

**Caroline County Board of Elections
Monthly Board Meeting
Friday, January 17, 2025
9:30 a.m.**

In Attendance:

Allison Murphy, Election Director
Debra Brohawn, Election Program Assistant
Jack Keats, Board President
James Bilbrough II, Vice President

Margaret Thompson, Member
Suzanne Campos, Member
Dana Callahan, Member

Declaration of Quorum Present

Mr. Bilbrough called the meeting to order at 9:30 a.m. and stated that there was a quorum present.

Ratification of Meeting Minutes from December 13, 2024

Mr. Keats made a motion to ratify the meeting minutes as amended, Ms. Campos seconded the motion. The motion passed unanimously.

Additions/Corrections to the Agenda

There were none.

Reports

a. Election Director's Report

Mrs. Murphy discussed the vacancy of the Board Attorney. She will research a contract and begin recruitment for the next Board Attorney. Election Law requires that local counsel be a registered voter of its county. Our former Board Attorney, Walter Palmer, provided a few suggestions for his successor. Mrs. Murphy will reach out to potential attorneys and offer the opportunity to attend our February Board meeting to discuss the job parameters and contract during a closed session.

b. Board Attorney's Report

No report.

c. Board Member's Report

No report.

d. Board Member Campaign Contribution Report/Paraphernalia Disclosures

No report

Old Business

No old business.

New Business/Correspondence

a. Voter Registration Figures as of July 1, 2024

The number of voters declined significantly due to the process of cancelling inactive voters who have not voted for two Federal Election cycles.

b. County Bulletins – Vol. 20, Issues 33 & 34

Mrs. Murphy spoke briefly concerning the legislative updates.

Closed Session

At 10:16 a.m., on a motion by Mr. Keats, seconded by Ms. Campos, the Board adjourned regular session and convened in closed session for the following purpose: discussion of the semi-annual performance evaluation of a specific employee; under authority of Maryland Code, State Government §3-305(b) (1); with Mr. Bilbrough, Mr. Keats, Mrs. Thompson, Mrs. Callahan, Ms. Campos and Mrs. Murphy. Closed session adjourned at 10:30 a.m. on a motion by Mrs. Thompson, seconded by Mrs. Callahan, unanimously approved.

Confirmation of Next Meeting

The next meeting will be February 14, 2025, at 9:30 a.m. Meetings are held at the Health & Public Services Building, 403 S. 7th Street, Denton, Maryland, Suite 206.

Adjournment

Mrs. Thompson made a motion to adjourn the meeting; Mrs. Callahan seconded the motion. The motion passed unanimously. Mr. Bilbrough adjourned the meeting at 10:36 a.m.

Respectfully submitted.

Signed: Debra Brohawn
Mrs. Debra Brohawn,
Election Program Assistant

Approved: James Bilbrough
Mr. James Bilbrough,
Board Vice President

Dated: 2/14/2025

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