

St. Mary's County Board of Elections

23250 Leonardtown Hollywood Road
Leonardtown, MD 20650

Board Meeting Minutes of 2 August 2023

Present:

Board Members:

Rebecca Wathen, Board President (D)
Mary Coombs, Board Secretary (R)
Ann Raley, Member (D)
Darlene Johnson, Member (D)
Jack Payne, Member (R)

Staff Members:

Wendy Adkins, Director

Cynthia Panos, Board Attorney

Absent: Susan Julian, Deputy Director

At 9:02 AM, Ms. Rebecca Wathen, Board President, determined that there was a quorum present and called the meeting to order. President Wathen announced that the meeting was being recorded for the purpose of preparing the minutes.

Guests Present: The guests present signed in and were welcomed by President Wathen. The sign in sheet is attached.

Documents Distributed:

- LBE By-Laws
- Board Member Contact Sheet
- 2024 Election Cycle Important Dates

Approval of Minutes: The minutes from the meeting held on June 7, 2023 were presented. Ms. Coombs made a motion to approve the minutes, with corrections from the floor, seconded by Ms. Johnson. Motion carried.

Meeting Agenda: The meeting agenda was reviewed with no revisions.

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

- **New State Administrator:** Ms. Adkins advised that the new State Administrator had been announced, Mr. Jared DeMarinis. He will be assuming the position on September 1, 2023. Ms. Adkins advised that Nikki was also leaving and her last day would be August 22, 2023.
- **Ballot Drop Box Update:** Ms. Adkins advised that Melissa at the SBE stated that the final forms for the ballot drop box locations for the 2024 Elections would be distributed by the end of July. State Board approval is not required, only approval by the State Administrator.
- **New Poll Book Update:** The new poll books are still being tested. The software currently does not meet Maryland law requirements and time is running out. The SBE will need to make the determination soon to use the new poll books or to continue using the existing poll books.
- **New Polling Place Plan: (Legislation HB410)** The SBE is sending draft documents to the LBEs that are going to be required for the new polling place plan. Polling places are being visited to obtain the required information, ADA surveys, Site Surveys, room diagrams, pictures, etc. The deadline to submit the completed plans for the 2024 elections will be in late Fall 2023. Procedures are being developed to

ensure that the new legislation is being followed. Completed plans will be presented to the Board for approval prior to submission to the SBE.

- **Shirt Order:** The new fiscal year has arrived and a new shirt order will be placed. The link has been sent to Board members. The item number and size is required.
- **LBE "General" Email Address:** Ms. Adkins advised that the County created a general email address that all of the LBE Staff will access to; elections@stmaryscountymd.gov. This email address will be publicized and used for inquiries, voter registrations, mail-in ballots, changes, etc. The website has been updated and all informational documents that are published will contain the new email address.

Old Business:

- **LBE By-Laws:** The By-Laws have been updated based upon comments received at the prior meeting. Board members signed the final document.

New Business:

- **Board Member Contact Sheet:** Board members were asked to review their information on the contact sheet. Revisions were provided, the sheet updated, and distributed. The sheet is for internal use only.
- **2024 Important Dates:** Ms. Adkins provided the list of critical dates for the 2024 Election Cycle. Board members were asked to reserve these dates for LBE activities. Some dates are tentative and are subject to change.
- **State Board of Elections Biennial Meeting:** The meeting date is October 19, 2023 at the Double Tree in Annapolis. This meeting is mandatory for all Board Members. More information will be provided when received.

Next Meeting: There will be September 13, 2023 (moved a week due to the Labor Day Holiday) at 9 AM.

A motion was made by Ms. Coombs to adjourn the meeting, seconded by Mr. Payne. Motion carried. The meeting adjourned at 9:22 AM.

Respectfully Submitted,

Mary Coombs
Board Secretary

