

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
June 15, 2016

Present:

Board

Joseph H. Secrist, President (R)
Susan MacKinnon (D)
Richard B. Bulman (R)
John F. Hall (R)
(Mr. Hall arrived at 9:43 A.M.)

Staff

Patricia L. Mitchell, Election Director

Board Attorney

Philip Cronan

Guests

Mary-beth Goll
Eugene Goll
Michelle Holland, Director, Finance & Budget Management and
Procurement Division, State Board of Elections
(Ms. Holland arrived at 10:02 A.M.)

A meeting of the Talbot County Board of Elections was held on June 15, 2016 in Conference Room # 1 at the Board office indicated above. Mr. Secrist called the meeting to order at 9:32 p.m. Mr. Secrist noted that a quorum was present.

Approval of Minutes of May 18 and June 9, 2016

Since Mr. Hall (Recorder) advised the president that he would be a few minutes late, action regarding the minutes of past meetings was deferred until his arrival. Mr. Bulman served as interim Recorder until Mr. Hall's arrival.

Addition/Changes to the Agenda

Mr. Secrist asked if there were any requests for changes to the agenda. Ms. MacKinnon asked that Open Meetings Act be added under New Business. Mr. Secrist asked that Warehouse be added under Old Business, and that Legislation, County Bulletins and Supervisor Feedback Form be added under New Business.

Public Comment

Mr. Secrist asked if the members of the public present wished to make any comments. There were none.

Election Director's Report

Ms. Mitchell provided her report in writing, a copy of which is attached hereto as Exhibit A. She had no additional comments to make.

Attorney's Report

Mr. Cronan had no comments to make.

Old Business

Review of Invoices

The invoices were previously provided to the board members. There were no questions for Ms. Mitchell regarding them.

Budget

Ms. Mitchell previously provided the board members with copies of the status of expenditures for the current year and copies of the approved budget for the coming fiscal year. Ms. Mitchell noted that the county budget office has added back to the Salaries Account 5000 funds for the third employee which had previously been reduced. There will be overtime expenses incurred in the current month due to staff working over 40 hours during the Primary Elections.

The approved budget for the coming year is as previously reported, with a few adjustments to our requested amounts to reflect actual expected unmanageable overhead costs.

Mr. Hall arrived at this point of the meeting and thereupon began acting as recorder.

Ms. Mitchell announced that there would be a meeting on July 15, 2016 to evaluate the success of the MDVOTERS project.

Approval of Minutes of May 18 and June 9, 2016 (Continued)

Mr. Bulman moved, and Mr. Hall seconded, that the minutes of the May 18, 2016, which had been previously provided to all Board members, be corrected to refer to the

closed meeting statement as Exhibit B, and, so corrected, be approved as written. Ms. MacKinnon asked if the closed meeting stated, was in fact attached. Ms. Mitchell said that she would see that all exhibits were attached. Mr. Hall said that he sought to make certain that all exhibits were attached to those which were presented for approval by the Board. The Motion was approved unanimously.

As the minutes of the open meeting of June 9 had not been presented to the Board, approval of those minutes was deferred to the July meeting.

Election Judges

Regarding election judges, Ms. Mitchell said that there had been a higher percentage of those who failed to show on Election Day. She said that some of the newer judges had agreed to act before they realized what the demands of the task were. Ms. Holland said that the problem of a greater percentage of "no-shows" was experienced State-wide the election just held.

Ms. MacKinnon stated that the training given to election judges was a positive element in the successful conduct of the election.

Ms. Mitchell said that there would be a "lessons learned" session for the chief judges, and that there had been problems in Cordova and Trappe. She stated that it was likely that more election judges would be needed for the general election.

Customer Satisfaction Survey

Regarding the customer satisfaction survey, Mr. Bulman said that he was satisfied with the most recently-prepared version.

MAEO Meeting

The upcoming meeting of the Maryland Association of Election Officials was discussed, with particular attention to the agenda.

Polling Place Evaluations

The Board's evaluation of the polling places noted that the manner display of the required legal notices resulted in some notices being posted too high, and some being posted too low, to be conveniently read by the voters. Additionally, those notices placed on the reverse side of the display "totem" was often out of sight of the voters. Ms. Holland noted that the State Board was aware of the complaints regarding posting of required notices. The Board further noted the need for review of the placement of notices regarding access for handicapped voters.

Audit of Precincts

Regarding the required audit of three polling places, Ms. Mitchell stated that information gathered had been provided to the State Board, which had cross-checked that information against its own records. No discrepancies had been found.

