

MINUTES

March 13, 2014

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

Note: The February 13, 2014 Board Meeting was cancelled due to inclement weather.

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

DECLARATION OF QUORUM PRESENT

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

APPROVAL OF JANUARY 16, 2014 BOARD MEETING MINUTES

Leronia Josey made a motion to approve the Minutes as written. Motion seconded by Jeanne Turnock. The Minutes of the January 16, 2014 Board meeting were unanimously approved as written.

ADDITIONS AND OR CHANGES TO THE AGENDA

Mr. Harris asked for additions or changes to the Agenda. Katie Brown requested Board of Canvassers be added to include the receipt of a ballot by return mail. Board of Canvassers added after New Business.

DIRECTOR'S REPORT

1. Meetings, Important Dates and Correspondence:

- **Howard County Mock Election Training** –January 30, 2014, Ruie Lavoie, Amanda White, Stephon Jones, Mary-Frances Alcoser, Luccy Conley and Heather Coburn from AnswerQuest Technologies attended a “mock” training session at the Howard County Board of Elections to share ideas and gather information to develop a more “hands-on” training program.
- **MAEO Entertainment Committee Meeting** – January 30, 2014, Ruie Lavoie and Luccy Conley attended to discuss the upcoming MAEO Conference.

- **Excel Training** – February 4, 2014, Rita Walczyk Evans attended.
- **Meeting with Property Management** – February 5, 2014, Katie Brown and Rena' Waggoner met with Linda Abel to discuss the office move and floor plans.
- **AnswerQuest** – February 7, 2014, Rena' Waggoner and Ruie Lavoie met to discuss final judge training plans.
- **MAEO Conference Planning** – February 10, 2014, Ruie Lavoie attended the MAEO Board conference planning session.
- **Election Technology Committee** – February 12, 2014, cancelled. Committee will meet during the MAEO Conference.
- **Train the Trainer** – February 19, 2014, BOE staff met with AnswerQuest Technologies for "Train the Trainer" to review training syllabus and changes from 2012.
- **Directors' Call** – February 20, 2014, Katie Brown, Rena' Waggoner and Ruie Lavoie joined the conference call.
- **MAEO Board Meeting** – February 21, 2014, Katie Brown, Rena' Waggoner and Ruie Lavoie attended.
- **Candidate Filing Deadline** – February 25, 2014, Office open to 9:00 pm.
- **Google Apps Webinar** – February 26, 2014, Katie Brown, Rena' Waggoner and Ruie Lavoie joined the webinar training.
- **Customer Service Training** – February 26, 2014, Luccy Conley and Stephon Jones attended.
- **State Board Meeting** – February 27, 2014
- **First Equipment Delivery for Training** – February 28, 2014 delivered to Oregon Ridge.
- **First Judge Training Class** – March 1, 2014 from 10 am to 1pm in Oregon Ridge
- **Interviews, Election Data Application Specialist II** – March 10, 11 & 12, 2014, Katie Brown, Rena' Waggoner and Ruie Lavoie interviewed applicants from the Best Qualified List for four (4) vacant positions.

2. Important Dates & Upcoming Meetings:

- **Public Speaking Training** – March 14, 2014, Amanda White, Stephon Jones and Luccy Conley are registered to attend training.
- **MAEO 2014 Conference** – March 25 to March 28, 2014, Ocean City. There are 12 Baltimore County attendees.
- **Confirmation Mail Deadline** – March 26, 2014

3. Work/Staff Status - Work is current and preparations for the 2014 Gubernatorial Election continue.

- **Director and Deputy Director Salary Increase** – Approved by State Board, effective March 1, 2014.

- **Judge Hiring/Training** – Approximately 669 judges are still needed for the Primary Election. Discussion was held regarding recruitment. In an attempt to solicit judges, Ms. Brown will have her staff attend community meetings and place Election Judge pamphlets in public service government offices. Judge Training began March 1, 2014 and is going well with positive feedback.
- **Poll Book and Touch Screen Upgrades** – Supplementary upgrades and testing occurred. Combined Precincts now have additional procedures to follow for voter check-in and closing procedures.

There are 27 poll books that require repair. Ms. Brown is obtaining a repair estimate and reviewing the budgeted allotment before determining how to proceed. Due to the limited amount of poll books approved by the County to purchase, these repairs are vital to the success of the election. Ms. Brown will provide to Board with an update when available.

