

MINUTES

January 16, 2014

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

ATTENDEES: Bruce Harris President
Leronia Josey Vice President
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: Joseph Karey Secretary
Nancy Stratton Administrative Officer II

DECLARATION OF QUORUM PRESENT

Bruce Harris called the Meeting to order at 9:55 am.

APPROVAL OF NOVEMBER 21, 2013 BOARD MEETING MINUTES

Jeanne Turnock made a motion to approve the minutes as written. The motion was seconded by Leronia Josey. The Minutes of the December 19, 2013 Board meeting were unanimously approved.

ADDITIONS AND OR CHANGES TO THE AGENDA

No additions or changes.

DIRECTOR'S REPORT

Katie Brown reported the following:

1. Board Folders:

Agenda, Minutes of 12/19/13 meeting, Monthly STAT Report, Election Administration Report dated 12/09/13, MAEO meeting minutes dated 12/16/13, and Election Technology Committee Minutes dated 12/11/13.

Sent via Email: County Bulletin dated 12/20/13 and 01/10/14, Registrar dated 12/20/13 and 01/02/14,

2. Meetings, Important Dates and Correspondence:

- *MD Voters GoTo Meeting/Training* – January 6, 2014, Supervisors and appropriate staff attended.
- *Election Technology Committee Meeting* – January 7, 2014, Amanda White and Stephon Jones attended. Minutes included in Board packet.
- *MAEO Meeting* – January 14, 2014, Ms. Brown and Ruie Lavoie attended. Discussion held regarding upcoming conference scheduled for March 25 to March 28, 2014 at The Grand Hotel and Spa in Ocean City. Ms. Brown provided an explanation of conference training and topics. Mandated State training will cover Accessibility. Ms. Brown will send an informational email to the Board and request Board members notify her by next week if they plan to attend.
- *Legislative Committee Meeting* – January 14, 2014, Ms. Brown and Ms. Lavoie attended. Ms. Brown outlined the new election related legislation now being heard and offered copies if requested. Ms. Brown will email Bill 16.
- *Baltimore County Office of Technology* – January 16, 2014, Ms. Brown and Jeff Stevens attended conference call regarding a change in the operating system to Microsoft.
- *Directors' Meeting* – January 16, 2014, Nancy Stratton and Mr. Stevens attended conference call meeting.

3. Important Dates & Upcoming Meetings:

1. *Call Center Support* – January 22, 2014, Ms. Brown and Rena' Waggoner to attend conference call with SBE.
2. *Office Move Meeting with Baltimore County* – January 22, 2014, Ms. Brown and Ms. Wagoner to attend meeting with Fred Homan to discuss plans to move the election office.
3. *State Board Meeting* – January 23, 2014, Ms. Brown may attend.
4. *Mock Training* – January 30, 2014 at the Howard County Election office. Ms. Lavoie and training staff to attend to view the interactive training and procedures used by another election office.
5. *MAEO Conference Planning* – February 10, 2014 and February 11, 2014, Ms. Lavoie to attend in Ms. Brown's place.
6. *Election Technology Committee* – February 12, 2014, Ms. White and Mr. Jones to attend.
7. *MAEO Meeting* – February 21, 2014 in the Prince George's County election office.

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

- *Equipment* – E-Poll Book testing complete.
- *Computer Upgrades* – Upgrades to Windows 7 complete.
- *Candidates* – Posted list is current. Candidate filing is ongoing until February 25, 2014 at 9:00 pm.
- *Staff* – Vacant Data Application Specialist II positions to be filled as soon as possible. Several reclassifications are in progress. Ms. Brown outlined several scenarios for hiring the temporary election staff. A final decision has not been made.

5. **Correspondence** – No action needed.

BOARD COUNSEL REPORT

1. **Petition Referendum (Council Bill 54-12 and 58-12)** - Andrew Bailey reported the opposing party has filed an appeal and more information will be available in a few weeks.
2. No other business to report.

OLD BUSINESS

1. **Polling Places** – Ms. Brown reported we lost another precinct, but have established a replacement. The construction at Stoneleigh Elementary is complete and the two polling places will resume operation in the upcoming election. Ms. Brown explained the decision to establish “voting centers” and how the centers will operate.
2. **Early Voting** – Ms. Brown outlined the process for hiring/scheduling judges to work during Early Voting from June 12, 2014 to June 19, 2014 for the primary election. Judges will work four day shifts.

Ms. Brown further explained that although she has been informed the office move will not take place until after the Election, she has developed a back-up plan for Early Voting in the event Bloomsbury Community Center is not available by securing an alternate location.

3. **Board Pay & Membership** – Discussion held on various options to proceed. No decision made. Discussion to be continued.

NEW BUSINESS

1. **2015 Budget** - Discussion held. Ms. Brown is currently working on the budget and stressed the importance of including attorney fees. She requested an estimated summary of projected charges relating to the current petition lawsuit. Mr. Bailey will provide information. Ms. Brown also requested Board provide any other anticipated expense

NEXT MEETING

Discussion held regarding the conflict with scheduled Board meetings and the monthly Directors' Meeting. Mr. Harris announced the next meeting will be held on Thursday, February 13, 2014 at 9:45 am.

ADJOURNMENT

There being no further business, a Motion to adjourn was made by Ms. Turnock and seconded by Ms. Josey. Unanimously approved, the meeting adjourned at 11: 15 am.

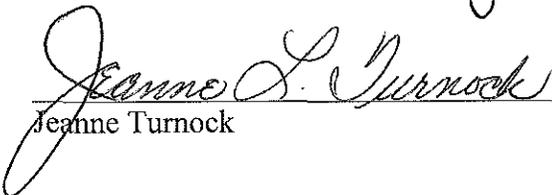
Respectfully submitted,



Bruce Harris



Leronia Josey



Jeanne Turnock

Approved 3/13/2014