

BOARD MEMBERS

MICHAEL W. DETMER
PRESIDENT

THOMAS M. CORKRAN
VICE PRESIDENT

JANET M. LIVINGSTON
SECRETARY

WILLIAM E. BATSON
SUBSTITUTE

RALPH C. LEWIS JR.
SUBSTITUTE



**DORCHESTER COUNTY
BOARD OF ELECTIONS**

GWENDOLYN H. DALES
ELECTION DIRECTOR

BRITTANY M. PHILLIPS
DATA APPLICATION SPECIALIST

KIMBERLY K. JONES
ELECTION INFORMATION
SYSTEMS SPECIALIST

HUBERT H. WRIGHT, IV
ATTORNEY

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Michael W. Detmer, Secretary
Ralph C. Lewis, Jr., Substitute
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director
Kimberly K. Jones, E.I.S.S.

ABSENT: William E. Batson, Substitute

GUEST: Desvin Gabbidon, Regional Manager

MINUTES OF BUDGET MEETING January 5, 2017

The meeting began at 10:09 AM.

LINE ITEM: 5191 SALARIES/OTHER

The decision was made to remove the figure in red, but to leave the verbiage, making the total for this line item \$26,000.

LINE ITEM: 5121 SALARIES SUPERVISOR

It was decided that the figure in this line item will change from \$15,800 to \$18,000, a \$2200 increase, to accommodate the Substitute Board Members becoming full Board Members.

LINE ITEM: 5200 TELEPHONE

The Board agreed to the recommended figure of \$6,000. Director Dales stated that they would probably go over in the phone line due to having to put in a new phone system, which cost \$2000, because they were not added to the county's new phone system.

LINE ITEM: 5205 ADVERTISING

The Board agreed to the recommended figure of \$1,000.

LINE ITEM: 5206 DATA PROCESSING

The Board agreed to the recommended figure of \$22,000.

LINE ITEM: 5210 CONTRACTUAL SERVICES

After lengthy discussion, the Board decided on the figure of \$48,500 for line item 5210, taking out \$17,600, but leaving the verbiage to include sound proofing.

LINE ITEM: 5216 STATE EMPLOYEE EXPENSE REIMBURSEMENT

After a lengthy discussion, it was decided to table this line item until all Board Members are present.

ACTION: Director Dales stated she would prepare 2 versions of the budget for the next meeting.

LINE ITEM: 5220 RENTAL OF LAND AND BUILDING

The \$10,000 in red will be taken out, but the verbiage left as before, reducing this amount to \$1,950.

LINE ITEM: 5221 RENTAL OF EQUIPMNT

It was decided to reduce the number of scanners from 2 to 1, reducing the budgeted amount by \$5,000, making the final amount \$76,592 for this line item.

LINE ITEM: 5600 OFFICE SUPPLIES

The Board agreed to the recommended figure of \$3,000.

LINE ITEM: 5601 OTHER EXPENSES

The Board agreed to the recommended figure of \$2,500.

LINE ITEM: 5602 POSTAGE

The Board agreed to the recommended figure of \$8,500.

LINE ITEM: 5801 MILEAGE AND CONFERENCE REIMBURSEMENT

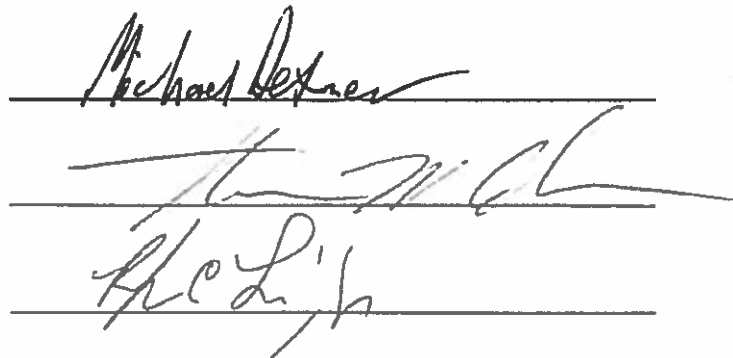
The Board agreed to the recommended figure of \$12,500.

CLOSED SESSION:

The convened to a closed meeting for the evaluation

The Board convened back to a regular session and scheduled the next meeting at the airport for Monday, January 9, 2017 at 5:00 PM. This will be a closed meeting for the evaluation.

APPROVED:


The first signature is "Michael Dales".
The second signature is "Thomas M. ...".
The third signature is "A. C. ...".

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Hubert H. Wright, IV, Attorney

GUESTS: Desvin Gabbidon, Regional Manager

Gwendolyn H. Dales, Election Director
Kimberly K. Jones, E.I.S.S.

MINUTES OF January 25, 2017

Call to Order and determine quorum

President Livingston called the meeting to order at 1:05 PM. The Pledge of Allegiance was recited and a prayer shared by Mr. Batson.

Mr. Detmer made a motion to the Board to move straight into a closed meeting; seconded by Mr. Batson; the vote was unanimous.

The meeting reopened at 2:05 PM.

Welcome any guest(s); report any Board or staff absences

There was one guest, Mr. Desvin Gabbidon, Regional Manager; there were no Board or Staff absences.

Approval of Minutes

Mr. Detmer moved that the minutes be given back to the Director to reevaluate them for accuracy. Minutes were not approved.

A discussion was had about whether Director Dales had the right to see the closed minutes for the closed sessions she participated in.

ACTION: President Livingston asked for a copy of the audio from the last meeting.

Addition(s) to Agenda

There were no additions to the agenda

Board of Canvassers Convene

Mr. Corkran made a motion to convene to the Board of Canvassers, seconded by Mr. Detmer. Director Dales recommended the untimely ballot be rejected. Mr. Corkran made a motion to reject the untimely ballot, Mr. Detmer seconded the motion. Mr. Corkran made a motion to close the Board of Canvassers, Mr. Detmer seconded. Mr. Corkran motioned to reconvene the meeting, Mr. Detmer seconded.

