

Cecil County Board of Elections

July 17, 2024

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 in the lobby of the Cecil County Administration Building, and by posting on the Election agency website and Election agency social media platforms. A copy of the agenda was made available.

MINUTES of the Cecil County Board of Elections meeting held on the 17th day of July 2024 in the Rising Sun Room on the 2nd floor of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland. Public viewing of this meeting was available in person. Board member attendance was in person, as noted below.

ATTENDEES:	Jennifer Graham	President
	Stephen Stiles	Vice President (phone)
	Krista Moretz	Secretary
	Eunice Grant	Board Member
	Holcombe Grier	Board Member
	Gary Holmes	Director
	Karen Benecewicz	Deputy Director
	Duane Powell	Regional Manager, SBE
	Mary Nelson	Public
	Sean Brimm	Public
	Sharon Bathon	Public
	Ron Robusto	Public

DECLARATION OF QUORUM

The meeting was called to order by President Jennifer Graham at 3:09pm. The Quorum was established with five (5) Board Members.

AGENDA

There were no additions to the agenda.

PRESIDENT'S REMARKS

President Jennifer Graham thanked everyone for making time for this meeting, during this summer vacation season. Jennifer addresses Ron Robusto's concerns on education and outreach, from the previous meeting in June. COMAR 2-202 (b) 6. Each local board, in accordance with the provisions of this article and regulations adopted by the State Board, shall provide the general public with time information and notice...concerning voter registration and elections. There were no other remarks.

APPROVAL OF MINUTES

The Minutes of the June 26, 2024, Board meeting were provided to the Board with a copy in each of their folders.

MOTION: Member, Cecil County Board of Elections Holcombe Grier motioned to approve Minutes for April 17, 2024.

SECOND: Member, Eunice Grant, seconded the motion.

ACTION: Minutes approved and signed by Jennifer Graham, Board President and Krista Moretz, Board Secretary.

DIRECTOR'S REPORT (see attached)

Gary enclosed his director report along with the agenda and minutes in the packet for today's meeting. We were assigned Calvert Co. for our monthly Critical Oversight. Our voters requesting Mail -In- Ballots by mail listing was reviewed along with a list of emails used for web delivery of ballots.

All municipal elections have taken place, Brenda and Lynn most recently gave voting credit to voters who participated in the Elkton and Perryville elections and the rolls were returned to the municipal offices.

The office printed and is in the process of delivering Certificates of Nomination. These certificates are given to the candidates that won in the primary and will be on November's ballot. We currently have 294 election judges assigned for the General Election in November. Training classes for the judges are scheduled to begin September 9, 2024. We currently have a schedule that we have shared with EMS. We are looking to cut a few on the Provisional and Chief Judge training classes as there are currently 11 of each. In addition, there are a few classes that will be solely focused on new election judges.

The warehouse staff is in the mist of PEM (post-election maintenance) of the voting equipment and pollbooks. The deadline for completion of the pollbook portion of PEM is August 5, 2024.

While the Ballot Marking Devices and Scanning Units have a deadline of August 20, 2024. The staff believes they will be ahead of schedule completing all required PEM by July 31st.

Because of the limited space in our warehouse, we have been looking into options. We are trying to make arrangements for the 2020 and 2022 election documents that are on hold, due to a pending lawsuit. Harford County has offered us space in their off-site storage warehouse.

Regarding the storage of documents Holcombe suggested a letter of thanks on behalf of the county and election board. Gary stated that he planned to let Jarred and Katie (Director and Assistant Director of the State Board of Elections) know what Harford County has offered to do for us, so they can be recognized accordingly. Jennifer wanted to be sure that there was a way of logging and tracking the boxes that would be transported. And once at the new location that they can easily be identified as Cecil County's records.

Lastly, in August we will be attending 2 meetings off site. On August 13, 2024, Gary will be attending the TTX tabletop meeting in Anne Arundle County, along with Karen and Sheri. Then on August 20th they will attend the MAEO conference in Baltimore County. The election of new officers will be taking place at that meeting. The bi-annual PEPs (Performance Planning and Evaluation Program) for the staff have been completed.

COUNSEL'S REPORT

Since Bradley was not present there was no counsel report.

OLD BUSINESS

MAEO meeting and Warehouse news was covered in the directors' report. Holcombe did inquire as to what is the formal process for requesting a new location for the warehouse and office. We had not reached the stage of speaking to realtors. But reaching out to facilities, the county council and the Mayor of Elkton are on the to-do list so that it can be an official priority. Gary has requested bids from a few shredding companies as part of the warehouse organization/cleanout project. The bids have not come in yet. Will pursue as a more definitive date is reached.

