

Katherine O'Malley-Simpson, President
Fern G. Brown, Vice President
Craig J. Renner, Member
Norman J. Saunders, Secretary
Dorothy Duffield, Member
Louis P. Jenkins, Jr., Attorney



Tracy A. Dickerson, Election Director II
Mary C. McDougal, Election Deputy Director II
Claire S. Mower, Election Supervisor II
Karl A. Richardson, II, Information Systems Spec.
Tina M. Twigg, Data Appl. Spec. II
Wade Beswick, Data Appl. Spec. II
LaVon Brown, Data Appl. Spec. II
Shelby E. Trice, Administrative Assistant II

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The Charles County Board of Elections held its regular monthly board meeting on Thursday, May 18, 2017, at 201 East Charles Street La Plata, Maryland, 20646 at 9 a.m.

I. Declaration of Quorum Present: Fern Brown
Katherine O'Malley-Simpson
Craig Renner
Dorothy Duffield
Norman Saunders
Louis Jenkins, Board Attorney

Staff: Tracy Dickerson
Mary McDougal

II. Approval of April 2017 Minutes: Fern Brown made a motion to accept the minutes with grammatical error corrections, seconded by Craig Renner. Unanimously approved.

III. Additions to the Agenda: N/A

IV. Election Director's Report:

- Tracy Dickerson reported that Norman Saunders will not be able to attend the MAEO conference and Dorothy Duffield will go in his place.
- The budget for Charles County Board of Elections has been approved which includes approval of the new Administrative Assistant position. Interviews for that position will be held June 14, 2017. Karl Richardson will assist Tracy Dickerson on the interview panel. Katherine O'Malley-Simpson, Board President, requested a copy of the job description for the Administrative Assistant.
- The May 2, 2017, Town of La Plata Election has now been certified. The voter turnout was 15 percent including provisional and absentees, for a total of 1009 votes.

- The newest board member, Dorothy “Dopper” Duffield was sworn in on May 11, 2017, by Sharon Hancock, Clerk of the Court, at the local board of elections office. She is replacing retired member, James Anderson.
- Charles County has received its comprehensive audit from the State Board of Elections. Tracy shared the audit with board members, as well as the corrective actions. Two findings found by SBE included (1) totals were missing in the ERM spreadsheet, and (2) the Post-Election Audit findings were omitted in the Canvass minutes from Section 8 of the Verification of Vote Count. Corrective actions included that the new Administrative Assistant is now taking over the canvass minutes, and the director is now aware that there is an extra column to be completed on the report.
- Mary McDougal reported that candidate filing has been slow and as of today only five candidates have filed their Certificate of Candidacy.
- June 26, 2017, SBE will visit the local board to complete the inventory. Karl and Wade will assist with moving the equipment as needed.
- October 23, 2017, at the Double Tree in Annapolis, SBE will hold its mandatory Biennial one day conference.

V. Board Attorney Report: No news at this time.

VI. Old Business: Craig Renner expressed his concern of the overcrowding of supplies, boxes and storage within the office confines. Tracy expressed that she is not aware of any new office availability in the county or any construction plans with the previously proposed Annex, and that the current location serves the public well. Board members agreed they would reconsider relocation or expansion of the upstairs space after the 2018 Election and in conjunction of the renewal of the lease.

VII. Next Board Meeting: July 20, 2017. There will be no meeting in June due to the MAEO conference.

VIII: Motion to Adjourn: Norman Saunders made a motion to adjourn, seconded by Craig Renner. Unanimously approved.