Finalize FY2018 Budget

Director Dales informed the Board the finance office wanted 3 items, Xerox 5206, Telewire 5210, and Postage meter 5602, to be moved to line item 5221 Rental of Equipment. The finance wants anything that is leased to come out of line item 5221.

5121 SALARIES SUPERVISOR: The proposal for all Board members to be full members has not been approved yet, still needs to go through legislation. It was determined that if it passed legislation, the earliest it would take effect would be in May of 2018. The figure for line item 5121 is changed from \$18,000 to \$15,800.

5191 SALARIES/OTHER: The Board agreed to the recommended figure of \$26,000.

5200 TELEPHONE: The Board agreed to the figure of \$6,000.

5205 ADVERTISING: The board decided to reduce the recommended figure of \$1,000 to \$500.

5206 DATA PROCESSING: This is the line item Xerox was taken out of. The Board agreed to the figure of \$16,000.

5210 CONTRACTUAL SERVICES: Mr. Corkran said to round the amount of \$46,550 down to \$46,000.

5216 STATE EMPLOYEE EXPENSE REIMBURSEMENT: Director Dales informed the Board that Mrs. Jones has a lot of time she will need to use up.

It was decided that this line item would include 3 permanent employees and 1 contractual employee, the Board would not approve the budget with 4 permanent employees. The Board agreed on the figure of \$310,000 for this line item.

5221 RENTAL OF EQUIPMENT: This is where the finance department wanted the Xerox, Telewire, and the Postage Meter moved to, adjusting the figure to \$85,592.

5801 MILEAGE AND CONFERENCE REIMBURSEMENT: The Board agreed to the recommended amount of \$12,500.

Mr. Lewis made a motion to except the budget, Mr. Detmer seconded the motion.

Mr. Corkran would like to go over what is leftover at the end of the budget in August.

Everyone signed the budget, except President Livingston. She will sign the budget when the corrections are made.

Upcoming Senate Bills


The Board members reviewed the shared senate and house bills. Mr. Corkran said, "The one we are basically supporting is the one of the recording of the State Board meetings."

Election Day Issues with Proposed Solutions

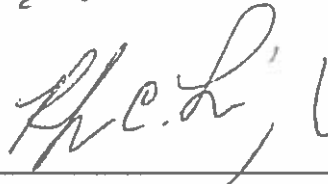
Mr. Detmer moved that the Election Day Issues with Proposed Solutions be addressed at the next board meeting. President Livingston asked for a second, Mr. Batson seconded the motion.

The next meeting will be March 8 2017 at 1:00 PM.

APPROVED







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GUESTS: Shelly Holland, SBE
Desvin Gabbidon, Regional Manager

MINUTES OF March 8, 2017

Call to Order and determine quorum

President Livingston called the meeting to order at 1:00 PM. The Pledge of Allegiance was recited and a prayer shared by Mr. Batson. It was established that there was a quorum.

President Livingston stepped down as President of the Board of Elections, and made a motion to nominate Mr. Detmer to be the new President; seconded by Mr. Corkran. Mr. Corkran made a motion for Mrs. Livingston to be the new Secretary, seconded by Mr. Lewis; vote was unanimous. It was determined to be effective immediately.

ACTION: The Board needs to write a letter to the State advising them of this change in positions.

Welcome any guest(s); report any Board or staff absences

Two (2) guests arrived shortly after the meeting was called to order; Ms. Shelly Holland from SBE and Mr. Desvin Gabbidon, Regional Manager. There were no Board or staff absences.

Approval of Minutes:

Mr. Detmer asked to move approval of the minutes till after the closed session, Mrs. Livingston made a motion to do so, seconded by Mr. Batson.

Additions to the Agenda

There were no additions to the agenda.

Election Director's Report

a. New Projects

- **Complete Board of Commission Member Financial Disclosure Statement by April 30th, 2017.**

Mrs. Livingston, Mr. Corkran, Mr. Batson, Mr. Lewis have all turned in theirs to be filed.

ACTION: Mr. Detmer will email his to be filed.

b. Budget

- **FY 2017 – Jan. & Feb. 2017 year to date/monthly expenditures**
Information was presented.

c. News from SBE

- **HB 741 – Automatic Voter Registration**

Director Dales presented the Bill, and explained that it may not go forward because a lot of the legislature felt it was addressed in last year's Bill.

Director Dales explained the "Same Day Registration on Election Day Bill" (HB 345), and that it is still moving along in the General Assembly.

- **Sign State of Maryland Bullying in the Workplace Policy**

Director Dales presented the form to be signed by the Board Members, and informed them she and the office staff had already signed theirs. Mrs. Shelly Holland confirmed all LBE's must sign this policy. The Board Members signed the forms.

d. FYI

- **New 2018 Gubernatorial Election Calendar**

The Calendar was presented and explained.

Director Dales informed the Board that Jessica and Brittany had joined MAEO committees; Early Voting/Election Judges Committee and Voter Registration Committee.

The ballot analysis that was performed was explained, and Director Dales informed the Board that the Post-Election Maintenance would be starting soon.

Old Business

- **Predicted Cost of Post-Election Tabulation Audit; Ranges from \$459.91 to \$19,038.06 per County**
Director Dales presented the information that had been requested by Mr. Detmer in a previous meeting. She also informed them this audit would most likely take place in the 2018 elections. Mrs. Jones explained the audit process.
- **Election Day Issues with Proposed solutions**

Proposed solutions to Election Day Issues were presented. Mr. Detmer would like to have a way to go through and look at everything to see what's been done, like an inspection. Director Dales informed Mr. Detmer there is an L&A process that all can attend, and there are supply checklists that are done by the Board members before each election. It was not determined when would be a good time during an election cycle to perform this inspection. Mr. Detmer would like all Chief Judges to work Early Voting assignments. Mrs. Jones explained to Mr. Detmer that the Early Voting assignments are offered to Chief Judges first, but some are not available. Most of the judges that work Early Voting are Chief Judges on Election Day. Mr. Detmer would also like to make Early Voting assignments mandatory for Chief Judges. Mr. Corkran suggested it be "recommended" instead of "mandatory".

