

MINUTES
KENT COUNTY BOARD OF ELECTIONS
135 Dixon Drive, Chestertown MD 21620
April 4th, 2024

Present:

Lisa Thompson, President
Scott Lockerman, Vice President
Paul Showalter, Secretary
Mary Walker, Member
Barbara Reed, Member
Charles MacLeod, Board Attorney

Staff: Cheemoandia Blake, Election Director

I. Call Meeting to Order

Lisa Thompson called the meeting to order at 8:37 am and declared a quorum was present.

II. Welcome Guest(s)

Dawn Jacobs

III. Report Board Absences

None

IV. Approval of Minutes

Lisa Thompson made a motion to approve the minutes from March 7, 2024. Mary Walker seconded the motion; the motion passes unanimously.

V. Directors Report/Attorneys Report - there will not be a board meeting held in May.

VI. Documents

- a. Board Minutes – April 4th, 2024
- b. EV & ED Supply Checklist
- c. Challengers & Watchers Guide/Certification
- d. Polling Place Evaluation
- e. Public Notice of Canvass & Public Demo
- f. Precinct Voter Count as of April 2024

VII. Old Business

- a. Sherise Kennard (clerk of court)- swore the board in for the 2024 Primary Election. All was in attendance but Scott Lockerman.
- b. Equipment inventory – currently completed 89 percent.

- c. CMOS Batteries installation – all Pollbooks have been completed.
- d. FY2025 Budget – Election Director, Mrs. Blake presented the FY2025 budget. Paul Showalter made a motion to approve the budget, second by Lisa Thompson. The motions passed unanimously.
- e. Kent County Fair – Staff and board members will participate in this event, fair dates are July 18th- July 20th, 2025. Scott Lockerman suggested we attend the fair in the evening instead of the morning.
- f. Attorney – All questions and concerns must be presented to the board, the board as a group will decide if it's necessary to contact Chip for further guidance. Paul Showalter made a motion to vote on this item, Lisa Thompson and Mary Walker voted yes, Barbara Reed refrained from voting. Vote passed.
- g. Alternative Polling Place – In need of an alternative polling place for 6-1 Elks Lodge. The board suggest reaching out to the following locations: Fairlee United Methodist Potters Church, contact Mr. Tilghman.


VIII. New Business

- a. Received 10 Additional Pollbooks
- b. County Tech/Support Tech – still in need of support tech, asked the board for recommendation.
- c. Board Election Day Duties – are assigned 2 locations, must arrive at the first location by 6 am, introduce themselves to the chief judges. Ensure judges have all supplies before venturing to their next assigned location. Board members are to venture between the two locations throughout the day and report back to the election office during specific times. Board members are also required to complete the polling place evaluation document.
- d. Attorney Duties – Charles MacLeod explained his job duties to the board, also making them aware that he does not need to attend every board meeting.
- e. EJ Online Training – send to all election judges, 10 percent of the election judges completed the online training.
- f. 2 Day EJ Open House – invited 104 election judges, 20 attended.
- g. Office/Warehouse Space – met with county commissioners, county administrator (Shelley Heller) and Will Albright of KRM. County commissioners approved the office move to 313 Talbot Blvd. Per Shelley Heller KCBE will be going into a month-to-month lease. Will Albright is looking into the cost of a climate control warehouse.
- h. Agenda and Board Meeting – Barbara Reed made a request that the agenda and board minutes be placed on the board of elections website. Barbara made a motion, seconded by Paul Showalter. Lisa Thompson abstained from voting. Election Director, Cheemoandia Blake made the board aware that the website is contract through an outside vendor.

Closed Session: None

X. Adjournment

There being no further business, Lisa Thompson made a motion at 9:14 am. to adjourn the meeting, seconded by Paul Showalter. Motion passed by all. Next meeting is scheduled for June 6, 2024.

Respectfully submitted,


President



Secretary