

# Minutes

Talbot County Board of Elections  
215 Bay Street  
Easton, MD 21601  
*November 17, 2021*

## Attendance

### **Board Members Present**

Joseph Secrist, President	(R)
Walter Black	(D)
Richard Bulman	(R)
Wadella Thomas	(R)
Susan MacKinnon	(D)

### **Staff**

Jeri Cook, Election Director

### **Board Attorney**

Lyndsey Ryan

### **Public**

None

The monthly meeting of the Talbot County Board of Elections was held November 17, 2021 in Conference Room # One at the Board office indicated above. Mr. Secrist called the meeting to order at 9:34 a.m. Mr. Secrist noted that a quorum was present.

## **Approval of Minutes**

Mr. Secrist asked if the Board had any corrections or additions to the minutes of the meetings of October 20, November 2, 2021 and November 10, 2021, copies of which had been forwarded to the Board Members in advance of the meeting. Mr. Bulman noted two minor corrections to the minutes for the minutes of October 20, 2021. Ms. MacKinnon moved approval of the minutes with these corrections. Ms. Thomas seconded the motion. The motion passed unanimously.

## **Additions/Changes to the agenda**

Mr. Black moved approval of the agenda as presented. Mr. Bulman seconded the motion. It passed unanimously.

## **Public Comments**

There were no public comments.

## **Election Director's Report**

Ms. Cook provided a written report of the activities of the staff prior to the meeting. A copy of that report is attached. She elaborated on her written report as follows:

- Voter Registration Cards have sent, including a notice where appropriate regarding polling place locations.
- Regarding the changes to election districts for the Board of Education, only minor "tweaks" are expected.

Ms. Cook reported how impressed she was when reading about the story in the newspaper regarding Mr. Black's service as a Veteran and his service to the community at large. She thanked him for his service.

Ms. Cook noted that this will be her last regular meeting as Election Director and thanked the Board for the opportunity to work with the Board Members. She wished everyone well. Board Members expressed their thanks for her service and wished her well.

## **Board Attorney's Report**

Ms. Ryan reported that she has been in contact with Delegate Johnny Mautz regarding the legislation the Board wished him to introduce requiring schools to be closed on Election Days. The draft letter she circulated has not been sent and she is looking for guidance from the Board regarding sending of the letter.

## **Old Business**

### **a. Facility for Election Office**

There is nothing new regarding the possible space being developed for the county. She suggested the Board consider inviting Mark Cahoon of the county staff to its next meeting to ask for an update on the county's plans.

### **b. Budget FY2022**

Ms. Cook previously provided reports on expenditures recorded by the county through September. Board Members had no questions.

c. Review of Invoices

Ms. Cook previously provided Board Members with copies of invoices received since the last meeting. There were no questions from Board Members.

d. County Bulletins

Ms. Cook previously provided copies of County Bulletins and responded to questions from Board Members.

**New Business**

a. School Closings on Election Days

Ms. Ryan asked for guidance regarding the draft letter to Delegate Mautz concerning school closings on election days. Board Members had previously submitted comments on a draft letter she prepared. After discussion of the letter and its contents by the Board, Ms. MacKinnon moved to approve the letter and to authorize Ms. Ryan to send the letter. Mr. Black seconded the motion. It passed unanimously.

b. Election Director Candidates Interview Dates

Mr. Secrist reported that Conference Room # One at 215 Bay Street was reserved for the interviews on November 19, November 23 and November 30. Ms. Patricia Jackson, a member of the interview panel, is now not available until after November 23. After discussion of possible alternative dates and locations, along with conversations with Ms. Jackson and state personnel office, the panel will now meet on November 24, 2021 at 9:00 a.m. in the conference room of the law offices on Booth, Cropper and Marriner at 130 North Washington Street in Easton and on November 30, 2021 at 9:00 a.m. in Conference Room # One at 215 Bay Street in Easton.

**Confirmation of next meeting**

Mr. Secrist noted that the next regular meeting of the Board of Elections will be at 9:30 a.m. on December 15, 2021. Special Meetings may be called as needed regarding the selection of an Election Director.

**Closed Session**

Mr. Black moved that the Board go into closed session for the purpose of discussing personnel matters that affect one or more specific individuals as permitted under General Provisions Art. 3-305(b) (1). Ms. Thomas seconded the motion. It passed unanimously. Whereupon the Board went into closed session at 10.50 a.m. Present at this session were Board Members Mr. Secrist, Mr. Black, Ms. Thomas, Ms.



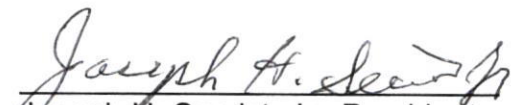
MacKinnon and Mr. Bulman. Election Director Jeri Cook and Board Attorney Lyndsey Ryan were also present. Ms. Cook departed the meeting during the closed session.