New Business

- **Annual MAEO Conference – June 6-9**
Director Dales informed the Board she needed to register and reserve hotel rooms for the Annual MAEO Conference. Mr. Corkran, Mr. Lewis, Mrs. Livingston, Mr. Batson, and Mr. Detmer are all going to the conference. Mr. Corkran and Mr. Lewis will need hotel rooms and will be each bringing a guest. Mr. Batson will not need a hotel room. Mrs. Livingston and Mr. Detmer will email Director Dales and let her know if they will need hotel rooms.
- **MAEO Meetings Agenda – Jan. 18, Feb. 24 – FYI**
Copies of the committee meetings' agendas, that Jessica and Brittany attended, were included in the Board member packets.

Confirmation of Next Meeting

Mr. Detmer confirmed with the rest of the Board that the next Board Meeting would be held on Wednesday, April 19, 2017 @ 1:00 PM in Room #110, County Office Building

Closed Session

Mr. Lewis motioned to close the regular meeting and go into the closed session at 2:02 PM; the motion was seconded; vote was unanimous.

The regular meeting resumed at 2:50 PM.

Mr. Detmer asked for a motion to table the Minutes and asked for them to be received back in outline form, to be reviewed at the next Board Meeting. Mrs. Livingston motioned; Mr. Batson seconded the motion; vote was unanimous.

Adjournment

Mr. Detmer moved to adjourn the meeting at 2:52 PM.

APPROVED

Michael Detmer

Tom W. G. L.

R. C. L. Jr.

jrn

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William E. Batson, Substitute
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director
Jessica Noranbrock, Clerk

ABSENT: Janet Livingston, Secretary

GUESTS: Desvin Gabbidon, Regional Manager
Shelly Holland, SBE

MINUTES OF BOARD MEETING April 19, 2017

Call to Order and Determine Quorum:

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

Welcome any Guests:

Desvin Gabbidon, Regional Manager and Shelly Holland from SBE.

Report any Board or Staff Absences:

Secretary Livingston notified the Board she would be absent.

Approval of Minutes:

- March 8, 2017 minutes approved with amendment for punctuation correction. Mr. Detmer motioned to approve, Mr. Corkran seconded the motion, vote was unanimous.
Action: Correct punctuation.
- January 25, 2017 minutes approved. Mr. Corkran motioned to approve, seconded by Mr. Lewis, none opposed.
- January 5, 2017 Budge Meeting minutes approved. Mr. Corkran motioned to approve, seconded by Mr. Lewis.
- December 14, 2016 minutes approved with amendment for attendance correction regarding Mr. Batson. Mr. Corkran motioned to approve, seconded by Mr. Lewis.
Action: Add Mr. Batson to list of attendees.

Additions to Agenda:

None.

Election Director's Report:

- a. Budget: FY 2017 – March 2017 year/date/monthly expenditures.
 - Presented
- b. New Projects: Decide on new possible Early Voting Site.
 - Director Dales explained documents describing site search, quotes and viable options. Mr. Corkran motioned that the Board send a letter to get the County Council's official opinion on Early Voting relocating from the County Office Building. Mr. Lewis seconded the motion. Mr. Lewis motioned that the Board state, in writing, there opinion is for Early Voting to remain in the County Office Building, Mr. Corkran seconded the motion. Mr. Detmer stated he would sign the letter when it is prepared. Action: Prepare letter to County Council, contact Mr. Detmer when complete to sign.
- c. News: Review applicable Election Legislation.
 - Director Dales explained Legislation Synopsis document, and informed Board about potential to obtain additional scanners, even though legislation did not pass regarding LBE's obtaining additional scanners. They had been offered previously at 100% cost to LBE.
 - Director Dales mentioned the automated software audit that was performed by Clear Ballot after the 2016 Presidential General Election. The legislation regarding an automated software audit did not pass, which could mean future audits may be manual instead of automated. Mr. Gabbidon stated the State is still looking at ways to perform an automated software audit. Ms. Holland stated there is some money in the State budget for an equipment audit.
- d. FYI:
 - ✓ Reminder: MAEO Conference June 6-9 O.C.
 - ✓ SBE Mandatory Biennial Conference Oct. 23, Annapolis
 - ✓ Hurlock Election November 4th

Old Business:

- Status of Board Action – Letter to SBE regarding new designated Board President and Secretary.
 - Director Dales drafted a letter for the Board to sign. Ms. Holland stated the letter can be sent to the State with the Minutes.
- Post-Election Maintenance Status.
 - Director Dales informed the Board PEMs was completed April 14, 2017, and that three (3) scanners failed, three (3) poll books failed, and (3) printers failed. A representative from ES&S was able to fix two (2) scanners, and was unable to duplicate the error on the third. Mr. Gabbidon would be taking the failed poll books to be repaired. The printers are not worth the cost of \$75/hr. to have repaired.
 - Director Dales informed the Board that Caroline County and Charles County would be pilots for new Poll Book tablets in the upcoming election.
- Suggestions for Election Preparation Review
 - Director Dales explained when Board Members can step in to review the election preparation process. Mr. Detmer approved of all three (3) suggestions for

Election preparation review. Ms. Holland stated the State will be adding a new "Junior County Tech" position, a part time position.

New Business:

- 2016 Presidential Election Procedures and Operations Audit
 - Director Dales explained there is normally an audit after a Primary and an audit after a General; however, the Primary and General audits were combined and just received April 18, 2017. Director Dales presented the audit and completed response to Action Items listed on the audit, and stated that, according to Brandon Mulvey at SBE, Dorchester County's audit was average compared to other counties. Director Dales and Mr. Detmer signed the response form to be sent to the State.

