



Cecil County Board of Elections

December 14, 2022

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) located in lobby 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 14th day of December 2022 in the North East Room on the 1st Floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland. Public viewing of this meeting was available in person. Board member attendance was in person and by phone, as noted below.

ATTENDEES:	Kelly Sengstock	President
	Nancy Simpvers	Vice President
	Diane Letts	Secretary
	Jennifer Castellanos-Graham	Board Member (by phone)
	Stephen Stiles	Board Member
	Doug Walker	Director
	Cindy Remmey	Acting Deputy Director

DECLARATION OF QUORUM

The meeting was called to order by President Kelly Sengstock at 2:47 p.m. Quorum was established with four (4) Board Members present in person and one by phone.

AGENDA

Director noted that Lessons Learned from 2022 Election is added to New Business.

PRESIDENT'S REMARKS

President Kelly Sengstock welcomed everyone. Noting that the end of the calendar year is fast approaching, she reflected that we did a really great job for Cecil County voters in terms of helping make their voices heard. The President congratulated the Board and staff for their good work. She also noted that changes would be coming to the Board and office staff and offered her hopes that 2023 would go as smoothly.

APPROVAL OF MINUTES

The Minutes of the October 19, 2022 Board meeting were provided to the Board by electronic mail prior to this meeting and copy was included in the Board folders.

MOTION:	Nancy Simpvers motioned to approve the Minutes of the October 19, 2022 Board meeting, with minor typos corrected.
SECOND:	Diane Letts
ACTION:	Favorable and unanimous, Motion carried

DIRECTOR'S REPORT – December 2022

Board Folders: Agenda, December 14, 2022 Board Meeting
Board Meeting Minutes October 19, 2022
Director's Report, December 2022
Monthly Statistical Report, October, and November 2022

Meetings, Trainings, and Important Dates:

October 19, 2022	Board Meeting
October 25, 2022	L&A Testing Deadline—Early Voting
October 27, 2022	Early Voting Begins
October 31, 2022	L&A Testing Deadline—Election Day
October 31, 2022	LBE Notice of Canvass Deadline
November 1, 2022	Ballot Request Deadline (Ballots delivered by mail or fax)
November 3, 2022	Early Voting Ends
November 4, 2022	Ballot Request Deadline (Ballots delivered by internet)
November 8, 2022	General Election
November 8, 2022	Mail-in Ballot Deadline
November 10, 2022	Board of Canvassers—Vote by Mail Canvass 1 (MIB1)
November 15, 2022	Board of Canvassers—completion of MIB1
November 16, 2022	Board of Canvassers—Provisional Ballot Canvass
November 18, 2022	Board of Canvassers—Vote by Mail Canvass 2
November 18, 2022	Post-Election Audit
November 18, 2022	Transmittal of Election Results
November 21, 2022	Certification of Election
December 6, 2022	Voter Registration Reopens
December 7, 2022	Statewide Certification of Results
December 14, 2022	Board Meeting
December 14, 2022	Delivery of Election Results
December 14, 2022	Certification of Campaign Finance Reports

Upcoming:

December 15, 2022	Election Directors Meeting
December 19, 2022	State Board Meeting
January 18, 2023	Board Meeting
January 24, 2023	Manual Audit
February 27, 2023	Candidate filing for PP2024 begins
March 8, 2023	Completion of Manual Audit Deadline
March 22, 2023	Posting of Manual Audit Deadline
May 14-19, 2023	MAEO Conference

Bradley Moore Joins as Board Counsel

We join the Board in welcoming Attorney Moore to his new position and thank him for his calm, deliberate assistance on Election Day and during the Canvass.

SBE Post Election Reporting

We have submitted ballot information documents, reports, and certificates for Early Voting at the Administration Building; comprehensive audit documents for the Perryville, Cecil Manor, and Holly Hall Election Day voting sites; comprehensive audit report for the Bohemia Manor ballot drop box; E-040 Duplicate Credit Report; and EL30 reports for Election Day and MIB1.

Manual Audit

The Manual Audit must be completed within 120 days of Election Day making the deadline March 8, 2023. Staff will assist the Harford County LBE with their manual audit on Monday, January 9, 2023. We propose conducting our audit on Tuesday, January 24. Board members are welcome to attend, but not required.