Policy Manual

Mr. Bulman stated that the "policy manual" prepared by Ms. Mitchell did not address those matters he had in mind, namely, that there would be a collection of the policies agreed-upon by the Board. He said he would undertake a review of the minutes of the Board since June 1, 2015 and compile such a collection, for the Board's review. He asked that other board members consider topics to be included in the manual for discussion at the next meeting. If there was little or no interest in such a manual, the board could consider whether such a manual is necessary.

Use of Schools in General Election

As to use of the public schools for the upcoming general elections, Ms. Mitchell stated that there had been an improvement at St. Michaels, because the polling site had been relocated from the auditorium to the gymnasium. However, the problem remained at Easton High School where voting would take place in the auditorium.

Ms. Mitchell described possible action by the County to lease space at the northeast corner of Glebe Road and Maryland Rte. 322, formerly a Black & Decker manufacturing plant. Mr. Bulman noted that use of the schools must be maintained as an option until the County formally approved offering the Election Board such space. Ms. Mitchell stated that a letter had been sent to the School Board asking for a meeting to discuss the Board's concerns about suitability of the space, and the Board's refusal to close the school on Election Day. She said she would follow up the letter with a telephone call.

New Business

Legislation

No significant legislation changes were discussed.¹

Supervisor Feedback Form

Ms. Mitchell distributed forms provided by Ms. Holland by which those being supervised evaluated their supervisor as a part of the evaluation of that supervisor by his

¹ The Board learned at the MAEO conference that one change was that agencies other than the Motor Vehicle Administration, for instance, the Department of Natural Resources, would provide those doing business with such agencies the opportunity to register to vote.)

or her supervisor. Ms. Mitchell said that she would scan the form and send it by email as an attachment to Mr. Secrist, who would ask that the two staff members complete it.

Open Meetings Act

Ms. MacKinnon referred the Board to what is now §§ 3-201 through 2306 of the General Provisions Article of the Maryland Annotated Code (2014), formerly Title 10 of the State Government Article, specifically to section 3-305(d)(3), which requires that a copy of the written statement be sent to the Open Meetings Act Compliance Board if a person objects to the closing of the session, and further referred to the Open Meetings Act Manual prepared by the Office of the Attorney-General where the matter is discussed in Chapter 6, Part C.

She thereupon moved that the Closed Meeting Statement for the meetings held May 18, 2016 and June 9, 2016, to which both she and Mr. Black had objected, be sent to the Open Meetings Act Compliance Board. Mr. Bulman seconded. Mr. Hall asked for clarification as to whom had the responsibility for actually sending the notice. The Board determined that the forwarding document was to be prepared by the Board Staff, for the signature of the Board president. The motion was approved unanimously.

Warehouse

No additional discussion occurred since this issue was covered earlier in the meeting.

Turnout Reports


Ms. Mitchell provided copies of these reports prior to the meeting. She made no further comments at the meeting.

Mr. Secrist announced that the next meeting would be held July 20, 2016, beginning at 9:30 a.m.

Upon Motion duly made (Mr. Black) and seconded (Mr. Bulman), and approved unanimously, the Board adjourned at 11:10 a.m.

Attested,

Respectfully submitted,



Joseph H. Secrist, President



John F. Hall, recorder

From the Desk of Patricia L. Mitchell May 12, 2016 - June 8, 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

Election Judge Trainings are being planned for the end of June. I have sent letters to the Chief Judges and their first Lessons Learned meeting is scheduled for June 22, 2016. I asked that they think of ways to make the General Election better. I have received calls from some of the Chief Judges and they seem to be very excited to share their ideas.

Daily Data Entry

The voter registration books have finally opened. The books reopened on May 31 and Sabrina and Teresa have been working hard to clean up the back log. We had 53 batches waiting to be processed. In our first staff meeting it was decided that each day Sabrina and Teresa would split the daily batches. Sabrina does the first half and Teresa does the second half. On Tuesdays we go to MVA and pick up the weekly work that and mail it to the appropriate county.

Daily Phone Calls and In-Person Visits

The phones have been very quite since the Primary. We are currently verifying more Liquor Licences than usual.

We have received 26 phone calls, 10 in person visits.

Sabrina - 11 calls and helped 3 people at the front window.

Teresa -9 calls and helped 6 people at the front window.

Patti - 6 phone calls and helped 1 person at the front window.

Critical Oversight Report

For the month of May, I audited Somerset County.

ERIC Reports

No more reports until the books reopen.

Meetings

Met with Brian Moore on May 31, 2016 to talk about the warehouse. Joe attended this meeting as well. We checked to see if the voting carts would go in the basement doors. They do not. The next plan was to check on the Black & Decker plant for temporary storage space. Brian is going to get back to us.

Staff Meeting- Held on May 31 - Agenda Attached (Attachment 1)