

BOARD MEMBERS

JANET M. LIVINGSTON
PRESIDENT

THOMAS M. CORKRAN
VICE PRESIDENT

TERRY B. ROBBINS
SECRETARY

WILLIAM E. BATSON
SUBSTITUTE

MICHAEL W. DETMER
SUBSTITUTE



**DORCHESTER COUNTY
BOARD OF ELECTIONS**

GWENDOLYN H. DALES
ELECTION DIRECTOR

BARBARA G. HALL
ELECTION SUPERVISOR

KIMBERLY K. JONES
ELECTION INFORMATION SYSTEMS
SPECIALIST

HUBERT H. WRIGHT, IV
ATTORNEY

We gave The Pledge of Allegiance to our flag led by Mrs. Janet Livingston, and a prayer was shared by Mr. Bill Batson.

MINUTES OF JANUARY 20, 2016

At 2:05 PM, President Janet Livingston called the meeting to order. Mr. Tom Corkran moved that the minutes of December 15, 2015 be accepted as presented; motion was seconded by Mrs. Terry Robbins; the vote was unanimous to approve. The minutes from the January 20th Closed meeting were unanimously approved as presented on a motion made by Mr. Tom Corkran; seconded by Mrs. Terry Robbins.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Terry B. Robbins, Secretary
William E. Batson, Substitute
Michael W. Detmer, Substitute
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Genevieve B. Cannon, Administrative Assistant
Kimberly K. Jones, Elections Info Systems Specialist
Barbara G. Hall, Election Supervisor

GUEST: Desvin Gabbidon, SBE Regional Manager

COMMUNICATIONS: (1) Copy of cumulative expenditures for December and a copy of aggregate year-to-date for each line item through December 31, 2015; (2) copy of House Bill 218 with letters opposing the Bill.; (3) Copy of Director Gwendolyn H. Dales IACREOT Conference Information., (4) Copy of the Proposed FY 2017 Budget.

IACREOT CONFERENCE: Director Dales recapped information gathered during this conference. She discussed how this organization is made up of very knowledgeable individuals and that there was much to gain from attending this and future ones. Those individuals that attended from Maryland were made to very much feel like part of the organization. She felt like a lot more was learned at this conference than during CERA.

NEW VOTING EQUIPMENT: Director Dales reported that there was a conference call on consolidated precincts. After listening to our options we will be conducting extra measures so that the right ballot style is given to the voter in our trainings. Director Dales explained that there will be 3 different check points to guarantee the voter has the correct ballot style.

CAMBRIDGE PRIMARY ELECTION:: Director Dales reminded the board of the upcoming elections for The City of Cambridge. We meet with the new city manager and did some prep work for the primary election. The primary will be Tuesday June 14, 2016 at Sailwinds.

CANDIDATE FILING: Director Dales informed the board that we had only two file for the Board of Education thus far.

SPECIMEN BALLOTS: Director Dales explained to the board there will be many changes to our sample ballot this election. We thought that SBE was going to make a statewide template, however we were informed at the directors meeting they will not be providing this. Mrs. Jones and I will be attending a meeting in Queen Annes County to meet with other counties to come up with a template.

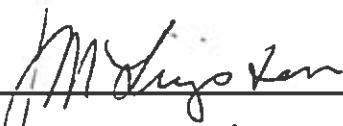
FINANCIAL DISCLOSURE: Director Dales reminded the board that their financial disclosure were due by April 30, 2016. She asked when they were done filing, that they please bring her a copy of the last page to keep on file.


HOUSE BILL 218: Director Dales informed the board that this Bill would extend early voting until the Sunday before Election Day and attached a copy of the Bill and MAEO's opposition letters. If passed, it would be very costly to LBE's.

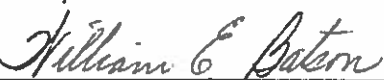
FY 2017 BUDGET: Director Dales presented the board with the 2017 budget. She attached a copy of the 2016 budget in their packets for them as a frame of reference. The budget is due by Monday January 25th. On a motion to approve the 2017 Budget from Mr. Tom Corkran, seconded by Mr. Michael Detmer; the vote was unanimous to approve.

SCHEDULING & ADJOURNMENT: Mrs. Janet Livingston requested that the next board meeting take place at the new warehouse because not all the board members have been there. The next regular meeting will be held Wednesday, February 17, 2016. There being no further business, Mrs. Terri Robbins moved that this meeting be adjourned; seconded by Mr. Tom Corkran; the vote was unanimous to adjourn.

APPROVED:







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ATTORNEY

We gave The Pledge of Allegiance to our flag led by Mrs. Janet Livingston, and a prayer was shared by Mr. Bill Batson.

MINUTES OF FEBRUARY 17, 2016

At 2:30 PM, President Janet Livingston called the meeting to order. Mrs. Terry Robbins moved that the minutes of January 20, 2016 be accepted as presented; motion was seconded by Mr. William Batson; the vote was unanimous to approve.

ATTENDEES: Janet M. Livingston, President
Terry B. Robbins, Secretary
William E. Batson, Substitute
Michael W. Detmer, Substitute
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director
Genevieve B. Cannon, Administrative Assistant
Kimberly K. Jones, Elections Info Systems Specialist

ABSENT: Thomas M. Corkran, Vice President

COMMUNICATIONS: (1) Copy of cumulative expenditures for January and a copy of aggregate year-to-date for each line item through January 31, 2016; (2) copy of candidates that have filed for the Board of Education ; (3) Copy of the 2016 Judges Training Dates ., (4) Copy of the Change to voting process for Early Voting., (5) Copy of a memo from Linda Lamone concerning EXIT POLLING.

CANDIDATE FILING: Director Dales updated the Board on the candidate filings. At the last meeting there were only 2 candidates that had filed. Now there will be a Board of Education on the ballot in District 1 and 5.

ELECTION JUDGE TRAINING: Director Dales informed the Board that we have State trainers coming to help with judges training. Our first training will be a more in depth training with only the chief judges on February 23, 2016. Genevieve will be teaching the pollbook training with Mrs. Livingston assisting her in the lobby. Mrs. Jones and I along with a state trainer will be conducting the scanner and BMD training in room 110. We are having an introduction meeting with the state trainers on Friday February 19, 2016 at 10:00 am. Mrs. Livingston stated she would help in any way she could. Director Dales also informed the Board that we would have 16 ballot styles for the primary election.

