

**MEETING OF THE
PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS
1100 MERCANTILE LANE, SUITE 115A
LARGO, MD 20774
MONDAY, AUGUST 14, 2023**

PRESENT: Beatrice P. Tignor, President, Democratic Member
Roberta B. Deegan, Vice President, Republican Member
Faye M. Howell, Democratic Member
Felecia N. V. Pratt, Democratic Member
Terri L. Williams, Democratic Member
Carletta L. Lundy, Substitute Democratic Member
LaVerne P. Scott, Substitute Democratic Member
Michael M. Gorman, Substitute Republican Member
Anita C. Jones, Board Secretary
Michael L. Adams, Board Attorney
Wendy N. Honesty-Bey, Deputy Elections Administrator/
Acting Elections Administrator

ABSENT: None

This meeting was conducted at the Board of Elections' (BOE) office. Ms. Tignor called the meeting to order at 5:30 p.m., and a quorum was present. Ms. Scott was seated for Ms. Pratt (delayed in traffic) and Ms. Lundy was seated for Ms. Howell (delayed in traffic). There were two guests, Lee Havis and Jim Wass.

MINUTES

A motion was made by Ms. Deegan, seconded by Ms. Lundy, and duly passed accepting the minutes for the July 10, 2023, regular meeting.

ADMINISTRATOR'S REPORT

Correspondence – Letter from Mr. Havis, Citizens for a Better Prince George's County.

Early Voting Sites – The Accokeek VFD has served as an Early Voting Site in past elections; however, it is not available for the Primary Election in 2024. Staff has reached out to Victory Chapel, a church in Accokeek, MD, and the Knights of Columbus to see if one of the facilities is available.

2024 Primary Election Candidate Filing – Candidate filing is open from January 19, 2023, through February 9, 2024. To date, no candidates have filed.

Polling Place Security Plans – HB0410, requires local jurisdictions to present, for State Board of Elections (SBOE) approval, polling place security plans (IT Security Plans) eight (8) weeks prior to each election. These plans were updated in 2022. Also, if there are changes in locations, new plans are required and will be developed.

New Election Equipment – SBE will begin planning efforts to roll out new e-poll books. BOE staff training has been postponed, and we are waiting for a new date.

Voter Registrations – The Maryland Voter Registration System is updated based on information received from the registrants, ERIC (Electronic Registration Information Center), MVA (Motor Vehicle Administration, NCOA (National Change of address), and other reports.

PERSONNEL –

- General Clerk IV. A candidate was selected and accepted the offer. The expected start date is September 11, 2023.
- Citizen Services Specialist III (Elections Operations Manager). Patricia Thorpe was hired, and her start date is August 14, 2023.
- Elections Administrator. The closing date for applications is August 23, 2023.

OLD BUSINESS –

- Moissette Sweat's letter (County Executive candidate in 2022) requesting to review and to inspect all election information and related material. SBOE reviewed the request and determined that the Freedom of Information Act (FOIA) gives the requestor the right to inspect materials. A preliminary cost estimate to accommodate this request was covered. Staff will coordinate with Mr. Adams to determine the start date, and he will meet with the requester and set the ground rules.

LEGAL – Mr. Adams provided an update on his firm's contract with the BOE.

NEW BUSINESS –

- Effective September 11, 2023, teleworking will end, and all employees will be returning to the office. Staff will be coordinating with the Wellness Center to schedule a welcome-back activity on September 15, 2023, to kick-off the election season.
- Election Topic. Ms. Williams made a presentation covering "voter registration" activities. Please make sure you have the most-current documents/forms when conducting voter registration. Let the SBOE website and your Manual be your guide. The website has a lot of useful information to help you conduct a successful event. Ms. Powell shared that she wants to do voter registration as part of a "back to school" event on Tuesday.
- Correspondence from Mr. Havis: Anne Arundel County is conducting a survey with guidance from the SBOE. Mr. Adams recommended that BOE request the SBE for direction/guidance and to be kept apprised of the results.

The Board asked what the SBE process is and exactly what happens to election material returned by the United State Postl Service (USPS). Ms. Honesty-Bey will forward to the Board the process used by Records Maintenance for returned USPS mail.

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NEXT MEETING – The next regular meeting is scheduled for Monday, September 11, 2023, at 5:30 p.m., and it will be held in-person at the Elections Office.

A motion was made by Ms. Pratt, seconded by Ms. Deegan, and duly passed to adjourn the meeting at 6:30 p.m.

Beatrice P. Tignor, President

Anita C. Jones, Recording Secretary

Date