

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
September 20, 2017

Present:

Board

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

Staff

Jeri Cook, Election Director

State Board of Elections

Desvin Gabbidon, Regional Manager, Field Support Division

Public

Walter Johnson
Christopher Koch
Nick Richards, cameraman from MCTV, Talbot Public Access Television.

The monthly meeting of the Talbot County Board of Elections was held on September 20, 2017 in Conference Room # One at the Board office indicated above. Mr. Secrist called the meeting to order at 9:35 a.m. Mr. Secrist noted that a quorum was present.

Approval of Minutes of July 19, 2017

Mr. Secrist asked if the Board had any corrections or additions to the minutes of the meeting of August 16, a copy of which had been forwarded to the Board Members in advance of the meeting. Upon motion duly made (Mr. Black) and seconded (Mr. Hall), the minutes for August 16, 2017 were approved unanimously.

Addition/Changes to the Agenda

Mr. Hall asked that an item for announcement of political contributions be added to the agenda under New Business. Mr. Secrist asked that an item relating to a request for closing the two schools which serve as voting places be added. Upon motion duly made (Mr. Hall) and seconded (Mr. Black), the agenda, with those two additions, was approved unanimously.

Public Comment

No comments were received from any member of the public.

Election Director's Report

Ms. Cook introduced Regina Carpenter, recently hired as Data Entry Specialist II. Ms. Cook explained that Ms. Carpenter would be in charge of all election equipment and, additionally, would work with election judges. The Board members welcomed Ms. Carpenter.

Ms. Cook reported to the Board regarding the following:

- A. Three candidates had filed for office. She referred the Board members to the 2018 Candidate list on the State Board's webpage.
- B. Were the need for a credit card for the office to arise, Ms. Cook will go to the finance office for further instructions.
- C. She had met with all but two of the chief election judges to discuss the logistics of each polling site and had scheduled a meeting with one of the two with whom she had not met. She noted that there was a shortage of election judges at some of the smaller precincts. She was distributing pamphlets that described the duties of an election judge and helped solicit participation. She also planned to make an appeal on MCTV. Mr. Secrist asked her for more details regarding the filling of positions for election judges. Ms. Cook stated that 77 potential judges had responded and that she anticipated having a complete list in time for the October meeting.
- D. She had been in contact with Brian Moore, County facilities manager, who said that he would instruct the County's contractor to install equipment to provide internet and telephone access to the board's warehouse when he arranged similar service for the Sheriff's office.
- E. She planned to make contact with the School Board to initiate a conversation concerning this Board's request that schools serving as polling places be closed on Election Day.
- F. Ms. Cook reported that she had contacted Angela Lane at the County Finance Office and had explained the error in reporting certain expenses incurred in Fiscal Year 2017 as having been incurred in Fiscal Year 2018. Ms. Lane said she would correct the error.

- F. In consultation with Sylvia Brown of the State Board, she had prepared an employee's handbook which she had given to each staff member. A copy was distributed to each of the Board members.
- G. Three Board members had furnished her with a certificate of completion of training which had been forwarded to Erin Perrone at the State Board.
- H. She had received no information from Erin Perrone regarding what actions might need to be taken to achieve compliance with the Americans with Disabilities Act at some of the polling places.
- I. She had attended a presentation to a joint legislative hearing regarding election cybersecurity.
- J. She participated in a State Board workgroup which had been given the task of updating and modifying the election judge manual.
- K. She will be on leave for a week beginning October 2, 2017, but would be reachable by cell telephone. The two staff members were both trained and capable of informing potential candidates as to requirements for candidacy.
- L. The County had furnished her with a statement of insurance coverage which she had furnished to the State Board.

Attorney's Report

Mr. Cronan had informed Mr. Secrist that he would not be available to attend the meeting due to a conflicting court appearance date.

Old Business

Invoices:

Mr. Hall inquired regarding how frequently payment was due for the voting equipment lease (Budget Item 5455). Ms. Cook stated that it was due quarterly.

Budget:

Ms. Cook reported that the financial report included in the materials provided to the Board was a spreadsheet that she maintained, as the County Finance Office report was usually was not available by the time of this Board's monthly meeting.

County Bulletins:

Ms. Cook said that the MAEO meeting referred to in the issue dated August 18, 2017 referred to meetings attended by election staff and directors, not board members. In that same issue of the bulletin, the reference to pre- and post-meeting notices were more fully addressed in the attachment titled "House Bill 353 (Chapter 441) Requirements. Ms. Cook distributed the issue dated September 15.

Customer Satisfaction Survey

Ms. Cook distributed three surveys which had been completed, all of which were complementary of Ms. Goode's assistance.

State Mandatory Biennial Meeting

Ms. Cook provided the Board with copies of the meeting agenda. She said that, the cost of the meeting is \$100.00 per attendee. The cost for a guest is \$75.00. Accordingly, she asked that (1) anyone who would not be able to attend or (2) anyone planning to bring a guest, notify her by the end of September. She confirmed that the meeting would be held at the DoubleTree Hotel in Annapolis. She said that, in an attempt to control expenses, she had instructed her staff to drive to and from the meeting, rather than to check into the hotel.

New Business

Mr. Hall disclosed that he had contributed \$150 to Congressman Harris and \$50 to Senator Eckhardt.

Mr. Secrist announced that the next meeting would be October 18, 2017 at 9:30 a.m.

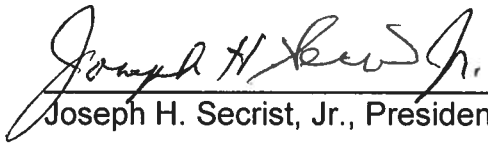
Upon motion duly made (Mr. Hall) and seconded (Mr. Black), and approved unanimously, the Board went into Closed Session to perform the mandatory evaluation of the Election Director's performance since March. A copy of a "Written Statement For Closing A Meeting Under the Open Meetings Act" is attached hereto as Exhibit A.

The Board resumed its open session at 10:15 a.m. Mr. Secrist announced that, while in Closed Session, the Board had completed its evaluation of the Election Director's performance.


Upon motion to adjourn by Mr. Black, seconded by Mr. Hall, and approved unanimously, the meeting was adjourned at 10:20 a.m.

Attested,

Respectfully submitted,



Joseph H. Secrist, Jr., President



John F. Hall, Secretary