2016 PRESIDENTIAL PRIMARY ELECTION: Director Dales explained a press release that the State Board announced a change to how the voters would be voting during early voting. For this election most early voters will be manually making their selections on a paper ballot instead of the BMD. Director Dales informed the Board of election day coverage for the office would be Mrs. Jones, the County Tech and her herself. Mrs. Hall has graciously volunteered to come in and help answer the phones.

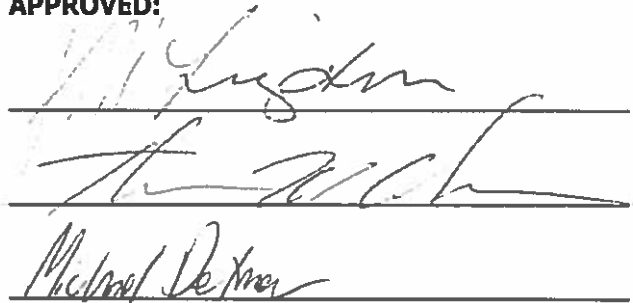
CAMBRIDGE ELECTION: Director Dales reported a hiccup dealing with the Cambridge election. There was a meeting with the City Manager Sandra Tripp-Jones, their attorney, and our Board attorney. The meeting took place on February 12, 2016 to discuss the status of the lack of state involvement in Municipal elections. Since then we have learned that ES&S has permitted counties and the state to use their leased equipment with ES&S support. The next meeting with the city of Cambridge is on February 19th, 2016

SWEARING-IN FOR THE 2016 PRIMARY: At the next meeting the Clerk of the Circuit Court Mrs. Amy Craig will swear in the Board and staff.

VACANT JOB POSITION: Mrs. Robbins asked about the status of the new position in the office. Director Dales informed the board that she was to talk to Mrs. Sylvia Brown on Thursday. It should be posted soon.

SCHEDULING & ADJOURNMENT: The next regular meeting will be held Wednesday, March 16, 2016. Mrs. Terri Robbins moved that this meeting be adjourned; seconded by Mr. William Batson; the vote was unanimous to adjourn.

APPROVED:



The image shows three handwritten signatures, each written over a horizontal line. The top signature is in cursive and appears to be 'William Batson'. The middle signature is also in cursive and appears to be 'Terri Robbins'. The bottom signature is in cursive and appears to be 'Michael DeMaer'.

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ATTORNEY

We gave The Pledge of Allegiance to our flag led by Mrs. Janet Livingston, and a prayer was shared by Mr. Bill Batson.

MINUTES OF March 16, 2016

At 2:15 PM, President Janet Livingston called the meeting to order. Mr. Michael Detmer moved that the minutes of February 17, 2016 be accepted as presented; motion was seconded by Mr. William Batson; the vote was unanimous to approve.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Michael W. Detmer, Secretary
William E. Batson, Substitute
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Kimberly K. Jones, Elections Info Systems Specialist

GUEST: Desvin Gabbidon

BOARD OF CANVASSERS: Amy J. Craig Clerk of Court swore in the Board and staff for the upcoming primary election.

RESIGNATION OF TERRY ROBBINS: Mrs. Livingston announced that Board Member Terry Robbins had resigned. Mr. Michael Detmer will move up as a full board member. Mrs. Livingston stated the Republican Central Committee is working on a replacement to fill the substitute position.

COMMUNICATIONS: (1) Copy of cumulative expenditures for February and a copy of aggregate year-to-date for each line item through February 29, 2016; (2) copy of an article from the Baltimore Sun stating MD congressional candidate David Trone is suing Maryland over ballot issue.; (3) Copy of an article from the Washington Post Candidate David Trone says machines for the disabled voters are "unfit", (4) Copy of article and House Bill 1007 pertaining to Universal Registration., (5) Copy of a memo from Gail Hatfield from MAEO with updates for the upcoming conference.

JUDGES TRAINING: Director Dales informed the Board that all Judges Training was over. Mrs. Janet Livingston started with helping Genevieve Cannon with pollbook training. When our county tech started he took over this task for the remaining trainings.

EARLY VOTING: Director Dales stated that the conference table had been taken down with Early Voting starting and all the equipment that would be coming into the office during this time. She reminded the board of Early Voting dates April 14th – April 21st.

2016 PRESIDENTIAL PRIMARY ELECTION: Director Dales reminded the Board that Election Day was April 26, 2016. I have reserved this room for the whole day, so you can meet here in Rm. 110 on Election Day morning to get polling place evaluation forms before going out for the day. Director Dales stated that we were planning a midday pickup of the blue ballot bins. Mr. Corkran asked about memory cards.

Director Dales explained that there will be one thumb drive for each scanning unit and 2 CF cards for each pollbook being deployed. Director Dales announced that L & A dates are April 7th and 8th, the canvass dates are April 28th, May 4th, and May 6th. Mr. Batson informed the board that he would not be in town for the May 4th canvass. Comment was made that it was going to be the first election without Bobbie Hall in the office. Director Dale has asked for Mrs. Hall to come in on Election Day to help with the phones and she has agreed. We will also have Mr. Stan Cropper and Mr. Wyzhir Johnson here to work. We really need 2 people at the warehouse due to the size and weight of the new equipment.

BALLOT MARKING DEVICE: Director Dales explained that the lawsuit regarding the BMD is due to all names not fitting on one page and you have to scroll through several pages to get through all the candidates for one race. It seems that the lawsuit is dying down.

UNIVERSAL REGISTRATION: Director Dales informed the board that we are moving to Universal Registration after the 2016 election. What this means is that everyone will automatically be registered. It is going to be a lot more paperwork for the office. Mrs. Hall warned us that this was coming.

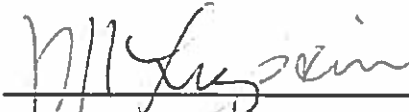
MAEO: Director Dales announced that Queen Anne's County will be hosting the MAEO conference this year at the Hyatt here in Dorchester. This works out better for us because of our Cambridge primary on June 14th.


