and Karen Perry joined the meeting.
January 11, 2021	New Pollbooks Hardware Focus Group, Ruie Lavoie joined virtually.
January 12, 2021	MAEO Meeting, Ruie Lavoie and Karen Perry joined the meeting virtually.
January 13, 2021	JIC Conference Call, Ruie Lavoie joined the call.
January 13, 2021	Equipment/Inventory Program Training, Duane Souder attended virtually.
January 13, 2021	Election Board Meeting, Ruie Lavoie and Karen Perry attended.

Scheduled/Upcoming

January 14, 2021	New Pollbooks, All hands Meeting, Ruie Lavoie joined virtually.
January 15, 2021	Anne Arundel County Manual Audit, staff to observe virtually
January 15, 2021	Performance Evaluations due to the State Board
January 18, 2021	Office Closed, State and County Holiday, Martin Luther King, Jr. Day
January 20, 2021	Presidential Inauguration
January 20, 2021	Interviews for Deputy Director Vacancy
January 21, 2021	Director's Meeting Conference Call
February 9, 2021	Board Meeting at 3:00 pm

Ethics Filing for 2020

Each year, all Board members and the Director must file Ethics paperwork with the State of Maryland and with Cecil County. Board members should have received an email from the State with a link to file. If you are able to print a full copy of the State form, the State document copy may be submitted to the County in lieu of submitting the Cecil County form. Hard copies of the County form can be provided to the Board if requested or follow this link -

<https://www.ccgov.org/government/boards-and-commissions/ethics-commission>.

FY2021 Budget

Ruie Lavoie is working with the Finance Department to ensure that COVID-19 expenses are paid with CARES Act and CTCL funding. The quarterly billing from the State Board has not been received but is expected to be over \$100,000.00. The cost of postage (50/50 split with the State Board) has been submitted to the State and will be credited in the 2nd quarter invoice from the State.

FY 2022 Budget

The proposed budget is in progress. Proposed legislation has fiscal impacts and the FY2022 budget will need to be increased. Although we were able to use CARES Act funds to cover extra expenses during the 2020 Presidential Election cycle, some of the same expenses may now be permanent (for example, ballot boxes, mail in ballot applications and postage) and therefore, money has to be added to the budget to cover these new expenses. More information to follow.

2021 Legislative Session

An outline of proposed legislation was sent to the Board and Board Counsel electronically. More information to follow.

2020 Presidential Election

Clear Ballot completed the independent audit of Election Day, Mail in Ballot Canvass and the Provisional Canvasses. No variances were found. Copies of the audit were provided to the Board electronically. Public viewing of the audit is available by following a link on the State Board website.

Manual Audit

As required by law and within 120 days of the election, a manual audit of the predetermined and randomly selected scanned ballots will be conducted on February 24, 2021 starting at 10:00 am. Requirements and instructions were provided to the Board electronically. The Board does not need to be present. Since this is a fairly new requirement, to assist staff with preparation of the manual audit, staff will virtually observe the Anne Arundel County election office conduct their audit on January 15, 2021. Notice of the audit will be provided at least ten (10) days in advance.

Election Equipment

Post-Election Maintenance (PEM) is almost complete. Equipment charging is also in progress. The quarterly charging of equipment will be completed during the PEM>

Warehouse and Document Retention

The warehouse has been organized and all supplies are stored. Documents that have passed the retention requirement and the blank ballots will be shredded. Ruie Lavoie is will arrange Shred-it for this work to be completed.

New Pollbooks

The State is currently procuring new pollbooks. The County will be responsible for 100% of the cost as pollbooks are considered part of voter registration and not election equipment. In an effort to be as informed as possible, Ruie Lavoie is active in the focus groups and meetings. More information to follow.

Registration Department

Work is current and processed when received. The ERIC Report, Audit, DHMH Report and Jury list has been completed and sent to SBE prior to the deadline date. As required, Inactive voters were processed on December 31, 2020.

International Government Association (iGo)

The in-person winter conference has been cancelled due to the current travel restrictions and COVID-19.

Voter Outreach and Election Judge Recruitment

On hold due to the current Pandemic and COVID-19 restrictions.

Personnel

The temporary staff's last day was November 24, 2020. The contractual Election Program Assistant position ended on December 31, 2020. Interviews for the vacant Deputy Director position will be held on January 20, 2021. Interviews for the vacant Election Program Supervisor position were held and a candidate was selected.

The recruitment for the vacant Election Program Assistant position has begun. This position is part-time position during non-election years and full-time during election season. Shawn Larson has accepted a promotional transfer back to the Baltimore City Board of Elections and his last day is January 27, 2021. The recruitment for the Election IT Program Manager has started. The part-time county support position will end soon.

Performance Evaluations are due to the State Board and will be submitted by January 15, 2021.

The Governor approved a 2% COLA increase for State employees effective January 1, 2021.

BOARD COUNSEL'S RPEORT

Cameron Brown reported that he drafted a letter to the County administrator regarding access to the Director's office. The Board reviewed the letter and edits will be made prior to sending the letter.

OLD BUSINESS

None at this time.

NEW BUSINESS

The Board discussed an email and a letter received regarding payment to two (2) elections judges for their service during the Presidential General Election. After a thorough investigation, it was determined that the payment amounts were correct. Cameron Brown will send responses to that end.

CLOSED SESSION

MOTION: Nancy Simpers motioned for the Board to move into Closed Session for the specific purpose of discussing personnel matters.

SECOND: Scott Mesneak

ACTION: Favorable and unanimous, Motion carried.

The Board recessed the open meeting and entered into Closed Session at 4:10 pm. The Closed session adjourned and Kelly Sengstock reconvened the open session at 4:25 pm.

President Sengstock announced the purpose of the Closed Session was to discuss the Director's Performance Evaluation and another personnel matter.

ANNOUNCEMENTS AND DISCOLSURES

Nancy Simpers explained to the Board that she is scheduled for cataract surgery on February 9, 2021 and may not be able to attend the next meeting in person. There were no other announcements or disclosures.

MEETING INFORMATION AND IMPORTANT DATES

- January 20, 2021 Presidential Inauguration
- February 10, 2021 Board Meeting at 3:00 pm

The Board of Canvassers will meet directly after this meeting to review untimely ballots received after November 13, 2020

ADJOURNMENT

There being no further business, with a motion to adjourn by Scott Mesneak and on a second by Diane Letts, the meeting was adjourned at 4:27 pm.

Respectfully submitted,

Kelly Sengstock
Kelly Sengstock, President

approved over the phone
James Crouse, Vice President

Karen Perry for Nancy
Nancy Simperts, Secretary *Simpus*
via zoom

Diane Letts
Diane Letts, Member

^{10th}
Approved this 9th day of February, 2021