

# Minutes

Talbot County Board of Elections  
215 Bay Street  
Easton, MD 21601  
February 20, 2106

## Present:

### Board

Joseph H. Secrist, President	(R)
Walter W. Black	(D)
Susan MacKinnon	(D)
Richard B. Bulman	(R)
John F. Hall	(R)

### Staff

Patricia L. Mitchell, Election Director

A special meeting of the Talbot County Board of Elections was held on February 22, 2016 in Conference Room # 3 at the Board office indicated above. Mr. Secrist called the meeting to order at 9:30 a.m. Mr. Secrist noted that a quorum was present.

Mr. Secrist stated that approval of the minutes of this meeting, as well as the regular meeting of February 17, would be taken up at the March meeting of this Board.

Mr. Secrist noted that the purpose of the meeting was to craft a proposed budget for fiscal year 2016-2017.

The Board reviewed the proposed budget which had been circulated earlier. That budget proposed total expenses of \$421,181. Mr. Hall explained that the draft budget was based on figures which appeared on the December 31 statement of expenses received from the County finance office. Since the draft budget had been prepared, the figures for the 2015-2016 fiscal year-to-date through January 31 had been received. Based on those figures, he recommended the following changes:

1. Employee retirement be increased to \$22,002;
2. Telephone costs be increased to \$740;
3. Workers' Compensation be reduced to \$344;
4. Unemployment insurance be decreased to \$20;

The cost of dues and association fees was considered in view of in details provided by Ms. Mitchell that were unclear from the County reports. It was determined that an appropriate figure was \$550.

Mr. Secrist suggested that certain figures be rounded, in some cases up, and in some cases, down, to make the figures less confusing to the County Council. Those changes were agreed upon.

Ms. MacKinnon asked Ms. Mitchell to request that Michelle Holland provide this Board with the actual unemployment rate, so that the projection of that figure might be made with greater accuracy. Ms. Mitchell agreed to do so. The Board nevertheless agreed to proceed with the information in hand, in order to meet the County's schedule for conducting hearings regarding its budget (March 3, 2016) for 2016-2017.

Upon motion duly made (Mr. Black) and seconded (Mr. Hall), the projected budget, as revised, totaling \$422,087, a corrected copy of which is attached hereto as Exhibit A, was unanimously approved.

Upon motion duly made, seconded and carried, the meeting was adjourned at 10:45 a.m..

Attested,

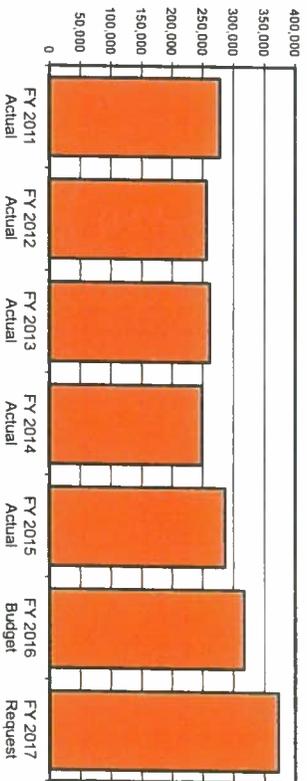
Respectfully submitted,

  
\_\_\_\_\_  
Joseph H. Secrist, President

  
\_\_\_\_\_  
John F. Hall, recorder

Expense Summary

FY 2011 Actual	277,269
FY 2012 Actual	255,971
FY 2013 Actual	261,507
FY 2014 Actual	248,459
FY 2015 Actual	285,640
FY 2016 Budget	317,039
FY 2017 Request	373,387
Percent (%) Change	18%
Full-time Positions, Current	3.0
Full-time Positions, Request	3.0



Capital Outlay & Supplemental Personnel/Operating Requests

Item	Cost	Notes
Total	\$ -	See notes below.