PUBLIC DEMONSTRATION: Director Dales explained during the public demonstration there will not be a parallel testing. It will be similar to L & A testing. It will be held here in the lobby of the County Office building at 10 am on April 12th.


CAMBRIDGE MUNICIPAL ELECTION: ES&S has given the State Board permission to use the leased equipment as long as our equipment has been released from the primary or if we have enough spare units. There will be added cost for delivery of the equipment. Right now we are not sure we will even have a primary. Cambridge has informed us that there is only one candidate per ward has filed so far. There was discussion on the hardship to our office doing these elections between the presidential elections. They mentioned they would look into having their election on our presidential ballots. Mrs. Livingston asked about Hurlock's election. She said it was worth a phone call.

SCHEDULING & ADJOURNMENT: The next regular meeting will be held Wednesday, June 15, 2016. There being no further business, Mr. Thomas Corkran moved that this meeting be adjourned; seconded by Mr. Michael Detmer; the vote was unanimous to adjourn.

APPROVED:







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HUBERT H. WRIGHT, IV
ATTORNEY

MINUTES OF May 6, 2016

At 11:25 AM, President Janet Livingston called the meeting to order.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Kimberly K. Jones, Elections Info Systems Specialist

ABSENT: William E. Batson, Substitute
Michael W. Detmer, Substitute

GUEST: Jeanne Webster
John Butz

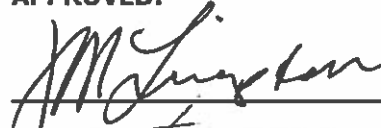
Director Dales presented the board with a packet that contained Minutes from the March 16th meeting, Year to Date Expenditures, Responses for the May 6th Board Meeting – FY 2017 Amended Budget. Mrs. Janet Livingston stated she couldn't sign the amended budget. She wants to take it home and compare to the signed budget. She also stated that Mr. Detmer wants to review before signing. Mrs. Livingston also stated that there was not a quorum. Director Dales replied there was a quorum and quoted from the law book on the explanation of a quorum. President Livingston handed Mrs. Jeanne Webster her law book and asked her to look up quorum. Director Dales read aloud from page 4 of responses for the May 6th Board meeting. Director Dales said that the regular scheduled meeting was for June 16th.

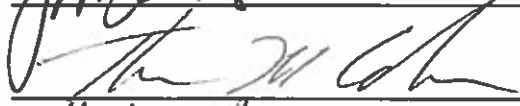
Mr. Thomas Corkran asked Director Dales about the job position that is vacant. Director Dales replied interviews will start this month. Mrs. Livingston asked the Director "You haven't had any interviews yet?". Director Dales replied no.


The board decided not to have a meeting today they would like to wait for more members. Mr. Wright asked when is the deadline for this amended budget. Everyone replied they didn't know. Mr. Wright said he would go down and ask Mr. Willey. Mr. Wright found out that the deadline is Tuesday May 10th. Director Dales needs to post a week before for a meeting. Mrs. Livingston wants to have an emergency meeting on Monday May 9th at 4 PM.

Meeting adjourned at 11:40 AM until Monday May 9th at 4 PM.

APPROVED:







kkj:ghd

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ATTORNEY

MINUTES OF May 9, 2016

At 4:03 PM, President Janet Livingston said that Mr. Detmer was running late. Mrs. Livingston wants to add to the agenda information that she has found about other Maryland counties and their budgets. Meeting was called to order at 4:15 PM. Mr. Tom Corkran moved that the minutes of March 16, 2015 be accepted as presented; motion was seconded by Mr. Batson; the vote was unanimous to approve.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Michael W. Detmer, Secretary
William E. Batson, Substitute
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Kimberly K. Jones, Elections Info Systems Specialist

GUESTS: Dwayne Powell
John Butz

DUE DATE OF FY 2017 Budget SUBMITTAL: Director Dales told the board that they could find, in the attached packet, copies of the letters from the Dorchester County Finance office with the date that the 2017 budget was due.

President Livingston stated that Dorchester County is one of the poorest counties in Maryland. She has budget totals from other counties. She says that Dorchester has the highest per voter at 29 dollars verses some other counties our size. President Livingston's took responsibility for not having a better understanding of the time line. Director Dales pointed out that Dorchester has a large land mass, if not the largest, most spread out county. We have 21 Polling Places plus 39 precincts. And one of our polling places only has 39 registered voters. President Livingston asked how many polling places Talbot County had. Mr. Powell answered 12 polling places. The State does not recommend consolidated precincts. This is why we had 18 ballot styles this Last election. If the State were to make us go back to individual precincts, that would be a very costly expense. Mr. Butz spoke out of turn and Director Dales told him he had to raise his hand.

CONTRACTUAL POSITION: Director Dales explained that at the February 17th meeting they talked about temporary help to fill in due to the retirement of Mrs. Hall. Mrs. Dales pointed out that she talked to the HR person, Sylvia Brown, at SBE and she stated that we had to go thru the whole hiring process. Director Dales attached the e-mail showing where she informed the board about that conversation with Ms. Brown and that she was moving forward with the contractual hiring process.

01.0040/5216 SALARIES/OTHER – STATE EMPLOYEE EXPENSE REIMBURSEMENT: Director Dales told the board that President Livingston had emailed her stating there were discrepancies that the board had been made aware of. You will find in your packets the emails that were exchanged with her concerns and the Directors' responses. One of the changes to the boards approved FY 2017 Budget, is that the president Janet Livingston, wants the wording put back in that states the number of employees and minimal overtime. President Livingston said it was the boards fault for not catching this. She apologizes again. Mr. Corkran wants to go line by line from the Year to Date Expenditures.

Director Dales mentioned that the FY2016 Budget does not include Mrs. Halls' retirement and paid overtime for 2 employees at approximately 525 hrs. Director states that she does not recommend reverting to the FY 2016 amount. Mr. Corkran stated that he doesn't believe we need 5 staff members in the office and that we only talked about temporary help until Mrs. Halls' position is filled. Mr. Corkran stated that he thought that the new position was at an entry level. Director Dales explained that she believed it would be a grade 11, but she wasn't sure. However, she explained that if an existing state employee was to get that position, the pay might have to go up in steps. Director Dales said that we (Kim Jones and Gwen Dales) can't work all this comp time again in the General Election. Mrs. Jones has almost 7 weeks of comp. This office will never have another Barbara Hall with 37 years of expertise and experience.

