



Cecil County Board of Elections

February 10, 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 10th day of February, 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 (Virtually)
	Diane Letts	Board Member
	Cameron Brown	Board Counsel
	Ruie Marie Lavoie	Director
	Karen Perry	Acting Deputy Director
	Cynthia Remmey	Election Program Supervisor

DECLARATION OF QUORUM

Quorum was established with four (4) Board Members present in person or by phone. The meeting was called to order by President Kelly Sengstock at 3:07 pm.

AGENDA

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

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone and introduced the Board member and staff. Everyone in attendance congratulated President Sengstock on the one year mark since being elected President of the Board. Mrs. Sengstock spoke about the interesting, eventful year that the election office has had and said she looks forward to another successful year. She added that she is happy and honored to serve in this capacity.

APPROVAL OF MINUTES

The Minutes of the January 13, 2021 Board meeting and Closed Session and the Minutes of the January 26, 2021 Board meeting and Closed Session meeting were reviewed.

MOTION: Nancy Simperts motioned to approve the Minutes of the January 13, 2021 Board meeting, January 13, 2021 Closed Session, January 26, 2021 Board meeting and the January 26, 2021 Closed Session 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 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, February 10, 2021 Board Meeting
- Board Meeting Minutes, January 13, 2021 and January 26, 2021
- Closed Session Minutes, January 13, 2021 and January 26, 2021
- Directors' Report, February, 2021
- Legislative Review – Proposed for Elections - 2021
- Monthly Statistics Report, January, 2021
- Mail in Ballot Canvass and Certification of Election Minutes
- Provisional Canvass Minutes
- County Bulletins and Registrars – Sent Electronically

Meetings, Trainings and Important Dates

Occurred/Attended

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 Position
January 21, 2021	Director's Meeting Conference Call. Ruie Lavoie and Karen Perry joined the call.
February 9, 2021	Board Meeting at 3:00 pm
January 20, 2021	JIC Conference Call with County Administration and PIO's. Ruie Lavoie joined the call.
January 21, 2021	Director's Meeting Conference Call. Ruie Lavoie and Karen Perry joined the meeting.
January 22, 2021	Maryland Association of Election Officials (MAEO) Legislation Meeting. Ruie Lavoie and Karen Perry joined the meeting virtually.
January 25, 2021	FY21 Budget Meeting with Budget Director.
January 25, 2021	ES&S visited election warehouse to repair ballot marking devices.
January 26, 2021	JAD Session with the State Board. Ruie Lavoie and Karen Perry attended all week.
January 26, 2021	Precinct Level Reporting Meeting. Ruie Lavoie attended.
January 29, 2021	eEquip Inventory Training. Ruie Lavoie and Duane Souder attended virtually.
February 1, 2021	MDVOTERS Disaster Recovery Exercise. Cecil County participated.
February 1, 2021	MAEO Conference Meeting. Ruie Lavoie attended.
February 2, 2021	Election Program IT Specialist IV Interviews were conducted.
February 4, 2021	Election Program Assistant (Contractual Position) Interviews conducted.
February 4, 2021	New Pollbooks Focus Group Meeting. Ruie Lavoie attended virtually.
February 5, 2021	MAEO Legislation Meeting. Ruie Lavoie and Karen Perry attended.

February 8, 2021	North East Municipal Election
February 9, 2021	Candidate Filing Training. Karen Perry attended.
February 9, 2021	MAEO Meeting. Ruie Lavoie, Cindy Remmey and Duane Souder attended virtually.
February 9, 2021	New Pollbooks Hardware Focus Group. Ruie Lavoie attended.
February 10, 2021	JIC Conference call with Administration and PIOs. Ruie Lavoie joined the call.
February 10, 2021	Board Meeting at 3:00 pm

Scheduled/Upcoming

February 11, 2021	Candidate Filing Training. Ruie Lavoie and Cindy Remmey to attend.
February 11, 2021	PNC Credit Card and MUNIS Training. Ruie Lavoie to attend.
February 15, 2021	Office Closed, President's Day
February 16, 2021	Meeting with County Executive. Ruie Lavoie to attend.
February 16, 2021	Document and Ballot Shredding by Shred-It
February 18, 2021	International Government Association (iGo) Annual Conference. Ruie Lavoie to attend virtually.
February 23, 2021	Candidate Filing to begin.
February 24, 2021	Manual Audit as Required by Maryland Law
February 25, 2021	Staff Team Building Activity
March 9, 2021	MAEO Meeting at 10:00 am
March 10, 2021	Board Meeting at 3:00 pm

Ethics Filing for 2020

Reminder: Board members and the Director must file Ethics paperwork with the State of Maryland and with Cecil County. Due April 30, 2021.

