

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
March 20, 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
Monae Butler, Staff
Fred Gleockler, Staff

Board Attorney

Philip Cronan *

* Mr. Bulman arrived after the start of the meeting arriving after the determination of a quorum and during the presentation by the Department of Homeland Security. Mr. Cronan arrived during the presentation by the Department of Homeland Security.

Also present were the following:

Ray Hanna, Department of Homeland Security
Clay Stamp, Emergency Manager Director, Talbot County
Brian Moore, Facilities Director, Talbot County
Paula Paschall, Regional Manager, State Board of Elections

The monthly meeting of the Talbot County Board of Elections was held on March 20, 2019 in Conference Room # One at the Board office indicated above. Mr. Secrist called the meeting to order at 9:15 AM. Mr. Secrist noted that a quorum was present.

Department of Homeland Security Presentation

Mr. Secrist called upon Ms. Cook to introduce Mr. Ray Hanna. Mr. Hanna proceeded to present his findings following his evaluation of potential security threats to the Board of Elections Office and Warehouse area. He has been working with the State Board of Elections and Local Boards of Elections in assessing potential security risks.

He reported that his department has developed a Dashboard Computer tool that can be helpful to organizations such as Election Boards in addressing identified risks. He noted that the details of the tool and his findings should be confidential. The Board then discussed the need to go into closed session.

Closed Session

Ms. MacKinnon then moved that the Board go into closed session pursuant to the General Provisions of Article 3-305(b)(10) to discuss public security. Mr. Black seconded the motion. The motion passed unanimously. (Presiding Officers statement attached.)

Whereupon the Board went into closed session at 9:48 AM.

The Board returned to open session at 10:51 AM.

At this point, Mr. Hanna, Mr. Stamp, Mr. Moore and Ms. Paschall departed the meeting.

Mr. Secrist reported that during the closed session, the Board heard a report on the findings of the Department of Homeland Security regarding potential security risks.

Approval of Minutes

Mr. Bulman presented draft minutes of the January 23, 2019 meeting for consideration. He noted that drafts of the minutes were circulated to the Board for comment. A comment was raised pertaining to Mr. Bulman's reporting of those members who arrive following the opening of the Board meeting. In addition, concerns were raised pertaining to the ability for all Board members to see suggestions to the draft minutes when distributed by email. It was decided that Mr. Bulman would redraft the minutes of the January 23, 2019 meeting to address the comments. .

(Note: The Board meeting scheduled for February 20, 2019 was cancelled due to inclement weather.)

Addition/Changes to the Agenda

Mr. Secrist asked for additions or changes to the agenda. No additions or changes were suggested.

Approval of Agenda

Mr. Black moved approval of the agenda. Ms. Thomas seconded the motion. It passed unanimously.

Public Comments

There were no public comments.

Election Director's Report

Ms. Cook reported on the following:

- The two full time staff positions have been filled. Ms. Cook introduced Monae Butler, Data Application Specialist II and Fred Gleockler, Election Information Systems Specialist. They will start officially as merited state employees on March 27th.

At this point in the meeting, Ms. Butler and Mr. Gleockler departed the meeting.

- The manual audit was held Thursday, February 14, 2019 at 10:00 AM. The findings from the audit were the following; a total of 67 batches, with a total of 1627 ballots were audited and found to be 100% accurate with the DS200 scanning unit tapes from early voting, election day and absentee and provisional canvass.
- The Board's requested budget for FY 2020 has been submitted to the county.
- Ms. Cook has attended training for disciplinary actions through Department of Budget and Management, Early Voting and Election Judges lessons learned and absentee ballot lessons learned from the last election cycle.
- Together with Board Vice President Walter Black, Ms. Cook presented to the County Council the Board's reason for the requested increase in the FY2020 budget. It was recommended by the Council that they set up meetings with the election office to help with the new legislation and to assist in educating the Council as to the job of the election office. She will be in contact with Andy Hollis to set up a meeting in May or June after close of legislation and after we receive policy guidance regarding the new legislation from the State Board. Ms. Cook will be asking the staff to keep a log to help explain to the Council the work that the election office does in an off-election year.
- The state and local Boards are waiting for finalization of the legislation regarding same day registration and other legislation to prepare for the 2020 election cycle.
- Mr. Cook is working with the towns of Easton, Trappe and Oxford in connection with their upcoming municipal elections.

