

**BOARD MEMBERS**

MICHAEL W. DETMER  
PRESIDENT

THOMAS M. CORKRAN  
VICE PRESIDENT

RALPH C. LEWIS JR.  
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  
Brittany Phillips, Data Apps. II

**ABSENT:** None

**GUESTS:** Barbara Knepp

***MINUTES OF BOARD MEETING December 20, 2019***

The Pledge was recited by all and Prayer delivered by Mr. Batson.

**Call to Order and Determine Quorum:**

President Detmer called the meeting to order at 12:05 PM; quorum was determined.

**Welcome any Guests:**

President Detmer welcomed Mrs. Barbara Knepp.

**Report any Board or Staff Absences:**

None

**Approval of Minutes:**

**November 19, 2019 Minutes** – Mr. Lewis motioned to approve the minutes, seconded by Mr. Corkran, approved.

**Additions to Agenda:**

None.

**Election Director's Report:**

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

**Old Business:**

- **Bradford House Update – Nursing Home & Assisted Living Program**  
Brittany Phillips presented information to the Board about the Nursing Home and Assisted Living Absentee Program. Brittany informed the Board she spoke with someone at SBE and was told we may visit places with fewer than 50 residents if we have the time, manpower, and resources. Our office is required to contact all facilities in our jurisdiction that are listed on the three (3) websites provided by SBE. The places listed on those sites are places we already contact and/or visit.

Brittany contacted the local planning and zoning boards for additional places to visit, but they didn't have any nursing homes or assisted living facilities to add to our current list. Ms. Escher with the City of Cambridge planning and zoning mentioned the two nursing homes we already visit and two (2) small in-home care facilities.

President Detmer asked for the Boards' thoughts on the matter. Ms. Willey said the office should continue what they've been doing, there isn't the time or manpower and we will be very busy with the upcoming election.

Mr. Corkran mentioned that this all came about because of the City of Cambridge election, which we won't be administering. Ms. Dales agreed and informed the Board we have been in contact with the City Attorney and City Manager about removing the State Board of Elections and the Dorchester County Board of Elections from their Charter since we won't be administering their upcoming 2020 election.

Mr. Detmer stated that the general consensus was to table this topic, the rest of the Board agreed.

- **St. Paul's Church – On Jan. 6<sup>th</sup> Agenda @ 6:00 pm**  
Director Dales reminded the Board about the meeting at St. Paul's Church on January 6<sup>th</sup> and that Jessica would be going, as well. Ms. Dales wasn't sure if we could do anything to change the cost of using their Hall for the 2020 elections, but maybe the Board could discuss the cost for future elections. President Detmer said he would be going.

**FYI:**

- **Another Election Baby!**  
Director Dales announced that staff member, Sloane Hurley, is having a baby and is due May 21<sup>st</sup>.

- **Election Judges Manual approved for production**  
Director Dales informed the Board that SBE approved our manual and we are moving forward with printing. The Board will probably have their copies of the 2020 manual at the next Board Meeting.
- **Article: “Why Don’t Marylanders Vote?”**  
Director Dales summarized the article about increased voter turnout in mail-in elections.

**New Business:**

- **Approval of proposed Judges List**  
Director Dales asked the Board to formally approve the 2020 Election Judges list. Some changes will be made, but we will provide an updated list closer to the election. Mr. Corkran asked if the County ever followed suit with the State in offering administrative leave for County employees that work for us on election day. Ms. Dales said they have not.

Ms. Dales informed the Board that new legislation passed and voters can now drop off their absentee ballots at polling places on election day. The judges will have a yellow bag just like the orange provisional bag. Mr. Corkran asked who will be responsible for the new bag. Ms. Dales said it would probably be the Provisional Judge. Ms. Willey asked how it will all be tracked in our system. Ms. Dales said we will have to keep track, maybe with a list. Every absentee and provisional is researched. If a person turns in an absentee and completes a provisional ballot, both are rejected.

Mr. Corkran motioned to approve the 2020 Election Judges list, Mr. Batson seconded the motion. The list was approved.

- **FY 2021 Budget Review & Approval**  
Director Dales presented the proposed FY 2021 Budget. She explained everything in red is something new, and that this budget includes the 2020 General Election.

**Line Item 5191**

After talking with other Directors, Ms. Dales included in this budget request money for extended hours pay for election judges. Extended hours on Election Day is something the Governor could declare if there was inclement weather or if a polling place opened late for some reason. We would need to pay the judges if they are required to stay longer. Mr. Detmer agreed.

**Line Item 5200**

Ms. Dales informed the Board we had to add a wireless internet line. We are not allowed to access our office social media accounts on computers that connect to MDVoters. Mr. Detmer said it is like having insurance, you just have to have it to be safe.

Money was also added for phone repair. Old receptacles were removed when the carpet was replaced due to the leak. This had to be paid for 100% by our office and was not budgeted for. Ms. Dales would like to include this amount for future repairs.

**Line Item 5210**

Money for extended hours was included for election judges paid from this line item.

**Line Item 5602**

Ms. Dales informed the Board there is new legislation being proposed that would require the LBEs to pay the postage for all returned absentee ballots. Also, last year new regulations required us to mail a green post card to all voters who make address changes. We kept track of our postage for these and \$1,000 should be appropriate.

**Line Item 5801**

Ms. Dales informed the Board we subscribed to the Dorchester Banner newspaper. We use the obituaries and advertise election information in this newspaper. Mr. Corkran asked how many notaries we have. Ms. Dales said Kim is currently a notary and Brittany is going to become a notary for when Kim retires.

Ms. Dales asked if there were any questions or comments on the proposed budget. Ms. Willey pointed out a correction that needed to be made the year on the back page. Ms. Dales thanked Ms. Willey and will make that correction. Mr. Detmer asked where the budget stands with the County. Our budget is due to the County in January and they finalize the County Budget in May.

Mr. Corkran noticed the budget was up and is now down. Ms. Dales explained the new pollbooks and new printers aren't included in this budget, but will be in the next budget. Also, our contract with ES&S for the voting equipment ends in 2021, so she's not sure what the next budget will look like.

Mr. Corkran motioned to approve the proposed FY 2021 Budget, Mr. Batson seconded the motion. The FY 2021 Budget was approved.

**Closed Session:**

- **Closed Session – Director's PEP**

Mr. Corkran motioned to go into a closed session, Mr. Batson seconded the motion. The meeting went into a closed session at 1:00 pm.

The regular meeting resumed at 1:14 pm.

**Confirmation of Next Meeting:**

A budget review will be presented at the next Board Meeting and the Central Committees will be invited to attend.

The next meeting will be held in Room #110, County Office Building on Wednesday, February 19<sup>th</sup>, 2019 at 1:00 pm.

**Adjournment:**

Mr. Corkran motioned to adjourn the meeting, seconded by Mr. Batson. The meeting adjourned at 1:16 PM.

**APPROVED:**

*Michael Wetner*

---

*Thomas W. ...*

---

*R. C. L. ...*

---

*Robin Willey*

---

*William E. ...*

---

jrn