Confirmation of Next Meeting:

- Confirmed to be held in Room #110, County Office Building on Wednesday, May 17, 2017 at 1:00PM.

Closed Session:

- Performance Evaluation & Personnel Issues
 - At 2:08PM, Mr. Lewis motioned to close the regular meeting and move into the closed session, seconded by Mr. Detmer.
 - Resumed regular meeting at 2:35PM.

Adjournment:

Mr. Corkran motioned to adjourn at 2:36PM, seconded by Mr. Batson.

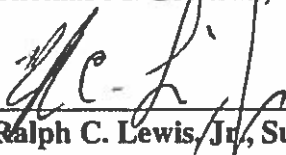
APPROVED:



Michael W. Detmer, President



Thomas M. Corkran, Vice President



Ralph C. Lewis, Jr., Substitute

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William E. Batson, Substitute
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Gwendolyn H. Dales, Election Director
Jessica Noranbrock, Clerk

ABSENT: none

GUESTS: Desvin Gabbidon, Regional Manager
Shelly Holland, SBE

MINUTES OF BOARD MEETING May 17, 2017

Call to Order and Determine Quorum:

President Detmer called the meeting to order at 1:05PM, quorum was determined.

Welcome any Guests:

Desvin Gabbidon, Regional Manager and Shelly Holland from SBE.

Report any Board or Staff Absences:

none

Approval of Minutes:

- April 19, 2017 minutes approved. Mr. Corkran motioned to approve, Mr. Lewis seconded the motion.

Additions to Agenda:

None.

Election Director's Report:

- a. Budget: FY 2017 – March 2017 year/date/monthly expenditures.
 - Presented

- b. FYI

Applicable Candidate Legislation:

501 COURT LANE • ROOM 105 • PO Box 414
CAMBRIDGE, MD 21613-0414

PHONE: 410.228.2560 • FAX: 410.228.9635 • MD RELAY SERVICE: 1.800.735.2258

HB619 – Director Dales explained how this bill altered “the time period during which campaign signs shall be allowed on the premises of polling places for an Election.”

Action: Correct county name on document presented.

HB879 – Director Dales explained this bill requires candidates to use the Commission’s electronic system to file. They will no longer be permitted to use a paper format. The office staff will assist candidates with filing electronically, if needed.

Possible Future Absentee Drop Boxes:

Director Dales relayed that during the last Directors Meeting, information was presented about the possibility of absentee drop boxes being used during early voting in future elections. The cost could range from \$750 to \$4,000 per box.

New Provisional Ballot Bags:

Director Dales shared pictures of the new Provisional bags and the new bags for CF cards and memory sticks.

Talbot’s Warehouse re-location:

Director Dales informed the Board Jessica would be assisting Talbot County with their re-location.

MAEO Conference June 6 – 9 O.C.:

Director Dales reminded the Board of the dates and informed them Jessica would be part of a committee presentation.

Virginia Election:

Director Dales informed the Board that she, along with Anthony and Alysoun, would be going to Virginia June 12 – 13 for an election. They will be observing the way Virginia prepares absentees for their canvas. Director Dales also explained that a committee Kim is on is working with legislation to obtain backing for implementing this sort of preparation process.

Inventory:

Director Dales informed the Board SBE will be coming in June to physically touch and scan all equipment for inventory. Mr. Detmer said to let the Board know if help is needed.

Announcement – Staff member Brittany is due with her first child October 30, 2017.

Old Business:

- Status of Early Voting Site:

- Director Dales informed the Board that the letter to the County Council was sent, but no response has been received, as of yet. She spoke with the County Manager and he said they are currently working on the budget, they would address the issue after they are finished.
- Mr. Detmer said he was encourage by his conversation with the County Manager and felt positive we could come to a resolution.
- Director Dales spoke with the County Manager when she delivered the letter. She said he told her the Lobby was not an option because of the fire hazard early voting creates. She also feels confident we will come up with a solution.
- Mr. Detmer also mentioned that he and the County Manager discussed the Board going from a three (3) member, two (2) substitute Board to a five (5) member Board, and when to present information to the County.
- Director Dales reminded the Board that if going from a three (3) member Board to a five (5) member Board, it would need to be accounted for in the budget a year ahead of time.

For Your Information:

- Pitney Bowes Postage meter – Will be connected thru internet:
Director Dales informed the Board that currently the meter is connected through the phone line, but we soon have to lease a new one that will be connected through the internet. She presented two (2) options and compared the cost. The Board agreed it made more sense to lease the less expensive of the two (2) option. Director Dales spoke with I.T. and they will work with us to get the new meter connected through the internet, firewall, Bay Country Communications, and Telewire.
- Warehouse Leak:
Director Dales shared pictures of the leak and informed the Board she spoke with the County Manager. He told her it wasn't a fire hazard. It will be repaired and Director Dales will keep the Board updated on the situation.

Confirmation of Next Meeting:

- Confirmed to be held in Room #110, County Office Building on Wednesday, June 21, 2017 at 1:00PM.
- Director Dales informed the Board the next evaluations are due June 30, 2017. Mr. Corkran suggested the Board hold a work session before the next meeting. Director Dales informed the Board other counties hold work sessions during MAEO. It was decided to hold the work session during lunchtime at MAEO.
Action: Meeting notice for work session to be held June 7 – 8, 2017 at lunchtime at the hotel where the MAEO conference is being held.

Closed Session:

- Performance Evaluation & Personnel Issues
 - At 1:34PM, Mr. Lewis motioned to close the regular meeting and move into the closed session, seconded by Mr. Corkran.
 - Resumed regular meeting at 1:49PM.

Adjournment:

Mr. Batson motioned to adjourn at 1:57PM, seconded by Mr. Corkran.

