

BOARD MEMBERS

MICHAEL W. DETMER  
PRESIDENT

THOMAS M. CORKRAN  
VICE PRESIDENT

JANET M. LIVINGSTON  
SECRETARY

WILLIAM E. BATSON  
SUBSTITUTE

RALPH C. LEWIS JR.  
SUBSTITUTE



**DORCHESTER COUNTY  
BOARD OF ELECTIONS**

GWENDOLYN H. DALES  
ELECTION DIRECTOR

BRITTANY M. PHILLIPS  
DATA APPLICATION SPECIALIST

KIMBERLY K. JONES  
ELECTION INFORMATION  
SYSTEMS SPECIALIST

HUBERT H. WRIGHT, IV  
ATTORNEY

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

Gwendolyn H. Dales, Election Director  
Jessica Noranbrock, Clerk

**ABSENT:** Janet Livingston, Secretary

**GUESTS:** Desvin Gabbidon, Regional Manager  
Shelly Holland, SBE

*MINUTES OF BOARD MEETING April 19, 2017*

**Call to Order and Determine Quorum:**

President Detmer called the meeting to order at 1:02PM, quorum was determined.

**Welcome any Guests:**

Desvin Gabbidon, Regional Manager and Shelly Holland from SBE.

**Report any Board or Staff Absences:**

Secretary Livingston notified the Board she would be absent.

**Approval of Minutes:**

- March 8, 2017 minutes approved with amendment for punctuation correction. Mr. Detmer motioned to approve, Mr. Corkran seconded the motion, vote was unanimous.  
Action: Correct punctuation.
- January 25, 2017 minutes approved. Mr. Corkran motioned to approve, seconded by Mr. Lewis, none opposed.
- January 5, 2017 Budge Meeting minutes approved. Mr. Corkran motioned to approve, seconded by Mr. Lewis.
- December 14, 2016 minutes approved with amendment for attendance correction regarding Mr. Batson. Mr. Corkran motioned to approve, seconded by Mr. Lewis.  
Action: Add Mr. Batson to list of attendees.

**Additions to Agenda:**

None.

**Election Director's Report:**

- a. Budget: FY 2017 – March 2017 year/date/monthly expenditures.
  - Presented
- b. New Projects: Decide on new possible Early Voting Site.
  - Director Dales explained documents describing site search, quotes and viable options. Mr. Corkran motioned that the Board send a letter to get the County Council's official opinion on Early Voting relocating from the County Office Building. Mr. Lewis seconded the motion. Mr. Lewis motioned that the Board state, in writing, there opinion is for Early Voting to remain in the County Office Building, Mr. Corkran seconded the motion. Mr. Detmer stated he would sign the letter when it is prepared.  
Action: Prepare letter to County Council, contact Mr. Detmer when complete to sign.
- c. News: Review applicable Election Legislation.
  - Director Dales explained Legislation Synopsis document, and informed Board about potential to obtain additional scanners, even though legislation did not pass regarding LBE's obtaining additional scanners. They had been offered previously at 100% cost to LBE.
  - Director Dales mentioned the automated software audit that was performed by Clear Ballot after the 2016 Presidential General Election. The legislation regarding an automated software audit did not pass, which could mean future audits may be manual instead of automated. Mr. Gabbidon stated the State is still looking at ways to perform an automated software audit. Ms. Holland stated there is some money in the State budget for an equipment audit.
- d. FYI:
  - ✓ Reminder: MAEO Conference June 6-9 O.C.
  - ✓ SBE Mandatory Biennial Conference Oct. 23, Annapolis
  - ✓ Hurlock Election November 4<sup>th</sup>

**Old Business:**

- Status of Board Action – Letter to SBE regarding new designated Board President and Secretary.
  - Director Dales drafted a letter for the Board to sign. Ms. Holland stated the letter can be sent to the State with the Minutes.
- Post-Election Maintenance Status.
  - Director Dales informed the Board PEMs was completed April 14, 2017, and that three (3) scanners failed, three (3) poll books failed, and (3) printers failed. A representative from ES&S was able to fix two (2) scanners, and was unable to duplicate the error on the third. Mr. Gabbidon would be taking the failed poll books to be repaired. The printers are not worth the cost of \$75/hr. to have repaired.
  - Director Dales informed the Board that Caroline County and Charles County would be pilots for new Poll Book tablets in the upcoming election.
- Suggestions for Election Preparation Review
  - Director Dales explained when Board Members can step in to review the election preparation process. Mr. Detmer approved of all three (3) suggestions for

Election preparation review. Ms. Holland stated the State will be adding a new “Junior County Tech” position, a part time position.

**New Business:**

- 2016 Presidential Election Procedures and Operations Audit
  - Director Dales explained there is normally an audit after a Primary and an audit after a General; however, the Primary and General audits were combined and just received April 18, 2017. Director Dales presented the audit and completed response to Action Items listed on the audit, and stated that, according to Brandon Mulvey at SBE, Dorchester County’s audit was average compared to other counties. Director Dales and Mr. Detmer signed the response form to be sent to the State.

**Confirmation of Next Meeting:**

- Confirmed to be held in Room #110, County Office Building on Wednesday, May 17, 2017 at 1:00PM.

**Closed Session:**

- Performance Evaluation & Personnel Issues
  - At 2:08PM, Mr. Lewis motioned to close the regular meeting and move into the closed session, seconded by Mr. Detmer.
  - Resumed regular meeting at 2:35PM.


**Adjournment:**

Mr. Corkran motioned to adjourn at 2:36PM, seconded by Mr. Batson.

**APPROVED:**

  
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Michael W. Detmer, President

  
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Thomas M. Corkran, Vice President

  
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Ralph C. Lewis, Jr., Substitute