President Livingston called the HR department at SBE to ask Mrs. Sylvia Brown about Mrs. Jones going to Directors meetings. Mrs. Livingston asked if other Directors took their IT people to the Directors meetings with them in Annapolis. Mrs. Brown stated, "No". Ms. Dales stated that IT staff did attend Directors Meetings, especially during the roll out of the new voting equipment and election-ware.

Mrs. Livingston has been consistently emailing and texting Director Dales. Director Dales stated that she had come to the board earlier in the year and wanted to have open discussions with the board to avoid any issues. And that on February 17th, 2016, Mr. Batson stated that we should work from a clean slate. Mr. Corkran asked who got the emails. Director Dales replied herself. Director Dales said that the Board had a closed board meeting without a notice being posted. Mr. Corkran said that the board could do that as long as they didn't vote on anything. It was mentioned that Mr. Detmer took the minutes during the board meeting on March 3, 2016.

Director Dales and President Livingston disagree about the tone regarding previous conversations. Mr. Corkran said that the emails and texting needed to stop, all of this needs to be done at the board meetings. Mr. Batson and Mr. Detmer were in agreement.

01.0040.5190 SALARIES/OTHER: Regarding the FY2016 Budge, Mr. Corkran asked why would we have \$27,000 left in this line item in May Director Dales stated that she had not paid out the election judges making over 600 dollars and that we just had an April election and that most of our FY 2016 Budget gets spent now. Also, when all of the judge's salaries and EFS salaries are paid, this line item will be empty. In the FY 2017 Budget the Director put additional money in this line item for more provisional judges. We were 6 EFS people down in the Primary we will have all 12 back in the General, so reverting back to the 2016 figure is not feasible. In the primary we used all of our alternate judges. President Livingston asked, "Won't the county let you be over in a line item?". Mr. Corkran said he did not have a problem with leaving the 2017 Budget line items 01.0040.5191 and 01.0040.5206 the way they had been signed.

President Livingston said that she had recruited a lot of judges for this past election. We need to go to the High schools, use social media.

Mr. Detmer said that he heard a range of comments from the judges on election-day. Mr. Batson said the board and staff need to come up with questions and give to judges on election-day to save on postage.

Mr. Batson suggested that there be a schedule for the budget meetings. Mr. Detmer wants to see what is spent and left over. He doesn't mind signing the budget, but he wants to understand it. I think there needs to be more communication. The board and Director Dales will all be involved more in the next budget. Director Dales stated that she does sit down with the staff and go line by line with them. Mr. Corkran asked Director Dales, "Are you in agreement with this budget?". Director Dales replied, "Yes, I am".

President Livingston made a motion to keep the budget as it was previously presented and signed and we will see what the county council does.

Mr. Detmer asked is meeting ever going back to the office. Mr. Wright said we need a table. Director Dales replied maybe after the elections are over.

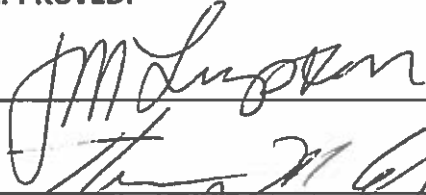
UNIVERSAL REGISTRATION: This bill was passed and goes into effect on July 1, 2016. This is going to be a possible future added expense. The Board asked how and director Dales replied postage, employees' time, and paper, ect..

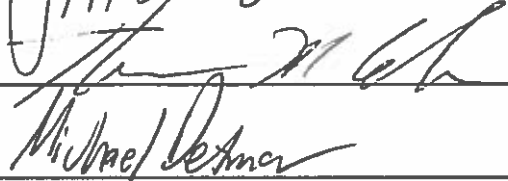
CAMBRIDGE MUNICIPAL ELECTION: The primary is on Tuesday June 14th. There will only be 2 wards running in the primary, wards 3 and 4. The absentee canvass will be the next day Wednesday June 15th at 10:00 AM.

MAEO: MAEO is June 19th – June 22nd. MAEO has asked that we have someone from Dorchester to be a speaker. Mr. Batson suggested Mr. Jeromy Goldman.

SCHEDULING & ADJOURNMENT: The next regular meeting will be held Wednesday, June 15, 2016 at 4:00 PM. There being no further business, Mr. Corkran moved that this meeting be adjourned: seconded by Mr. Mike Detmer; the vote was unanimous to adjourn.

APPROVED:





Michael Deamer

kkj:ghd

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ATTORNEY

Meeting was moved from Lobby to Room 105

MINUTES OF June 23, 2016

At 9:00 AM, President Janet Livingston announced that they would start the meeting as soon as the new board member arrived. 9:05 AM the meeting was called to order. Mrs. Livingston introduced the new board member Mr. Ralph Lewis.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Michael W. Detmer, Secretary
William E. Batson, Substitute
Ralph C. Lewis, Jr., Substitute
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Kimberly K. Jones, Elections Info Systems Specialist

President Livingston made a motion to adjourned to a close meeting to perform Director Dales PEP and some personnel issue's, Mr. Corkran seconded the motion.

At 12:22 PM the meeting convenes. During the closed meeting Mr. Hubert Wright took the minutes.

Director Dales was handed her PEP for review. Director Dales will review and respond in writing by email. Mr. Ralph Lewis stated that he would have to have his mailed, he has no email.

President Livingston inform Director Dales the Board has in writing some procedures that they would like to have implemented going forward. Director Dales will respond.

There being no further business, Mr. Corkran moved that this meeting be adjourned at 12:27 PM seconded by President Livingston.

Director Dales reminded the Board the next scheduled meeting will be July 20, 2016 at 4:00 PM here in Room 110.

APPROVED:

Three handwritten signatures are shown, each on a horizontal line. The first signature is Janet Livingston, the second is Thomas M. Corkran, and the third is Michael W. Detmer.

kkj/ghd

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HUBERT H. WRIGHT, IV
ATTORNEY

Director Dales introduced our new employee Brittany Phillips to the Board Members.