CTCL Grant

Ruie Lavoie filed the required paperwork outlining how the funds from the CTCL Grant were used during the Presidential General Election.

DHS Grant

Ruie Lavoie applied for and submitted information for Cecil County Elections to receive a grant from DHS to help cover the cost of election security. A grant in the amount of \$10,000 has been received but the laptops and other equipment have not yet been selected and purchased. Ruie Lavoie will work State Board and County IT to determine the equipment to purchase.

FY2021 Budget

Ruie Lavoie continues to work with the Finance Department to ensure that COVID-19 expenses are paid with CARES and CTCL funding however, election expenses will be over budget for FY21. The 2nd quarter billing from the State Board was received and is more than \$164,000.00. This amount included postage, ballot printing, ballot box delivery and labor.

FY2022 Budget

Ruie Lavoie is currently developing the proposed budget which will be an increase from FY21 because of changes to the way elections will be conducted. She will meet with the County Executive and Finance Director next week. Possible impacts due to new legislation are passed on to the County Executive, the County Administrator, and the Finance Director. Proposed

legislation that includes adding an Early Voting location and extending Early Voting days and hours will affect the budget. More information to follow.

2021 Legislative Session

An outline and updates of proposed legislation was sent to the Board and Board Counsel electronically. Ruie Lavoie explained the roll that MAEO plays in the legislation process and how MAEO collects data from the local boards to explain fiscal impacts and other impacts.

2020 Presidential Election 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 9:00 am. The event will be livestreamed for public viewing. Notice if the manual audit has been posted on the election website and sent to all stakeholders.

Election Equipment

Post-Election Maintenance (PEM) and charging of all equipment is complete. Two (2) ballot marking devices were repaired by ES&S.

Equipment Inventory

To be completed in March.

Warehouse and Document Retention

Documents that have passed the retention requirement and the blank ballots will be shredded on February 16, 2021 by Shred-It. This will free up much needed warehouse space.

New Pollbooks

Ruie Lavoie is active in the focus groups and meetings for the new pollbooks and will keep the Board and Administration informed on the progress, etc.

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.

International Government Association (iGo)

The in-person winter conference was cancelled due to current travel restrictions and COVID-19. The conference will be held virtually February 18, 2021. The summer conference will be held in July.

Voter Outreach and Election Judge Recruitment

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

Personnel

The interviews for the Deputy Director position have been placed on hold. The contractual Election Program Assistant position has been filled and Duane Souder (current County Election Support) will begin as a State employee on February 17, 2021. The part-time County position will then be vacant until February of 2022. Interviews for the vacant Election Program Supervisor position were held and Cindy Remmey was selected. Her start date was January 27, 2021. The recruitment for the Election IT Program Manager has been completed and Nathan Reynolds was selected. His official start day is February 24, 2021.

BOARD COUNSEL'S REPORT

Cameron Brown reported that he spoke with the Deputy County Attorney regarding the complaint received from one election judge concerning the amount of pay received. The Deputy County Attorney will review the complaint and reach out to the Director. The Board unanimously agreed that Board Counsel should respond to the initial letter. Cameron Brown reported that the Governor's Appointment Secretary has notified the Republican Central Committee regarding the board vacancy.

OLD BUSINESS

Kelly Sengstock reported that the "thank you" letter to election judges and voters was submitted to the editor of the Cecil Whig, Baltimore Sun and Cecil Times. The letter will be posted on the election website and on the election social media platforms.

NEW BUSINESS

The Board discussed having office staff and board members placed in "confidential" status in MDVOTERS to protect everyone's privacy. The Board unanimously agreed that the staff and board members may complete and submit a confidential request if they choose to do so.

ANNOUNCEMENTS AND DISCLOSURES

There were no announcements or disclosures.

MEETING INFORMATION AND IMPORTANT DATES

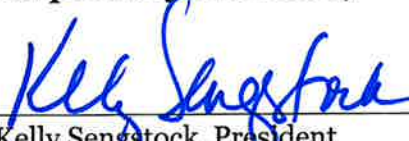
- February 24, 2021 Manual Audit at 9:00 am
- March 10, 2021 Board Meeting at 3:00 pm

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 Nancy Simperts and on a second by Diane Letts, the meeting was adjourned at 3:57 pm.

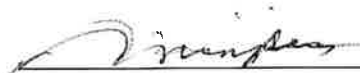
Respectfully submitted,



Kelly Sengstock, President



Absent/Karen Perry
James Crouse, Vice President



Nancy Simperts, Secretary



Diane Letts, Member

Approved this 10th day of March, 2021