

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
June 21, 2017

Present:

Board

Joseph H. Secrist, President	(R)
Walter W. Black, Jr.	(D)
Susan MacKinnon	(D)
John F. Hall	(R)
Phillip A. Cronan	Board Attorney

Staff

Jeri Cook, Election Director

State Board of Elections

Desvin Gabbidon, Regional Manager, Field Support Division

The monthly meeting of the Talbot County Board of Elections was held on June 21, 2017 in Conference Room # One at the Board office indicated above. Mr. Black called the meeting to order at 9:40 a.m. Mr. Black noted Mr. Bulman let the board know ahead of time he would be absent for this meeting and Mr. Secrist expected to be delayed. He noted that, nevertheless, a quorum was present.

Approval of Minutes of May 17, 2017

Mr. Black asked if the Board had any corrections or additions to the minutes of the meeting of May 17, 2017, a copy of which had been forwarded to the Board Members in advance of the meeting. Mr. Black asked that the last sentence of the first paragraph under Budget 2016-17 be changed to say: "Mr. Secrist commented that overtime should be avoided." Upon motion duly made (Ms. MacKinnon) and seconded (Mr. Hall), the minutes for May 17, 2017, as amended in accordance with Mr. Black's correction, were approved unanimously.

Addition/Changes to the Agenda

Upon motion duly made (Mr. Hall) and seconded (Ms. MacKinnon), the agenda, was approved unanimously.

Public Comment

No members of the public were present.

Mr. Secrist joined the meeting at 9:45 a.m., whereupon Mr. Black relinquished the chair to Mr. Secrist.

Election Director's Report

Ms. Cook reported that the result of the SBE inventory of the office's voting and computer equipment was satisfactory. The State Board is still in the process of completing the inventory and that Talbot County is currently at 96% accountability, which is in line with the other local boards.

Ms. Cook is getting a quote to have a key lock placed on the door of the room in the warehouse where the computer equipment is housed for additional security measures.

She expressed her appreciation for the donation for the door prize and silent auction items at the recent meeting of the Maryland Association of Elections Officials by Kool Ice & Seafood Company, for a certificate of bushel of # 1 crabs, Hopkins Sales Company for crab mallets, knives, etc., and by the Parsonage Bed & Breakfast in St. Michaels for a one-night stay. A thank-you note was sent out to each business on behalf of the board and staff.

Ms. Cook will be purchasing staff shirts at the beginning of the new budget year to wear in the office as well as representing Talbot County at meeting throughout the State. She will also be purchasing shirts for the board members. She will bring it up again at July's meeting to choose a color for the staff and the board. .

She had given Angela Lane at the County Finance Office a copy of her petty cash policy, but had not yet received any comments.

Mr. Secrist inquired as to whether this office has an inventory of equipment purchased for this office by the County rather than by the State. He recalled that the County had purchased tables. Ms. Cook responded that she is aware of one county-furnished computer that would now be used would be available for use by potential candidates to use to file candidate financial statements. She said she would check the warehouse for the tables.

Ms. Goode had experienced back pain and had been advised to use a more ergonomic chair. Ms. Cook was obtaining prices for one.

Attorney's Report

Mr. Cronan referred to the recent change in legislation under which one member of each board was to be given training in the conduct of closed meetings. He stated that the details of when and where the training would take place had not been given to him. In response to a question from Ms. MacKinnon, he said that he believed that the training would be presented at an actual meeting rather than online. He said that

evidence of compliance with the Open Meetings Act would be simplified once a member had been designated to receive, and had in fact, received the training.

Ms. MacKinnon asked if the training would simply be a reiteration of the training given two-to-three years ago. Mr. Cronan responded that, because of changes made to the Act made in the interim, the new training would not be a mere repeat of earlier training.

Old Business

June 2017 MAEO meeting

Ms. Cook directed the Board's attention to the online survey regarding attendees' evaluation of the MAEO meeting and urged Board members to participate.

Polling Place Agreement.

Ms. Cook recommended that the Worcester County agreement be used as a model to simplify the needs of the election office and the expectations of the polling place facilities. She said that she and Desvin Gabbidon would do a "site survey" of each proposed voting site.

She reported that the Board had both a "Postage Due" account and a business replay mailing account with the United States Postal Service. The cost of the latter was \$225 per year, which she estimated would result in a savings.

Mr. Gabbidon left at 10:05 a.m.

Full Time Position

Ms. Cook anticipates conducting interviews the middle of July to have the position filled by August.

Early Voting Site

Ms. Cook said that she will do a site visit for the early voting site at the same time as doing the other polling places.

Election Judges

Ms. Cook will be sending out a large mailing to the election judge list she was given to receive feedback of interest in returning as an election judge. From that information, she intends to build a database of email addresses for election judges in anticipation of making communication more cost-effective and quicker. Ms. MacKinnon asked, when sending a mass mailer to election judges, each would receive a blind copy, so that contact information would thereby remain private. Ms. Cook agreed.

Polling Place Evaluation Forms

Ms. Cook directed the Board's attention to the polling place evaluation summary from the State Board as well as the evaluation form contained in the packet distributed by her to each Board member. Ms. Cook will take this information to the polling places when doing the site surveys to look at any issues noted at the polling places from the report. She also presented the memorandum from Nikki Charlson, Deputy Administrator, containing a State Board requirement that each polling place have two chief judges.

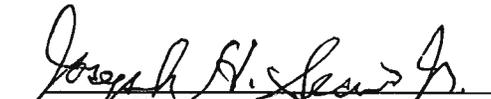
New Business

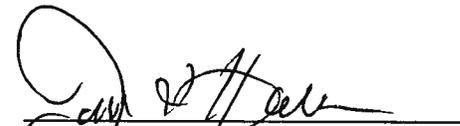
Mr. Secrist announced that the next regularly scheduled meeting of the Board would take place on July 19, 2017 at 9:30 a.m.

Upon motion to adjourn by Mr. Black, seconded by Ms. MacKinnon, and approved unanimously, the meeting was adjourned at 10:25 a.m.

Attested,

Respectfully submitted,


Joseph H. Secrist, Jr., President


John F. Hall, Secretary