

BOARD MEMBERS

THOMAS M. CORKRAN
PRESIDENT

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 E. Batson, Secretary
Robin Willey, Member

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

ABSENT: Hubert H. Wright, IV, Attorney

GUESTS: Emma Pinkett, guest.

MINUTES OF BOARD MEETING April 25, 2023

Call to Order and Determine Quorum:

President Corkran called the meeting to order at 10:03 AM; quorum was determined.

Welcome any Guests:

Mr. Corkran welcomed Ms. Emma Pinkett. Ms. Pinkett came to observe the meeting because she has been appointed as a new member of the Board beginning in the new term.

Report any Board or Staff Absences:

Hubert H. Wright, IV, Attorney

Additions to Agenda:

Director Dales added a presentation for the end of the meeting.

Approval of Minutes:

- **3.28.23 Minutes**
Mr. Batson motioned to approve the minutes, seconded by Mr. Lewis. The minutes were approved unanimously.

Election Director's Report:

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

Old Business:

- **MAEO Conference May 14th – 19th (Final Agenda/Reservation)**
Director Dales reminded the Board of the MAEO conference dates and provided an updated agenda. Mr. Corkran and Mr. Lewis were provided with copies of their hotel reservation confirmations.

- **New Warehouse Space Update**
Director Dales informed the Board that we have completely moved into the new warehouse space, which is much more generous compared to what we've had in the past. Ms. Dales informed the Board that the HVAC system is being replaced. Mrs. Connolly asked if the staff is working out there now. Ms. Dales said it is still a work in progress and that we are waiting to hear.

New Business:

- **Legislative Update**
Mrs. Noranbrock informed the Board of the election-related bills that passed during the 2023 Legislative session:
 - **SB379/HB535 – Ballot Processing and Reporting:** mostly procedural regarding the processing of mail-in ballots; LBE's must request a waiver if they will not be processing mail-in ballots before early voting.
 - **SB287/HB509 – Municipal Election Results to be Posted on SBE Website:** minimal effect on the LBE; municipal's responsible for reporting results to SBE.
 - **SB863 – State Administrator – Removal from Office:** alters the process in which the State Administrator can be removed from office; State Administrator for the State Board of Elections, Linda Lamone, announced retirement plans
 - **HB410 – Election Reform Act of 2023:** mostly procedural regarding the process to change a polling place; amended to move the 2024 Presidential Primary from April to May 14, 2024; staff spoke with Board of Education and they are able to accommodate this date change; staff sent "save-the-date" letters to churches and fire departments.
 - **HB1200 – Election Judge – Minimum Compensation:** this bill requires that election judges be compensated a minimum of \$250.00 per day worked, a minimum of \$50.00 for training, and that "returning" election judges receive a \$100.00 bonus per day worked, of which 50% of the bonus payments will be reimbursed by the State.

After some discussion, Mr. Corkran motioned to increase election judge pay to \$250.00 per day worked and \$50.00 for training, and to increase Chief judge pay to \$300.00 per day worked and \$75.00 for training; seconded by Mr. Batson and unanimously approved by the Board.

- **Department of Homeland Security Grant**

Director Dales informed the Board that we met with Emergency Services personnel, Jimmy Windsor, to discuss the grant. Mrs. Noranbrock explained that the grant allocates 3% to election security, which is roughly \$3,200.00. Mr. Windsor told her that was the minimum, and that if we had something that needed to be done that costs more, it was possible they could cover it.

Staff received a quote for camera and alarm system installation for the possible new office/early voting location. The quote was for approximately \$3,900.00, which was forwarded to Mr. Windsor. Mrs. Noranbrock was also informed by Mr. Windsor that if the new location doesn't work out, the money can be reallocated to another election security need. Mr. Windsor is also checking to see if the current year grant has funds available that may be used to reimburse the County for the alarm system that has already been installed at the new warehouse.

Mr. Corkran asked if there is a monthly charge for the alarm system or if it was an annual fee. Ms. Dales said that what we have right now is an annual fee, but if we don't move to a new office/early voting space and have to lease a temporary early voting site, it will be much more expensive for a temporary camera and security system.

- **City of Cambridge Special Election – Update**

Director Dales informed the Board that she spoke with the State about the timeline for the special election. Unfortunately, the paperwork the city has to submit to the State must be sent 60 days before the election, and according to the city's charter, once they call the special election they must hold the election 45 days later. We have administered special elections for the city in the past, but it was with the previous voting equipment and a lot of the work was done in-house. With the current system, a lot of the work has to be done at the State-level, and they require 60 days.

Additions to the Agenda:

Director Dales presented Mr. Batson with a plaque for his sixteen years of service on the Board, and Mrs. Connolly with a certificate for her five years of service on the Board.

Closed Session – Personnel:

Mr. Corkran made a motion to go into a closed session, seconded by Mr. Batson. The Board went into a closed session at 10:48 AM. The regular meeting resumed at 11:23 AM.

Public Comment Following Closed Session:

The Board went into closed session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Confirmation of Next Meeting:

The next 2 board meetings are scheduled for the following:

- Tuesday, May 16, 2023 at 1:00 PM, MAEO Conference Dining Hall, 10100 Coastal Hwy, Ocean City, MD 21842
- Tuesday, June 13, 2023 at 10:00 AM, in Room 110 of the Dorchester County Office Building, 501 Court Lane, Cambridge, MD 21613.

Adjournment:

Mr. Batson motioned to adjourn, seconded by Mrs. Connolly. The meeting adjourned at 11:29 AM.

APPROVED:





