

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
June 15, 2022

Attendance

Board Members Present

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

Staff

Crystal McGinn, Talbot County Election Director
Tammy Stafford
Donna Hacker

Board Attorney

Lyndsey Ryan

Public

Kathi Dulin Duvall, Clerk of the Court

The monthly meeting of the Talbot County Board of Elections was held June 15, 2022 in Conference Room # One at the Board office indicated above. Mr. Secrist called the meeting to order at 9:32 AM. Mr. Secrist noted that a quorum was present.

Swearing in of the Board of Canvassers

Ms. Duvall administered the Oath of Office to the Members for the Board of Elections to serve as Board of Canvassers for the Gubernatorial Election. Ms. Duvall then departed the meeting.

Additions to the Agenda

In advance of this meeting, Ms. McGinn mailed to each Board Member material for the meeting, including an agenda which had been posted on the Board web site. Ms. McGinn provided an updated agenda, which is attached, for consideration by the Board. Additional agenda items were suggested by Board Members. Mr. Black moved to approve Ms. McGinn's updated agenda with the addition of "Public Comments" following "Swearing-In of the Board of Canvassers" and the addition of "Board

Attorney's Report" following "Director's Report". Ms. Thomas seconded the motion. It passed unanimously.

Approval of Minutes

Mr. Secrist asked if the Board had any corrections or additions to the minutes of the meeting of May 18, 2022, copies of which had been forwarded to the Board Members in advance of the meeting. Ms. MacKinnon moved approval of the minutes as presented. Ms. Thomas seconded the motion. The motion passed unanimously.

Election Director's Report

Ms. McGinn provided the Board with a written report on activities since the last Board Meeting. A copy of her report is attached to these minutes.

Old Business

A. Election Judges

Ms. McGinn reported that she has an additional seven applications to serve as judges. They will be trained soon. She has not yet selected individuals to serve as substitutes judges. Regarding Early Voting, she plans to assign approximately 15 judges for each day.

B. Relocation

McGinn reported that she has met with Brian Moore and Clay Stamp of the county to update herself on the status of the Board's request for space. She reported that the County Council will be holding a hearing regarding several capital expenditure bills. Bill 1508 provides \$100,000 for design, renovation and construction of offices and work areas for the Board of Elections. Ms. McGinn believes this amount is not sufficient for the needs of the Election Board. Following discussion, Mr. Bulman moved that the Board authorize President Secrist to testify for the Board at the hearing regarding the inadequacy of the proposed funding, and emphasize our need for the amount of space included in the August 9, 2021 county-commissioned study. Mr. Black seconded the motion. During discussion of the motion, Ms. McGinn was asked by Board Members to seek clarification of the basis for the funding amount in the proposed legislation and to develop suggested testimony for the hearing. The motion passed unanimously.

Board Attorney's Report

Ms. Ryan advised the Board that she has been on three conference calls regarding the upcoming election. She reported on the recently approved opportunity for voters to be listed as permanent mail-in ballot applicants and on the requirements for ballot drop box locations to be under 24/7 surveillance. She will be providing the Board

with updated material regarding the changes to the Open Meeting notices that the state has adopted.

New Business

A. Crystal's – PEP

Ms. McGinn reminded the Board that it must complete her semi-annual performance review prior to July 15, 2022. She provided each Board Member with blank Performance Evaluation forms for Supervisory Employees.

While discussing the deadline for McGinn's evaluation, it was noted that this will occur after the next regularly scheduled Board meeting of July 20, 2022. It was suggested that the Board reschedule the next regular Board meeting to an earlier date to, not only comply with the evaluation deadline, but to avoid interfering with the heavy workload on staff on the day following the Primary Election. Mr. Black moved that the next regular Board of Directors meeting be rescheduled for July 13, 2022 at 9:30 AM. Ms. Thomas seconded the motion. It passed unanimously.

B. Supply Verification deadline June 22, 2022

The State Board requires each local board to submit a completed Voter Supplies Checklist and Certification form prior to each election. At least one Board Member must participate in the verification and certification. Mr. Black offered to work with the staff to complete this certification.

C. Incorrect Oaths

The State Board has begun sending emails to domestic civilian voters who requested electronic delivery of their mail-in ballots. The State Board staff learned that the early users of this system received the wrong oath. They are in the process of correcting this error by sending them the correct oath. We are to be aware that some voters may send in the incorrect oath or both oaths. Further guidance will be provided by the State Board.

Correspondence

A. Registration Figures

In the material sent to the Board Members in advance of this meeting Ms. McGinn provided statistical voter registration material. There were no questions from Board Members.

B. Duties of the Local Board of Election

In the material sent to the Board Members in advance of this meeting Ms. McGinn provided a document entitled Assignment of Local Board of Elections' Duties to Members of the Local Board, the Election Director and Staff. Ms. McGinn and Ms. Ryan responded to some questions, and agreed to research some other questions and report back to the Board.

