

**BOARD MEMBERS**

THOMAS M. CORKRAN  
PRESIDENT

RALPH C. LEWIS JR.  
VICE-PRESIDENT

EMMA D. PINKETT  
SECRETARY

WILLIAM J. BISHOP  
BOARD MEMBER

EMORY E. TAMPLIN  
BOARD MEMBER



**DORCHESTER COUNTY  
BOARD OF ELECTIONS**

TATIANA N. RENDELL  
ATTORNEY

GWENDOLYN H. DALES  
ELECTION DIRECTOR

BRITTANY M. PHILLIPS  
ELECTION PROGRAM ASSISTANT

JESSICA R. NORANBROCK  
ELECTION PROGRAM ASSISTANT

KIMBERLY K. JONES  
ELECTION PROGRAM MANAGER

SLOANE P. HURLEY  
ELECTION PROGRAM ASSISTANT

**ATTENDEES:** Thomas M. Corkran, President  
Ralph C. Lewis, Vice President  
Emma D. Pinkett, Secretary  
William J. Bishop, Member  
Emory E. Tamplin, Member

Gwendolyn H. Dales, Election Director  
Jessica Noranbrock, Election Asst.  
Tatiana N. Rendell, Attorney

**ABSENT:** None.

**GUESTS:** None.

***MINUTES OF BOARD MEETING July 25, 2023***

**Call to Order and Determine Quorum:**

Mr. Corkran called the meeting to order at 10:00 AM; quorum was determined. Mr. Corkran introduced the new attorney to the Board.

**Welcome any Guests:**

None.

**Report any Board or Staff Absences:**

None.

**Additions to Agenda:**

Director Dales mentioned that she added two (2) items to the agenda.

**Approval of Minutes:**

- **June 13, 2023 Minutes**
  - Mr. Lewis motioned to approve the minutes, seconded by Mrs. Pinkett. The minutes were approved. Ms. Dales mentioned that normally there is an audio recorder set up during the board meetings, today there was not. Mr. Bishop asked how long audio recordings were kept. Ms. Dales said she would check the State retention schedule. Mr. Tamplin suggested deleting the recordings every 12

months. Mr. Bishop suggested deleting the recordings with each new Board. Ms. Dales will look into the State retention schedule and provide an update at the next meeting.

**ACTION:** Director Dales will update the Board on the retention schedule at the next meeting.

**Election Director's Report:**

- **Budget: FY2023 –June 2023 year/date/monthly expenditures**  
Director Dales distributed the monthly budget(s).

**Old Business:**

- **Signed Office Lease & Long Version**  
Director Dales provided the Board and Attorney with a copy of the different versions of the lease for the space on Goodwill Ave. Mr. Bishop was concerned about the shortened version and its ability to be enforced. Ms. Dales clarified that the short version is in place until a longer version is agreed upon, it's more of a "place-holder". Ms. Rendell asked if there was anything regarding the 50/50 split of the warehouse cost in the lease agreement. Ms. Dales explained that SBE determines the amount and that we have those numbers, if needed. Mr. Corkran asked if we are responsible for insurance at the new location. Ms. Dales said we have always had to have insurance at our warehouses and early voting site, so it's a matter of updating the information. Mr. Corkran asked if we pay for it. Ms. Dales said the County pays for it, it's not something that is in our budget.
- **T1 Line & Security Status**  
Director Dales explained we are waiting on DOIT (the State Department of Information Technology) to approve the installation of the T1 Line we have to have for the voter registration database, before we pack and move to the new location. Mr. Bishop asked if anything has been, at least, scheduled. Ms. Dales said that, unfortunately, this is not something we can schedule without DOIT.

Ms. Dales informed the Board that a grant from DHS (the Department of Homeland Security) should cover a portion of the security system install at the new location. Mr. Tamplin asked if the system would include cameras. Ms. Dales said yes, and that the cameras would be installed in the front of the building and in the back of the building. Mr. Tamplin asked if there would be cameras inside the building. Ms. Dales said there would be no cameras inside to protect voter privacy, but there will be motion sensors on all the doors, so if someone breaks in it will trigger the alarm.

Mr. Bishop asked if the drop boxes have to be under 24/7 surveillance without cameras. Ms. Dales said that the camera in the front of the building will be facing where the drop box will, most likely, be placed. Mr. Bishop asked if the grant will cover a portion of the install and was there money in the budget for the rest. Ms. Dales confirmed the security install was budgeted for.

- **Open Meeting Training Certificates**

Mr. Bishop provided a copy of his certificate and Mrs. Pinkett will email a copy of hers.

**New Business:**

- **Dorchester County Board of Elections Bylaws**

Director Dales explained the State criteria and approval process for updating or changing the bylaws. Mr. Bishop said the only thing he thought might need to be changed is the meeting day and time. Mr. Corkran said that the meeting time is flexible, they have moved meetings to a different time in the past. Ms. Dales informed the Board that the reason the meetings have been on the fourth Tuesday every month is because that is a day that the County Council's conference room is available to us. Once we have moved the day would be more flexible. Mr. Bishop asked if the day and time in the bylaws is what is advertised. Ms. Dales said that staff advertise what the board chooses, but that it should be consistent. Mrs. Pinkett said Tuesdays work for her. The other Board Members agreed the current day and time work for them, as well.

