

**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  
Janet Livingston, Secretary  
Ralph C. Lewis, Jr., Substitute  
William E. Batson, Substitute  
Hubert H. Wright, IV, Attorney

Gwendolyn H. Dales, Election Director  
Jessica Noranbrock, Clerk

**ABSENT:** none

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

***MINUTES OF BOARD MEETING May 17, 2017***

**Call to Order and Determine Quorum:**

President Detmer called the meeting to order at 1:05PM, quorum was determined.

**Welcome any Guests:**

Desvin Gabbidon, Regional Manager and Shelly Holland from SBE.

**Report any Board or Staff Absences:**

none

**Approval of Minutes:**

- April 19, 2017 minutes approved. Mr. Corkran motioned to approve, Mr. Lewis seconded the motion.

**Additions to Agenda:**

None.

**Election Director's Report:**

- a. Budget: FY 2017 – March 2017 year/date/monthly expenditures.
  - Presented
- b. FYI  
Applicable Candidate Legislation:

HB619 – Director Dales explained how this bill altered “the time period during which campaign signs shall be allowed on the premises of polling places for an Election.”

Action: Correct county name on document presented.

HB879 – Director Dales explained this bill requires candidates to use the Commission’s electronic system to file. They will no longer be permitted to use a paper format. The office staff will assist candidates with filing electronically, if needed.

Possible Future Absentee Drop Boxes:

Director Dales relayed that during the last Directors Meeting, information was presented about the possibility of absentee drop boxes being used during early voting in future elections. The cost could range from \$750 to \$4,000 per box.

New Provisional Ballot Bags:

Director Dales shared pictures of the new Provisional bags and the new bags for CF cards and memory sticks.

Talbot’s Warehouse re-location:

Director Dales informed the Board Jessica would be assisting Talbot County with their re-location.

MAEO Conference June 6 – 9 O.C.:

Director Dales reminded the Board of the dates and informed them Jessica would be part of a committee presentation.

Virginia Election:

Director Dales informed the Board that she, along with Anthony and Alysoun, would be going to Virginia June 12 – 13 for an election. They will be observing the way Virginia prepares absentees for their canvas. Director Dales also explained that a committee Kim is on is working with legislation to obtain backing for implementing this sort of preparation process.

Inventory:

Director Dales informed the Board SBE will be coming in June to physically touch and scan all equipment for inventory. Mr. Detmer said to let the Board know if help is needed.

Announcement – Staff member Brittany is due with her first child October 30, 2017.

**Old Business:**

- Status of Early Voting Site:

- Director Dales informed the Board that the letter to the County Council was sent, but no response has been received, as of yet. She spoke with the County Manager and he said they are currently working on the budget, they would address the issue after they are finished.
- Mr. Detmer said he was encourage by his conversation with the County Manager and felt positive we could come to a resolution.
- Director Dales spoke with the County Manager when she delivered the letter. She said he told her the Lobby was not an option because of the fire hazard early voting creates. She also feels confident we will come up with a solution.
- Mr. Detmer also mentioned that he and the County Manager discussed the Board going from a three (3) member, two (2) substitute Board to a five (5) member Board, and when to present information to the County.
- Director Dales reminded the Board that if going from a three (3) member Board to a five (5) member Board, it would need to be accounted for in the budget a year ahead of time.

**For Your Information:**

- Pitney Bowes Postage meter – Will be connected thru internet:  
Director Dales informed the Board that currently the meter is connected through the phone line, but we soon have to lease a new one that will be connected through the internet. She presented two (2) options and compared the cost. The Board agreed it made more sense to lease the less expensive of the two (2) option. Director Dales spoke with I.T. and they will work with us to get the new meter connected through the internet, firewall, Bay Country Communications, and Telewire.
- Warehouse Leak:  
Director Dales shared pictures of the leak and informed the Board she spoke with the County Manager. He told her it wasn't a fire hazard. It will be repaired and Director Dales will keep the Board updated on the situation.

**Confirmation of Next Meeting:**

- Confirmed to be held in Room #110, County Office Building on Wednesday, June 21, 2017 at 1:00PM.
- Director Dales informed the Board the next evaluations are due June 30, 2017. Mr. Corkran suggested the Board hold a work session before the next meeting. Director Dales informed the Board other counties hold work sessions during MAEO. It was decided to hold the work session during lunchtime at MAEO.  
Action: Meeting notice for work session to be held June 7 – 8, 2017 at lunchtime at the hotel where the MAEO conference is being held.

**Closed Session:**

- Performance Evaluation & Personnel Issues
  - At 1:34PM, Mr. Lewis motioned to close the regular meeting and move into the closed session, seconded by Mr. Corkran.
  - Resumed regular meeting at 1:49PM.

**Adjournment:**

Mr. Batson motioned to adjourn at 1:57PM, seconded by Mr. Corkran.

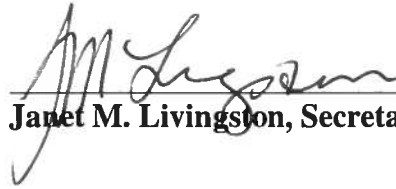
**APPROVED:**



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**Michael W. Detmer, President**



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**Thomas M. Corkran, Vice President**



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**Janet M. Livingston, Secretary**

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