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

MINUTES of the Cecil County Board of Elections meeting held on the 14th day of July, 2020 in the Perryville Conference Room on the 2nd floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland.

ATTENDEES:   Kelly Sengstock             President (in person)
                James G. Crouse            Vice President (in person)
                Nancy R. Simpers           Secretary (in person)
                Diane Letts               Board Member (in person)
                Scott Mesneak             Board Member (by live stream)
                Cameron Brown             Board Counsel (in person)
                Ruie Marie Lavoie         Director (in person)
                D. Shawn Larson           Election Info. System Specialist (in person)
                Jacqueline Covey         Cecil Whig (live stream)
                Nancy Schwerzler          Cecil Times (live stream)

DECLARATION OF QUORUM
Quorum was established with four (4) Board Members present in person and one (1) Board member present virtually by live stream. The meeting was called to order at 3:10 pm by President Kelly Sengstock. Mrs. Sengstock apologized for starting the meeting late. There were some technical difficulties with the live stream platform.

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.

AGENDA
Additions or changes to the Agenda were requested. The Director’s Report was added after President’s Remarks and the Closed Session. There were no other additions or changes.

PRESIDENT’S REMARKS
President Sengstock welcomed everyone and extended well-wishes for the summer. She reported that the Board needs to enter into closed session for the purpose of discussing a personnel matter and also possible litigation. The open meeting was recessed at 3:14 pm.

EXECUTIVE SESSION
The Board entered into closed session at 3:14 pm.
The Board reconvened into open session at 4:24 pm.
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 was provided to Board members in person and emailed to Board members joining the meeting virtually.

Board Folders: Agenda, July 14, 2020 Board Meeting
Board Meeting Minutes
Directors’ Report, June and July, 2020
Governor’s Letter, Directive for November Election
FY21 Election Budget
Provisional Canvass Minutes - Draft
Monthly Statistics Report, June, 2020
All other documents sent via email

The Director’s Report was then presented as follows:

- Ruie Lavoie continues to attend the Emergency Operations and Administration daily conference call. The purpose of this call is to distribute valuable information to be passed along to Cecil County citizens during the pandemic. Ruie Lavoie also joins all scheduled video or conference call with the State Board, the Governor’s Relation Committee, County Administration, the CDC, DHS and other agencies.

- County Bulletins and Registrars – Documents are provide via email effective this month. Paper copies are available upon request.

- One June 12, 2020, the Cecil County Board of Elections certified the 2020 Presidential Primary Election results.

- The Maryland State Board of Elections certified the statewide results on July 2, 2020.

- The independent audit conducted by Clear Audit of the results was completed and copies of the findings were sent to the Board by electronic delivery.

- We received many written and verbal compliments regarding how the election was conducted and it was noted that although the conditions were extraordinary and the election unprecedented, it was a success.

- Voter turnout for the Primary Election was higher than previous elections.

- Ballots received after June 12, 2020 will need to be reviewed by the Board of Canvassers after the next Board meeting.

- The Canvass minutes are in progress. The Board of Canvassers will need to approve the minutes at their next meeting. After approval, the Minutes are submitted to the State Board.

- The voting equipment was released by the State Board and Post-Election Maintenance has begun.

- The State Board of Elections presented a report to the Governor regarding the issues that occurred. Copies of the report were sent to the Board via electronic delivery.

- Ruie Lavoie attended all Maryland Association of Election Officials’ (MAEO) meetings and conference calls regarding conducting the Primary Election. Copies of the letter sent to the Governor from MAEO regarding the General Election were forwarded to the Board by electronic delivery.

- The Governor sent a letter to the State Board stating his directive on how the November General Election will be conducted. A copy is included in your Board folders.
• Pursuant to the Governor’s directive, the General Election will include in-person voting at all polling places on Election Day and Early Voting to occur as in a normal election for in-person voting. He also ordered that all voters be issued a vote by mail ballot application with a postage paid return envelope. The cost of the return postage will be the responsibility of the County. This directive drastically increases the funds needed and these additional funds are not in the current budget. The Director reached out to Administration and the Finance Director to that end. There may be CARES Act funding available along with another grant from DHS expected to be received in September, 2020.

• The approved Fiscal Year 2021 Budget, effective July 1, 2020 is included in Board folders.

