

**MINUTES**

**December 19, 2013**

Baltimore County Board of Elections Meeting  
106 Bloomsbury Avenue  
Baltimore, Maryland 21228

**ATTENDEES:**        Bruce Harris            President  
                         Leronia Josey        Vice President  
                         Joseph Karey         Secretary  
                         Jeanne Turnock      Substitute Board Member  
                         Timothy Hickman    Substitute Board Member  
                         Andrew Bailey       Board Counsel  
                         Katie A. Brown      Director  
                         Rena' Waggoner     Deputy Director  
                         Ruie Marie Lavoie   Administrative Officer

**GUESTS:**            None

**ABSENT:**            Nancy Stratton        Administrative Officer II

**DECLARATION OF QUORUM PRESENT**

Bruce Harris called the Meeting to order at 9:50 am.

**APPROVAL OF NOVEMBER 21, 2013 BOARD MEETING MINUTES**

Leronia Josey made a motion to approve the minutes as written. The motion was seconded by Joseph Karey. The Minutes of the November 21, 2013 Board meeting were unanimously approved.

**ADDITIONS AND OR CHANGES TO THE AGENDA**

No additions or changes.

**DIRECTOR'S REPORT**

**1. Meetings, Important Dates and Correspondence:**

- **New Voting System** – November 22, 2013, Katie Brown and Diana Moran attended a meeting reviewing the “Ballot” portion of the new voting system at State Board.
- **Workgroup Meeting** – December 17, 2013, Ms. Brown and Rena' Waggoner attended a new voting system informational meeting at MDOT Headquarters. A copy of the projected timeline for the new voting system was provided to the Board.
- **Leadership vs. Management Training** – November 8, 2013, Ruie Lavoie attended.

- **ADA and GINA Training** – November 25, 2013, Nancy Stratton and Ms. Lavoie attended and completed this training.
- **Cisco Phone System Training** – December 10, 2013, all staff attended training on the new phone system. New system installed December 19, 2013.
- **Answer Quest Technologies (judge trainer assistance)** – December 13, 2013, Ms. Waggoner and Ms. Lavoie met with Linda Link and Heather Coburn from Answer Quest. Discussion was held regarding judge training, staff needed, presentations and the 2014 draft training schedule.
- **MAEO Meeting** – December 16, 2013, meeting held at the Howard County Election office. Ms. Brown, Ms. Waggoner and Ms. Lavoie attended.
- **Windows 2007** – All staff have attended the “What’s New” training to prepare for computer upgrades now in progress.
- **Election Technology Committee Meeting** – December 11, 2013, Amanda White and Stephon Jones attended the committee meeting at the Howard County Election office. Copy of Minutes will be provided at the next scheduled Board Meeting.

## 2. Important Dates & Upcoming Meetings:

- **2014 Election Dates** – Ms. Brown provided the Board with a list of mandatory dates the Board will need to be present during the 2014 election season. She explained the importance of Board presence, especially for canvasses.
- **Election Technology Committee Meeting** – January 7, 2014, next meeting to be held at State Board. Ms. White and Mr. Jones will attend.
- **MAEO** – January 14, 2014, next meeting to be held at the Anne Arundel County Election office annex at 10:00 am. Conference scheduled for March 25, 2014 through March 28, 2014.
- **Directors’ Meeting** – January 16, 2014 at 10:00 am.

## 3. Work/Staff Status - Work is current and preparations for the 2014 gubernatorial election are in process.

- **Judge Hiring/Training** – Approximately half of the needed judges have been hired. Discussion held regarding the obstacles faced while hiring judges for example, primary election date is now in June. The Board was provided with informational judge brochures to hopefully assist in recruitment. Training will begin March 1, 2014 and held at 4 locations; Catonsville, Sollers Point (Dundalk), Oregon Ridge Lutherville/Timonium) and Back River (Essex). Ms. Brown established additional training locations to accommodate judges in all areas of Baltimore County.

- **E-Poll Book testing** – Additional upgrades and testing are scheduled for the week of January 13, 2014.
  - **Staff** – Election Clerk III position to be posted in January. Vacant Data Application Specialist II positions to be filled as soon as possible. Ms. Brown is considering several reclassifications to fill other vacant positions.
  - **Candidates** – List posted in lobby is current and candidate filing is ongoing through February 25, 2014 at 9:00 pm.
4. **Correspondence** – No action needed.
5. **Confidential Voter Request.** Ms. Brown advised that review and approval for this type of request can be accomplished during a regular Board meeting and does not require an Executive Session. An email from State Board was provided with this information. Contact information for voter making the request will not be provided, only voter identity.
- *Christopher Maher* – Request reviewed and approved with condition at last meeting. Voter provided requested employment information. File closed.
  - *Casey Woolridge* – Request reviewed. Motion to approve as submitted made by Ms. Josey and seconded by Mr. Karey. Unanimously approved. File closed.

6. **Board Folders:**

Agenda, Minutes of 11/21/13 meeting, STAT Report, County Bulletins 12/5, Registrar 11/26 & 12/06, Election Admin Report 11/25, Copy of Gazette Newspaper article in reference to paper ballots. List of important upcoming dates for 2014 Election cycle, new Voting System Timeline, MAEO meeting minutes 11/15/13, and Confidential Request.

Ms. Brown asked the Board if they would prefer to receive the Registrars and County Bulletins electronically rather than by paper copy in Board folders. The Board unanimously requested items be sent electronically to save paper and allow for Board review at time of issue.

**BOARD COUNSEL REPORT**

**Petition Referendum (Council Bill 54-12 and 58-12)** - Andrew Bailey reported the opposing party has thirty (30) days from December 11, 2013 to file an appeal.

No other business to report.

**OLD BUSINESS**

1. **Petitions** – No update to report.
2. **Polling Places** – Weather issues delayed site visits to possible replacement polling places. Visits and designating new sites ongoing through the month of January.
3. **Board Pay & Membership** – Tabled.
4. **Performance Evaluation (PEP) and Position Description (MS-22) for Director** – The Board reviewed and updated Ms. Brown’s Position Description in Executive Session on November 21, 2013. Further discussion was held on changes and updates. Ms. Josey motioned to approve the Position Description and Mr. Karey seconded the motion. Unanimously approved.
5. **Early Voting** – No business at this time.
6. **Office Move/Plan** – Mrs. Brown reported she has been advised the office move will not take place until 2015. Preparation for the move will occur during the 2014 election cycle. The new office location has not been determined.

**NEW BUSINESS**

**Social Media** - Discussion held regarding the possibility of using more social media (Face book, Twitter, etc.) to advertise the need for Judges, early voting and other election related information. Ms. Brown explained approval must be received from Baltimore County.

**NEXT MEETING**

Mr. Harris announced the next meeting will be held on Thursday, January 16, 2014 at 9:45 am.

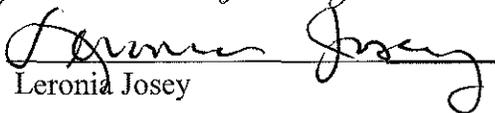
**ADJOURNMENT**

There being no further business, a Motion to adjourn was made by Ms. Josey and seconded by Mr. Karey. Unanimously approved, the meeting adjourned at 11:01 am.

Respectfully submitted,

  
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Bruce Harris

  
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Joseph Karey

  
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Leronia Josey