

Katherine O'Malley-Simpson, President
Fern G. Brown, Vice President
Norman J. Saunders, Secretary
Craig J. Renner, Member
Dorothy C. 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.
Sharonda Munson, Election Data Appl. Spec. II
Wade Beswick, Election Data Appl. Spec. II
LaVon Brown, Election Data Appl. Spec. II
Shelby E. Trice, Election Admin. Assistant II

Charles County Board of Elections
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The Charles County Board of Elections held its regular monthly board meeting on Wednesday, December 11, 2019 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, conference call-in
Dorothy Duffield
Norman Saunders

Louis Jenkins, Board Attorney

Staff: Tracy A. Dickerson
Mary McDougal
Shelby E. Trice
Karl A. Richardson II

II. Approval of August 2019 and October 2019 Minutes: Ms. Fern Brown made a motion to accept the August and October minutes, seconded by Mr. Norman Saunders. Unanimously approved.

III. Additions to the Agenda: N/A

IV. Election Director's Report:

- Ms. Tracy Dickerson discussed with the board the budget for FY21. Ms. Dickerson discussed that there is an increase in the budget from FY20 in Office Maintenance due to the possibility of acquiring the upstairs of our current facility. As well as under Election Board Staff salaries due to the possibility of LBE staff reclassifications. Ms. Dickerson informed the board that these job descriptions have been approved through The Department of Budget and Management (DBM) and needs to be approved by the State Board.
- Ms. Dickerson informed the board that there is a decrease in the budget from FY20 under Polling Place Rent due to relocating several polling places to school facilities.
- Ms. Dickerson informed the board that she has completed the judges manual for the upcoming election. It has been sent to the State Board for final approval.

- Ms. Dickerson informed the board that PEP's are due by the end of December.
- Ms. Dickerson informed the board of a Special Election that is being held in Baltimore City, Baltimore County, and Howard County. The Primary Election will be held on February 4, 2020. The General Election will be held on April 28, 2020, which coincides with the Presidential Primary Election.
- Ms. Dickerson informed the board that we have received all of our additional equipment for the upcoming election except for the carts. They are to be delivered the week of December 16, 2019.
- Mr. Karl Richardson II informed the board that he and Mr. Wade Beswick have completed acceptance testing on the new equipment. Mr. Richardson and Mr. Beswick are currently preparing to complete a software test and upgrade on all pollbooks, as well as a Same Day Registration (SDR) network test. Mr. Richardson and Mr. Beswick will also be updating all LBE PC's to the new operating system.
- Ms. Mary McDougal discussed with the board that the front office is currently processing ERIC reports as well as folding and mailing precinct cards. Ms. McDougal informed the board that all the contracts for facility usage have been signed for each polling place.

V. Board Attorney Report: N/A

VI. Old Business: N/A

VII. New Business: Ms. Dorothy Duffield made a motion to accept the budget for FY21, seconded by Ms. Fern Brown. Unanimously approved.

VIII. Next Board Meeting: The next Board Meeting will be held on January 16, 2020

IX. Motion to Adjourn: Ms. Dorothy Duffield made a motion to adjourn, seconded by Mr. Norman Saunders. Unanimously approved.

A handwritten signature in cursive script that reads "Fern H. Brown". The signature is written in black ink and is positioned below the text of item IX.