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 through the Election agency website and social media platforms. A copy of the agenda was made available.

MINUTES of the Cecil County Board of Elections meeting held on the 19th day of August, 2020 in the Perryville Conference Room in the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland. Due to current social distancing guidelines and to comply with the Governor’s Proclamation of April 10, 2020 and the County Administration’s directive for the Administration Building to be closed to the public, public viewing is by livestream only.

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 teleconference)
Cameron Brown, Board Counsel (In person)
Ruie Marie Lavoie, Director (In person)
Karen Perry, Acting Deputy Director (In person)

DECLARATION OF QUORUM
Quorum was established with four (4) Board Members present in person and one (1) Board Member present by teleconference. The meeting was called to order at 3:04 pm by President Kelly Sengstock.

AGENDA
There were no additions or changes to the agenda.

PRESIDENT’S REMARKS
President Sengstock welcomed everyone and provided introductions. She noted the many changes on how the General Election will be conducted have occurred.

APPROVAL OF MINUTES
The Minutes of the April 8, 2020, July 14, 2020, two (2) closed sessions on 7/14/2020, 7/28/2020 and 7/28/2020 Meetings were reviewed.

MOTION: Nancy Simpers motioned the above listed Minutes
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 was provided in the Board folders.
Board Folders:  

Agenda, August 19 2020 Board Meeting  
Board Meeting Minutes  
- April 8, 2020 Board Meeting  
- May 13, 2020 Board Meeting  
- July 14, 2020 Board Meeting  
- July 14, 2020 1st Closed Session  
- July 14, 2020 2nd Closed Session  
- July 28, 2020 Board Meeting  
- July 28, 2020 Closed Session  
Postcard Mailer, 2020 Presidential General Election  
Vote by Mail Application  
Map of Vote Centers and Ballot Box Locations  
Letter, State Employee Administrative Leave  
Directors’ Report, August, 2020  
Emergency Regulations for 2020 Presidential Election  
Monthly Statistics Report, July, 2020  
County Bulletins and Registrars – Emailed to all Board members. Hard copies provided upon request.  
The Board of Canvassers will need to meet to review and reject Primary Election ballots received after June 12, 2020.  
Ruie Lavoie and designated staff continue to join all conference/video calls for Director’s meetings and other State Board meetings.  
Ruie Lavoie continues to join all JCIS PIO conference calls which are normally held one time each week.  
Ruie Lavoie presented a report on the election for the County Council and the Governor’s Relations Committee. She joins the meetings when requested.  
Ruie Lavoie attends all Maryland Association of Election Officials’ (MAEO) meetings and conference calls.  
The Primary Canvass minutes are in progress and will be completed soon. After approval, the minutes will be submitted to the State Board.  
After the Primary Election was certified by the State Board, the voting equipment was released by the State Board, and the required Post-Election Maintenance has been completed.  
The voting equipment is on a routine charging schedule. Pollbooks are charged every two (2) months and the ballot marking device (BMD) and scanners are charged every three (3) months.  
There was one (1) ballot marking device (BMD) four (4) BMD keypads that required repair. The repairs have been completed by ES&S.  
ES&S is scheduled to complete a new install on the State SWEM network computers, a new EXP on September 3, 2020.  
The Governor sent a letter to the State Board with his directive on how the November General Election will be conducted. He ordered both vote by mail and in-person voting. A copy was provided to the Board via email.  
The Governor ordered that all registered voters in Maryland be mailed a Vote by Mail (VBM) application with a postage paid return envelope. The VBM application will be mailed the week of August 24, 2020. The cost of the return postage will be shared with the State.
For the General Election, the State Board unanimously approved the use of vote centers, to be located in all high schools and early voting centers, for the General. There are five (5) high schools and one (1) early voting center in Cecil County to total six (6) Vote Centers on November 3, 2020, Election Day. Voters will be able to vote at any of the vote centers. Copies of all correspondence in this regard and the negotiations were distributed via electronic mail. After a discussion, the Board unanimously approved the use of all high schools and the administration building for vote centers on November 3, 2020.

Two (2) additional ballot boxes have been ordered. There will be a total of six (6) ballot box locations for the General Election. The ballot boxes will be placed at the same locations as the vote centers, five (5) high schools and the administration building. Doing so makes our message clear to voters: Vote at any high school or at the administration building, or deliver your ballot to any ballot box located at all vote centers. A map of the proposed six (6) locations is included in Board folders.

Ruie Lavoie will complete and submit the required paperwork to the State Board for their review and approval of vote centers and ballot box locations.

The dates and start time for Early Voting has changed. Early Voting will take place from October 26, 2020 to November 2, 2020 at the Administration Building from 7:00 am to 8:00 pm each day. The time was changed to match Election Day voting hours.

We are mailing an informational postcard to all registered voters once the vote center locations are finalized. The purpose of this mailing is to provide voters an outline of the General Election and voter options. This is important because the General is not being conducted the same as the Primary or as it has in previous years. Having the vote centers and ballot box locations at the same location, and voting hours the same will hopefully help voters understand the process and easily cast their ballot. A copy of the postcard mailer is provided in the Board folders.

Additional carts, ballot storage units and PPE supplies will be needed. 100% of this cost will be paid by the County.