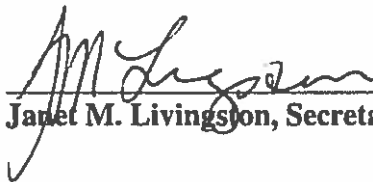
APPROVED:



Michael W. Detmer, President



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Janet M. Livingston, Secretary

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Gwendolyn H. Dales, Election Director
Jessica Noranbrock, Clerk

ABSENT: none

GUESTS: Desvin Gabbidon, Regional Manager

MINUTES OF BOARD MEETING June 21, 2017

Call to Order and Determine Quorum:

President Detmer called the meeting to order at 1:10PM, quorum was determined.

Welcome any Guests:

Desvin Gabbidon, Regional Manager.

Report any Board or Staff Absences:

none

Approval of Minutes:

- Signature correction of approved April 19, 2017. May 17, 2017 minutes approved. Mr. Lewis motioned to approve, Mrs. Livingston seconded the motion.

Additions to Agenda:

None.

Election Director's Report:

- a. Budget: FY 2017 – March 2017 year/date/monthly expenditures.
Director Dales presented the budget, and informed the Board the only line item with an overage was Board Pay by \$700. She also spoke with Shelly (SBE) and the State Reimbursement amount would be sent later this week.

b. FYI

Explanation of Elections as Critical Infrastructure

Director Dales explained what this meant and what SBE is doing to maintain cyber security. Mr. Detmer asked how this affects us if something were to happen. Director Dales stated that she believed it meant if something were to happen, there would be Federal resources (money) available, but not necessarily Federal manpower.

Alert: Following NSA document Leak

Presented

Follow-up & Article Re: Russian Cyber Hacks

Director Dales explained there was evidence of an unsuccessful attempt to hack the Maryland system.

Center for the Arts Showcase – Sept. 24, 2017

Presented. Mr. Wright asked if anyone signed up at previous events. Director Dales said they have had people sign up, but it turned out they were already registered.

Old Business:

- Legislative Wrap-up
 - Presented.
ACTION: Mr. Detmer asked Director Dales to get information on the class required through the Open Meetings Act.
- Comparison of New Possible Poll Books
 - Director Dales present information from the MAEO demonstrations. Mr. Detmer asked if the counties can pick the new poll books. Director Dales said she's pretty sure the State has already picked ES&S for the poll book pilot program. After some discussion, Mrs. Livingston motioned, Mr. Batson seconded, to put our "hat in the ring" for the poll book pilot program.
- Inventory
 - Director Dales informed the Board the inventory had been completed, and that the State inventory team was happy with the way Kim had the equipment laid out for them. Mr. Detmer asked what 96% meant. Director Dales explained that some of the old equipment was at the SBE warehouse and hadn't been inventoried yet.
- Fairfax Virginia Election
 - Director Dales described Fairfax's pre-processing of absentees. Also, that Alysoun from Montgomery County was working with a MAEO committee to create Maryland absentee pre-processing legislation for MAEO to approve. MAEO would then send that legislation to SBE, and if SBE approves, they forward to Maryland Legislature.
- Pitney Bowes Postage Meter
 - Director Dales explained the meter has been received and is functional and able to use; but, still needs to go through a process to be connected to the internet through the firewall.
- Warehouse Leak

- Director Dales informed the Board about a meeting with the County Manager's Assistant, Rebecca, and Shore Up personnel. The Leak should be fixed as of today and the alarm issue has been resolved.
- Status of E.V. site
 - Director Dales informed the Board she spoke with the County Manager, and presented a letter from his office. Mr. Detmer stated the letter "vetoed" the use of the current site. Director Dales stated that when she spoke with the County Manager he liked the idea of using the Art Center for Early Voting, and he said not to worry about funding. Mr. Detmer said the County Manager had told him the same thing, and that any money has to come from the County because we didn't budget for a new site.

Mr. Corkran said we would need new signs to let voters know about a new site. Director Dales agreed and said we would also have to advertise through the media

After some discussion, the Art Center was selected as the new E.V. site. Mrs. Livingston motioned for Director Dales to pursue the Art Center for E.V., motion was seconded, and opposed by Mr. Lewis.

Confirmation of Next Meeting:

- The Board decided to skip a July meeting. The next Board meeting will be held August 9, 2017 at 1:00pm.

Closed Session:

- Performance Evaluation & Personnel Issues
 - At 2:09PM, Mr. Detmer motioned to close the regular meeting and move into the closed session, seconded by Mr. Corkran.
 - Resumed regular meeting at 2:43PM.
- Board approved the hiring of Jessica as a permanent employee, as a Data Application Specialist II.


Adjournment:

Mr. Corkran motioned to adjourn at 2:46PM, seconded by Mr. Batson.

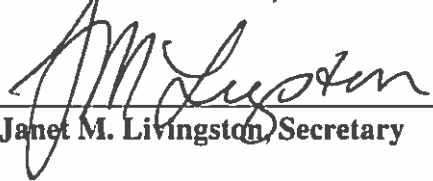
APPROVED:



Michael W. Detmer, President



Thomas M. Corkran, Vice President



Janet M. Livingston, Secretary

jrn

BOARD MEMBERS

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VICE PRESIDENT

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RALPH C. LEWIS JR.
SUBSTITUTE



**DORCHESTER COUNTY
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ELECTION DIRECTOR

BRITTANY M. PHILLIPS
DATA APPLICATION SPECIALIST

KIMBERLY K. JONES
ELECTION INFORMATION
SYSTEMS SPECIALIST

HUBERT H. WRIGHT, IV
ATTORNEY

ATTENDEES: Michael W. Detmer, President
Thomas M. Corkran, Vice President
Janet Livingston, Secretary
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director
Jessica Noranbrock, Clerk

ABSENT: Ralph Lewis, Substitute
William Batson, Substitute

GUESTS: Desvin Gabbidon, Regional Manager

MINUTES OF BOARD MEETING August 9, 2017

Call to Order and Determine Quorum:

President Detmer called the meeting to order at 1:03PM, quorum was determined.