Account Detail	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Estimate
ELECTION 5000 SALARIES	100,722	114,770	120,201	110,184	117,398	111,637	Note 1	146,180
ELECTION 500001 SALARY ADJ	-	-	-	-	-	-	-	-
ELECTION 5020 SALARY OT	171	-	2,109	1,491	890	-	Note 2	1,500
ELECTION 5030 FICA	6,494	6,117	6,113	6,450	7,930	8,554	Note 3	11,489
ELECTION 5033 RETIREMENT	10,686	9,971	11,727	12,811	17,613	12,355	Note 4	22,000.00
ELECTION 5037 DISABILITY	-	-	-	-	-	-	-	-
ELECTION 5038 LIFE INS	-	-	-	-	-	-	-	-
ELECTION 5040 HEALTH INS	28,183	24,426	26,199	25,448	31,116	34,560	Note 5	51,161.00
ELECTION 5045 UNEMPLOYM	230	216	224	236	287	-	Note 6	350

ELECTION 5055 WORKER COM	-	-	-	0	2	33	Note 7	20
ELECTION 5100 TELEPHONE	1,384	1,522	1,371	2,315	1,653	1,700	Note 8	740
ELECTION 5110 POSTAGE	10,728	10,469	10,315	7,375	8,818	10,000		10,000
ELECTION 5125 XEROX	4,169	4,701	4,820	3,996	4,286	4,000	Note 9	3,700
ELECTION 5128 FORMS	26,064	13,780	17,197	12,647	20,630	14,000	Note 10	17,000
ELECTION 5160 OFFICE SUP	3,965	6,012	4,793	6,410	3,472	4,500	Note 11	3,500
ELECTION 5200 TRAVEL	2,359	732	2,868	1,458	5,013	2,000	Note 12	5,000
ELECTION 5205 DUES	688	639	489	459	489	700	Note 13	550
ELECTION 5316 EQUIP MAIN	-	-	-	3,700	-	-		
ELECTION 5321 R&M BLDG	-	-	-	-	-	-		
ELECTION 5400 CONTRACTUAL	750	750	-	-	350	2,000	Note 14	6,000

Account Detail	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Actual	Actual	Actual	Actual	Budget	Estimate	Request
ELECTION 5405 MEETING CM	1,300	1,700	2,000	1,200	2,600	1,000		0
ELECTION 5450 LEG NOTICE	-	1,676	1,533	713	1,488	1,000	Note 15	\$ 1,000.00
ELECTION 5455 LEASE EQUI	77,977	57,288	46,185	43,586	61,604	109,000	Note 16	\$ 93,197.00
ELECTION 7900 OTHER EXP	1,400	1,200	3,364	3,601				
ELECTION 9000 CAP OUTLAY	-	-	-	4,379				

**REGISTRATION AND ELECTION**

See Tab entitled "REG"

Totals	277,269	255,971	261,507	248,459	285,640	317,039	-	373,387
--------	---------	---------	---------	---------	---------	---------	---	---------

Salary Detail	Current Salary	Proposed Salary
---------------	----------------	-----------------

Mitchell, Patti	Election Director	66,313	66,313
Fishell, Sabrina	Election Administrative Assist.	32,501	33,314
Goode, Teresa	Election Date Entry Specialist II	32,501	33,154
Members	4 @ \$2,580/1 @ \$3,080 (\$500 for canvassing)	15,900	15,900
		147,215	148,680

**NOTES**

- 1 As noted by the County, the current salary level, including \$2500 for canvassing, is \$148,680. The requested amount includes a 2.5% increase for two staff members. The salaries for canvassing (\$2,500) are included as a separate line item of REGELECT (Row 64), consistent with the monthly expense report.
- 2 This figure has been from last year's projection, as only \$117.19 has been incurred thru Jan 19 such that any figure produced by annualization would be distorted.
- 3 This figure was arrived at multiplying the requested total for all salaries, 5000 and 5030, including the canvas salaries, by 7.65%
- 4 This figure is the result of annualizing expenses for the current year through January, rounded.
- 5 Because the employees are State personnel, the State health plan determines the cost. This year, the State anticipates a 6% increase over the current annualized expense thru Jan 31 (\$48,265.10).
- 6 The current budget contains no projection for Unemployment Insurance. The weekly cost varies, but is about \$28.80 per month. That figure, multiplied by 12, rounded, has been used.
- 7 Actual expense, annualized thru Jan 31, and rounded, has been used to project fiscal 2016-2017 cost.
- 8 Through Jan 6, the telephone expense is shown as \$432.36. That figure, annualized and rounded, has been used to project 2016-17.
- 9 The monthly charge is approximately \$280. However, volume charges are added. Through January 31, 2016, only 42.5% of the budgeted amount had been consumed. For that reason, the actual expense for the prior fiscal year, rounded, has been used.
- 10 For period July 1 thru December 31, this line item (Forms) has consumed 4.4% of the budgeted

amount. the figure used is a middle ground between this year's budge and last year's actual expense.

