Cecil County Board of Elections
April 8, 2020
MINUTES

PUBLIC NOTICE OF THE MEETING
Public notice of the Board meeting was provided by displaying the meeting information on the wall outside of the Cecil County Board of Election office located in the Cecil County Administration building, and also on the Election agency website and Facebook page. A copy of the agenda was also made available.

MINUTES of the Cecil County Board of Elections meeting held on the 8th day of April, 2020 in the Perryville Conference Room on the 2nd Floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland.

Ruie Lavoie noted that due to current social distancing guidelines, and in compliance with the Governor’s Proclamations, that public viewing will be by video conferencing only.

ATTENDEES: Kelly Sengstock President (In Person)
James G. Crouse Vice President (By Telephone)
Nancy R. Simpers Secretary (By Telephone)
Diane Letts Board Member (By Video)
Cameron Brown Board Counsel (By Video)
Ruie Marie Lavoie Director (In Person)
Lora L. Walters Deputy Director (In Person)
D. Shawn Larson Election Information Specialist (In Person)
Karen Perry Election Supervisor (In Person)
Jacqueline Covey Cecil Whig (Live Stream)
Nancy Schwerzler Cecil Times (Live Stream)

DECLARATION OF QUORUM
The meeting was called to order at 3:12 pm by President Kelly Sengstock. Quorum was established with all Board members present in person, by telephone or by video conferencing. There is currently one (1) vacant Board member. Due to current social distancing guidelines and to comply with the Governor’s Proclamation of April 10, 2020 and the County Administration’s directive, public viewing is by video conferencing only.

PRESIDENT’S REMARKS
President Sengstock welcomed everyone in attendance and thanked those that joined the meeting by video conferencing or by telephone for their patience as we work through the new process of using live stream. Ms. Sengstock expressed her excitement as this is the first meeting after being elected to President. She said she is honored to serve the Board and Cecil County. Further, she thanked Ruie Lavoie and her team for their hard work while preparing for the election and stated with confidence, “Cecil County will be ready.”

AGENDA
Additions or changes to the Agenda were requested. After review, Ruie Lavoie requested the addition of a closed session to discuss personnel to be placed after the discussion of the next Board meeting. There were no other additions or changes.
ADMINISTRATION OF OATH
President Sengstock administered the oath to Brenda Ross, who recently joined the team as a full-time State employee.

APPROVAL OF MINUTES
The Minutes of the February 12, 2020 Board meeting were reviewed and unanimously approved.

MOTION: Nancy Simpers motioned to approve the Minutes of the February 12, 2020 Board Meeting as submitted.
SECOND: Diane Letts
ACTION: Favorable and unanimous, Motion carried.

DIRECTOR’S REPORT
Prior to the meeting, the Director’s Report was delivered to the Board by email or by regular mail. An updated copy is included in the Board folders. The Director’s Report was then presented as follows:

Board Folders: Agenda, April 8, 2020 Board Meeting
Board Meeting Minutes, February 12, 2020
Directors’ Report, March and April, 2020
Coronavirus Disease 2019 Information
Governor’s Proclamation dated March 5, 2020
State Board Comprehensive Plan for Primary 2020
CDC Mass Community Events Information
ES&S Coronavirus Information
Polling Place Evaluation Information
Election Office Goals and Successes
Sample Specimen Ballot
Monthly Statistics Report, February, 2020
County Bulletins and Registrars

Meetings, Trainings and Important Dates:
Emergency Operations and Administration host a daily conference call with the public information officer from every agency. The purpose of this call is to distribute valuable information to be passed along to Cecil County citizens during the pandemic. Ruie Lavoie joins the call every morning. There are also daily, weekly and every other day conference calls with the State Board, the Governor’s Relation Committee, County Administration, the CDC, DHS and other agencies. Ruie Lavoie joins the calls.

Occurred/Attended
March 12, 2020, Meeting with State Board Trainer Manager. Ruie Lavoie attended...
March 13, 2020, Emergency Operations/Public Information Officer Meeting. Ruie Lavoie attended.
March 16, 2020, Meeting with County Public Information Officer. Ruie Lavoie attended.
March 16, 2020, Interview with CecilTV. Conducted by email.
March 19, 2020, Director's Meeting. Ruie Lavoie and Lora Walters attended.
April 6, 2020, County Department Head Meeting. Ruie Lavoie attended.

