

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
May 18, 2016

Present:

Board

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

Staff

Teresa Goode, Data Application Specialist

Guests

Mary-beth Goll
Eugene Goll
James Scott
Sheila Scott
Christine Polk, *Star-Democrat*

A meeting of the Talbot County Board of Elections was held on May 20, 2016, in Conference Room # 1 at the Board office indicated above. Mr. Secrist called the meeting to order at 7:00 p.m. Mr. Secrist noted that a quorum was present.

Approval of Minutes of April 20, 2016

The minutes of the April 20, 2016 and April 28, 2016 meeting had been forwarded to the Board members by email prior to the meeting. Upon motion duly made (Mr. Bulman) and seconded (Mr. Hall), the minutes were approved unanimously.

Addition/Changes to the Agenda

Mr. Secrist asked if there were any requests for changes to the agenda. Mr. Bulman noted the lack of a County Budget report among the materials provided the Board by its staff. Mr. Secrist stated that it would be discussed under Old Business, Item 9 (c). Upon motion duly made (Mr. Bulman) and seconded (Mr. Hall), the agenda was approved unanimously.

Public Comment

Mr. Secrist asked if the members of the public present wished to make any comments. There was no response.

Election Director's Report

Ms. Mitchell had provided her report in writing, a copy of which is attached hereto as Exhibit A.

Mr. Bulman asked that, in the future, the documents provided be numbered and cross-referenced to each agenda item.

Attorney's Report

Mr. Cronan was absent and no report was made.

Old Business

Early Voting Center – Election Judges

Mr. Bulman referred to the paragraph entitled "Election Judge Training and Public Demonstrations" and asked Ms. Goode to ask Ms. Mitchell to provide the Board members with a summary of the feedback received from election judges.

Mr. Secrist referred to the list of election judges and asked that he be provided with a list of days worked by each judge and the number of hours worked by each judge each day. He stated that such information would indicate how many judges would be needed each day of early voting, especially Saturday and Sunday.

He further asked, for the same purpose that he be given a list of the precinct where each judge worked, as well as the names of judges who failed attend.

Budget 2016-2017

Mr. Hall observed that the variation between the amount requested and the amount approved, other than the staff salary increases, appeared to have been based on information available to the County which was not available to the Board when the request was prepared. As to salaries, he observed that the staff budget amount showed 0.5% increase, less than the amount requested.

Review of Invoices

Mr. Bulman observed that the monthly budget report prepared by the County was not among the documents provided to the Board. Mr. Secrist reported that he had just received the financial report and asked Ms. Goode to provide the board with copies.

Mr. Bulman further referred to the causal manner in which the post office had presented its bill for returned ballots and asked if any support documents could be provided, and if so, that the Board members be shown such support documents.

Mr. Secrist referred to the credit which was due from imPRESSive Printing and asked if that credit had been applied to the invoice from that company. As Ms. Goode did not know, he asked her to find out.

Mr. Secrist pointed that the costs for "forms" had increased from approximately \$5,300 to \$14,265 but that there was no invoice for forms among the invoices presented to the Board. He asked that the invoice be located and provided to the Board members.

Training – Election Judges

No discussion was possible in the absence of the Election Director.

Retirement Application update

Mr. Black and Mr. Hall confirmed that they each had submitted the application to the County.

Customer Satisfaction Survey

Mr. Bulman referred to the document entitled "Election Board Customer Service Survey" and observed that it was not in the format that had been approved at the January 2016 meeting. He asked that the approved form be prepared and presented to the Board for review.

MAEO meeting.

Mr. Black moved that the cost of attendance at the Maryland Election Officials meeting scheduled for June 19, 2016 through June 23, 2016, be approved for three staff members, five board members and the Board attorney. Mr. Bulman seconded and the motion was approved unanimously.

Sale of Food at Cordova

Mr. Secrist said that the Ladies' Auxiliary had said that their sale would have been more successful if the election judges assigned to Cordova had been told in advance that food would be sold.

Polling Place Evaluation

Although the Board had been provided copies of the evaluation at the beginning of the meeting, it had not been able to review them. Accordingly, the matter was deferred until the next Board meeting.

Use of Schools for General Election

Mr. Secrist asked Ms. Goode to provide him with a copy of the letter which Ms. Mitchell had prepared and mailed.

Turnout reports

The Election Director had included among the documents provided to the Board a document entitled "Early Voting Daily Totals" which set out the number of people who had voted, broken down into days and hours of those days.

New Business

Warehouses

Mr. Secrist stated that the realtor who worked with the buyer had said to him that the Board would be available to use the lower level at the Board's former office for equipment storage through the General Election.