MINUTES OF JUNE 15, 2016

At 4:12 PM, President Janet Livingston called the meeting to order. Mr. Tom Corkran moved the minutes of May 6, 2016 be accepted as presented; motion was seconded by Mr. William Batson; the vote was unanimous to approve. Minutes from the May 9, 2016 were discussed but never approved.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Michael W. Detmer, Secretary
William E. Batson, Substitute
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Kimberly K. Jones, Elections Info Systems Specialist

CLOSED SESSION: Director Dales explained that the Board needed to go into a closed session for them to perform her End of Year Performance Evaluation. The Board suggested that it be done at the end of the meeting.

Minutes from the May 9, 2016 were discussed at length by the Board. The Board could not come to a consensus on verbiage and decided not to approve them at this time.

BOARD OF CANVASS MINUTES: Director Dales presented the Board with the Canvass minutes to be signed from the Presidential Primary Absentee I, Provisional, Absentee II.

CITY OF CAMBRIDGE ELECTION: Director Dales explained to the Board that the City of Cambridge Primary Election went well. The Election has been certified.

MAEO: Director Dales reminded the board that the MAEO conference starts June 20 – 21 at the Chesapeake Hyatt here in Cambridge.

FY 2017 BUDGET: Director Dales informed the Board that we received an approval letter from the County Council for the 2017 Budget. Director Dales told them that it was not the budget that they officially signed.

Mr. Michael Detmer excused himself at 5:30 PM.

BY LAWS : President Janet Livingston said that in Section 3.1 of the bylaws we need to change the time of our meetings from 2:00PM to 4:00PM. She also recommended that Section 5.4 be taken out altogether. Mr. Tom Corkran recommended that Section 5.4 be replaced with Talbot County's 5.4 *which states The Board may, from time to time, delegate some or all of its duties set forth in Section 5.3, above, to the Director.* Mr. Corkran also recommended to add a #3 to Section 5.1 from Talbot County's Bylaws which is found below.

3. Individual Members may have access to all data and information in the files and records of the election director which are not deemed confidential by law. A Board Member who receives information for which an affidavit and payment would be due from a member of the public shall not distribute such information. The election director shall provide copies of the requested data and information and report summaries to the member making the request, and to all other members of the Board. Where the elections director believes that a request is unreasonably burdensome, or may not be provided under Maryland law governing confidentiality of records, as enumerated in the law, the requestor shall present the matter to the Board for consideration at the next board meeting.

He also recommended to replace Q in Section 5.3 with 5.3 V from Talbot County's, and replace V with Talbot Q.

Talbot

- V. DIR ----- Subject to the requirements of the Election Law Article, Maryland Code, and to the guidance and policies of the Election Board, as provided by Section 2-206 of the Election Law Article, hire and discharge staff members

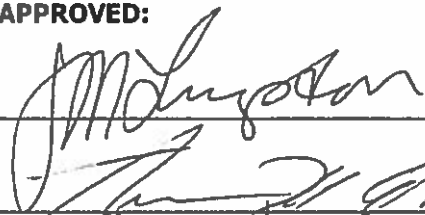
Talbot


- Q. DIR ----- Provide Board with monthly print-out of itemized expenditures


It was suggested that the close session to do Directors' PEP be rescheduled for next week on Wednesday June 23, 2016. Director Dales asked where it will take place, I don't know if this room is available. Mr. Corkran suggested the hallway or lobby because we have done that before. Director Dales said she would post a notice.

SCHEDULING & ADJOURNMENT: The next regular meeting will be held Wednesday, July 20, 2016. There being no further business, Mr. Corkran moved that this meeting be adjourned at 6:15 PM seconded by Mr. William Batson.

APPROVED:







kkj:ghd

BOARD MEMBERS

JANET M. LIVINGSTON
PRESIDENT

THOMAS M. CORKRAN
VICE PRESIDENT

MICHAEL W. DETMER
SECRETARY

WILLIAM E. BATSON
SUBSTITUTE

RALPH C. LEWIS JR.
SUBSTITUTE



**DORCHESTER COUNTY
BOARD OF ELECTIONS**

GWENDOLYN H. DALES
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BRITTANY M. PHILLIPS
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KIMBERLY K. JONES
ELECTION INFORMATION SYSTEMS
SPECIALIST

HUBERT H. WRIGHT, IV
ATTORNEY

MINUTES OF July 20, 2016

The new office staff (Brittany Phillips, Jessica Noranbrock, and Brenda Gaines) were sworn in prior to the meeting being called to order. At 4:05 PM, President Janet Livingston called the meeting to order and stated there was a quorum and no visitors were present.

The first thing to do is approval of minutes. Mr. Tom Corkran stated they were starting with the May 9th 2016 minutes. President Livingston stated there were some things on there that weren't discussed but that she was going to mark what doesn't pertain and initial. Mr. Michael Detmer asked if there was anything missing that should be there, or anything in there that should come out. President Livingston mentioned the minutes state that she made a motion to keep the budget as it was. She said she didn't make a motion, she just said to leave it as it was and the Board would sort it out. Mr. Michael Detmer stated that it had been too long since the meeting for the minutes to be perfect, that they were better than what they were and couldn't be recreated line for line. President Livingston mentioned the issue with her consistently emailing and texting Director Dales, and asked if any of her emails were inappropriate, as President. Director Dales mentioned that a great deal of emails were sent and offered to show the Board all of the emails. She also informed them that all responses were CC'd to the Board members and the State. President Livingston stated that now that the meetings are being recorded this will all be alleviated. She would go with the majority on approval of the minutes. Mr. Michael Detmer moved that the minutes of May 9, 2016 be accepted; motion was seconded by President Livingston, the vote was unanimous to approve.

The June 15, 2016 minutes were presented; Mr. Thomas Corkran moved that they be approved; Mr. Detmer seconded that motion, the vote was unanimous to approve.