Scheduled/Upcoming
April 8, 2020, Board Meeting at 3:00 pm, by video or conference call
April 15, 2020, Department of Homeland Security Meeting at Emergency Operations Center. Ruie Lavoie to attend.
April 28, 2020, Primary Election Day – Postponed to June 2, 2020
May 1, 2020, Close of Registration for Chesapeake City
May 4, 2020, Cecilton Municipal Election
May 8, 2020, Board Meeting at 3 pm
May 12, 2020, Elkton and Perryville Municipal Election
May 19, 2020, Budget Hearing with County Council
May 25, 2020, Office Closed, Memorial Day
June 1, 2020 Chesapeake City Municipal Election
June 2, 2020, Primary Election
August 23, 2020 to August 25, 2020, MAEO Conference in Ocean City

Coronavirus Disease 2019 (COVID-19)
We continue to take all possible precautions to protect the health and safety of the staff and voters. We are working with the County Emergency Management, the State Board, other jurisdictions, DHMH, the Governor’s Office and the CDC to ensure we have current information and are being diligent in the effort to stop the spread of the virus. The Administration Building and the Election office are by appointment only. Procedures have been implemented in the office to protect everyone as much as possible. Employees are asked to stay home when they are sick and to not return until they are symptom-free for 24 hours. Unless it is necessary to come in the office, all staff are remote working as much as possible.

Emergency Operations Center and Public Information Officer Meetings
As the PIO for Cecil County Elections, Ruie Lavoie attends this meeting daily at 9:00 am in person or by conference call. Updates from all County agencies are received and an election agency update is provided.

Financial Disclosures
Reminder: The Board must complete their Financial Disclosure for 2019 by the end of April. Note that you must disclose real property regardless if you own or rent.

Department of Homeland Security
Ruie Lavoie is working with the Emergency Operations Center to write the justification for a $10,000 grant. The funds are expected in September.

Election Office Goals and Successes
Included in Board folders is a list of accomplishments to date as well as the current goals.

FY 2021 Budget
The proposed budget was submitted and is being reviewed for approval by the County Budget Manager. The Budget Hearing and presentation to the County Council is scheduled for May 19, 2020. The Hearing may be held via Live Stream.
2020 Proposed Legislation
Updated proposed legislation information is provide to the Board via email as it becomes available.

Emergency legislation was passed requiring a return postage paid return envelope to be included with all mailed ballots. The cost of this postage will be a 50/50 split with the State.

2020 Presidential Primary Election
Preparations continue as much as possible as we are awaiting the Governor’s decision on how the election will be conducted. The notice of election will be issued the first week of May.

Voting Equipment
Logic and Accuracy testing has been postponed. More information to follow.

Early Voting
Early Voting is not included in the comprehensive plan submitted to the Governor. More information to follow.

The Election Judge Manual has been produced and printed. Please advise if the Board would like a copy.

Election Judge Recruitment
We surveyed our election judges to learn how many are willing to serve on June 2nd. Currently, 27% of election judges are not willing to serve. All recruitment efforts have been placed on hold.

Election Judge Training
All Election Judge training has been suspended. There is currently an executive order that prohibits gatherings of more than 10 people.

Registration Department
Work is current and processed when received. The ERIC report, Audit, DHMH report and Jury list have been completed and were submitted to SBE prior to the deadline date.

Maryland Association of Election Officials (MAEO) Conference
Due to the COVID-19 pandemic, the conference has been postponed and the new date is August 23, 2020 to August 25, 2020.

Voter Outreach and Election Judge Recruitment
Voter outreach efforts have been temporarily suspended.

Personnel
Interviews for the Support Specialist have been placed on hold until after the Primary Election. The paperwork to move state employees to the new classifications effective July 1, 2020 is in progress and will be completed soon.
BOARD COUNCIL REPORT
Camren Brown reported that the Republican Central Committee is currently soliciting persons interested in filling the vacant Board position. Once the RCC makes their nomination to the Appointment Secretary, it will go to the Governor for approval and then to the Senate for confirmation. More information to follow. Mr. Brown is joining the state-wide election attorney conference calls with the State Board and assistant Attorney General. The topics outlined in the last call were covered in the director’s report.

OLD BUSINESS
None at this time.

NEW BUSINESS
None at this time.

ANNOUNCEMENTS AND DISCLOSURES
None at this time.

QUESTIONS/COMMENTS
Discussion held regarding future meetings and the need to live stream for public viewing. Until further notice, board meetings will be held virtually and will be live streamed.

MEETING INFORMATION
May 6, 2020  Public Demonstration at 2:00 pm (Tentative)
            Administration of Oath at 3:00 pm (Definite – In Person)
            Board Meeting at 3:00 am (In Person and By Live Stream Video Conference)

June 2, 2020  Board Meeting at 8:00 pm (Tentative)

ADJOURNMENT
There being no further business, with a motion to adjourn by Nancy Simpers and on a second by Diane Letts, the meeting was adjourned at 3:58 pm.

Respectfully submitted,

Kelly Sengstock, President

James Crouse, Vice President

Nancy Simpers, Secretary

Diane Letts, Board Member

Approved this 19th day of August, 2020