Cecil County Board of Elections
May 13, 2020
MINUTES

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 13\textsuperscript{th} day of May, 2020 in the Elk 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, public viewing is by livestream only.

ATTENDEES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kelly Sengstock</td>
<td>President</td>
</tr>
<tr>
<td>James G. Crouse</td>
<td>Vice President</td>
</tr>
<tr>
<td>Nancy R. Simpers</td>
<td>Secretary</td>
</tr>
<tr>
<td>Diane Letts</td>
<td>Board Member</td>
</tr>
<tr>
<td>Scott Mesneak</td>
<td>Board Member</td>
</tr>
<tr>
<td>Cameron Brown</td>
<td>Board Counsel</td>
</tr>
<tr>
<td>Ruie Marie Lavoie</td>
<td>Director</td>
</tr>
<tr>
<td>D. Shawn Larson</td>
<td>Election Info. System Special</td>
</tr>
<tr>
<td>Karen Perry</td>
<td>Election Supervisor</td>
</tr>
</tbody>
</table>

DECLARATION OF QUORUM
Quorum was established with four (4) Board Members present in person. The meeting was called to order at 3:12 pm by President Kelly Sengstock. Mrs. Sengstock apologized for starting the meeting late and expressed appreciation with everyone's patience as we work through the new normal of public viewing by livestream.

Scott Mesneak arrived at 3:45 pm due to a misunderstanding of the meeting start time.
Cameron Brown left at 4:00 pm due to a scheduling conflict.

AGENDA
There were no additions or changes to the agenda.

PRESIDENT'S REMARKS
President Sengstock welcomed everyone and explained that the Primary Election has been ever-changing and challenging but staff is doing a wonderful job. She thanked the Board and staff for their dedication and flexibility. President Sengstock welcomed our new Board members Scott Mesneak and Mr. Mesneak introduced himself.

ADMINISTRATION OF OATH
Charlene Notarcola administered the oath to the Board of Canvassers to include Kelly Sengstock, James Crouse, Nancy Simpers, Diana Letts and Scott Mesneak. The oath was also administered to Ruie Lavoie, Cameron Brown, Lora Walters, Brenda Ross and Karen Perry.
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, May 13, 2020 Board Meeting
- Board Meeting Minutes, April 8, 2020
- Directors' Report, May, 2020
- Governor's Renewed Proclamation, Renewed May 6, 2020
- Letter from State Board of Elections Administrator
- Board Contact Sheet, Updated
- Canvass Scripts, Starting May 21, 2020
- Monthly Statistics Report, February, 2020
- County Bulletins and Registrars

- Ballots have been mailed to all registered democratic and republican voters in Cecil County. Maryland has a closed primary for all offices except board of education. Approximately 51,000 ballots were mailed. Postage-paid return envelopes were included. The State and County will split the cost of return postage 50/50. The County will cover the cost 100% and then receive a credit from the State that will be issued on the quarterly State billing invoice. Voted ballot have already been received by returned by mail and in person.
- Cecil County has to (2) districts with board of education seats that will be included on the ballot. Less than three (3) candidates filed for District 1 and 2 and therefore, these contests will not be on the Primary ballot. Those candidates will appear on the general Election ballot in November.
- Ballot drop Boxes will be delivered for voters who do not want to use the postal service to return their ballot. The boxes will be available from May 21st to June 2nd. We are working with the county roads department on signs that will assist voters in finding the locations.
- There is 24/7 surveillance of the ballot box at all 4 locations. We are working with law enforcement to have routine patrols of the locations. Election officials will retrieve ballots 3 times a day following a strict chain of custody.
- The 100' no electioneering signs will be posted at all ballot box locations.
- On Election Day, June 2nd, election officials will be available during elections hours at each ballot box location from 7:00 am to 8:00 pm to answer voter questions and assist voters as needed.
- On Election Day, there will be in person voting at the administration building. Although anyone can come to the voter center, it is specifically available for voters needing assistance, voters that need to register to vote and voters that are not able to vote their mailed ballot.
- 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.
- We have secured PPE equipment and implemented strict cleaning protocols that will be followed on Election Day. Masks will be provided to voters if needed, each person will have their temperature taken and screened before entering the building, 6' social distancing will be marked and enforced, plexi-glass shields will be in place at the check
in table, a numbering system will be used to limit the number of people in the voting room. Other procedures that will be in place include staff cleaning voting equipment after each voter, pens will be discarded after each use and privacy sleeves will only be used one time.

- Canvassing of ballots will begin May 21st and continue until finished. All canvasses will be available to the public by live stream. The State Administrator sent a letter to the Board regarding your presence during ballot canvassing. A copy is included in Board packets. The Board needs to be available by video at 9:00 am on May 21, 2020 to call the meeting to order and again for election certification and when the canvass is adjourned.
- The Public Demonstration of Election Equipment will take place on Friday, May 15, 2020 at 2:00 pm. The event will be live streamed for public viewing. The Board President and Secretary will be present in person for quorum.
- Verification of supplies will be completed on May 18, 2020.
- To help cover the increased costs of this election and the protective measures we are taking, the State Board received funds from the EAC which are earmarked for Cecil County and the other 23 jurisdictions. Our Directors of Finance and Budget have secured funding from the CARES grant, and we worked with Chief Brooks to receive funds in September from DHS. We also will find some savings in the current budget, for example, transportation of election equipment, paying election judges and specimen ballot printing and mailing. Ruie Lavoie has been in close communication with both the Director of Finance and the Budget Manager, and we are confident that we will be able to meet our expenses.
- Finally, for the most part, remote working for election staff has ended. We are receiving ballots daily by mail and some voters are dropping off to the administration building. We are meeting the voters in the lobby. Visits to our office continues to be by appointment only because the administration building is closed to the public.
- The paperwork is being prepared for the transition to the new state employee classifications. The current contractual position expires June 30, 2020.

BOARD COUNSEL'S REPORT
Cameron Brown reported that he continues to join the attorney conference calls and provided a brief overview of the most recent conference call. He stated that Ruie Lavoie outlined the emergency regulations that were passed in the Director's report. He provided an explanation of those regulations that are affect for the Primary Election only.

OLD BUSINESS
None at this time.

NEW BUSINESS

Board of Canvassers Election
Discussion was held regarding the responsibilities of the Board of Canvassers.

MOTION: Diane Letts motioned to appoint Kelly Sengstock as President and Nancy Simpers as Secretary of the Board of Canvassers.

SECOND: James Crouse

ACTION: Favorable and unanimous, Motion carried.
ANNOUNCEMENTS AND DISCLOSURES
Scott Mesneak disclosed that he attended a fund raiser for Danielle Hornberger and donated $50.00 to her campaign. He also disclosed that he has Trump campaign signs in his yard. A discussion was held regarding Board members serving on campaigns. There were no other announcements or disclosures.

MEETING INFORMATION
- June 2, 2020
- June 21, 2020
- June 10, 2020
- June 12, 2020
- July 8, 2020
- August 19, 2020
- September 9, 2020

Board Meeting at 3:00 pm
Vote by Mail Canvass Start at 9:00 am
Provisional Canvass at 10:00 am
Canvass, Last Day & Certification of Election
Board Meeting at 3:00 pm
Board Meeting at 3:00 pm
Board Meeting

ADJOURNMENT
There being no further business, with a motion to adjourn by Nancy Simpers and a second by Diane Letts, the meeting was adjourned at 5:19 pm.

Respectfully submitted,

approved remotely by 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