The June 23, 2016 minutes were presented, Mr. Michael Detmer moved that they be approved; Mr. Tom Corkran seconded that motion, the vote was unanimous to approve.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Michael W. Detmer, Secretary
William E. Batson, Substitute
Ralph C. Lewis Jr., Substitute
Gwendolyn H. Dales, Election Director
Jessica R. Noranbrock, Clerk

VOTING EQUIPMENT RELEASED: Director Dales told the Board the voting equipment had been released on July 1 from the head administrator, Linda Lamone. Mr. Michael Detmer asked what that meant, that the equipment was released. Mrs. Dales explained that the LBE's now had permission from the state to use the voting equipment that had been "on lock down" since the Presidential Primary Election. None of the equipment from the Primary Election was used in the Cambridge Election.

Mr. Thomas Corkran asked where the Director's Report was, and that he didn't see it on the agenda. Mrs. Dales stated that she had emailed everyone a copy and that it hadn't been a part of the meeting before, but it will be added to the agenda from now on. Mr. Thomas Corkran stated there had always been a Director's Report at the meeting. Mrs. Dales went to make copies of the Director's Report for the Board members who didn't bring a copy.

Mr. Hubert Wright asked President Livingston if she'd heard any complaints from people who voted; who said their votes weren't safe from prying eyes. He was watching a voter and the voter had a little sheet of paper in the folder with his voted ballot, and the person at the scanner asked for his little sheet of paper. He opened his folder to get it and there was his voted ballot. He said, "You just looked at how I voted." Mr. Wright's suggestion was to put the ballot face down in the folder since the machine will scan it either way. President Livingston hadn't heard anything about the Cambridge Election, but Director Dales would be discussing the election later in the meeting.

BYLAWS: Director Dales told the Board they could find, in the attached packet, copies of the requested changes to the bylaws. She also stated she added Appendix 2 from the State template, the oath. President Livingston stated that the meeting time was supposed to change to 4:00. Mrs. Dales said she would make sure the original was updated. Mr. Michael Detmer asked if Room 105 should be changed. President Livingston said it was safe to leave it at Room 105.

President Livingston said she heard about how Mr. Thomas Corkran and Director Dales feel about special meetings, and she talked to SBE. They must give 3 days' notice. Mr. Michael Detmer asked if they could schedule a closed meeting in every meeting. President Livingston said they could, and they should. According to the Open Meetings Act, and to be safe, in the future, we need to give 3 days notices. The bylaws do say a notice of 3 days.

President Livingston said that at the MAEO Conference they were told it was a special exception that she and Mr. Thomas Corkran would be considered a quorum for the canvas, but for meetings the quorum would be a majority of the members on the Board.

Mrs. Dales then stated that, per Nikki at SBE, the quorum required for a meeting is the same as the quorum required for a canvas. President Livingston said that was not what Nikki said at MAEO. She asked Mr. Corkran and Mr. Detmer if they remembered Nikki saying a quorum was a majority of all the Board members. Director Dales said that it is what the Board is

comfortable with. Mrs. Livingston asked Mr. Hubert Wright his legal opinion. He said if there is no quorum the Board convenes till another day. Mr. Thomas Corkran asked what Nikki from SBE had written in her email to Mrs. Dales. Mrs. Dales read the email from Nikki, which stated, "...Based on the language, you must have 1 Republican member and 1 Democratic member to meet for a regular board meeting or for a canvas...." Mr. Thomas Corkran then asked if they could change the bylaws, and Mrs. Dales said they could not. President Livingston stated that is the law, the State Board. She asked Mr. Wright to look into this. Mr. Wright said Nikki answered their questions. President Livingston then said, "just by this person's interpretation?" Mr. Wright said Nikki is the person, she's sharper than anybody up there, and that she knows what she's talking about.

President Livingston asked Mr. Ralph Lewis and Mrs. Jessica Noranbrock if it was ok for the Board to start reciting the Pledge of Allegiance and a prayer at future meetings. Both agreed.

Mr. Thomas Corkran made a motion to approve the bylaws with the exception of changing the meeting time of 2:00 to 4:00 (section 3.1.A.), Mr. Michael Detmer seconded the motion, the vote was unanimous to approve.

Mr. Thomas Corkran asked Director Dales when she mentioned new staff to the Board, it was the first time he'd heard of it. Mrs. Dales stated she went to the Board about a contractual position on February 17. She then emailed the Board Members when she found out from SBE that it would take a while to get a contractual hire. Also, in that email, she stated she would continue to pursue the contractual hire. Mr. Thomas Corkran stated the office now has an extra 40 hour person. Mrs. Dales said that Mrs. Genevieve Cannon's contract had been updated to 40 hours per week, but she was scheduled 20 hours per week. She did a lot at home and on the weekends. President Livingston said Mrs. Genevieve Cannon easily worked 40 plus hours per week. Mrs. Dales said that in order for the office to get up to par, we need this 40 hour position, but she will evaluate the necessity of the newest hire, the 5th person scheduled 20 hours per week. Mrs. Dales explained Mrs. Cannon couldn't do both jobs. She didn't want Mrs. Cannon overseeing the judges, and then being the chief judge for all 8 days of Early Voting, not being in the office. She asked her to stay on as a chief judge, but she declined.

Mr. Thomas Corkran asked if the new contractual positions were in the budget. Mrs. Dales said they were in the budget that was approved. The budget was altered, but they are in the altered budget within 10%. Mr. Thomas Corkran asked Director Dales where she got approval for the 2 contractual positions. She said the 20 hours position was already an existing contract, and the other was approved at the February 17 meeting. He asked who the new contractual was supposed to replace and Mrs. Dales said no one, it was a new position created because we needed the help. She's more than happy to assess the situation, and, if the office is up to par and the additional help is not needed she will not keep the new 20 hour person. She does not want to waste anyone's time, effort or money. The contract can end anytime.

Mr. Hubert Wright said to Director Dales that according to the bylaws you have the right to hire and fire, but you should have gotten approval. Mrs. Dales said she came to the board on

February 17 about the position. Mr. Ralph Lewis asked if there was a vote taken. Mr. Corkran said no and that it was the first he's heard of it. Mrs. Dales told Mr. Corkran he didn't attend the February 17 meeting. President Livingston reminded him he'd had his gallbladder out and wasn't at the meeting. Mrs. Dales sent an email to everyone regarding the matter.

