

MINUTES
KENT COUNTY BOARD OF ELECTIONS
135 Dixon Drive, Chestertown MD 21620
June 6th, 2024

Present:

Lisa Thompson, President
Paul Showalter, Secretary
Mary Walker, Member
Barbara Reed, Member

Staff:

Cheemoandia Blake, Election Director

I. Call Meeting to Order

Lisa Thompson called the meeting to order at 8:37 am and declared a quorum was present.

II. Welcome Guest(s)

Dawn Jacobs

III. Report Board Absences

Scott Lockerman, Vice President

IV. Approval of Minutes

Lisa Thompson made a motion to approve the minutes from April 4th, 2024. Paul Showalter seconded the motion; the motion passes unanimously.

V. Directors Report/Attorneys Report - there was not a meeting held in July, due to no business to discuss.

VI. Documents

- a. Board Minutes
- b. Swatting Guidance for Election Workers
- c. Protect 2024 Webinar Flyer
- d. Water Intrusion – Checklist
- e. Canvass Minutes
- f. Clear Ballot Documents
- g. Precinct Voter Count – June
- h. PEP – Election Director’s Evaluation

VII. Old Business

- a. Pollbooks – 10 additional were received from SBE.
- b. County Tech/Support Tech –in need of support tech, asked the board for recommendation. The board did not have any recommendation.

- c. Board Election Day Duties – each member is assigned 2 locations, must arrive at the first location by 6 am, introduce themselves to the chief judges. Ensure judges have all supplies before venturing to their next assigned location. Board members are to venture between the two locations throughout the day and report back to the election office during specific times. Board members are also required to complete the polling place evaluation document.
- d. Attorney Duties – Charles MacLeod explained his job duties to the board, also making them aware that he does not need to attend every board meeting.
- e. EJ Online Training – sent to all election judges, 10 percent of the election judges completed the online training.
- f. 2 Day EJ Open House – invited 104 election judges, 20 attended.
- g. Office/Warehouse Space – met with county commissioners, county administrator (Shelley Heller) and Will Albright of KRM. County commissioners approved the office move to 313 Talbot Blvd. Per Shelley Heller KCBE will be going into a month-to-month lease. Will Albright is looking into the cost of a climate control warehouse.
- h. Agenda and Board Meeting – Barbara Reed made a request that the agenda and board minutes be placed on the board of elections website. Barbara made a motion, seconded by Paul Showalter. Lisa Thompson abstained from voting. Election Director, Cheemoandia Blake made the board aware that the website is contract through an outside vendor.

VIII. New Business

- a. Canvass Minutes – approved by the board, submitted to SBE.
- b. Mail In Ballots – any additional ballots received after the canvass will be presented at the next board meeting.
- c. Clear Ballot - documents were presented to the board. No additional audit is needed since the differences in the results between the two systems were less than 0.5%.
- d. PEP – Evaluation – Completed and submitted to SBE.

IX. Closed Session:


Lisa Thompson made a motion at 9:27 am to convene in close section to complete Election Directors, Cheemoandia Blake PEP. Mary Walker second the motion. The motion passed unanimously.

Paul Showalter made a motion to open the meeting at 9:41 am, second by Lisa Thompson. The board discuss the PEP with Election, Director's, Cheemoandia Blake. The PEP was agreed on unanimously, signed and submitted to SBE.

X. Adjournment

There being no further business, Lisa Thompson made a motion at 9:52 am. to adjourn the meeting, seconded by Barbara Reed. Motion passed by all. There will not be a meeting held in the month of July, the next meeting is scheduled for August 1st, 2024.

Respectfully submitted,



President



Secretary