

**BOARD MEMBERS**

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RALPH C. LEWIS JR.  
VICE-PRESIDENT

EMMA D. PINKETT  
SECRETARY

WILLIAM J. BISHOP  
BOARD MEMBER

EMORY E. TAMPLIN JR.  
BOARD MEMBER



**DORCHESTER COUNTY  
BOARD OF ELECTIONS**

TATIANA RENDELL  
ATTORNEY

GWENDOLYN H. DALES  
ELECTION DIRECTOR

BRITTANY M. PHILLIPS  
ELECTION PROGRAM ASSISTANT

JESSICA R. NORANBROCK  
ELECTION PROGRAM ASSISTANT

KIMBERLY K. JONES  
ELECTION PROGRAM MANAGER

SLOANE P. HURLEY  
ELECTION PROGRAM ASSISTANT

**ATTENDEES:** Thomas M. Corkran, President  
Emma D. Pinkett, Secretary  
William J. Bishop, Member  
Emory E. Tamplin Jr, Member

Gwendolyn H. Dales, Election Director  
Jessica Noranbrock, Election Asst.  
Tatiana Rendell, Attorney (via phone)

**ABSENT:** Ralph C. Lewis Jr, Vice President

**GUESTS:** None.

***MINUTES OF BOARD MEETING October 24, 2023***

**Call to Order and Determine Quorum:**

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

**Welcome any Guests:**

None.

**Report any Board or Staff Absences:**

Mr. Ralph Lewis was absent.

**Additions to Agenda:**

Director Dales added a discussion at the end regarding the regular date and time of meetings.

**Approval of Minutes:**

- **September 26, 2023 Minutes**
  - Mr. Bishop motioned to approve the minutes, seconded by Mrs. Pinkett. The minutes were approved.

**Election Director's Report:**

- **Budget: FY2024 –September 2023 year/date/monthly expenditures, and the Monthly CC Statement(s) – (August & September 2023)**  
Director Dales distributed the monthly budget(s) and credit card statement(s).

Mrs. Pinkett asked if the payment to Verizon was for Director Dales' phone. Ms. Dales said it was, but that the next credit card statement will not have that on there. Mrs. Pinkett asked if they were getting Ms. Dales a phone. Ms. Dales felt it was not necessary, at the moment, because that will cost even more. Years ago, they paid for a former Director to have a hotspot, Ms. Dales said that it was around fifty dollars per month, and figured this was similar. Ms. Dales suggested readdressing the issue when we do the budget. Mr. Bishop said that as the Director, Ms. Dales is like a department head, and the County should cover a phone line for Ms. Dales. He suggested getting a phone and making it a part of the budget. Ms. Dales said she felt like it is an unnecessary expense to have two (2) phones, and that paying a portion of her bill would be more cost-effective. Mr. Bishop said that it would be cleaner to have a separate account and put it in the budget.

**ACTION:** Ms. Dales will look into different providers for a work phone.

### **Old Business:**

- **Hurlock Election (Nov. 4) One Contest – Town Council**

Director Dales informed the Board that there will be one race on the Hurlock ballot for District 4 Town Council, and she distributed a sample ballot.

- **CC list of Automatic & Annual Payments**

Director Dales distributed the list of automatic and annual payments. Mr. Tamplin asked if the Pitney Bowes amount included postage. Ms. Dales said that the amount listed is for the lease of the postage meter, and that we pay for postage separately. Mrs. Pinkett asked what IGO was. Ms. Dales informed her that it stood for the "International Association of Government Officials" and that it is a conference that is attended by the Director and sometimes another staff member. The \$200 payment is just for the Director's membership and it is approximately \$75 for another staff member to go. Mr. Tamplin asked what they do at these conferences. Ms. Dales explained that there are educational sessions, we get to see how things are done in other places. Mr. Bishop said that since we can't change any processes, only SBE can do that, he saw no need for more than one person to go and report back. Ms. Dales said she usually will send someone else for the more local conferences. She sent Mrs. Noranbrock in her place to attend the one in New York.

### **New Business:**

- **Approve Polling Place Plan – No Change/Same as 2018**

Director Dales distributed the list of polling places, that are the same as in the 2022 Gubernatorial General Elections. Mr. Bishop asked if the City of Cambridge talking about changing their district lines would effect the ballots in Cambridge. Mrs. Noranbrock explained that we update our street files because we provide them with a precinct register for their elections, but it would not effect our Gubernatorial or Presidential ballots because there are no City of Cambridge races on those ballots. Even if we were to administer their elections in the future, that would be at a different time than the State elections and they still have their own ballots.

Ms. Dales suggested the Board keep the list for when performing Election Day Polling Place Evaluations. Mr. Bishop asked if they would get a list of who the Chief Judges are

at each polling place. Ms. Dales said yes and that the Board usually splits up into teams to evaluate half of the polling places during the primary and the other half during the general. Mr. Tamplin said they could split up into three (3) teams, including the attorney. Mr. Corkran mentioned that it is only optional for the attorney, but required for the Board.

Mr. Tamplin motioned to approve the 2024 Polling Place Plan, seconded by Mr. Bishop. The 2024 Polling Place Plan was approved.

**FYI:**

• **Subordination, Non-Disturbance & Attorney Agreement**

Director Dales distributed a copy of the bank agreement from the owner of the new location. This basically states that if they default on the loan our agreement to rent the property is still in place, and that we'd pay our rent directly to the bank.

• **New Office location Security System installed Oct. 17<sup>th</sup> & 18<sup>th</sup>**

Director Dales informed the Board that the security system install began last week. Mr. Bishop asked if there was any word on the T1 Line. Ms. Dales said that Mrs. Jones spoke with Vincent at SBE during the Biennial. He mentioned that if he doesn't get a response soon he may reach out to the Governor's office. Ms. Dales is hopeful to be in by the end of the year.

• **Mandatory SBE Biennial – October 19<sup>th</sup> Annapolis, MD**

Director Dales reminded the Board of the Biennial date and distributed a copy of the agenda.

**Addition(s) to the Agenda:**

Director Dales asked Ms. Rendell when would be a good day and time for regular meetings. Ms. Rendell said she can attend in person after 5:00 PM any day between Tuesday and Friday. Mr. Bishop asked why we are talking about changing the meeting time because one individual has a conflict, when they are willing to keep the schedule they already have. Mr. Tamplin indicated that 5:00 PM didn't work for him. Ms. Dales asked Ms. Rendell if she should attend via phone if meetings were around lunch time. Ms. Rendell said 12:30 PM would work for her. Mr. Tamplin said 12:00 PM was better for him. Ms. Dales asked if everyone would be okay with 12:15 PM. That worked for everyone. Mr. Corkran asked if the attorney would be able to be present on Election Day and for canvasses. Ms. Rendell said she absolutely would be.


**Confirmation of Next Meeting:**

The next board meeting is scheduled for Tuesday, December 19<sup>th</sup>, 2023 at 12:15 PM, in Room 209 of the Dorchester County Office Building, 501 Court Lane, Cambridge, MD 21613.

**Adjournment:**

Mr. Tamplin motioned to adjourn, seconded by Mrs. Bishop. The meeting adjourned at 10:46 AM.

**APPROVED:**



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Emma D. Pinkett

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Emory F. Tompkins

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William Bishop

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