C. List of Election Judges

Ms. McGinn provided a list of judges and their precinct assignments as of the meeting date. Early voting assignments and substitute selections have not yet been completed. The Board Members discuss the assignments and how to proceed given that Board action on the judges must be done prior to the next scheduled Board meeting. Following discussion, Mr. Bulman moved that the Board approve the list of judges as submitted and that the Election Director be authorized, if circumstances require, to appoint other Judges and report the final list of recommended Judges for action at the next regular Board Meeting. Ms. Thomas seconded the motion. It passed unanimously.

Confirmation of Next Meeting

Mr. Secrist noted that the Board has voted to set the date of the next regular meeting of the Board for July 13, 2022 at 9:30 AM. As reported in the revised agenda, the Board of Canvassers will meet on the following dates

Mail-in Ballot 1	July 21 @ 10:00 AM
Provisional Ballot	July 27
Mail-in Ballot 2	July 29

Closed Session

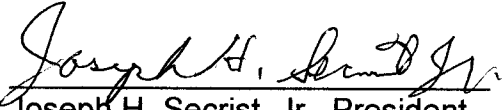
Ms. Thomas moved that the Board go into closed session for the purpose of discussing personnel matters that affect one or more specific individuals as permitted under General Provisions Art. 3-305(b) (1). Mr. Black seconded the motion. It passed unanimously. Whereupon the Board went into closed session at 10:47 AM. Ms. Stafford and Ms. Hacker departed the meeting at this point. Present at this session were Board Members Mr. Secrist, Mr. Black, Ms. Thomas, Ms. MacKinnon and Mr. Bulman. Election Director Crystal McGinn and Board Attorney Lyndsey Ryan were also present. During the meeting Ms. McGinn departed the meeting.

At 12:08 PM. the Board returned to open session. President Secrist reported that the Board discussed a personnel request from the Election Director. The Board also approved the minutes of the Closed Meetings of May 11, 2022 and May 18, 2022.


Adjournment

Mr. Black moved adjournment of the meeting. Ms. Thomas seconded the motion. It passed unanimously. The meeting adjourned at 10:55 a.m.

Attested,


Joseph H. Secrist, Jr., President

Respectfully submitted,


Richard B. Bulman, Secretary



Talbot County Board of Elections

Board Meeting
215 Bay Street, Suite 7
Easton, MD 21601
Conference Room 1

June 15, 2022 9:30am

Agenda

- I. Call Meeting to Order/Declaration of Quorum Present-Attendees
- II. Additions to the Agenda
- III. Swearing-In of the Board of Canvassers
- IV. Approval of Minutes- May 18, 2022
- V. Directors Report
- VI. Old Business
 - A. Election Judges
 - B. Relocation
- VII. New Business
 - A. Crystal's- PEP
 - B. Supply Verification deadline June 22, 2022
 - C. Incorrect Oaths
- VIII. Correspondence
 - A. Registration Figures
 - B. Duties of the Local Board of Elections
 - C. Lists of Election Judges
- IX. Confirmation of Next Meeting- TBD
 - A. Canvass dates: MIB1- July 21, 2022 at 10:00am
PROV- July 27, 2022
MIB2- July 29, 2022
- X. Adjournment
- XI. Closed Session*

Please be prepared to follow any current COVID-19 protocol. The public is welcome to listen via the conference call. Please call 410-770-8099 to receive the conference call number and pin to access the meeting virtually.

Unless otherwise set forth on this Agenda, the Board intends that all known items of business or topics to be discussed shall be open to the public, however; circumstances may arise which may require the Board to close a portion of the meeting.



Talbot County Board of Elections

Directors Report

Election Judges

Election judge training is complete as of this week and we currently have 117 election judges signed up, have been trained and assigned to their positions. We held a make-up class on June 7, 2022 to train any new judges that may sign up and any who were not able to attend their assigned training. On July 8, 2022 we will hold an open house for our election judges to come back and refresh their memory on our equipment.

Recruitment & Staffing

Interviews for the Election Program Assistant II were held on Tuesday, June 6, 2022 and I selected our current employee Tammy Stafford for that position. I am happy to announce that Tammy has accepted that offer.

As of this moment I have reached out to Shermaine to get the open contractual position filled asap.

Jim Butts and Ed Forte have both started as County Techs and are working in the warehouse with Fred.

iGO

The iGO annual conference will be held in Isle of Palms, CA during the week of June 20-24, 2022. I will be attending the conference and obtaining my awards; Certificate in Public Leadership (CPL) and Certified Public Officials (CPO)

L&A Update

Has been started and successful thus far. We are ahead of schedule and should be completed within the next week or so.