Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
June 18, 2019

Present:

Board

Joseph H. Secrist, President	(R)
Walter Black *	(D)
Richard B. Bulman	(R)
Wadella Thomas	(R)
Susan MacKinnon	(D)

Staff
Jeri Cook, Election Director

* Mr. Black arrived after the start of the meeting during the Election Director's Report.

The monthly meeting of the Talbot County Board of Elections was held on June 18, 2019 in Conference Room # One at the Board office indicated above. Mr. Secrist called the meeting to order at 9:34 AM. Mr. Secrist noted that a quorum was present.

Approval of Minutes

Mr. Secrist asked if the Board had any corrections or additions to the minutes of the meetings of May 15, 2019 and June 7, 2019, copies of which had been forwarded to the Board Members in advance of the meeting. Ms. MacKinnon moved approval of both sets of minutes as presented. Ms. Thomas seconded the motion. It passed unanimously.

Changes to the Agenda/Approval of the Agenda

Mr. Bulman noted that the agenda item W-2 Issues should be under Old Business. He moved approval of the agenda with this modification. Ms. MacKinnon seconded the motion. It passed unanimously.

Public Comments

There were no public comments.

Election Director's Report

Ms. Cook reported on the following:

- The contract for use the Talbot County Community Center as a polling place has been signed and received and the Wye Oak Room will be used for voting.

- The contract for use of the Easton Firehouse has not been signed. The Volunteer Fire Company has asked to meet first, along with the Mayor, to discuss our requirements. No date has been set for this meeting.

- Ms. Cook will be out of the office July 10 thru 12 to attend a conference at the University of Pennsylvania.

- Regarding contracts to use St. Michaels Middle High School and Easton High School, the Board of Education staff has been advised to not sign the agreements at this point.

- Ms. Cook distributed a document she prepared with background information on agenda topics to be discussed with the County Council on June 25. Board members provided feedback and discussed how to structure our presentation to the Council. Ms. Cook will make some modifications to the document.

- Ms. Cook will be attending a meeting in Anne Arundel on Wednesday regarding tabletop exercise for elections.

- All polling place agreements have been signed and returned with the exception of Royal Oak, Easton Firehouse and the Board of Education.

- Monae Butler is in the process of setting up social media accounts on Facebook and Twitter.

- Ms. Cook has been in contact with a commercial realtor regarding available space for our office and warehouse.

- Ms. Cook will be meeting with members of the staff of the Board of Education to discuss students serving as Election Judges.

Board Attorney's Report

Board Attorney Philip Cronan was not in attendance at the meeting.

Old Business

a. Budget FY2019

Financial reports for the year through May 31 were presented to the Board Members. Ms. Cook noted that we will probably be over budget at year end since her projections of expenses through May shows that we have only about $18,000 available for June.

b. Approved Budget FY2020

Ms. Cook presented the Board with copies of the budget for FY2020 as approved by the County Council. She noted that one difference from our request is the removal of the extra pay for

Election Judges in the event of extended hours. The Board discussed the equity of requiring Election Judges to work Extended Hours with no additional pay. Ms. MacKinnon moved that if Election Judges are required to put in Extended Hours, they will be paid proportionally. Mr. Black seconded the motion. It passed unanimously.

c. Review Invoices

The Board reviewed the invoices as presented by Ms. Cook and had no questions concerning them.

d. County Bulletins

Ms. Cook provide copies of the recent County Bulletin. The Board had no comments on the County Bulletins.

e. School Closing Information.

Ms. Cook made the board aware that our recent letter sent to the Board of Education regarding our request to cancel classes at the high schools on Election Days is on the Board of Education meeting agenda for this evening. Ms. Cook and some Board Members plan to be in attendance to be available to respond to questions.

f. Facility for election office

This topic was discussed during the Election Director's Report

g. W-2 Issues

Mr. Bulman reported on his conversations with the County Finance Department. Angela Lane, County Finance Director, told him this morning that the Corrected W-2 forms previously sent to the Board Members contains some errors and new Corrected W-2 forms will be sent. No date for sending the new forms is known at this time.

New Business

a. Information to present to the County Council

There was further discussion regarding the material to be presented to the County Council and the need to be concise since our time on the agenda is limited. President Secrist will introduce Ms. Cook, who will make the presentation. The document with the presentation topics will be revised over the weekend and circulated to the Board.

b. Election judges and pay

Ms. Cook discussed the pay differential between the various Election Judge types and the basis for the pay differentials. She is considering appointing three Chief Judges at some locations to help with the volume of requests. Also, discussed was the need for Judges to be trained for same day registration. Ms. Cook will return to the Board with further suggestions for changes as well as a diagram for her suggested plan of staffing at the various polling places.

c. Bylaws information from SBE

Ms. Cook provided copies of a revised form of suggested Local Election Board bylaws. SBE would like the Local Boards to submit updated bylaws by August.

Confirmation of Next Meeting

The next regular meeting of the Board of Elections will be Wednesday, July 17, 2019, 9:30 AM.

At this point, Ms. Cook departed the meeting.

Closed Session

Mr. Black moved that the Board go into closed session for the purpose of discussing personnel matters as permitted under General Provisions Art. 3-305(b) (1). Ms. Thomas seconded the motion. It passed unanimously. Whereupon the Board went into closed session at 12:36 PM.

At 2:00 PM, the Board returned to open session. President Secrist reported that the Board performed the Mid-Cycle review of the Election Director's performance and approved the minutes of the Closed Meeting of March 20, 2019.

Adjournment

Ms. MacKinnon moved adjournment of the meeting. Ms. Thomas seconded the motion. It passed unanimously. The meeting adjourned at 2:03 PM.

Attested,

Joseph H. Secrist, Jr., President

Respectfully submitted,

Richard B. Bulman, Secretary