We expect to be over-budget on many of the items required to conduct two types of elections simultaneously. To help offset the extra expenses, there may be CARES Act funds available along with the grant from DHS. Ruie Lavoie continues to work with the Finance Director and Budget Manager and will be as frugal as possible to keep expenses down.

For the General Election, there will be precinct level results reporting on Election night and also during the canvasses. Cecil County will have 28 ballot styles. All ballots styles will be available at all vote centers.

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) has been ordered and delivery is expected soon. 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 were sent to all election judges that served in the 2018 Primary and General Elections soliciting their interest in serving for the General Election. There were many that opted out of serving this year because of COVID-19. The Governor and the State have assisted in our recruitment efforts. State employees will earn 16 hours of administrative leave for each day served which is double the normal quantity earned. Ruie Lavoie sent a request to County Administration requesting the same be offered to County employees that serve.

We will need at least one (1) or more additional judges per vote center to assist with cleaning efforts and line management.
• The total number of election judges required to staff the six (6) vote centers on Election Day and eight (8) days of Early Voting is approximately 200, half as many we normally need. We have met our recruitment goal.
• Election Judge Training classes will be held in September and October. Training will be hybrid—part virtual and part in-person. We strongly recommend that the Board take a training class. The State Board approved virtual training at the last State Board meeting. Copies of the emergency Regulations are included in the Board folders. Note that these regulations are only effective for the 2020 Presidential General Election.
• Current Regulation dictates that the canvassing of ballots cannot begin until after Election Day. MAEO is working with SBE to hopefully change the date canvassing can start to early October with results embargoed until 8:00 pm on November 3, 2020. This will allow the opportunity to process VBM ballots and have results on Election night.
• The State Board passed an emergency Regulation allowing the Board of Canvassers to attend the canvass virtually when the canvass is called to order, when a review of ballots is necessary, and on the day the canvass is adjourned.
• The Election Judge Training script ad online virtual training video and documents are being prepared. We are required to adhere to the social distancing guidelines and implement PPE protocol for all in-person training. There will be two (2) State Board trainers assisting in training.
• A meeting with the transportation company to discuss equipment and ballot box delivery is scheduled for September 3, 2020.
• Certification of Ballot and Display is August 31, 2020. One (1) County question and two (2) State questions will appear on the ballot. District 1 and 7 for the Board of Education will also appear on the ballot.
• Specimen ballots will be mailed in October.
• The state technician is scheduled to begin working the first week of September.
• The ERIC report, audit, DHMH task and all other MDVOTERS related items have been completed and submitted on time.
• The Green Party petition is complete. We are very appreciative of the State Board who assisted Cecil County in processing the signatures. It is expected that the Green Party will reach the required number of signatures to become active. New Vote Registration Applications (VRA) will be needed.
• Five (5) PIA requests were received and the information was provided. Board Counsel assisted in complying with these requests.
• As directed by the Governor and the current Administration Building guidelines, staff continues to work remotely when possible. Public access to the County Administration building and the Election office continues to be by appointment only. Anyone entering the Administration building must be screened and complete a temperature check.
• Staff will be required to work overtime to complete necessary tasks created by mailing all voters a VBM application and conducting an in-person election. This additional expense is not included in the current budget.
• The part-time County Support Specialist position has been filled and the new employee start date has not yet been determined but should be in September.
• The recruitment for the vacant Deputy Director position has started and is in progress.
• The recruitment for the vacant Election Program Assistant position has begun and will be filled before the end of September.
• Performance Evaluations were submitted to the State Board by the deadline.
• The Maryland Association of Election Officials (MAEO) Annual Meeting will be held virtually on August 25, 2020. The Agenda and meeting materials will be distributed prior to the meeting.
• The date for the MAEO 2021 conference is scheduled for May 24 to May 28, 2021. Please save the date now.

Jim Crouse offered the Board’s assistance to help in any way possible considering the demands placed on staff while conducting the election. Ruie Lavoie will deliver the documents to that require signature Scott Mesneck. President Sengstock asked the Board to be prepared to meet additionally if needed.

BOARD COUNSEL’S REPORT
Cameron Brown reported his report must be provided in a Closed Session because it pertains to personnel and litigation.

OLD BUSINESS
None at this time.

NEW BUSINESS
None at this time.

EXECUTIVE SESSION
On a Motion by Nancy Simpers and a second by Kelly Sengstock, the Board entered into closed session at 3:54 pm. The Board reconvened 5:02 pm. The reason for closing the session was to maintain the confidentiality of all personnel matters and to consult with the Board attorney regarding the current litigation.

ANNOUNCEMENTS AND DISCLOSURES
There were no 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
- October 13, 2020 Close of Registration
- October 14, 2020 Board Meeting
- October 17, 2020 Administration of Oath
- Public Demonstration of Equipment
- Notice of Election
- October 26-November 2, 2020 Vote by Mail Canvass, Day 1
- Early Voting, 7:00 am to 8:00 pm
- November 3, 2020 Election Day, 7:00 am to 8:00 pm
- November 3, 2020 Board Meeting, 3:00 pm
- November 12, 2020 Provisional Canvass
- November 13, 2020 Certification of Election

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 5:02 pm.
Respectfully submitted,

approved remotely be video conference

Kelly Sengstock, President

James Crouse, Vice President

 Absent

Nancy Simpers, Secretary

Diane Letts, Board Member

Scott Mesneak, Board Member

Approved this 9th day of September, 2020