Mr. Hubert Wright wanted a breakdown on salaries. Director Dales asked if he was talking about the budget that was approved. President Livingston said they never saw exact numbers, they don't know the salaries. Mrs. Dales then read an email from April 20 from President Livingston and her response, regarding the budget. This all took place during Early Voting. President Livingston said in the email on April 23, as long as the specified changes were made in the budget there needed to be no further discussion. Mr. Ralph Lewis asked if the Board voted. Mrs. Dales stated that the Board voted and declined to make any changes. Mrs. Dales said that they agreed to hold separate meetings to deal with the budget.

Mr. Michael Detmer stated they want a Director's Report, but maybe it should be called something else. He said it should be more than a summary of the Board meeting, that it should summarize what happened in the office since the last Board meeting. It should be on the agenda. Director Dale said the agenda is a summary of what happened since the last Board meeting. Mr. Michael Detmer said there should also be an "Old Business" and "New Business" section on the agenda. He then asked for a motion for the director's official analysis of the office staff to determine if a 5th person is needed. Mrs. Dales offered to get rid of the 5th person. Mr. Michael Detmer said, "That's not what I'm asking." President Livingston said, "I am." Mr. Ralph Lewis asked if the board has to approve the hiring of a position, not the person, do they have to approve the termination of a contract. Mr. Wright said no, not the ways the bylaws are written.

At 5:26pm, Mr. Michael Detmer asked the Board to move on to the Cambridge Election Results.

CAMBRIDGE ELECTION-7.12.2016: Director Dales read the results of the Cambridge Election to the Board and stated that the absentee ballots changed the election. It became an absentee election. Mr. Hubert Wright said the turnout was really low.

MD GERRYMANDERING ARTICLES: Director Dales provided a copy of the article in the members' packets. With the census in 4 years there could be changes.

NEW BUSINESS: President Livingston stated they should make all substitute Board members regular members. Mr. Thomas Corkran said that most counties are doing it now, we can see if we can put a rider on a Bill. He then made a motion to make all substitute members regular members, Mr. Michael Detmer seconded that motion. Mrs. Dales mentioned that Mrs. Bobbie Hall informed her they have to go to the County Council with the matter.


CLOSED SESSION: Mr. Thomas Corkran made a motion to adjourn; Mr. Ralph Lewis seconded the motion, adjourned at 5:32pm for the closed session for a personnel issue.


Meeting reconvened at 6:30pm.

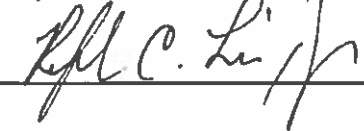
Mr. Thomas Corkran said there needs to be further discussion about the relationship between the Board and Director. Mr. Michael Detmer then said specifically about the Director's Report.

SCHEDULING AND ADJOURNMENT: The next regular meeting will be held Wednesday, August 17, 2016. There being no further business, Mr. Thomas Corkran moved that this meeting be adjourned at 6:32pm, seconded by Mr. Michael Detmer.

APPROVED:







BOARD MEMBERS

JANET M. LIVINGSTON
PRESIDENT

THOMAS M. CORKRAN
VICE PRESIDENT

MICHAEL W. DETMER
SECRETARY

WILLIAM E. BATSON
SUBSTITUTE

RALPH C. LEWIS, JR.
SUBSTITUTE



**DORCHESTER COUNTY
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KIMBERLY K. JONES
ELECTION INFORMATION SYSTEMS SPECIALIST

HUBERT H. WRIGHT, IV
ATTORNEY

ATTENDEES: Janet M. Livingston, President
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William E. Batson, Substitute
Ralph C. Lewis, Jr., Substitute
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Kimberly K. Jones, Elections Info Systems Specialist

MINUTES OF SEPTEMBER 21, 2016

The Board and Staff were sworn in as a Board of Canvassers for the 2016 Presidential General by Mrs. Amy Craig.

At 4:23 PM, President Janet M. Livingston called the meeting to order. Mr. William Batson moved the minutes of August 17, 2016 be accepted as presented; motion was seconded by Mr. Tom Corkran; the vote was unanimous to approve. President Livingston asked, "Were there any additions to the agenda?". There were none.

Directors Report: Director Dales asked the Board, "Do you want me to go thru the whole Directors Report or do you just want to ask me questions about it?", it was emailed to each of you a week ago, I can do which ever you want. Mr. Corkran stated she could just give us a summary of the Directors report.

Director Dales explained that the MAEO Conference and SBE Biennial will be held separately this upcoming year. MAEO will be at the Clarion Hotel in Ocean City, June 6th – 9th.

Director Dales informed the board that the office would be represented at the Showcase this upcoming Sunday 25th.

Director Dales told the Board that our Election Judge Refresher Training had started on September 13th. President Livingston and Mr. Batson have already attended a training. Director Dales gave the remaining dates as a reminder so the other board members could attend.

Director Dales explained that SBE has mandated a Provisional Judge at each polling place. We have come up with a outlined procedures and new provisional cases. We also purchased a new pin to be given to each election judge on Election Day.

Director Dales stated that the FY 2017 year to date/monthly expenditures are attached to the director's report. President Livingston stated that she wants to see the budget broke down more after the election. Mr. Detmer agrees.

Mr. Lewis asked how many judges are at the polling places. Director Dales replied by saying, "No one has less than 3." We have 5 judges at Taylors Island and 3 judges at Elliott's Island. President Livingston stated we don't need 3 judges at a polling place that have 38 registered voters. President Livingston asked Director Dales if we could drop back in Judges? Director Dales said we might be able to. Mr. Lewis asked can we consolidate polling places? We already have consolidated polling places. Board agreed to talk further about this after the election.

Director Dales informed the Board that the Bylaws had been approved by the SBE Board.

Director Dales stated that this was all she had from Director's Report. She asked if there were any questions, there were no questions.

NEW BUSINESS:

Voting Supply Checklist and Certification: Director Dales informed the board that they needed to decide on 2 (two) board members (1 from each party) that could perform the Voting Supply Checklist and Certification at the warehouse on October 11th or Oct 12th. Mr. Detmer said he wouldn't be available. President Livingston suggested it would be good for Mr. Lewis to do this. It was decided that Mr. Lewis and Mr. Corkran would do this on October 12th at 1:00PM.