OFFICE REPORT

Contained in the directors' report are the exact number of batches/ records that office completed since registration reopened and the staff could process records. It was reported that all the batches have now been caught up. The office staff is working on Jury list that were received from the state.

NEW BUSINESS

A finalized election judge training schedule will be available prior to next month's board meeting. Once the schedule is set the board would like to schedule themselves for training classes.

ANNOUNCEMENTS AND DISCLOSURES

Jennifer Graham announced that she met with the Baltimore City Council as part of her job to discuss funding for HIV. While there a photo was taken. Jennifer also said she plans to attend a rally on August 8th that is not political in nature. The rally is regarding HIV funding and the Ryan White Plan B project.

There were no other announcements or disclosures from other members of the board.

QUESTIONS AND CONCERNS

President Jennifer Graham opened the meeting up to the public. Sharon Bathon addresses the meeting regarding the party break down of the 294 judges. It was stated that it is a bipartisan that is asked to sign off on all forms at polling sites. (An updated count of 297 – 115 Dem, 150 Rep, and 32 Other). Ms. Bathon inquired as to the requirement of record retention. We informed her that for most of our records it is a 22-month retention. But, due to lawsuits both 2020 and 2022 election records still had to be held. She also reiterated that need for tracking the boxes that will be stored offsite.

Ron Rubosto, wanted clarification from last month's discussion on social media and comments. The board agreed at the June meeting that the feature to allow comments to be turned off should be implemented. However, disabling comments on social media isn't an easy process and will keep the board updated on progress. It would be all comments across the board that would be disable. We will not be editing comments for which can remain. Additionally, he wondered what type of documentation there was when it came to doing outreach and attending events. Metrics could be provided in the form of the number of voter registration applications and the number of election judge applications taken in at these events. Outreach and events that we attend are typically ones where an invitation was extended. These events are staffed by the office staff, the board or volunteers in the community that have received voter registration volunteer training. The purpose is to inform and advise voters on facts, get those interested and eligible registered to vote as well as education on opportunities to serve as election judges. It is in the interest of the Board to educate the public on the voting/election process.

Mary Nelson asked if a realtor was involved with the search for a new location. We stated earlier in the meeting that we had not. Suggestion was made to reach out to facilities since they will ultimately be maintaining the location. Gary said that reaching out to the Mayor of Elkton was on his to do list.

The exact steps involved in finding a location and moving need to be determined. With the state having warehouse regulation up for discussion, we want to see if these impacts ours wants in to needs.

Lastly, Sharon asked about whether the make up of the board was public disclosure. Jennifer said she believed it was announced at the time of their appointment. The board is made up of 5 members 3 of the same party affiliation as the sitting Governor and 2 of the opposing party. The board would only have members of the Republic and Democratic parties since there are no central committees to nominate individuals of other parties. The steps involved in serving as a board member included a central committee nomination, ethical and financial disclosures, names being presented to the state senate and then finally being signed by the governor.

Board Folders:

July 17, 2024– Board Meeting Minutes
July/ August - Directors Report
August 21,2024 -Board Meeting Agenda
State and County Ballot Questions
Proposed Warehouse Guidelines (draft)

NEXT BOARD MEETING

The next Board Meeting is scheduled for August 21, 2024, at 3PM in the North East Room on the 1st floor of the Cecil County Administration Bldg.

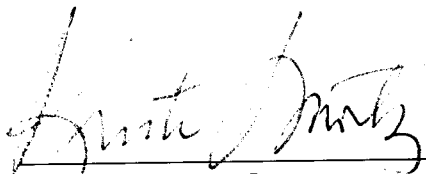
ADJOURNMENT

Eunice Grant, Member moved to adjourn the open meeting.
The motion was seconded by Krista Moretz, Board Secretary.
The meeting was unanimously adjourned at 3:55 for a closed session meeting.

CLOSED SESSION:

The board held a closed session under provision (1) from the General Provisions Article subsection 3-305(b), which was to discuss the performance evaluation for the director of the Board of Elections.