Board Attorney's Report

Mr. Cronan reported that our legislative initiative to close schools on election day does not look promising.

Old Business

Budget FY 2019

Ms. Cook provided the Board with financial statements for the fiscal year through February and answered questions from Board members. Mr. Secrist, Mr. Black and Ms. Cook met with the County Council to request additional funds for the current fiscal year and offered explanations as to the reason why there was the need for such a request.

Budget FY 2020

This item was reported in the Election Director's Report

Review Invoices

The Board members reviewed the invoices and had no questions for Ms. Cook.

County Bulletins

The Board members had no comments regarding the county bulletins.

Legislation for School Closing

As reported by the Board Attorney, legislation for school closing does not look promising. In anticipation of the need to use county schools for the next election cycle, the Board discussed requesting that the Talbot County School Board close schools on election day. Ms. MacKinnon moved that a letter be sent to the school board requesting that schools be closed on election day during the 2020 election cycle. Ms. Thomas seconded the motion. It passed unanimously.

Facilities for Election Office

Mr. Secrist requested that Ms. Cook begin preparing a summary of the findings of the Department of Homeland Security for use in educating the county on the need to address security weaknesses.

New Business

Polling Place Rental Agreements

Ms. Cook provided the Board with draft rental agreement form to be used when contracting for space for the 2020 election cycle. She asked that the Board members review the drafts and provide her with any comments or suggestions they may have before the April Board meeting so she can present a final draft for Board action. The rental agreements should be mailed a year in advance to assist the individual polling places with the timeline of the 2020 election.

MAEO Conference

Ms. Cook provided Board members with a preliminary agenda for the MAEO meeting scheduled for May 21- 23, 2019. She asked that Board members advise her of the dates they plan to attend. She also provided registration forms for attending the conference and hotel reservations.

Confirmation of Next Meeting

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

Adjournment

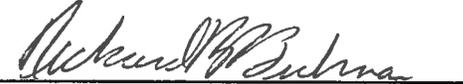
Mr. Black moved adjournment of the meeting. Ms. Thomas seconded the motion. It passed unanimously. The meeting adjourned at 12:45 PM.

Attested,



Joseph H. Secrist, Jr., President

Respectfully submitted,



Richard B. Bulman, Secretary

**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

This form has two sides. *Complete items 1 – 4 before closing the meeting.*

1. Recorded vote to close the meeting: Date: 3/20/19; Time: 9:48 AM; Location: Conference Room 1, 215 Bay St., Easton, MD

Motion to close meeting made by: Ms. MacKinnon Seconded by Mr. Black;
Members in favor: Mackinnon, Black, Secrist, Bulman, Thomas; Opposed: None
Abstaining: None; Absent: None.

2. Statutory authority to close session (check all provisions that apply).

This meeting will be closed under General Provisions Art. § 3-305(b) only:

(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; any other personnel matter that affects one or more specific individuals"; (2)___ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)___ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4)___ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)___ "To consider the investment of public funds"; (6)___ "To consider the marketing of public securities"; (7)___ "To consult with counsel to obtain legal advice"; (8)___ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)___ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10) X "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11)___ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (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"; (14)___ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15)___ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

Continued →

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (10)	Public Security	Receive an assessment of the security of the Election Board Office and Warehouse
§3-305(b) ()		

4. This statement is made by Joseph Secret, Presiding Officer.

WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)

➤ For a meeting closed under the statutory authority cited above:

Time of closed session: _____

Place: _____

Purpose(s): _____

Members who voted to meet in closed session: _____

Persons attending closed session: _____

Authority under § 3-305 for the closed session: _____

Topics actually discussed: _____

Actions taken: _____

Each recorded vote: _____

➤ For a meeting recessed to perform an administrative function (§ 3-104): Time: _____

Place: _____

Persons present: _____

Subjects discussed: _____