

Minutes

Talbot County Board of Elections
215 Bay Street
Easton, MD 21601
January 19, 2022

Attendance

Board Members Present

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

Staff

Dionne Church, Election Director

Board Attorney

Lyndsey Ryan

Public

None

*Mr. Black attended via conference call and Ms. MacKinnon attended by video conference.

The monthly meeting of the Talbot County Board of Elections was held January 19, 2022 in Conference Room # One at the Board office indicated above. Mr. Secrist called the meeting to order at 9:33 a.m. Mr. Secrist noted that a quorum was present.

Approval of Minutes

Mr. Secrist asked if the Board had any corrections or additions to the draft minutes of the meetings of December 8, 2021 and December 20, 2021, copies of which had been forwarded to the Board Members in advance of the meeting. Mr. Bulman noted that Ms. MacKinnon asked that the minutes of December 20, 2021 reflect the discussion of a possible memorandum of understanding during Ms. Ryan's report on her conversations with the Board of Education.

Following discussion, Mr. Bulman moved approval of the Minutes the December 8, 2021 meeting as presented and the minutes of the December 20, 2021 meeting with the addition of a statement regarding a possible memorandum of understanding with the Board of Education. Ms. MacKinnon seconded the motion. It passed unanimously.

Additions/Changes to the Agenda

Mr. Secrist asked if there were any additions to the agenda as published. Mr. Bulman moved approval of the agenda as presented. Mr. Black seconded the motion. It passed unanimously.

Public Comments

There were no public comments.

Election Director's Report

Ms. Church provided the Board with a written report on her activities since the last Board Meeting, a copy of which is attached to these minutes. She updated the number of candidate filings since the preparation of her report. She expanded on her report as follows:

- She will be out of the office starting Thursday to attend the IGO conference.
- She held a staff meeting and discussed training plans for Monae and Tammy regarding candidate filings and assignment of responsibilities.
- She has updated the Employee Handbook and it is awaiting review by Shermaine at the State Board office.

Ms. Church's assessment of the personnel needs at this time is that she will need 2 additional parttime staff during the balance of the current budget year. While some accounts are over budget, some are under budget. However, she believes that there will be sufficient funds overall to cover the cost of these positions. She is in the process of preparing the budget request of FY 22-23. She believes the office needs an Election Supervisor or a Deputy Election Director. She has not received any direction from the county regarding the due date for submission of the budget for the coming year.

Following discussion, Ms. MacKinnon moved that the Board authorize the Director to start the process to hire two parttime staff at an estimated cost of \$40,000. Mr. Black seconded the motion. It passed unanimously. Ms. Church agreed to come back to the Board at the next meeting with a status report on our staffing situation.

Board Attorney's Report

Ms. Ryan previously sent Board Members a draft memorandum of understanding with the Board of Education regarding the use of schools for polling locations she developed with the Board of Education. She explained the document, and particularly noted that it can only be terminated by mutual consent and it provides for modification by mutual agreement. Mr. Bulman noted that it will not be possible to remove the voting equipment so schools can be open the next day. Following discussion of this point, Mr. Bulman moved that the President be authorized to sign the memorandum of

understanding as presented with the flexibility to modify section 5 to be consistent with the practical ability to remove the equipment. Mr. Black seconded the motion. It passed unanimously. The memorandum of understanding as modified is attached to these minutes.

Old Business

a. Facility for Election Office

Ms. Church reported that there is no new information regarding space for the Election Board.

b. Budget FY2022

Ms. Church provided reports on expenditures recorded through December. During her report earlier in the meeting, she noted accounts which are or will be over budget and will provide her assessment of the expenditures for the balance of the year, including the funding for two additional parttime staff members at the next Board meeting.

c. Review invoices

Ms. Church previously provided Board Members with copies of invoices received since the last meeting. There were no questions from Board Members.

d. County Bulletins

Ms. Church previously provided copies of County Bulletins. There were no questions from Board Members.

e. Legislation

No further discussion of the proposed legislation was held.

f. School Board MOU (Memo of Understanding)

Discussion of this topic was held during the Board Attorney's Report

New Business

a. Budget FY2023

Ms. Church met with the County Manager and the County Finance Officer. She has not received any direction from the county regarding the submission of our budget request. She noted that salaries will increase based on her expectation of state salary increases, her anticipated request for staffing increases and position salary grades. Charges for

equipment leases and other state charges are not known now but are anticipated to increase substantially.

Confirmation of next meeting

Mr. Secrist noted that the next regular meeting of the Board of Elections will be at 9:30 a.m. on February 16, 2022.

Closed Session

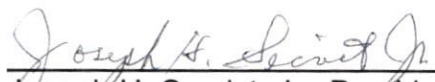
Mr. Black moved that the Board go into closed session for the purpose of discussing personnel matters that affect one or more specific individuals as permitted under General Provisions Art. 3-305(b) (1). Ms. Thomas seconded the motion. It passed unanimously. Whereupon the Board went into closed session at 10:45 a.m. Present at this session were Board Members Mr. Secrist, Mr. Black, Ms. Thomas, Ms. MacKinnon and Mr. Bulman. Election Director Dionne Church and Board Attorney Lyndsey Ryan were also present.

At 11:48 a.m. the Board returned to open session. President Secrist reported that the Board discussed specifics regarding personnel appeal issues. The Board also approved the minutes of the Closed Meeting of December 20, 2021.

Adjournment

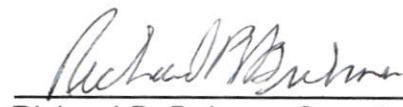
Mr. Black moved adjournment of the meeting. Ms. Thomas seconded the motion. It passed unanimously. The meeting adjourned at 11:50 a.m.

Attested,



Joseph H. Secrist, Jr., President

Respectfully submitted,



Richard B. Bulman, Secretary