Welcome any Guests:

Desvin Gabbidon, Regional Manager.
William Detmer
Julianna Detmer
Alexander Detmer
Don Cannon

Report any Board or Staff Absences:

Mr. Lewis and Mr. Batson

Approval of Minutes:

- Mr. Corkran motioned to approve the 6/21/17 minutes, seconded by Mrs. Livingston.

Additions to Agenda:

None.

Election Director's Report:

- a. Budget: FY 2017 – June 2017 year/date/monthly expenditures.
Director Dales presented the budget, and informed the Board FY 2017 is complete, and the only money left in that budget was the State reimbursement.

Budge: FY 2018 – July 2018 year/date/monthly expenditures.
Director Dales presented the budget.

Old Business:

- **Warehouse Leak:**
Director Dales informed the Board the leak in the warehouse roof had been fixed.
- **Early Voting Center Agreement @ Dorchester Center for the Arts:**
Director Dales explained some changes in the contract with the Art Center regarding snow removal. Mr. Wright mentioned the Art Center's policy on closing when schools close for inclement weather. He was informed there was a clause in the contract addressing closings for inclement weather, and the facility remaining open for voting. Mr. Corkran motioned for President Detmer to sign the agreement, Mrs. Livingston seconded. President Detmer signed the agreement.
- **Open Meetings Act – Training Certificate Status:**
Director Dales reminded the Board one of the members must complete the training prior to October 1, 2017.
ACTION: Mr. Detmer will complete the training.
ACTION: Director Dales will check into what to do if the trained person is not in attendance for a closed session.

FYI:

- **Ballot Image Audit – August 16th (96 Ballots):**
Director Dales explained the process, and Mr. Gabbidon said they will be comparing the physical images on the server to actual ballots.
- **2018 MAEO conference – March, OC possibly 1 day in election years:**
Director Dales explained the MAEO board is considering moving to 1-day conferences during election years.
- **Possible 2018 Legislation:**
Director Dales informed the Board the Election Day – Same Day Registration may be brought back up and new cybersecurity legislation.
- **November 4th, 2017 Hurlock Election**
Information was presented.
- **Poll-book Pilot Counties: Charles and possibly Caroline:**
Information was presented and Mr. Gabbidon told the State Dorchester is interested if Caroline County falls through.
- **Polling Place Layouts:**
Director Dales explained the new layouts to include new equipment, and BMD placements that are conducive to voter privacy. Mr. Detmer asked if we would be able to pare down any polling places. Director Dales said she thought that, legally, polling places must be within a certain distance. Mr. Corkran expressed his concern that the voters affected would feel disenfranchised.
ACTION: Director Dales will look at the law and see if we can possibly consolidate polling places.

Confirmation of Next Meeting:

- The next board meeting will be held in Room #110, County Office Building on Wednesday, September 20th, 2017 at 2:00PM.

Closed Session:

- Personnel Issues
 - At 1:41PM, Mr. Detmer motioned to close the regular meeting and move into the closed session, seconded by Mrs. Livingston.
 - Resumed regular meeting at 1:51PM.

Adjournment:

Mr. Corkran motioned to adjourn at 1:52PM, seconded by Mrs. Livingston.

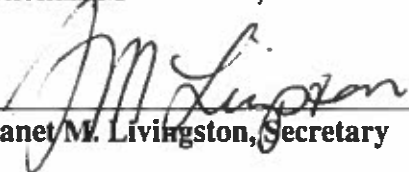
APPROVED:



Michael W. Detmer, President



Thomas M. Corkran, Vice President



Janet M. Livingston, Secretary

BOARD MEMBERS

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KIMBERLY K. JONES
ELECTION INFORMATION
SYSTEMS SPECIALIST

HUBERT H. WRIGHT, IV
ATTORNEY

ATTENDEES: Thomas M. Corkran, Vice President
William Batson, Substitute
Ralph Lewis, Substitute
Hubert H. Wright, IV, Attorney

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

ABSENT: Michael Detmer, President
Janet Livingston, Secretary

GUESTS: Desvin Gabbidon, Regional Manager

MINUTES OF BOARD MEETING September 20, 2017

Call to Order and Determine Quorum:

Vice President Corkran called the meeting to order at 2:27PM, quorum was determined.

Welcome any Guests:

Desvin Gabbidon, Regional Manager.

Report any Board or Staff Absences:

Mr. Detmer and Mrs. Livingston

Approval of Minutes: TABLED

Additions to Agenda:

Director Dales made the following additions to the agenda:

- Discussion about scanners
- Information about Caroline County being a pilot county for the new Pollbooks

Election Director's Report:

- a. Budget: FY 2018– August 2018 year/date/monthly expenditures.
Director Dales presented the monthly budget.

Old Business:

- Open Meeting Act – Training Certificate Status: **TABLED**

- Hurlock Election – November 4, 2017, Sign Lease Agreement
Director Dales presented the lease agreement. Mr. Lewis motioned for the lease agreement to be signed, Mr. Batson seconded the motion. Mr. Corkran signed the lease agreement
- Early Voting Center thank you letters
Director Dales presented the thank you letters that were sent to the Eastern Shore Hospital Center and the Dorchester Public Library.
- Polling Place Consolidation: **TABLED**
Topic was reviewed. Mr. Gabbidon did not recommend consolidating. Director Dales suggested tabling the topic until the regular Board members were in attendance.