• Ballot Boxes will be utilized again for the General Election. We are determining the best locations.

• We are working in concert with Chief Brooks, Director of Emergency Operations along with the State Board, to do what we can to ensure the safety and well-being of our voters, election workers and staff.

• Personal Protective Equipment (PPE) will be purchased for all election judges and voters. An order for disinfectant cleaning supplies and social distancing supplies has also been placed with the State Board. Paper towels and other such items will be purchased directly by the County. All costs for PPE and related supplies will be 100% the responsibility of the County.

• Letters will be sent to all election judges that served in the 2018 Primary and General Elections asking if they feel safe and are available to serve in November. We will need at least one additional judge per polling place to assist with the cleaning efforts and line management. The total number of judges needed is being determined and will be provided to the Board.

• Supply inventory has been completed and an order has been placed for the General Election.

• Election Judge Training script and documents will be prepared over the next few weeks. At least double the number of training classes will be required because of the CDC and County Administration guideline for social distancing. Additional trainers will be required because staff will not be able to train as often as that will be needed. This will be an extra expense over the current budget.

• Early voting hours for a General Election during the Presidential Election cycle are from 8:00 am to 8:00 pm.

• The state technician is scheduled to begin working in August now that we have the directive from the Governor for a “normal” election with additions.

• The ERIC report, audit, DHMH task and all other MDVOTERS related items have been completed and submitted to the State Board on time.

• The Green Party submitted a petition to the State Board. Cecil County is very fortunate because the State Board offered to process our signatures. It is expected that the Green Party will reach the required number of signatures to become active. The Voter Registration Application

• Two (2) PIA requests have been received. The first request was to view the Voter Assistance forms received from vote by mail ballots and on Election Day. The second is a request for a copy of the Financial Disclosure filed by Candidate Danielle Hornberger and other information and emails relating to her candidacy. This request was forwarded to Board counsel.
• Staff will be required to work additional overtime to complete necessary tasks created by mailing all voters a vote by mail ballot application and to ensure all election judges are trained and ready for the General Election. This additional expense is not included in the current budget. We are, in effect, conducting 2 elections at the same tie, in-person and vote by mail.

• The new classifications were submitted and approved by the State Board which became effective July 1, 2020. The contractual position expired June 30, 2020 and was not renewed. It has not yet been determined if this position will be filled. The part-time County Support Specialist position will be posted for recruitment, and hopefully filled before the end of July to start employment in August.

• Performance Evaluations are due to the State Board no later than July 15, 2020.

• As much as possible, as directed by the Governor and County Administration, staff continues to remote work. In office work will need to become full time in August or September in order for us to be ready for the General Election. Public access to our office and the County Administration building continues to be by appointment only. Anyone entering the Administration building must have a temperature check and wear a mask. Employees and citizens enter through the rear door and are escorted through the building.

• The Maryland Association of Election Officials (MAEO) cancelled the 2020 annual conference but will hold their annual meeting virtually on August 25, 2020. More details to follow.

• The date for the MAEO 2021 conference is scheduled for May 24 to May 28, 2021

OLD BUSINESS
None at this time.

NEW BUSINESS

Lessons Learned – 2020 Primary Election
Discussion was held and a review of the primary election was conducted.

EXECUTIVE SESSION
The Board entered into closed session at 4:19 pm.
The Board reconvened into open session at 5:13 pm.

ANNOUNCEMENTS AND DISCLOSURES
Scott Mesneak expressed appreciation for President Kelly Sengstock and noted that he has never known a Board President to be as committed and dedicated. There were no other announcements or disclosures.

MEETING INFORMATION
• August 12, 2020 at 3:00 pm            Board Meeting
• August 25, 2020 at 10:00 am          MAEO Virtual Annual Meeting
• September 9, 2020 at 3:00 pm         Board Meeting
ADJOURNMENT
There being no further business, with a motion to adjourn by James Crouse and on a second by Diane Letts, the meeting was adjourned at 5:19 pm.

Respectfully submitted,

Kelly Sengstock, President

James Crouse, Vice President

Nancy Simpers, Secretary

Diane Letts, Board Member

Scott Mesneak, Board Member

Approved this 19th day of August, 2020