

## St. Mary's County Board of Elections

23250 Leonardtown Hollywood Road  
Leonardtown, MD 20650

### Board Meeting Minutes of 13 September 2023

#### Present:

##### **Board Members:**

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

##### **Staff Members:**

Wendy Adkins, Director  
Cynthia Panos, Board Attorney

#### Absent:

Susan Julian, Deputy Director  
Ann Raley, Member (D)

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:

- State Biennial meeting Draft Agenda
- Assignment of Local Board of Elections Duties to Members of the Local, the Election Director and Staff
- Propose polling place realignments

**Approval of Minutes:** The minutes from the meeting held on August 2, 2023 were presented. Mr. Payne made a motion to approve the minutes, with corrections from the floor, seconded by Ms. Coombs. Motion carried.

**Meeting Agenda:** The meeting agenda was reviewed. An additional item was added under new business Assignment/Duties.

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

- **New Deputy State Administrator:** Ms. Adkins advised that the new State Deputy Administrator had been announced, capital Ms. Katie Barry. She will be assuming the position on September 1, 2023.
- **New Poll Book Update:** The SBE was supposed to make a formal go/no go decision on September 8, 2023 on the new poll for the 2024 election. An official decision has not been made but discussions are pending for a no go decision.
- **St. Mary's County Fair:** The office staff is planning to do voter registration at the Fair on September 21 through September 24. They will also provide mail-in ballot applications, changes/updates, etc.
- **State Biennial Meeting:** The draft agenda for the Biennial meeting was distributed to the board members. Once the final version is ready it will be sent to the board members. The office will be getting a 15 person van to take to Annapolis that day. If anyone is interested in riding in the van please let Wendy know.
- **Shirt Order:** The shirt order has been place. Ms. Adkins will let us know when they arrive.

**Old Business:**

- **Ballot Drop Box Update:** Ms. Adkins advised that she has received all paperwork/forms for the ballot drop box approval process for SBE. All documents will be submitted by the end of the week. With the new administrator it is unknown how long the approval process can take. Ms. Melissa Dorsey is the new point of contact with SBE.

**New Business:**

- **Duties/Assignments:** Ms. Panos provided the Board Members with the handout – Assignment of Local Board of Elections Duties to Members of the Local, the Election Director and Staff. Ms. Panos reviewed the document with the Board Members. This document will be an addendum to our By – Laws. A motion was made by Mr. Payne to make this document an addendum to our bylaws, seconded by Ms. Johnson. Motion carried.
- **Precinct Lines:** Ms. Adkins provided the list of polling places and what the recommendation is for the consolidation. This request removes precinct lines from previously consolidated precincts. All these consolidations have the same legislative districts and commissioner districts. This will not affect any voters polling places. This will reduce the total number of ballot styles needed in each polling place and during early voting. This will provide for a cleaner polling place plan to be presented to the SBE. A motion was made by Ms. Coombs to accept the redistricting plan as presented, seconded by Mr. Payne. Motion carried.

**Next Meeting:** There will be no meeting in October due to the state meeting. The next meeting will be on November 1, 2023 at 9 AM.

A motion was made by Mr. Payne to adjourn the meeting, seconded by Ms. Coombs. Motion carried. The meeting adjourned at 9:29 AM.

Respectfully Submitted,

Mary Coombs  
Board Secretary