Mr. Bishop asked about the required financial disclosure and stated that he hadn't received anything about it. Ms. Dales informed him that his first financial disclosure won't be due until next year. Mr. Bishop asked if it was done by fiscal year or calendar year. Ms. Dales said they should receive something at the beginning of next year for this calendar year.

The topic of contributions to political candidates came up. Mr. Corkran said the bylaws state that a Member can make a contribution, but they would need to disclose that contribution at the next meeting. Ms. Dales added that usually at the end of the meeting a Member will make that disclosure, just stating that they, for example, donated \$300 to a candidate. Mr. Bishop asked if they have to disclose the amount of the contribution. Ms. Dales will look into it. Mr. Bishop said he would like something from the State saying they have to disclose the amount. Mr. Corkran mentioned the bylaws state that any donation over one dollar should be disclosed. Mr. Tamplin agreed, but said it doesn't specifically say the amount of the contribution must be disclosed.

Mr. Tamplin gave an example of making a contribution to a candidate in another State, and said that would not have to be disclosed because they are not a candidate on the local ballot. Ms. Dales agreed and said that anything on our ballots for Dorchester County, including State and Federal races, has to be disclosed. Ms. Rendell recommended that instead of trying to interpret the term "contribution", the Board define it now. Mr. Bishop would like to keep the same or similar language that is expected of the bylaws and would like the term to be interpreted. Ms. Dales will reach out to SBE for interpretation. Mr. Tamplin motioned to approve the bylaws as amended, seconded by Mr. Bishop; the bylaws were approved.

**ACTION:** Ms. Dales will get clarification on the term "contribution" from the State.

- **Voter Registration Trends & Turnout 2020 & 2022**

Mr. Bishop asked if anyone looks at the data from the precinct level turnout results to see if there are trends, to see if there are concerning drops in turnout in certain areas. Mrs. Noranbrock explained that SBE analyzes the data and they provide statistics and maps on areas where voter registration and turnout are lower. SBE also provides estimated turnout statistics. Ms. Dales explained that those estimates are used for ordering ballots and supplies.

Mr. Bishop inquired about the reports that are available to the public online and how they are generated. Ms. Dales explained the results from each polling place are uploaded from a thumb drive onto the State server that report the results directly to SBE. There is no entering or manipulation of data by staff. Everything we do is mandated by State Law and SBE. Mr. Bishop said this office or Board does not really influence the process. Ms. Dales agreed. Mr. Bishop asked that if he were to notice a gap in turnout, would that information go to that particular party. Ms. Dales said he could let them know, but the other party should be informed, as well. Everything this Board and office does must be nonpartisan. Mr. Bishop agreed and said the main reason he joined the Board was to make sure there are checks and balances. Ms. Dales said Mr. Bishop is in a great position to be on the front-line during elections and see all the processes from start to finish.

Mr. Bishop also mentioned he was concerned about the voters if we move from the County Office Building because people are used to coming here. Ms. Dales said we will advertise and there will be signs directing people to the new location. Ms. Dales reassured Mr. Bishop that we are an open book and this Board is an open book, and if he ever has anything questions or concerns to let us know. Mr. Bishop said if he sees anything concerning he will email Ms. Dales.

**FYI:**

- **City of Cambridge Correspondence**

Director Dales informed the Board that the City Manager had reached out about their charter, and changes they can make, so that we can, eventually, administer their elections. Mr. Corkran informed the Board, the City would reimburse the office for the cost of running their elections. Mr. Tamplin asked if the City holds a special election will they pay for it. Ms. Dales confirmed they would reimburse the County for a special election.

- **IGO Conference**

Director Dales informed the Board she attended the IGO (International Association of Government Officials) in Texas, where she received her CPL (Certificate of Public Leadership) and CPO (Certified Public Official). Ms. Dales said that election officials from all over attend this conference and it's a great way to see how other states do things.

- **Mandatory SBE Biennial – October 19<sup>th</sup> Annapolis, MD**

Director Dales reminded the Board that the mandatory SBE Biennial would be on October 19<sup>th</sup> in Annapolis.

**Addition(s) to the Agenda:**

Ms. Dales mentioned that she includes the possibility for a closed session due to personnel on every agenda, just in case there's an issue that needs to be discussed regarding personnel. Mr. Bishop said that seemed inconsistent with the training he just took, that there should a specific reason listed, like "performance evaluation". Ms. Dales said this is just a place holder for any personnel issues that come up. If there was an evaluation due, that would be listed on the agenda. Mrs. Noranbrock mentioned that it was a recommendation from SBE that the possibility of a closed session for personnel be listed on each agenda.

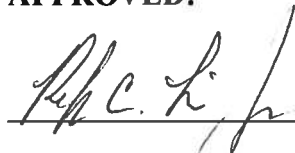
**Confirmation of Next Meeting:**


The next board meeting is scheduled for Tuesday, September 26, 2023 at 10:00 AM, in Room 110 of the Dorchester County Office Building, 501 Court Lane, Cambridge, MD 21613.

**Adjournment:**

Mr. Bishop motioned to adjourn, seconded by Mr. Tamplin. The meeting adjourned at 11:35 AM.

**APPROVED:**

  
\_\_\_\_\_

  
\_\_\_\_\_

Emma D. Pinkett  
\_\_\_\_\_

William Bishop  
\_\_\_\_\_

Emily Tamplin  
\_\_\_\_\_