

BOARD MEMBERS

THOMAS M. CORKRAN  
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RALPH C. LEWIS JR.  
VICE-PRESIDENT

WILLIAM E. BATSON  
SECRETARY

ROBIN A. CONNOLLY  
BOARD MEMBER



**DORCHESTER COUNTY  
BOARD OF ELECTIONS**

HUBERT H. WRIGHT, IV  
ATTORNEY

GWENDOLYN H. DALES  
ELECTION DIRECTOR

BRITTANY M. PHILLIPS  
ELECTION PROGRAM ASSISTANT

JESSICA R. NORANBROCK  
ELECTION PROGRAM ASSISTANT

KIMBERLY K. JONES  
ELECTION PROGRAM IT SPECIALIST II

SLOANE P. HURLEY  
ELECTION PROGRAM ASSISTANT

**ATTENDEES:** Thomas M. Corkran, President  
Ralph C. Lewis, Vice-President  
William Batson, Secretary

Gwendolyn H. Dales, Election Director  
Jessica Noranbrock, Election Asst.

**ABSENT:** Robin Connolly, Member  
Hubert H. Wright, IV, Attorney

**GUESTS:** None

***MINUTES OF BOARD MEETING December 27, 2022***

**Call to Order and Determine Quorum:**

President Corkran called the meeting to order at 10:02 AM; quorum was determined.

**Welcome any Guests:**

None.

**Report any Board or Staff Absences:**

Mrs. Robin Connolly, Member

Mr. Hubert H. Wright, IV, Attorney

**Additions to Agenda:**

None.

**Approval of Minutes:**

- **10.25.22 and 11.8.22 Minutes**  
Mr. Lewis motioned to approve the minutes, seconded by Mr. Batson. The minutes were approved.
- The Board convened as the Board of Canvassers to approve Mail-In Ballot 1 Canvass minutes, Provisional Canvass Minutes, and Mail-In Ballot 2 Canvass minutes from the 2022 Gubernatorial General Election. Mr. Batson motioned to approve the minutes, seconded by Mr. Lewis. The minutes were approved.

**Election Director's Report:**

- **Budget: FY2023 –October and November 2022 year/date/monthly expenditures**  
Director Dales distributed the monthly budget.

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**Old Business:**

- **Reject Untimely Ballot**

The Board convened as the Board of Canvassers to reject an untimely ballot. The ballot was received by mail in the office on December 19, 2022. Mr. Lewis motioned to reject the untimely ballot, seconded by Mr. Batson. The untimely ballot was rejected.

**New Business:**

- **Review FY 2024 Proposed Budget and New Warehouse/Office Proposal**

Director Dales presented the proposed FY 2024 budget in comparison to the FY 2023 budget. She informed the Board that the Director of Finance has retired and the Acting Director of Finance is a little more progressive. Now all judges pay will come out of one line item; instead of two, which streamlines the judges pay process for the office.

Ms. Dales noted that she added \$1,000 for repair/maintenance for phones because we have no landline at the warehouse and would most likely need to install one at the new location. Ms. Dales went over the new items, including rent for the entire office and warehouse, and informed the Board that the State would cover 50% of the cost of the warehouse space used to house voting equipment.

Mr. Corkran asked if the proposed budget included money for a new firewall. Ms. Dales said that the request for funds for a new firewall had already been approved by the County for the current fiscal year. Mr. Corkran asked if the office is moved, would there need to be a second firewall installed at the new location. Ms. Dales confirmed that only one firewall would be needed at the new location.

Mr. Corkran asked what the additional amount listed under “Warehouse Maintenance” for \$2,255 was allocated for. Ms. Dales said that was for transportation of equipment from the temporary warehouse to the new location. That was the amount the office was charged to move equipment from the old warehouse to the temporary warehouse. Ms. Dales also reminded the Board that we should receive new poll books before the 2024 elections.

Ms. Dales presented layout diagrams of the proposed new location, showing the much-needed space for early voting and election judge training. We have outgrown our current early voting site. There is no space to add more ballot marking devices without compromising voter privacy, and we had lines at the four (4) machines in place during the last election. The proposed new location offers sufficient space to add more ballot marking devices for early voting. Mr. Corkran asked if other counties had the same problems with lines at the ballot marking devices. Ms. Dales said there were lines everywhere and we really needed to add more machines but didn’t have the space.

Mr. Lewis motioned to approve the proposed FY 2024 budget, seconded by Mr. Batson. The FY 2024 budget was approved.

- **Personnel – Director PEP**

Director Dales informed the Board they can submit a memo for her mid-cycle PEP. Mr. Corkran signed the memo to be submitted to the State.

**FYI:**

- **Clear Ballot Results – Phase 2**

Director Dales presented the results of the Clear Ballot Phase 2 Audit and explained that there were no variances that met any threshold for additional auditing.

- **Manual Audit – Feb 8<sup>th</sup> & 9<sup>th</sup>**

Director Dales informed the board that the manual audit, or hand counted audit, is scheduled for February 8 – 9, 2023. Mr. Corkran asked if the staff performs the audit or the State. Ms. Dales said the staff performs the audit while the State is available for assistance, if needed.

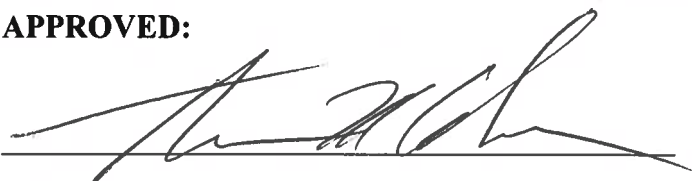
**Confirmation of Next Meeting:**

The next Board Meeting will be held on Tuesday, March 28, 2023, at 10:00 AM, at the Dorchester County Office Building, 501 Court Lane, Room 100.

**Adjournment:**

Mr. Lewis motioned to adjourn, seconded by Mr. Batson. The meeting adjourned at 10:46 AM.

**APPROVED:**



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Rh C. Hill

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William E. Patson

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Walter H. Wright, II

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