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THOMAS M. CORKRAN  
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SUBSTITUTE

RALPH C. LEWIS, JR.  
SUBSTITUTE



GWENDOLYN H. DALES  
ELECTION DIRECTOR

BRITTANY M. PHILLIPS  
ELECTION DATA APPLICATION SPECIALIST

KIMBERLY K. JONES  
ELECTION INFORMATION SYSTEMS SPECIALIST

HUBERT H. WRIGHT, IV  
ATTORNEY

**DORCHESTER COUNTY  
BOARD OF ELECTIONS**

**ATTENDEES:** Thomas M. Corkran, Vice President  
Michael W. Detmer, Secretary  
William E. Batson, Substitute  
Ralph C. Lewis, Jr., Substitute  
Hubert H. Wright, IV, Attorney

**GUEST:** Shelly Holland  
Jessica Noranbrock

**ABSENT:** Janet M. Livingston, President

Gwendolyn H. Dales, Election Director  
Kimberly K. Jones, Elections Info Systems Specialist

**MINUTES OF AUGUST 17, 2016**

Mr. Michael Detmer was sworn in as a regular Board Member by Mrs. Amy Craig.

At 4:10 PM, Vice President Thomas Corkran called the meeting to order in the absence of President Livingston. Director Dales introduced Shelly Holland from SBE and Jessica Noranbrock. Mr. Thomas Corkran asked about the last sentence in paragraph 3 on page 4 of the minutes. I feel this is 2 questions with only one answer. After a lengthy discussion about the board having to approve a contractual position, Mr. Hugh Wright stated that Director Dales has the authority to hire and fire contractual positions per our Bylaws. Mr. Ralph Lewis recommended clarification in writing, about the hiring of contractual and regular state employees, for the next board meeting. Attorney Hugh Wright said to get the written notice from SBE and amend the minutes if need be. Director Dales suggested that Mrs. Shelly Holland could have something in writing for her to bring to the next board meeting. Mr. Ralph Lewis moved the minutes of July 20, 2016 be accepted as presented; motion was seconded by Mr. William Batson; the vote was unanimous to approve.

**BYLAWS:** Director Dales informed the board she submitted the bylaw changes to SBE. We are still awaiting approval.

**DISMISAL:** Director Dales informed the Board that she dismissed the part-time contractual Election Clerk. The Termination Letter is attached in your packets. Mr. Corkran asked, "Will you replace her?". Director Dales said, "No, not at this time. After the election we and the Board will make a unified decision on this matter.

**ELECTION CLERK DUTIES:** Mr. Mike Detmer asked Director Dales who the Election Clerk is, and what are her job duties. Director Dales answered that Mrs. Jessica Noranbrock was the Election Clerk. She also explained that Mrs. Noranbrock has been to Election Judge Workgroups in Howard County. She has assigned all of the election judges. She has also sent out a postcard to the judges to remind them of the General election date and to confirm which ones will be coming back. Director Dales said that their packets refer to her job duties, an Election Timeline/Checklist, and an Election Calendar. Mr. Detmer asked, "So you are at the 3-month timeframe?". Director Dales explained that we do not really use this, she just thought that he would like to see a more detailed document to be able to see what goes on in the office in a weekly/monthly timeline.

**ELECTION CLERK DUTIES continue:** Mr. Detmer asked, "So, are you where you need to be with the state calendar?" Director Dales replied, "Yes we have to hit all those deadlines." She continued to say that we are gearing up to be in full election mode with election judges training starting next month.

**NEW BUSINESS:** Director Dales explained to the Board that we need to convene as the Board of Canvassers. Mr. Tom Corkran made a motion too close, seconded by Mr. William Batson. We received an absentee ballot from SBE for the 2016 Presidential Primary Election. We, obviously, recommended it to be rejected. Marked NOT TIMELY. Mr. Corkran motioned too open, seconded by Mr. Batson.