Respectfully submitted,



Krista Moretz, Secretary



Jennifer Graham, President

Meetings, Trainings, and Important Dates:

September 2, 2024- Labor Day

September 9 – October 19, 2024 - Election Judge Training

September 10, 2024- Board Counsel Briefing

September 18, 2024 – Board Meeting

September 19, 2024- SBE/LBE Collab (virtual)

October 9, 2024 – Supply Cart Verification Deadline

October 14, 2024 – Columbus Day

October 15, 2024 – Voter Registration Closes / Board Counsel Briefing

October 22, 2024 – L&A Public Demo Deadline

October 24-31, 2024 – Early Voting

October 29, 2024 – Ballot Request Deadline by Mail or Fax/ Board Counsel Briefing

November 1, 2024 – Ballot Request Deadline delivered via web

November 5, 2024- General Election Day

November 7, 2024 – MIB 1 Canvass

November 13, 2024 – Provisional Canvass

November 15, 2024- MIB 2 Canvass

December 18, 2024 – Board Meeting (Holiday Party)

December 19, 2024- SBE/LBE Collab (virtual)

Monthly Statistical Report

Last Transaction Date From: 07/01/2024 To: 08/21/2024

ADDITIONS TO COUNTY REGISTRATION

METHOD	DEM	REP	NLM	LIB	UNA	OTHERS	TOTAL EXACT DUPES
Absentee Ballot Application	0	1	0	0	0	0	1
By Mail	7	1	0	0	5	1	14
Confirmation Notice	0	0	0	0	1	0	1
Correction	1	0	0	0	0	0	1
Electronic Volunteer	0	1	0	0	0	0	1
Federal Postcard Application	1	0	0	0	0	0	1
In Person	3	1	0	0	2	0	6
Motor Vehicle Administration	135	210	13	3	198	3	562
NVRA by Mail	1	0	0	0	0	0	1
Online Voter Registration	25	39	3	1	23	1	92
Online Voter Update	2	1	0	1	0	0	4
Petition	1	2	0	0	0	0	3
Social Security Administration	5	11	0	0	1	0	17
State Designated Agencies	3	3	0	0	5	0	11
USPS Sticker	1	1	1	0	2	0	5
TOTAL	185	271	17	5	237	5	720

SUBTRACTIONS FROM COUNTY ACTIVE STATUS

REASON	DEM	REP	NLM	LIB	UNA	OTHERS	TOTAL
Confirmation Mail Process	0	1	0	0	0	0	1
Confirmation Mail Process-NVRA	145	119	0	1	125	2	392
Death Notice	15	11	0	0	5	0	31
Death Notices Other than DHMH	25	28	0	0	12	1	66
Moved Out of State	11	17	0	0	14	2	44
Voter Request	4	10	0	0	6	0	20
Duplicate/Merged	1	0	0	0	1	0	2
County Transfer Out	-52	-36	0	0	-35	-5	-128
TOTAL	253	222	0	1	198	10	684

AFFILIATION CHANGES

Monthly Statistical Report

Last Transaction Date From: 07/01/2024 To: 08/21/2024

CHANGE	DEM	REP	NLM	LIB	UNA	OTHERS	TOTAL
From	130	156	1	4	120	20	431
To	138	136	14	2	122	19	431
TOTAL	8	-20	13	-2	2	-1	0

CURRENT ACTIVE REGISTRATION

ACTIVITY	DEM	REP	NLM	LIB	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	19075	35089	79	477	17130	906	72756
ADDITIONS (+)	185	271	17	5	237	5	720
REINSTATED (+)	10	11	0	1	8	1	31
CANCELLED (-)	-31	-39	0	0	-26	-2	-98
COUNTY TRANSFER OUT (-)	-52	-36	0	0	-35	-5	-128
AFFILIATION CHANGES (+ OR -)	8	-20	13	-2	2	-1	0
* INACTIVATED (-)	-170	-147	0	-1	-137	-3	-458
* REACTIVATED (+)	22	37	0	1	19	2	81
END OF REPORT TOTALS	19047	35166	109	481	17198	903	72904

Monthly Statistical Report

Last Transaction Date From: 07/01/2024 To: 08/21/2024

INACTIVE REGISTRATION SUBTRACTIONS FROM COUNTY INACTIVE STATUS

REASON	DEM	REP	NLM	LIB	UNA	OTHERS	TOTAL
Absentee Ballot Application	1	0	0	0	0	0	1
Board Action	2	0	0	0	0	0	2
By Mail	0	1	0	0	1	0	2
Confirmation Notice	3	7	0	1	2	0	13
Correction	0	1	0	0	0	0	1
Death Notice	7	13	0	0	3	0	23
Failure to Vote	0	0	0	0	1	0	1
FPCA	1	3	0	0	3	0	7
Motor Vehicle Administration	14	19	0	0	13	1	47
Moved Out of State	33	33	0	1	21	0	88
Online Mail In Request	0	1	0	0	0	0	1
Online Voter Registration	2	0	0	0	2	0	4
Online Voter Update	0	2	0	0	0	0	2
USPS Sticker	1	0	0	0	0	0	1
Voter Request	0	3	0	0	0	0	3
Duplicate/Merged	0	0	0	0	0	0	0
County Transfer Out	-5	-5	0	0	-4	0	-14
TOTAL	69	88	0	2	50	1	210

