

BOARD MEMBERS

MICHAEL W. DETMER
PRESIDENT

THOMAS M. CORKRAN
VICE PRESIDENT

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SECRETARY

WILLIAM E. BATSON
BOARD MEMBER

ROBIN A. WILLEY
BOARD MEMBER



**DORCHESTER COUNTY
BOARD OF ELECTIONS**

HUBERT H. WRIGHT, IV
ATTORNEY

GWENDOLYN H. DALES
ELECTION DIRECTOR

BRITTANY M. PHILLIPS
DATA APPLICATION SPECIALIST

JESSICA R. NORANBROCK
DATA APPLICATION SPECIALIST

KIMBERLY K. JONES
ELECTION INFORMATION
SYSTEMS SPECIALIST

SLOANE P. HURLEY
DATA APPLICATION SPECIALIST

ATTENDEES: Michael W. Detmer, President
Thomas M. Corkran, Vice President
Ralph C. Lewis, Secretary
William E. Batson, Substitute
Robin A. Willey, Substitute
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director
Jessica Noranbrock, Data Apps. II

ABSENT: None

GUESTS: Dale Coldren, Republican Central Committee Chair
Wendy Weber
Phil Bramble, Democratic Central Committee Member

MINUTES OF BOARD MEETING February 19, 2020

Call to Order and Determine Quorum:

President Detmer called the meeting to order at 1:02 PM; quorum was determined.

Welcome any Guests:

President Detmer welcomed Mr. Coldren, Mrs. Weber, and Mr. Bramble.

Report any Board or Staff Absences:

None

Approval of Minutes:

December 20, 2019 Minutes – Mr. Lewis motioned to approve the minutes, seconded by Mr. Corkran, approved.

Additions to Agenda:

Mr. Detmer had an addition to the agenda for the end of the meeting. Ms. Dales would also like to add “Public Comment” after the FY21 Budget presentation.

Election Director's Report:

- **Budget: FY 2020– December 2019 & January 2020 year/date/monthly expenditures.**
Director Dales distributed the monthly budget.

Old Business:

- **St. Paul's Church – Will Revisit topic later**
Director Dales informed the Board that we spoke with St. Paul's and they have tabled the topic of the cost for future elections until a later date. This is a centrally located, great location. We will address this issue when it comes up again. Mr. Lewis asked if we are set for this election, Ms. Dales said yes, this is going forward for future elections.
- **FY2021 Budget Presentation**
Jessica presented the Budget Review PowerPoint describing the Board approved FY2021 budget and the differences.

Public Comment

Mr. Coldren asked if this budget is in line with other counties. Ms. Dales said yes, our budget can be compared mostly to Caroline, by voter registration numbers. Mr. Coldren said that was good to know.

Mr. Coldren said his next question was about security. He was a judge in Montgomery County with the old equipment and believed there were several holes in the security of that system. He said the weakest is people and that most top-secret agencies vet their staff. He asked if there is a vetting process for election judges. Ms. Dales said a lot of our judges have been judges for us for a long time. In 2016 we went to a paper based system because of the security issues. We have a paper trail and audit system. Ms. Dales explained the voting process and checks and balances that are in place. President Detmer stated there are specific chain of custody procedures, secured bags and containers. We have a high degree of confidence and transparency with our Chief Judges and provide ways for them to check in with us throughout the day, on election day. The State is very strict on security procedures. Ms. Dales told Mr. Coldren we can send him handouts from the State, and welcome him to attend our Open House and Public Demo, so that he can check out the equipment.

ACTION: Send Mr. Coldren Equipment Security Information and dates for Open House and Public Demo

Mr. Coldren said that when he was an election judge in Montgomery County he was asked to return the memory cards from the old voting system on election night. He asked what if he was a dishonest person. Mr. Detmer explained that our voted ballots are kept in a sealed container and memory cards are sealed in security bag. Ms. Willey said that we require both Chief Judges, Democrat and Republican, to pick up supplies and return

supplies and memory sticks at the end of the night. Mr. Lewis said that a lot of what we do is done by bipartisan teams.

Mr. Bramble asked how voter names are removed from the registration rolls. What is Dorchester's policy. In LA years ago, he received a post card in the mail and had to take that or another form of ID to the polls to vote. What's being done to remove voters from the rolls. Ms. Dales said that we don't just remove people from the rolls without proper documentation and required signatures. Also, we have a mail process and procedures for death notices that will inactivate voters. Mr. Bramble asked if someone moved to Delaware and registered to vote there, could they come to Dorchester and still vote. Ms. Dales said the State Board gets different reports from the MVA and other agencies and sends information to us, and explained the provisional ballot process and canvassing procedures. Ms. Dales told Mr. Bramble he would need to contact the State for more information on where they get their information from.

- **Updated Judges Training Schedule & Judges Manuals (Run through training March 9th or 10th)**

Director Dales distributed the updated training schedule and copies of the election judges manual. Ms. Dales welcomed the Board to come to a run through of the training around 1:00 pm on the 9th or 10th. We are training in Room 209, which is smaller, so there are smaller classes.