11 Thru Jan 31, the cost of office supplies has consumed 17.7%. The prior year's actual expense, increased by 3%, and rounded up, has been used.

12 The actual amount consumed for travel thru Jan 31, was 9.2% of the budgeted amount. Because the required biennial meeting will occur in June 2017, the prior year's expense (which included the cost of a biennial meeting), rounded down, has been used.

13 This consists of Md Association of Election Official dues at a projected \$35. per person, for five board members, 3 staff members, and the Board Attorney, plus \$219 for a subscription to an election officials' magazine, rounded.

14 A significant portion of the increase in cost is due to the State Board's demand that Mr. Cronan attend all meetings.

15 While costs for legal notices have been incurred in the current budget, only one small invoices has been received. Therefore, the prior fiscal year's actual expense, rounded down, has been used.

16 This figure is based on a document entitled "County Billing" distributed by the State Board of Elections. It includes approximately \$37,091 for the new voting equipment plus \$56,106 for support equipment, staff, travel, etc. This Board would like to see a separate line item in the budget for those items which are not directly the cost of leasing the new equipment.

17 The figures for the two staff members includes a 2.5% increase.

Revenue Detail	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Estimate	FY 2017 Request
----------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	---------------------	--------------------

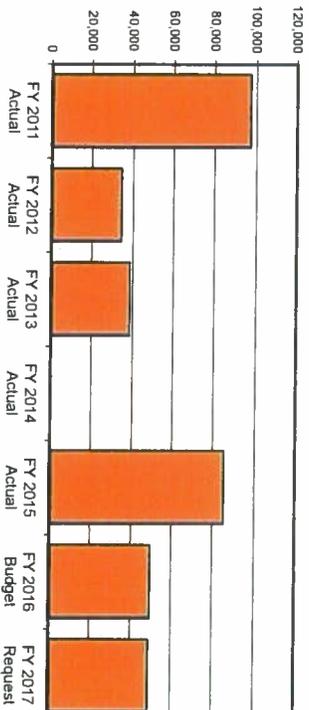
TALBOT COUNTY, MARYLAND

**Election Board**

GENFEES 4365 ELECTION FILING FEES	375	657	287	915	538	300	0
GENFEES 4366 ELECTION VOTING LISTS	729	200	150	410	618	150	150.00

Expense Summary

FY 2011 Actual	96,881
FY 2012 Actual	34,150
FY 2013 Actual	38,529
FY 2014 Actual	-
FY 2015 Actual	85,345
FY 2016 Budget	49,500
<b>FY 2017 Request</b>	<b>48,700</b>
Percent (%) Change	-2%
Full-time Positions, Current	na
Full-time Positions, Request	na



Capital Outlay & Supplemental Personnel/Operating Requests

Item	Cost	Notes
Salaries Part time 5005	\$ 42,000	This has been increased by \$2,000 over the previous year because the hours for early voting have been increased by two hours per day, that is, eight days time 2
Rental of voting sites 5490	4,200	Likewise, rental of the EVFD for two extra days has been included, plus possible rental of parking space during early voting, to reduce interference with EVFD operations. Overtime and unemployment insurance have been moved to the tab titled "ELEX"
<b>Total</b>	<b>\$ 46,200</b>	

Account Detail

Account Detail	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Estimate	FY 2017 Request
REGSELECT 5000 SALARIES	14,898	8,449	9,305	-	4,000	2,500		2,500

TALBOT COUNTY, MARYLAND

Election Bd - Registration & Election

REGELECT 5005 SALARY PT	81,794	25,475	29,170	-	77,745	40,000	42,000
REGELECT 5020 SALARY OT	108	-	-	-	-	1,500	
REGELECT 5045 UNEMPLOYM	81	226	54	-	-		
REGELECT 5490 RENT	-		-	-	3,600	5,500	4,200
Totals	96,881	34,150	38,529	-	85,345	49,500	48,700