FYI:

- Absentee Ballots & UOCOVA Ballots
Director Dales informed the Board that Runbeck would no longer be sending absentees, the LBE's would be responsible. Mr. Gabbidon said ES&S would be contacting some LBE's and may offer this service, but he was unsure if the smaller LBE's would be contacted.
- 2017 Biennial Meeting – Oct. 23, 2017
Director Dales informed the Board there is a \$100 registration fee per person, not budgeted for.
- 2018 MAEO Conference – March 13 – 16 @ Clarion Hotel in OC
Director Dales confirmed the date and location of the 2018 MAEO conference.
- New Personnel Job Classifications
Director Dales explained the MAEO committee is working to reclassify election jobs. Since elections are now considered critical infrastructure, if the governor were to declare a hiring freeze it would not apply to election. Also, with this job reclassification, there would be no interview process for employees going from a position in one county to the same position in another county. These lateral transfers would be a faster process, and there would be uniformity in positions statewide.

Additions to the Agenda:

- Caroline County, pilot county for the new Pollbooks
Director Dales informed the Board she was told by the Director in Caroline County that the pilot will cost them \$45,000. Mr. Corkran said that when the time comes, we will have to pay for the new Pollbooks. Director Dales explained the cost would be included in the State percentage and it would not be in FY2018, it would probably be in FY2019 or FY2020.
- Discussion about scanners
Director Dales informed the Board that, based on voter registration and voter turnout numbers at Hurlock Fire Hall and Sandy Hill Elementary, we will be adding a second scanner to both locations. These additional scanners would be pulled from our spare units, we will not need to purchase new equipment.

Confirmation of Next Meeting:

- The next board meeting will be held in Room #110, County Office Building on Wednesday, October 18th, 2017 at 2:00PM.


Possible Closed Session:

- Personnel Issues:
No Closed Session, per Mr. Corkran.

Adjournment:

Mr. Lewis motioned to adjourn at 3:02PM, seconded by Mr. Batson.

APPROVED:




Thomas M. Corkran, Vice President



William E. Batson, Substitute



Ralph C. Lewis, Jr., Substitute



Michael W. Lehman, President

jrn

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HUBERT H. WRIGHT, IV
ATTORNEY

ATTENDEES: Michael W. Detmer, President
Janet M. Livingston, Secretary
Thomas M. Corkran, Vice President
William Batson, Substitute
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director
Jessica R. Noranbrock, Clerk

ABSENT: Mr. Ralph Lewis

GUESTS: Desvin Gabbidon, Regional Manager; Shelly Holland, SBE

MINUTES OF BOARD MEETING October 18, 2017

Call to Order and Determine Quorum:

President Detmer called the meeting to order at 2:03 pm, quorum was determined.

Welcome any Guests:

Desvin Gabbidon, Regional Manager; Shelly Holland, SBE

Report any Board or Staff Absences:

Mr. Lewis

Approval of Minutes:

8/9/17 Minutes: Mr. Corkran motioned to approve the minutes, seconded by Mrs. Livingston.
Approved.

9/20/17 Minutes: Mr. Batson motioned to approve the minutes, seconded by Mr. Corkran.
Approved. Since Mr. Detmer and Mrs. Livingston did not attend the 9/20/17 meeting, and Mr. Lewis is not present at this meeting to sign the minutes from 9/20/17, Director Dales asked if Mr. Detmer wanted to sign the minutes as an Appointing Authority. Mr. Detmer signed the 9/20/17 minutes.

Additions to Agenda:

Mr. Detmer requested to discuss a changed in meeting time and date.

He also wanted to acknowledge that someone very close to him had two (2) positive experiences with the Election Office staff, the second, he knew, was with Brittany. He then thanked Jessica for working the Dorchester Center for the Arts Showcase.

Mr. Detmer brought up the Open Meetings Act Training Certificate. Director Dales informed the Board that Mrs. Livingston has completed the training and her certificate has been forwarded to SBE.

Election Director's Report:

- a. Budget: FY 2018– September 2018 year/date/monthly expenditures.
Director Dales presented the monthly budget.

Old Business:

- Polling Place Consolidation
Director Dales presented the office disposition and research on possible consolidations. Mr. Detmer noted that the meager savings compared to the negative publicity doesn't make sense. We need to focus on the new Early Voting Center and not consolidations. Mr. Corkran made a motion to not pursue consolidation, the vote was unanimous.

FYI:

- 2017 Biennial Meeting – Oct. 23, 2017
Director Dales reminded the Board of the Biennial Meeting. The Board members made arrangements to meet at the County Office Building on Monday, October 23, 2017 at 7:00 am to carpool to the meeting.
ACTION: Director Dales will resend the Board Members the Biennial agenda via email.
- 2018 MAEO Conference – March 13 – 16 @ Clarion Hotel in OC
Director Dales advised the Board the date and location of the 2018 MAEO conference has been finalized.
- SBE votes on ExpressVote use & Early Voting Site on Oct. 26, 2017
Director Dales informed the Board that she and Jessica will be attending the SBE Board Meeting on October 26, 2017. The SBE Board will be deciding on how the ExpressVote units will be used in the upcoming election and should be approving Dorchester's new Early Voting location.
- New SBE Information/Security Meetings
Director Dales informed the Board that there is a new SBE Committee created on Information Security. Guy Mickley, Director of Howard County Board of Elections, was chosen to represent the LBE's in the new committee. Director Dales will keep the Board up to date on this new committee.

Director Dales told the Board, per SBE, the office had to switch the computer security program from Kaspersky to MacAfee on all office computers. This was at no cost through SBE. Also, the Regional Manager, Mr. Gabbidon, has been performing monthly audits on all office computers to make sure they remain safe and secure. This is a statewide procedure.

Director Dales presented an email she received from the Maryland State Ethics Commission regarding Mr. Batson's employment. Mr. Batson mentioned that he works part time at the Benny Smith Funeral Home. Director Dales said that may be what the email was about and she will look into it further.

ACTION: Director Dales will update Mr. Batson's Financial Disclosure.