New Business:

- **2.11.20 Meeting Regarding Warehouse & Needs**

Director Dales informed the Board that President Detmer, herself and Jessica met at the warehouse with the County Manager, Emergency Services and Public Works personnel to discuss our warehouse windows, lights, and the door. If they replace the door we wanted to make sure they install a new door that our carts will fit through. We presented the results from the Homeland Security survey. The ideal scenario for training, early voting and office space, is in the Board packets. After the meeting, Mr. Edwards called and set up a walkthrough to look at the lights.

President Detmer said we need a new space and office connected to the warehouse space. The space at the warehouse is almost full, assuming no equipment is added. We need new space for the warehouse, but space in this building is at a premium. Ms. Dales expressed concern about the new classroom next door to us. There are now children down at that end of the building, we used to be down there by ourselves. Mr. Detmer also mentioned the stark difference between the outside of our rooms and the rest of the exterior of the building. While driving down Rigby you can definitely tell which rooms are ours. In most other county buildings, you have to go through security and get scanned in to enter the building.

Ms. Dales told the Board she will send them the chart the County Manager asked us to put together comparing Eastern Shore counties.

ACTION: Send Eastern Shore LBE Comparison Chart to Board Members

Mr. Coldren asked if we considered using a commercial company to store documents, like using the cloud. Ms. Dales said he had a great point but we are talking about equipment and supplies, not data. Mr. Detmer said there are certain criteria the space has to meet and standards to adhere to. Mr. Coldren said they can accommodate all of this and we should pull together with the other 9 counties on the shore and procure one shared facility. Mr. Detmer said that if there is a location of a place that would do what Mr. Coldren says, a solution we're not seeing, then we're interested. Mr. Coldren again mentioned a joint procurement with the other counties. Mr. Corkran mentioned that we would be paying an enormous amount of mileage.

Mr. Detmer informed Mr. Coldren that the facility has to be in our County, and that Wicomico County just purchased an all-encompassing facility for their Election Board. Mr. Coldren said to just find a facility with the other 8 counties, then. Mr. Detmer said we can inquire about a commercial resource, and that it must meet certain State standards. However, with controversy always surrounding elections, imagine the controversy of using a 3rd party commercial company for this purpose. Mr. Coldren said the military does this all the time with their most top guarded systems, why can't the Board of Elections. Director Dales said we hear you.

- **MAEO June 2 – 4 Hotel Reservations**

Director Dales asked the Board who will need a hotel reservation for the upcoming MAEO conference in June. Mr. Corkran, Mr. Lewis, and Ms. Willey will need hotel reservations. Mr. Detmer, Mr. Batson, and Mr. Wright will attend, but do not require hotel reservations.

ACTION: Reserve three (3) hotel rooms for Board Members.

- **Choose Board Members for Supply Verification (D/R)**

Director Dales informed the Board that Amy Craig will be at the next Board Meeting to swear in the Board of Canvassers. We would like to go to the warehouse after the Board Meeting to perform the supply verification. Mr. Lewis (R) and Mr. Corkran (D) said they will perform the supply verification.

FYI

- **Revised Polling Place Evaluation Form**

Director Dales highlighted the changes in the Polling Place Evaluation form and explained the process has changed where a voter is asked if they would like to use the Ballot Marking Device. Previously, they were told there was an accessible way to read and mark their ballot at the check-in station. The State has mandated that the voter now be offered to mark their ballot using an electronic device or by hand at the ballot station.

Also, under the Same Day Registration section of the form it says to observe four (4) SDR transactions. They will probably not have that many while they are visiting the polling places.

- **Financial Disclosures Due End of April**

Director Dales reminded the Board that their financial disclosures are due the end of April. Ms. Willey asked if she would have gotten an email. Director Dales will forward the email with the link.

ACTION: Forward Ms. Willey the financial disclosure email.

- **New Voter Notification Cards sent for CSD move to Cafeteria**

Director Dales informed the Board that voter notification cards were sent out to all voters who's polling place is C-SD High School, informing them they will not vote in the cafeteria instead of the foyer. We will also have signs on Election Day.

Closed Session:

There was no closed session during this Board Meeting.

Additions to the Agenda

Mr. Detmer would like a more simplified form created for closed sessions.

ACTION: Create Form

Confirmation of Next Meeting:

Director Dales proposed to hold the next Board Meeting in Room #110, County Office Building on March 20th, 2020 at 2:00 PM. Mr. Detmer asked if it can be on a different day. Ms. Dales said we can do it on the 23rd or 30th. Mr. Detmer said the 23rd was good for him. Ms. Willey asked if it can be held later in the day. Ms. Dales suggested we hold the meeting at 3:45 PM.

The next meeting will be held in Room #110, County Office Building on Monday, March 23rd, 2020 at 3:45 pm.

Adjournment:

Mr. Corkran motioned to adjourn the meeting, seconded by Mr. Batson. The meeting adjourned at 2:04 PM.

Mr. Lewis thanked our guests for coming.

APPROVED:

Michael Betner

Rh. C. Lipp

[Signature]

Robin Willey

Herbert H. Wright, III

jrn