

**MEETING OF THE
PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS
1100 MERCANTILE LANE, SUITE 115A
LARGO, MD 20774
MONDAY, DECEMBER 4, 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
Michael M. Gorman, Substitute Republican Member
LaVerne P. Scott, Substitute Democratic 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. There were two guests, Lee Havis and Lalah C. Williams.

MINUTES

A motion was made by Ms. Lundy, seconded by Ms. Pratt, and duly passed accepting the minutes for the November 6, 2023, regular meeting.

Ms. Lundy advised that she was not certified regarding the open meetings act. A motion was made by Ms. Lundy, seconded by Ms. Deegan, and duly passed to note this correction to the October 2, 2023, meeting minutes.

ADMINISTRATOR'S REPORT

Correspondence – None.

Board of Elections (BOE) Space Requirements – The Office of Central Services (OCS) previously worked with Ms. Alexander and signed a lease agreement for Suite 107 of the current facility. Ms. Honesty-Bey is coordinating the renovations of Suite 107. Once renovations are complete, Records Maintenance, Absentee Ballot processing, and temporary staff will move to this location. We hire 25-30 additional temporary staff, during the election cycle, to assist permanent staff.

In addition, renovations to Suite 115 will be conducted in phases. Some staff will be assigned to Suite 107 and others will resume alternating telework schedules to accommodate the work.

2024 Primary Election Day Precincts – The Maryland General Assembly changed the date for the 2024 Presidential Primary Election from April 23, 2024, to May 14, 2024. The Prince George's County Public School System (PGCPS) had scheduled AP and IB testing for the week

of May 13, 2024. BOE Staff met with PGCPs staff to discuss specifics to accommodate the Primary Election. BOE will work with PGCPs staff to meet their testing needs. BOE plans will accommodate the number of students testing at seven schools.

A motion was made by Ms. Deegan, seconded by Ms. Lundy, and duly passed to coordinate with PGCPs staff to accommodate testing and conduct the Primary Election.

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

BOE Roles and Responsibilities – Ms. Honesty-Bey provided a final copy of the “Assignment of Local Board of Elections’ Duties to Members of the Local Board, the Election Director, and Staff.” This table has been added to the By-Laws.

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 –

- Systems Analyst II – candidate was selected and began work December 4, 2023
- Administrative Aide IV – selected candidate declined offer; position has been reposted
- Elections Administrator – candidate selected; pending Office of Human Resources Management (OHRM) approval
- Budget Analyst IG – selected candidate declined offer; position will be reposted
- Citizen Services Specialist IIIG – only one qualified bilingual candidate application was received; position will be reposted

OLD BUSINESS – None

LEGAL – Mr. Adams is still working to provide the names of candidates for BOE review.

NEW BUSINESS – None

NEXT MEETING – The next regular meeting is scheduled for Monday, January 8, 2024, at 5:30 p.m., and it will be held in-person at the Elections Office.

A motion was made by Ms. Deegan, seconded by Ms. Howell, and duly passed to adjourn the meeting at 6:10 p.m.

Beatrice P. Tignor, President

Anita C. Jones, Recording Secretary

Date