- Article

Director Dales discussed the candidate for Governor, Alec Ross', platform and his ideas relating to Elections.

Additions to the Agenda:

- Change in meeting time and date

Mr. Detmer asked to change the meeting time to after 4:15 on a Monday or Tuesday. Director Dales checked with the County Council's office and the 3rd Monday or Tuesday of November was not available. Director Dales will find a location for the next Board Meeting and let the Board know. Mr. Corkran mentioned that the Bylaws will have to be changed.

ACTION: Director Dales will update the bylaws for approval at the next Board Meeting.

Confirmation of Next Meeting:

- The next board meeting will be held on Tuesday, November 14th at 4:30 pm, location TBD.

Possible Closed Session:

- Personnel Issues:

- At 2:43 pm, Mrs. Livingston motioned to close the regular meeting and move into the closed session, seconded by Mr. Corkran.
- Resumed regular meeting at 2:52PM.
- Mrs. Livingston will type up the Closed Session minutes and, once approved, will email them to Director Dales to be placed in an envelope, sealed, and filed.

Adjournment:

Mr. Corkran motioned to adjourn at 2:53 pm, seconded by Mrs. Livingston.

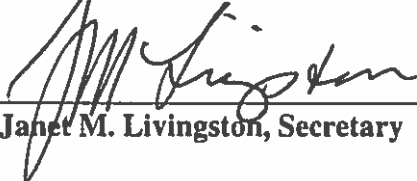
APPROVED:



Michael W. Detmer, President



Thomas M. Corkran, Vice President



Janet M. Livingston, Secretary

jrn

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William Batson, Substitute
Ralph C. Lewis, Substitute
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director
Jessica R. Noranbrock, Clerk

ABSENT: None

GUESTS: Desvin Gabbidon, Regional Manager
Julianna Detmer

MINUTES OF BOARD MEETING November 14, 2017

Call to Order and Determine Quorum:

President Detmer called the meeting to order at 4:33 pm; quorum was determined.

Welcome any Guests:

Desvin Gabbidon, Regional Manager

Report any Board or Staff Absences:

None

Approval of Minutes:

10/18/17 Minutes: Mr. Corkran motioned to approve the minutes, seconded by Mr. Lewis.
Approved.

Additions to Agenda:

None

Election Director's Report:

- **Budget: FY 2018– October 2018 year/date/monthly expenditures.**
Director Dales distributed the monthly budget.

Old Business:

- **SBE voted on Express Vote use, remains the same as in 2016 election & Early Voting Site on Oct. 26, 2017.**
Director Dales presented information on the Express Vote usage for the upcoming 2018 election. She informed the Board that the Dorchester Center for the Arts was approved by SBE as Dorchester's Early Voting Site for the 2018 Primary and Gubernatorial Elections.
- **Updated Financial Disclosure.**
Director Dales informed the Board Mr. Batson's financial disclosure had been updated.
- **November 4, 2017 Hurlock Election Results – New Mayor by 10 votes.**
Director Dales presented the results from the 2017 Hurlock Election. She then informed the Board of the State recount policy, and stated that since we are passed the three (3) days after the certification of the Election, there would be no recount.
- **Critical Infrastructure Correction – Doesn't negate Hiring Freeze**
Director Dales corrected the statement she made a previous Board Meeting.

FYI:

- **Mandatory & Optional Actions to Scanning Unit.**
Director Dales informed the Board of the privacy panels for the scanning units and the cost related to this option. We will also be training to new specifications.
- **New Baby – Emmy Phillips.**
Director Dales distributed a baby announcement and stated that Brittany is expected back to work before Christmas.
- **Ballot Stub Discussion.**
Director Dales presented the proposal several other counties put together for SBE. She explained the pros and cons to having no stub, and will readdress the Board if/when presented with the option from SBE.
- **Election Judge Manuals finished Dec. 1, 2017.**
Director Dales informed the Board the Election Judge Manual should be finished by Dec. 1, 2017 and ready for printing in the upcoming months.
- **Election Ware Training Oct. 15th & UOCAVA Training Oct. 20th.**
Director Dales informed the Board that Jessica will act as Kim's back-up in case of an emergency, and that she had attended Election Ware training to become familiar with the equipment and processes. She then explained how UOCAVA used to be processed by SBE, but will now be processed by the LBE's. Kim and Jessica attended a training and will inform Brittany on the process when she returns.

- **PEPs due beginning of January.**
Director Dales reminded the board the PEP is due the beginning of January. The Board decided to complete the PEP at the next Board Meeting in December.
- **FY 2019 Budget – Schedule to review (Due End of January).**
Director Dales prepared and distributed FY 2019 budget information for the Board to take home if they wanted. President Detmer said the goal is to have the FY 2019 budget approved by mid-January. Mrs. Livingston suggested Director Dales highlight the line items that have changed from the FY 2018 budget.

Director Dales informed the Board the reimbursement from SBE was not included, but will be significantly higher than the FY 2018 amount budgeted for because the purchase of the new Poll Books will be included in the FY 2019 budget. She also informed the Board that the FY 2017 budget was almost as high as what is projected for FY 2019, which was due to the purchasing of the new voting equipment for the 2016 Presidential Elections. Director Dales also mentioned the potential reclassification of positions in the State.

ACTION: Director Dales will highlight the line items in the FY 2019 budget that have changed from the FY 2018 budget, and email/send to Board Members.

Additions to the Agenda:

None

Confirmation of Next Meeting:

- The next Board Meeting will be held on Wednesday, December 13, 2017 at 2:00pm in room 110 of the County Office Building.
- A Work Session was also scheduled for Wednesday, December 20, 2017 at 2:00pm in room 110 of the County Office Building.

Possible Closed Session:

None

Adjournment:

Mr. Corkran motioned to adjourn at 5:25 pm, seconded by Mrs. Livingston.

APPROVED:

Michael Lester

[Signature]

Rep. C. Linn

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