At 11:08 a.m. the Board returned to open session. President Secrist reported that the Board discussed specifics regarding personnel appeal issues and provided Ms. Ryan guidance on the matters. Ms. Cook reported on the duties assigned to the staff following her retirement. The Board also approved the minutes of the Closed Meeting of November 2, 2021.


### **Adjournment**

Mr. Black moved adjournment of the meeting. Ms. Thomas seconded the motion. It passed unanimously. The meeting adjourned at 11:10 a.m.

Attested,

  
Joseph H. Secrist, Jr., President

Respectfully submitted,

  
Richard B. Bulman, Secretary

Director's Report - November 2021

- The Voter Notification Cards for the polling place changes were sent out to the voters. The words polling place change was placed at the bottom of each VNC.
- Fred is in the middle of working on the mock election and all seems to be going well.
- Most duties have been dispersed among staff until the new director is in place.
- Meeting with Mark about the potential changes for the new education districts. It is mostly a cleanup effort and the changes is minimal.
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**PRESIDING OFFICER'S WRITTEN STATEMENT FOR CLOSING A MEETING ("CLOSING STATEMENT")  
UNDER THE OPEN MEETINGS ACT (General Provisions Article § 3-305)**

**This form has two sides. Complete items 1 – 4 before closing the meeting.**

- 1. Recorded vote to close the meeting:** Date: November 17, 2021; Time: 10:50 AM;  
Location: Conference Room 1, 215 Bay Street, Easton, MD. 21601;  
Motion to close meeting made by: Walter Black; Seconded by Wadella Thomas;  
Members in favor: Black, Bulman, Thomas, Secrist, MacKinnon; Opposed: None; Abstaining:  
None; Absent: None.

- 2. Statutory authority to close session (check all provisions that apply).  
This meeting will be closed under General Provisions Art. § 3-305(b) only:**

(1) X "To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals"; (2)\_\_\_ "To protect the privacy or reputation of individuals concerning a matter not related to public business"; (3)\_\_\_ "To consider the acquisition of real property for a public purpose and matters directly related thereto"; (4)\_\_\_ "To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State"; (5)\_\_\_ "To consider the investment of public funds"; (6)\_\_\_ "To consider the marketing of public securities"; (7)\_\_\_ "To consult with counsel to obtain legal advice"; (8)\_\_\_ "To consult with staff, consultants, or other individuals about pending or potential litigation"; (9)\_\_\_ "To conduct collective bargaining negotiations or consider matters that relate to the negotiations"; (10)\_\_\_ "To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans"; (11)\_\_\_ "To prepare, administer, or grade a scholastic, licensing, or qualifying examination"; (12)\_\_\_ "To conduct or discuss an investigative proceeding on actual or possible criminal conduct"; (13)\_\_\_ "To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter"; (14)\_\_\_ "Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process." (15)\_\_\_ "To discuss cybersecurity, if the public body determines that public discussion would constitute a risk to: (i) security assessments or deployments relating to information resources technology; (ii) network security information . . . or (iii) deployments or implementation of security personnel, critical infrastructure, or security devices."

**Continued →**

3. For each provision checked above, disclosure of the topic to be discussed and the public body's reason for discussing that topic in closed session.

Citation (insert # from above)	Topic	Reason for closed-session discussion of topic
§3-305(b) (1)	Employee Appeals	Consult with Board Attorney regarding hearings on the appeals
§3-305(b) (1)	Staff duties and capabilities	Receive briefing on staff duties and reasons for assignments follow Director's departure
§3-305(b) ( )		
§3-305(b) ( )		
§3-305(b) ( )		

4. This statement is made by Joseph Secrist, Presiding Officer.

*Joseph H. Secrist Jr.*

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**WORKSHEET FOR OPTIONAL USE IN CLOSED SESSION: INFORMATION FOR SUMMARY TO BE DISCLOSED IN THE MINUTES OF THE NEXT OPEN MEETING. (See also template for summary.)**

- For a meeting closed under the statutory authority cited above:

Time of closed session: \_\_\_\_\_

Place: \_\_\_\_\_

Purpose(s): \_\_\_\_\_

Members who voted to meet in closed session: \_\_\_\_\_

Persons attending closed session: \_\_\_\_\_

Authority under § 3-305 for the closed session: \_\_\_\_\_

Topics actually discussed: \_\_\_\_\_

Actions taken: \_\_\_\_\_

Each recorded vote: \_\_\_\_\_

- For a meeting recessed to perform an administrative function (§ 3-104): Time: \_\_\_\_\_

Place: \_\_\_\_\_

Persons present: \_\_\_\_\_

Subjects discussed: \_\_\_\_\_