Polling Place Evaluations: Director Dales reminded the Board that two board members needed to perform two evaluations during Early Voting. The forms will be on Kim's desk. Mr. Detmer said he would be available for this. Director Dales provided the polling locations that need to be done election day. Eleven locations; the locations that were not done during the primary election.

Director Dales suggested that there not be a scheduled Board meeting until after the election. We usually don't have one during election time and it is very inconvenient for me and the office staff. Mr. Detmer asked can we schedule a meeting anyway? Mr. Corkran stated that we will see each other enough with the election and canvasses. Director Dales stated that it was up to them if they wanted to schedule a meeting.

Director Dales gave the dates, times and place for the canvasses.

President Livingston asked if she could have letterhead emailed to her so that she could send a letter to the County Counsel for approval on making this Board a 5-full member Board.

Mr. Detmer expressed that he did not feel comfortable emailing the close session minutes to the board members.

Director Dales told the board that there would be a meeting on Election Day at 8:00PM to pick 5% of the precincts for audit purposes. You could close the meeting and approve your closed meeting minutes.

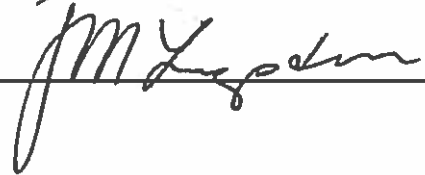
Mr. Detmer asked for the time frame for the 2018 budget? Director Dales said that the budget would probably be due on February 1st. We can have a work session in December for the budget. President Livingston suggested maybe a Saturday.

ADJOURNMENT: Mr. William Batson moved that this meeting be adjourned; seconded by Mr. Thomas Corkran; the vote was unanimous to adjourn.

APPROVED:







kkj:ghd

BOARD MEMBERS

MICHAEL W. DETMER
PRESIDENT

THOMAS M. CORKRAN
VICE PRESIDENT

JANET M. LIVINGSTON
SECRETARY

WILLIAM E. BATSON
SUBSTITUTE

RALPH C. LEWIS JR.
SUBSTITUTE



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ELECTION INFORMATION
SYSTEMS SPECIALIST

HUBERT H. WRIGHT, IV
ATTORNEY

We gave The Pledge of Allegiance to our flag led by Mrs. Janet Livingston, and a prayer was shared by Mr. Bill Batson.

ATTENDEES: Janet M. Livingston, President
Thomas M. Corkran, Vice President
Michael W. Detmer, Secretary
William Batson, Substitute
Ralph C Lewis, Jr., Substitute
Hubert H. Wright, IV, Attorney
Gwendolyn H. Dales, Election Director
Kimberly K. Jones, E.I.S.S

MINUTES OF December 14, 2016

1. **Call to Order and determine quorum:** At 1:00 PM, President Livingston called the meeting to order. The Board convened to the Board of Canvassers. Director Dales presented an untimely ballot and recommended it be rejected. Mr. Corkran made a motion to reject the untimely ballot, Mr. Lewis seconded the motion. Director Dales presented the Canvass minutes for approval. President Livingston and Secretary Lewis signed all the canvas minutes.

Director Dales explained that in the audit performed by Clear Ballot, we had zero variances in each column, nothing stood out and there were no issues for Dorchester. Mr. Detmer wanted to know how much this costs. Director Dales will follow up with that information.

The Board then convened to the regular board meeting.

2. **Welcome any guest(s); report any Board or staff absences:** No guests; no Board or staff absences.
3. **Approval of Minutes:** Mr. Corkran moved that the minutes of September 21, 2016 be accepted as presented; Mr. Batson seconded motion; the vote was unanimous to approve.
4. **Addition(s) to Agenda:** Mr. Detmer added personnel to the closed meeting.
5. **Election Director's Report:**
 - a. New Projects

2. Director Dales informed the Board that the office adopted a family for Christmas. Mr. Corkran contributed 20 dollars towards the food.
3. FY2018 Budget & Revisions: President Livingston asked for a breakdown of items 5216, 5191, and 5210, including each employee's salary. A budget work session was scheduled for January 5, 2016 at 10:00 AM in Room 110.

b. News from SBE & Old Business

4. Andy Harris: Director Dales informed the Board that if Andy Harris is selected by President Elect Trump to head the NIH, there would need to be a special election in Congressional District 1.

c. FYI

5. Began Quarterly Judges' Gazette: Director Dales informed the Board that Jessica developed a quarterly newsletter for the judges.
6. Election Clerk Duties: Director Dales informed the Board that they could find, in their packets, the job duties for the election clerk for the past months. Also, that she sent Jessica to Washington County for a recount.
7. Articles; Including Kane Article: Director Dales informed the Board she had received a letter from Kane stating that they are going out of business. The future and cost for this service is unknown.

6. **New Business:**

- Results from 2016 Presidential General Election & Best Practices Discussion

The Board expressed their concern over the following items:

- Discrepancy's in the Judges' Logs
- Problems at Early Voting
- Primary sample ballots hanging up at the polls
- 2 Spoiled ballots in Provisional bags
- Provisional Judges not staying with ballots
- Drinks on the ballot table
- BMD's not placed in areas conducive to voter privacy
- One Chief Judge at Hurlock Elementary struggled with position
- No keys in Bucktown

Director Dales informed the Board of the former County Tech's errors, and assured them every effort would be made to make sure these problems didn't happen again. President Livingston requested something on how these problems will be fixed. Mr. Detmer suggested using Chief Judges during Early Voting, after witnessing a Chief Judge fix a problem with a scanner, who'd stated he'd experienced the same problem during Early Voting. There was discussion about hiring our own county tech for the next election.

7. **Confirmation of Next Meeting:**

- Proposed to be held in Room #110, County Office Building on Wednesday, January 25, 2017 @ 4:00 PM. It was decided the next meeting would be at 1:00 PM on January 25, 2017.

8. **Closed Session:**

- Performance Evaluation

9. **Adjournment:**

Mr. Corkran moved that this meeting be adjourned; seconded by Mr. Lewis; the vote was unanimous to adjourn.

APPROVED:

Michael Detmer

John M. Allen

RPC L/r

jrn