Operational Budget

We will submit an operational budget for fiscal year 2024 to the new County Finance Director via the Munis system by December 22, 2022. Based on preliminary discussions at an introductory meeting with the Finance Director and New Budget Manager, the County is looking for submissions in line with the current fiscal year's spending levels. Stephen Stiles commented that the MAEO Conference would be in the next budget.

BOARD COUNSEL'S REPORT

Attorney Bradley Moore reported that there has been no further communication on the scarecrow. Also, the Chief Judge that was assaulted on Election Day has not sought additional counsel, but we will move forward if he does come forward.

Election Deputy Director Vacancy

Closed session.

GG22 Lessons Learned

The Election Director presented a first cut at lessons we might take from the Gubernatorial General Election, which were discussed during New Business.

OLD BUSINESS

- a. Board Counsel Position
 - a. Considered in Closed Session
- b. Deputy Election Director Position
 - a. Considered in Closed Session

NEW BUSINESS

- a. Lessons Learned During the 2022 Gubernatorial General Election

Board Review during Canvas—Conducting a continuous Board Review, particularly during the afternoon can significantly shorten the Board's hours spent at the Canvass. Recruiting two to three additional Canvassing teams would likely help alleviate any loss in processing volume.

Conducting Canvass from Sample Minutes rather than Script—Operating from the Sample Minutes document and filling in preliminary data, rather than relying on the Canvass Agenda and suggested Script will streamline the process of preparing and submitting final minutes.

In addition, the President suggested creating a system for Canvassers to get the attention of Canvass managers or the Election Director, e.g., colored cards or signs that would signal a

question, or need for a new batch of ballots, need for a remake, or an item for Board review to cut down on noise and traffic through the Canvass room.

Provisional and SDR Judges—We experienced a concerning number of Same-Day Registration errors and related errors with Provisional voting. We are exploring ways to address these errors including the possibility to providing separate training for Provisional and SDR judges, additional training for Check-in Judges to avoid triggering duplicate ballot reporting, polling LBEs to see who is having similar issues and how they're being addressed, and, in the absence of specific guidance from SBE, convening a short session with Provisional/SDR Judges with a solid grasp of the process to develop our own step-by-step language or flow chart to submit to SBE.

Closing Ballot Drop Boxes on Election Night—Securing the doors and slot flaps of ballot drop boxes with zip-tie style seals and collecting LBE's padlocks will obviate the need for a last trip around to the boxes during the day(s) immediately after Election Day.

Election Judge Top-5 Things—Given the long, tiring day and the pressure Chief Judges are under to release their teams on Election Night, we propose equipping Chief Judges with Top-5 list of must-accomplish tasks they need to do or delegate before.

President Kelly Sengstock commented on the procedure and flow of Election Night return in the Warehouse. Need to go over what needs to happen so all can be on same page. Possibility of End of Night shift. Also made suggestion of a survey to the Election Judges.

During the discussion, Board member Stephen Stiles asked about the cost of the Canvass. Staff will document costs and reply to the Board.

Drop Box discussion; the Election Director commented that, unlike during the Primary, there were not too many days where the Drop Boxes were empty.

Early Voting Feedback discussion on location of EV second site Calvert Elementary School vs. Arena.

QUESTIONS AND CONCERNS

None at this time.

ANNOUNCEMENTS AND DISCLOSURES

The Election Director spoke briefly to the Elkton Democratic Club during the final day of Early Voted and discussed current issues, *e.g.*, the steps to educate voters on write-in voting.

NEXT BOARD MEETING

The next Board meeting is scheduled for Wednesday, January 18, 2023. These meetings will be available for public viewing in person. The President wishes all the best of the holiday season.

ADJOURNMENT

There being no further business, with a motion to adjourn by Nancy Simperts and a second by Diane Letts, the meeting adjourned into closed session at 3:38 p.m. to discuss personnel matters.

CLOSED SESSION

The closed session convened at 3:40 p.m. The Election Director left the closed session at 3:55 p.m. The closed session adjourned at 4:35 p.m.

Respectfully submitted,



Diane Letts, Secretary



Kelly Sengstock, President

Approved this 18th day of January 2023

