

**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

JESSICA R. NORANBROCK  
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 M. Livingston, Secretary  
William Batson, Substitute  
Ralph C. Lewis, Substitute  
Hubert H. Wright, IV, Attorney

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

**ABSENT:** None

**GUESTS:** Amy Craig, Clerk of the Court

***MINUTES OF BOARD MEETING May 17, 2018***

**Call to Order and Determine Quorum:**

President Detmer called the meeting to order at 2:00 pm; quorum was determined.

**Welcome any Guests:**

President Detmer welcomed Amy Craig, Clerk of the Court

**Report any Board or Staff Absences:**

None

**Random selection of 2 polling places for Supply Verification:**

Mr. Detmer randomly drew from the pool of polling places 15-3 (Hurlock Fire Hall) and 2-2 (North Dorchester Middle School) for the Supply Verification.

**Swearing in of Board of Canvassers for 2018 Gubernatorial Election:**

Clerk of the Court, Amy Craig, swore in the Board of Canvassers at 2:02 pm.

The Pledge of Allegiance was recited by all, and a prayer given by Mr. Batson.

**Approval of Minutes:**

4/13/18 Minutes: Mr. Corkran motioned to approve the minutes, seconded by Mr. Batson.  
Approved.

**Additions to Agenda:**

None

**Election Director's Report:**

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

**Old Business:**

- **Sign revised Early Voting Agreement**

Mr. Detmer signed the revised Early Voting Agreement for the County Office Building Lobby. Director Dales informed the Board she spoke with Mrs. Seese at the Art Center. Her Board of Directors met and will graciously let us out of the contract, and she will try to send something in writing. Mr. Detmer suggested sending her a thank you letter, Mr. Wright agreed. Mr. Lewis motioned to send a thank you to Mrs. Seese, Mr. Corkran seconded the motion.

**ACTION:** Director Dales will draft a thank you to Mrs. Seese at the Art Center.

- **Telewire (Firewall) update**

Director Dales informed the Board the contract with Telewire ends in September. SBE mitigated for about five (5) counties who have their own firewalls. The cost will go down to approximately \$139 per month, but will cost about \$400 to install the line under the State

As an aside, Director Dales informed the Board one AC unit at the warehouse went up. The cost to replace the unit is \$1,100 and we had to pay an electrician \$530 to convert the power source from 110V to 220V electric to accommodate the new AC unit. Will need to keep in the budget because there is a total of six (6) AC units at the warehouse.

- **County Wi-Fi use for Facebook**

Per Mr. Detmer's suggestion, Director Dales spoke to the County Council's office about using their Wi-Fi. In order to access the Wi-Fi, we have to come to Room 110. We may be forced to purchase a tablet now, however. The new inventory system is supposed to work with cell phones, but they are having issues. Mr. Detmer asked if there is an office cell phone. Director Dales explained there is no office cell phone, everyone uses their own personal device for work. Purchasing an office cell phone is something to consider and a way to budget for the cost. Mr. Detmer said it is a good idea to get a cell phone for the office, if nothing else for emergencies. If a tablet is purchased it should have a data plan, even a prepaid plan if reliable.

**FYI:**

- **Summary of recent passed Election Bills**  
Director Dales went over the summary of passed Bills.
- **Upcoming L&A on Scanner and BMD May 31 – June 1; 9:00 am – 4:30 pm**  
Director Dales informed the Board of the upcoming L&A schedule.

- **Performance Evaluation – End Year**

Director Dales asked the Board when they would like to complete her performance evaluation, we usually don't have a June Board Meeting. It can be done today during a closed session, on June 12<sup>th</sup>, or it can be brought in on Election Day. Mr. Detmer asked for the training schedule and upcoming deadlines. Director Dales went over the calendar. Mrs. Livingston suggested they do the PEP after the first canvas on June 28<sup>th</sup>, the Board agreed.

Mr. Detmer asked if the training on May 23<sup>rd</sup> is for new Chief Judges. Director Dales explained that all Chief Judges must attend a training, not just new ones.

Director Dales informed the Board we advertised in the Star Democrat on the 9<sup>th</sup> and 27<sup>th</sup> and the Dorchester Star on the 11<sup>th</sup> and another day. The office received 2 or 3 absentee requests the day after advertising. Talbot County's Board saw the advertisement and liked it. Director Dales sent the Talbot Director the template of our advertisement.

Mr. Detmer said he would like to go to certain polling places of concern on Election Day for Polling Place Evaluations, Hurlock Elementary being one of them. He would like to go to any polling place with new Chief Judges to offer support. Mrs. Livingston asked for a list of judges by polling place and job. Director Dales said we can note which Chief Judges are new on the list.

**ACTION:** Send Board Members a list of judges by polling place and job, note which Chief Judges are new.

Mrs. Livingston asked for the canvass dates. Director Dales said they are on June 28<sup>th</sup>, July 5<sup>th</sup> and July 6<sup>th</sup>, starting at 10:00 am. She will type up a list with all the dates and email to the Board.

**ACTION:** Director Dales will send the Board the list of dates they requested.

Director Dales introduced the County Tech, Sloane Hurley, to the Board.

Mr. Corkran asked what time they should all meet on Election Day. Mr. Detmer said they usually meet at the County Office Building at approximately 8:00 am. Mrs. Livingston agreed and said they usually meet here and then split up.

The Board asked to go over the list of Chief Judges to determine where they should go first on Election Day for Polling Place Evaluations. Mr. Detmer asked how they should split up the polling places, Mr. Corkran suggested they table this topic until the 26<sup>th</sup>.

Director Dales reminded the Board we need two (2) Board Members to complete the Supply Verification, a Democrat and a Republican. Mrs. Livingston and Mr. Batson will perform the Supply Verification. Mr. Corkran reminded them there must be two (2) spontaneous visits during Early Voting by a Democratic Board Member and a Republican Board Member. The paperwork is in the office whenever they decide to come in. She

will give the Board a reminder halfway through Early Voting if no one has been in to evaluate Early Voting.

Director Dales reminded the Board of the proposed new Election Night Routine at the warehouse. She will send another copy of the plan. At 8:00 pm the Board must convene to randomly pick polling places for the audit. Mrs. Livingston stated they should be back to the office for results.

**ACTION:** We will send the Board another copy of the proposed new Election Night Routine.

**Additions to the Agenda:**

None

**Confirmation of Next Meeting:**

- The Board will skip a June meeting, but will meet after the canvas on June 28<sup>th</sup> to complete the Director's performance evaluation.

**Closed Session:**

- **Personnel**
  - There was no need for a Closed Session.

**Adjournment:**

Mrs. Livingston motioned to adjourn at 3:09 pm, seconded by Mr. Lewis.

**APPROVED:**

*Michael Destino*  
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*Thomas Webb*  
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*Rh.C. Lutz*  
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**BOARD OF CANVASSER SWEARING IN**

Today Thursday May 17, 2018 the Clerk of Court Amy J. Craig swore in the Board of Canvassers for the 2018 Gubernatorial Election Cycle.

**SWORN IN:**

Michael W. Detmer  
Board President

Thomas M. Corkran  
Vice President

Janet M. Livingston  
Secretary

William E. Batson  
Substitute

Ralph C. Lewis, Jr.  
Substitute

Hubert H. Wright, IV  
Attorney

Thank you,  
Gwendolyn Dales