

St. Mary's County Board of Elections

23250 Leonardtown Hollywood Road
Leonardtown, MD 20650

Board Meeting Minutes of 2 June 2021

Present:

Board Members:

Rebecca Wathen, Board Secretary (D)
Kenneth Boothe, Member (R)
Ann Raley, Member (D)
Mary Coombs, Member (R)

Staff Members:

Wendy Adkins, Director
Susan Julian, Deputy Director
Cynthia Panos, Board Attorney

Absent:

Jack Payne, Board President (R)

At 9:03 AM, Ms. Becky Wathen, Board Secretary, determined that there was a quorum present and called the meeting to order. Ms. Wathen welcomed the guests who had joined us.

Guests Present: Via Telephone, Eileen Duffy
In Person, Miriam Klapka

Documents Distributed:

- Meeting Minutes of May 5, 2021
- MAEO Tentative Agenda

Approval of Minutes: The minutes of the May 5, 2021 meeting were presented. A motion was made by Ms. Raley to approve the minutes, with corrections from the floor, seconded by Ms. Coombs. Motion carried.

Meeting Agenda: The meeting agenda was reviewed. No revisions or additions were noted.

Director's Report: Ms. Adkins reported the following:

- **GIS Mapping:** Ms. Adkins reported that she, Susan and Tae are continuing work with the St. Mary's County GIS Manager to continue the street file clean up in preparation for the re-districting. This is a long process that will continue. Letters regarding this process are being responded to by the local board of elections (LBE).
- **Building Upgrades:** Ms. Adkins reported that the building organization is continuing. All equipment has been moved from the Lincoln Avenue location. The LBE Staff is relocating various equipment components to maximize the space while keeping everything in a logical order.
- **Poll Book Project:** Ms. Adkins reported that the State Board of Elections new Poll Book selection is ongoing. Updates to be provided as received.
- **Office Hours:** As of 1 July 2021, all State offices will open their doors to the public. However employees may continue to telework provided staffing is available to staff the office.

Old Business:

- **MAEO Conference:** The MAEO Conference Tentative Agenda was provided to Board members. As St. Mary's is one of the host counties this year, the LBE staff will be there on Sunday to help with the registration, to set up, and to accept door prizes. Board members do not need to arrive until Monday.

At the dinner on Wednesday, MAEO is requesting that everyone wear white in honor of the 19th amendment. Our Board President, Jack Payne, will be leading the Pledge of Allegiance on Monday. Board members were requested to donate \$10 each for the purchase of the door prizes for MAEO.

- **Legislation:** Ms. Adkins stated that on HB206 the time on the original document was incorrect. The correct voting site times for both Early Voting and Election Day is from 7 AM to 8 PM.

New Business:

- **Second Early Voting Site:** Status is as follows:
 - **Bay District Fire House** – The site visit has been completed. The STS bus stops at the library which is just across from the Fire House. It was also noted that it can be requested that the STS bus stop at the fire house.
 - **Chesapeake Carter School** – No response was received.
 - **Frank Knox (owned by the military)** – Ms. Adkins has determined that this location is not adequate.
- **Third Early Voting Site:** The recommendation was to draft a letter for submission to the St. Mary's County Commissioners requesting that they determine if they are willing to fund a third early voting site in the Northern Part of the County. A third early voting site would need approval from all stake holders and funding would have to be provided by St. Mary's County. Mechanicsville Fire Department has agreed to host this 3rd site. A motion was made by Ms. Raley that a letter be written to the St. Mary's County Commissioners requesting a determination regarding the 3rd Early Voting site, seconded by Ms. Coombs. Motion carried.
- **Early Voting Site Rental Costs:** A discussion was held among the Board Members and LBE regarding the rental costs for the early voting sites. All three that have been identified are Volunteer Fire Departments but the costs vary as well as the need for the Security Deposits. The Board recognizes that the departments use their halls for various fundraising events which usually occur on the weekends. It is understandable that these rental costs cover the lost rental fees when the Board of Elections is using the facilities for Early Voting. However, to charge the weekend rental fee for week days seems very high since most week days halls are not rented. Since these are guaranteed funds for the Departments during Election years, it was recommended that Mr. Dave Weiskopf be contacted to see if the St. Mary's County Procurement Office could negotiate a more equal rental fee and not require Security Deposits for Early Voting site rental. Contracts need to be signed for the additional early voting sites.
- **Early Voting Site Approvals:** Site approval forms must be submitted by November 29.

Next Meeting: The next meeting will be July 7, 2021 at 8:30 AM.

A motion was made by Ms. Coombs to adjourn the meeting, seconded by Mr. Boothe. Motion carried. The meeting adjourned at 9:54 AM.

Respectfully Submitted,



Rebecca J. Wathen
Board Secretary