CURRENT INACTIVE REGISTRATION

ACTIVITY	DEM	REP	NLM	LIB	UNA	OTHERS	TOTAL
BEGINNING OF REPORT	2016	2205	0	63	1720	103	6107
* INACTIVATED (+)	170	147	0	1	137	3	458
* REACTIVATED (-)	-22	-34	0	-1	-23	-1	-81
COUNTY TRANSFER OUT (-)	-5	-5	0	0	-4	0	-14
AFFILIATION CHANGES (+ OR -)	0	0	0	0	0	0	0
CANCELLED FROM INACTIVE (-)	-42	-49	0	-1	-25	0	-117
PENDING FROM INACTIVE (-)	0	0	0	0	0	0	0

Monthly Statistical Report

Last Transaction Date From: 07/01/2024 To: 08/21/2024

TOTAL INACTIVE	2117	2264	0	62	1805	105	6353
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TOTAL REGISTRATION RECORDS ACTIVE AND INACTIVE REGISTRATION

ACTIVITY	DEM	REP	NLM	LIB	UNA	OTHERS	TOTAL
ACTIVE REGISTRATION	19047	35166	109	481	17198	903	72904
INACTIVE REGISTRATION	2117	2264	0	62	1805	105	6353
TOTAL RECORDS	21164	37430	109	543	19003	1008	79257

Address Changes Within Jurisdiction	468
Address Changes Statewide	65060
Name Changes	610
Number of current Statewide voter registration application on hand	_____
Signature of person who prepared the report	_____
Other = Those individuals designating affiliation with a party that is not established under Maryland Law.	Unaffiliated = those individuals declining to affiliate with a party.

DIRECTORS REPORT TO THE CECIL COUNTY BOARD OF ELECTIONS AUGUST 2024

Gary Holmes 8/21/2024

STATISTICS/ PROCESSING/ JUDGES

- Critical Oversight Review for Queen Annes County was completed and submitted.
- Judge staffing is encouraging. 354 judges hired (we had 232 for the Primary).
- 217 Judges have signed up for training. We will be adding additional training classes since we have 125 additional judges. Each polling site should be well staffed.
- Election Judge training begins the week of September 9th.
- Petition signatures processed for the RFK Jr. Declaration of Intent status.
- Precinct Count Report to Liquor Board completed 1st of the month.
- State Board of Elections MDVOTERS Audit & Oversight Summary Report arrived for the period of May through July. No findings or variances noted & no recommendations were made for the Cecil County Board of Elections. If anyone needs to see these reports, they are available.
- Monthly statistical report is enclosed.

OUTREACHES

- We participated in the “National Night Out” sponsored by local municipality police and fire departments on August 6th. Info to follow below:
- Ashira and Gary set up a table with informative handouts & free patriotic giveaway items for kids at Meadow Park in Elkton, while simultaneously Brenda and Sheri set up a table in the Cecilton Fire Department with the same important flyers and fun items. During this event we spoke to parents about registering to vote, handed out applications with envelopes, and spoke to folks about becoming election judges and important upcoming dates. It was also a great opportunity to answer questions to concerned citizens about the election. This was not a political event. It was nonpartisan and just for outreach to the local community.
- August 8th we participated in the 2024 55+Healthy Lifestyle Expo that was sponsored by Cecil College & the Cecil County Department of Community Services and was held at Elkton High School. This was an extremely well attended event, and we had a prime location to speak to many folks. Although the dynamic of the crowd differed from our other events (in that most of the crowd was already registered to vote) it was still very informative. We assisted people with supplying them with the necessary forms to change their voter registration if they expressed a desire to do so. We also answered many questions. Both Gary and Brenda participated in this event with assistance from Karen. It was a nice event to interact with other county offices, businesses, & organizations.
- August 13th we participated in the Back-to-School Kick-off that was held in the field between Elkton Middle School and Gilpin Manor Elementary School. Gary and Brenda staffed this event & once again provided important information to both voters and their kids and future voters. Many folks expressed interest in registering to vote, becoming election

judges, or changing items with their registration. Quite a few young people stopped by the table to ask about when they can register or become a judge.

