

## St. Mary's County Board of Elections

23250 Leonardtown Hollywood Road

Leonardtown, MD 20650

### Board Meeting Minutes of 06 October 2021

#### Present:

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

Jack Payne, Board President (R)  
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:** None

At 9:01 AM, Mr. Jack Payne, Board President, determined that there was a quorum present and called the meeting to order.

**Guests Present:** None

#### **Documents Distributed:**

- Meeting Minutes of August 4, 2021
- 2022 Gubernatorial Important Dates
- Candidate Listing as of October 5, 2021

**Approval of Minutes:** The minutes of the August 4, 2021 meeting were presented. A motion was made by Ms. Wathen to approve the minutes, with corrections from the floor, seconded by Ms. Coombs. Motion carried.

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

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

- **Employee Status:** Ms. Adkins reported that a seventh employee (Election Program Assistant 1) would be hired in the office to prepare for the 2022 election. The vacancy announcement should be published soon. Also Shane Blankenship who previously supported the office as a Part Time Employee would be back part time in support of the 2022 Election.
- **Election Judges:** Ms. Adkins reported that the office had a booth at the Saint Mary's County Fair. However, they did not do the normal set up of equipment but rather focused on Election Judge Recruitment. Approximately 30 applications were collected and many flyers were distributed. With the third early voting center being added, many more additional judges will be needed when taking into consideration the regular turnover and additional Early Voting sites. St. Mary's County will be granting Administrative Leave for County employees that are willing to serve as Election Judges.
- **Building Renovations:** The lobby door has been installed and painting will be completed soon. With limited staffing, Quality Office Movers has been hired to rearrange furniture and the warehouse area. The County has also advised that there are extra funds that may be available to bring the Building up to County Standards. The office's wish list was provided in priority order.

### Old Business:

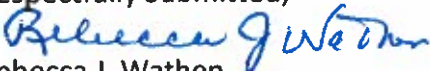
- **Election Calendar:** Tentative dates for the primary and general election were provided to the Board Members. Changes will be announced as needed.
- **Candidate Listing:** A current candidate listing was provided to the Board Members.

### New Business:

- **Additional Early Voting Centers:** In accordance with HB 745 which alters the required number of early voting centers that is required by each County, any County with at least 50,000 voters but fewer than 100,000 voters requires a minimum of two (2) Early Voting Center. Ms. Adkins advised that based on the number and location of registered voters, the additional center should be opened in the southern end of St. Mary's County. Four (4) different locations were contacted/visited:
  - **Carver Recreation Center – visited on 04/07/2021.** This site does not comply with most of the requirements for selecting an early voting site according to the State Board of Elections site selection plan. There is not enough room for parking or electioneering, and does not have the required security.
  - **Chesapeake Charter School –** Ms. Adkins spoke to the Secretary on 04/21/2021 and described the basic requirements. The Secretary advised Ms. Adkins that she had to discuss with the Principal and would get back to the BOE. No response was received. No further contact was attempted since this site would likely be unavailable for the duration of the Early Voting cycles due to school being in session.
  - **Lexington Park Rescue Squad – emailed on 04/06/2021.** The squad was advised of the Basic Requirements for an Early Voting site. Ms. Adkins was advised that they needed to discuss internally and they would get back to the BOE. No further contact was made or received.
  - **Bay District Fire House – visited on 05/05/2021.** Ms. Adkins advised they visited the facility and it meets all of the requirements for the Early Voting site selection plan from the SBE. The facility is available for the 2022 election dates. The room is large enough to handle a large crowd, has a large parking lot, has electioneering access, and has the required security. Ms. Adkins recommended that this site be approved as the second required Early Voting site. A motion was made by Ms. Wathen to approve the Bay District Fire House as the second early voting site, seconded by Ms. Coombs. Motion carried.
- **Third Early Voting Center:** Ms. Adkins advised that on July 13, 2021, she was requested to attend the St. Mary's County Commissioners Meeting to discuss an optional third early voting center. The Commissioners voiced their concerns about the northern end of the County and the Commissioners approved and funded a third optional early voting center.
  - Ms. Adkins advised that the Mechanicsville Fire House is the only facility in the north end of the county that would be able to conduct early voting. The facility meets all the requirements of the SBE early voting site selection plan. Ms. Adkins recommended that this site be approved as the third optional Early Voting site. A motion was made by Ms. Wathen to approve the Mechanicsville Fire House as the third early voting site, seconded by Mr. Boothe. Motion carried.

**Next Meeting:** There will be no meeting in November. The next meeting will be December 1, 2021 at 11:00 AM and will be the meeting and Holiday Party combined. A motion was made by Ms. Wathen to adjourn the meeting, seconded by Ms. Coombs. Motion carried. The meeting adjourned at 9:23 AM.

Respectfully Submitted,

  
Rebecca J. Wathen  
Board Secretary