**JUDGES LIST:** Director Dales informed the Board that in their packet was the 2016 Presidential General Judges List that needed to be approved. Mr. Tom Corkran asked if we have enough judges. Director Dales answered "Yes, we do." Director Dales told the board they could find all the upcoming dates for Judges Training, L&A dates, Public Demonstration and EFS training dates in their packet. Mr. Mike Detmer made a motion to approve the Election Judges, seconded by Mr. Corkran. Director Dales told the Board that Mrs. Anna Grossnickle is going to be the SDR and provisional judge for the entire Early Voting process. Mr. Detmer asked how many more judges we need. Mrs. Jessica Noranbrock replied "All the positions are filled with 6 alternates for each party; but by all means, if you know of anyone interested in being a judge, ask them to call the office."

**ELECTION JUDGES:** Director Dales read the memo from Linda Lamone on the new mandatory action of having at least one provisional judge for each location. If we didn't have consolidated precincts we would have been required to have 21 new judges. But instead, we will only have to hire 13 new judges, which is going to put us over budget in that line item. Mr. Corkran said that Provisionals are very hard and it needs to be right. Mrs. Jessica Noranbrock explained that she has put together a provisional template for the voters and judges that will be placed on the provisional privacy screen. Director Dales said that in her opinion she believes that it is going to be a mandatory 3 judges per polling place. Director Dales said Mrs. Noranbrock comes from Wicomico County Board of Elections.

**MAEO BOARD MEETING:** Director Dales informed the Board that Stewart, the Director from Frederick County, mentioned at the MAEO board meeting that Same Day Registration for Election Day will most likely be a question appearing on the 2018 ballot and will go into effect for the 2020 election cycle. He also stated that the legislature is looking into changing the 2018 Primary Election from June to August. If this happens it will affect our 2018 budget.

**FYI:** Director Dales told the Board that she realized that their packet is large, but she wanted to point out that a copy of the 2016 General Election Statewide Ballot question is in there.

Director Dales informed the Board that our ballots will be 17 inches again for the General Election. We are looking into purchasing a larger provisional case. We are not going to fold 1000's of ballots this election. Director Dales asked "Does anyone have any comments or questions?". Mr. Tom Corkran asked about #9 adding equipment at a 100% on the LBE's from the agenda. Director Dales explained that we did not order any addition election equipment. Mr. Corkran asked, "What if a scanner goes down?". Director Dales explained that we would deploy a spare scanner, the polling place would then open the emergency slot for the ballots to be put in. These ballots would be scanned after the new scanner arrived. Director Dales asked the board when they are out visiting each polling place if they see lines, call the office, so that we can deploy an extra scanner.

**CLOSED MINUTES:** Mr. Mike Detmer asked for more time on the Closed Minutes. Mr. Wright said he had a set of closed minutes at his home. Director Dales asked Mrs. Kim Jones to explain the Closed Minutes process. Mrs. Jones explained to the Board they need to fill out paperwork for each closed meeting. The Board needs to approve the minutes just like regular minutes, which they can be approved in closed or regular session. The minutes need to be sealed in an envelope and stored in the office; not at someone's home.

Mr. Detmer moved to close the meeting at 5:30 PM and go into a closed meeting, seconded by Mr. Corkran.

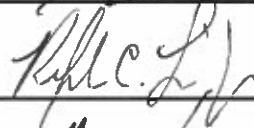
Meeting was called back to order at 5:50 PM. Director Dales asked the Board if the Directors report was what they wanted? Mr. Corkran replied, "100% better than the last ones.". Mr. William Batson said that Director Dales has complied with all of the Boards wishes.

**SCHEDULING & ADJOURNMENT:** The next regular meeting will be held Wednesday, September 21, 2016 at the Cambridge – Dorchester Regional Airport Meeting Room. Mr. William Batson moved that this meeting be adjourned; seconded by Mr. Thomas Corkran; the vote was unanimous to adjourn.

**APPROVED:**

  
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