- On August 22nd we will be participating in the Books, Beats & Eats! Event held at North East Elementary School. Karen/ Ashira will be participating. These community outreach events allow us to share key upcoming election-related dates, receive Mail-In-Ballot and Voter Registration requests, and answer questions from voters about the locations of drop boxes, Early Voting centers, and polling places around the country. We also field questions about election security, citizenship qualifications for voting, among other things.

EQUIPMENT

- Cannon image scanner and a Honeywell barcode hand scanner have been acquired. This will assist in the processing of batches & allow Gary to participate to assist the office.
- New folding machine added to the office to assist with the folding of hundreds of items weekly. This will greatly benefit us in time management. We no longer had access to the folding machine owned by the Finance Department.

MEETINGS

- Staff attended SBE Directors meeting virtually. Gary has been attending weekly directors meeting with Katie Berry at SBE.
- Gary/ Karen/ Sheri traveled to Anne Arundel County BOE to participate in an election prep tabletop exercise on August 13th. This event was jointly sponsored by the SBE and the MD Dept. of Emergency Management. These are offered periodically to help foster preparedness and to encourage awareness and cooperation amount the LBE's. While there, we toured their warehouse and office along with our regional representative Duane Powell.
- Gary/ Karen/ Sheri attended the MAEO meeting yesterday at Baltimore County Board of Elections. Jen Easterly, Director of Cybersecurity and Infrastructure Security Agency (CISA) was one of the guest speakers. Topics of the day included: Election Security, Legislation, Preparing for a Challenging Election, How We Can Make a Difference, Taking Care of Yourself and Others. They also held the MAEO Officers Election. This was a great networking event both with SBE leaders & staff as well as other individuals in the industry & other state offices. We were also able to tour the Baltimore County LBE facility. Attached is a copy of the agenda & speakers we experienced for the day.

PROFESSIONAL DEVELOPMENT

- Gary has completed a 4-hour course through the Maryland Department of Budget and Management on Interpersonal Skills for Supervisors.
- Sheri is participating in weekly professional development webinars focused on election security and emergency preparedness. Offered as part of the federal Cybersecurity & Infrastructure Security Agency (CISA) #Project2024 campaign, recent webinars have included: Ready for Anything, Managing Risk on the Frontline and Preparing for Potential Acts of Violence. She is brining free tools and tips from those webinars into practice for our office, as well as for our election judges in the upcoming election. We have also contacted

our regional representative for CISA, who plans to visit our offices sometime this fall to meet the team.

- We have identified a simple video series (less than 60 seconds) offered by the National Conference of State Legislatures (NCSL) that may be suitable for use on our social media channels. NCSL is a reliable, nonpartisan source of information for our followers. Topics include ballot curing, ballot duplication, the difference between poll workers and poll watchers, early results reporting, canvassing/ certification, etc. We will confirm with SBE that these are suitable for sharing before posting them to our social media channels.

SOCIAL MEDIA

- The comments have been locked down for Facebook as we had planned.
- The new statement about why comments are locked down and how the public can reach us or obtain any information has been pinned to the page.

IT/ WAREHOUSE

- We will be shredding approximately 200 boxes of papers that we are allowed to destroy on August 28th. While this will free up a shelf space, which is greatly needed, this will not free up floor space. After researching several companies, we went with Chesapeak (no e on the end of the name) Shredding. They also handle shredding for Harford County Board of Elections as well as the Circuit Court of Cecil County. This is a local, woman-owned company.
- Wireless internet hub is being moved to inside the warehouse to allow for greater connection. Jasmine will be overseeing this with Ashira.
- Plans are in place to eventually move 2020 & 2022 election records to Harford County's spare warehouse space. Date TBA. Once again this gives shelf space but not floor space.

TRAINING

- All election staff is participating in training this week for Electionware Equipment, DS200's
- In September staff will be participating in an all-day Defensive Driving Course, required by the county every three years, to operate and have access to county vehicles.

UPCOMING

- We will reach out to the Cecil Whig shortly to meet with whatever reporter will be covering Cecil County election. This gives us an opportunity to meet the selected reporter to share key dates and process to support their coverage in advance of the election, as well as an opportunity for him/her to get to know us better before the heat of the election cycle.
- We are also reaching out to the main contacts/ principals of the precincts and our second early voting center to promote goodwill and understanding and to find out what we need to do as LBE to improve our use of their facilities.