Board of Canvassers

At this point in the meeting, the Board voted to recess the meeting while it convened itself as the Board of Canvassers.

Mr. Secrist announced that no ballots were received since the Board's meeting of May 6, 2016. Upon motion duly made (Mr. Bulman) and seconded (Mr. Black), the minutes of the Board of Canvassers dated May 4 and May 6 were unanimously approved. Upon motion duly made (Mr. Bulman) and seconded (Mr. Black), the meeting of the Board of Canvassers was adjourned at 8:00 p.m.

The Board then reconvened itself as the Board of Elections.

Mr. Secrist announced that the next meeting would be held June 15, 2016 beginning at 9:30 a.m.

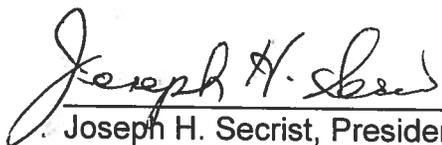
Mr. Bulman moved, and Mr. Hall seconded, that the Board enter into closed session to discuss the Election Director's performance and the State audit. The motion carried, with Mr. Secrist, Mr. Bulman and Mr. Hall voting in favor and with Mr. Black voting in opposition. A copy of the Chairman's written statement setting forth the reason for closing the meeting is attached hereto as Exhibit *B 277*

The Board resumed its open session at 8:30 p.m. Mr. Hall, on behalf of Mr. Secrist, announced that the Board had taken action concerning the Election Director and had scheduled a special meeting, which would be closed to the public, to consider the matter on June 1, 2016 at 9:30 a.m.

Upon Motion duly made (Mr. Black) and seconded (Mr. Bulman), and approved unanimously, the Board adjourned at 8:33 p.m.

Attested,

Respectfully submitted,



Joseph H. Secrist, President



John F. Hall, recorder

From the Desk of Patricia L. Mitchell April 14, 2016 - May 11, 2016

NVSR Update

Meetings are now going to be held on need to basis for now.

Voter Registration

Attached is a copy of the Monthly Statistical Report. I have also attached the Precinct Voter Count Report which is used for the website page.

Election Judge Trainings and Public Demonstrations

Election Judge Trainings have come to an end for now and will start back up in June or July. We have reached out to some of the Chief Judges about having a lessons learned class. This will give me feedback on where they thought we should change things for the general election. The feedback was good. I also want to move some judges around; we clearly had some judges that just need to be relieved of their commitment.

Daily Data Entry

The office staff has completed their daily data entry each day there has not been the normal daily data entry since the books closed on April 5, 2016. We continue to go on Tuesdays to MVA and picks up the weekly work that they have and mails it to the appropriate county. We have been very busy with sending and processing absentee applications. There has not been the normal daily data entry since the books closed on April 5, 2016.

Daily

We have been very busy in the office with Early Voting starting and absentees. We have packed the supplies for the polling places. The second set of ballots have been delivered and counted. Early Voting was a huge success here in Talbot again along with Election Day. Talbot County had one of the biggest voter turnouts in the State. Talbot county residents really seem to like Early Voting. The new paper ballots were not really welcomed at first but by the middle of Early Voting people were getting use to the paper ballots.

Daily Phone Calls and In-Person Visits

We have received 203 phone calls, 38 in person visits.

Sabrina - 139 calls and helped 21 people at the front window.

Teresa - 64 calls and helped 17 people at the front window.

Critical Oversight Report

For the month of April, I audited Caroline County.

ERIC Reports

No more reports until the books reopen.

Meetings

Listened to several Directors Meeting via the phone on procedures and questions about the Call Center at SBE and any suggestions or concerns before voting starts.

Staff Meeting- Held on May 6- Agenda Attached

Exh. A

WRITTEN STATEMENT FOR CLOSING A MEETING UNDER THE OPEN MEETINGS ACT

Date: 5/13/16 Time: 5:02 .m. Location: 215 Bay Street, Easton, MD 21601

Motion to close meeting made by: Bulman Seconded by Hall

Members voting in favor: Bulman Hall Secrist

Opposed: Black

Abstaining _____ Absent _____

STATUTORY AUTHORITY TO CLOSE SESSION, General Provisions Article, §3-305(b) (check all that apply):

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals; To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) – (6) Omitted; not within the authority of a local election board;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) through (11) Omitted; not within the authority of a local election board;
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

- §3-305(b) (1) to discuss a personnel issue (discussion of performance of
- §3-305(b) () performance of Election Director)
- §3-305(b) () _____

This statement is made by Joseph H. Secrist, Presiding Officer: Joseph H. Secrist
Signature

Exh. B