- **Staff – Interviews held for** vacant Election Data Application Specialist II positions to be filled in April. Ms. Brown has approved two (2) reclassifications, Amanda White and Danna Archie-Williams to be completed in April.
- **Election Temporary Staff** – Hired through agency. Five to begin work on March 1, 2014, with an additional five to start May 1, 2014.
- **Candidates** – Posted List is current.

4. Correspondence

- **Confidential Voter Request** – Ms. Brown advised that review and approval for request received from Robert Morton should be automatic as the basis for request falls under approved reasons. Board unanimously approved request. File closed.

5. **Included in Board Folders** – Agenda, Minutes of 1/16/14, Monthly STAT Report for January and February, Proposed Budget FY 2015, Election Administration Reports dated 01/20, 2/03, 2/17 and 3/07, New Voting System Replacement Project information, MAEO Conference Agenda, Election Technology Committee meeting minutes of 01/07/14 Judge Training Calendars for March, 2014 through June, 2014, Polling Place List.

6. **Electronically Provided to Board** – County Bulletins dated 1/10, 1/14, 1/24, 2/07, 2/14, 2/21 and 3/07, Registrars dated 01/14, 1/31, 2/18 and 2/28, and Directors' Meeting Minutes.

BOARD COUNSEL REPORT

1. **Petition Referendum (Council Bill 54-12 and 58-12)** – Andrew Bailey reported the case is now with the Board of Special appeals and Mr. Kaplow has filed a petition.

No other business to report.

OLD BUSINESS

1. **Polling Places** – Updated list provided to Board in Board folder and contracts have been issued for the 236 precincts. List includes Combined Precincts. Combined Precincts should eliminate voter confusion when two polling places are located in the same building. Voters now go to the same room and will vote the correct ballot.
2. **Board Pay & Membership** – Discussion was held regarding an increase in compensation for Board members and substitute members. Discussion also held regarding the number of Board positions. A comparison to other similar Maryland counties was discussed and the Board agreed compensation should be more in line with duties and responsibilities.

Motion by Joseph Karey: To increase the Substitute Board member compensation to \$200.00 per appearance or attendance for each meeting or day of service, effective July 1, 2014.

The Board discussed the Motion in detail including the length of per day service and the vital role the members fulfill. The discussion included the length of time since an increase has been effective and Maryland Election Law in this regard.

After the discussion, with a *Second* by Leronia Josey, the Board unanimously approved the Motion. Ms. Brown to draft a letter to the Baltimore County Executive and Budget Officer outlining the Board approved increase.

The Board unanimously agreed there is not a need to increase the number of Board members at this time.

3. **Board Counsel Salary** – Discussion was held regarding the need to increase Board Counsel Pay to be more in line with other Maryland counties and to be competitive. Doing so will help to ensure a high level of service. There has not been an increase in many years and the hours and time required is extensive.

Motion by Leronia Josey: To increase the Board Counsel Salary to \$6,000 per year. After discussion of the Motion and on a *Second* by Joseph Karey, the Board unanimously approved the Motion.

Ms. Brown to draft a letter to the Baltimore County Executive and Budget Officer outlining the Boards reasoning and approval to increase Board Counsel Salary to \$6,000.00

4. **Early Voting** – No business at this time.
5. **2015 Budget** – Ms. Brown submitted the proposed budget to Baltimore County and is awaiting approval.

NEW BUSINESS

1. **Office Move** – Ms. Brown reported the target office move date is February 15, 2015. The new office address will be located at 11114 Gilroy Road in Hunt Valley. Office Planners will meet with Ms. Brown and her staff for a review of current space and needs.
2. **Election Night Reporting** – Ms. Brown and Ms. Waggoner met with Baltimore County OIT to discuss the plan and procedures for Election Night Reporting. Procedures set for the 2012 election cycle were a success and will be followed in 2014.

BOARD OF CANVESSORS

A 2012 Presidential Election Ballot was received by return mail, undeliverable. The Ballot was mailed but never received by the Voter. After review and discussion, a Motion to Reject the Ballot was made by Joseph Karey. On a Second by Leronia Josey, the Board unanimously rejected the ballot.

NEXT MEETING

Mr. Harris announced the next meeting will be held on Thursday, April 10, 2014 at 9:45 am.

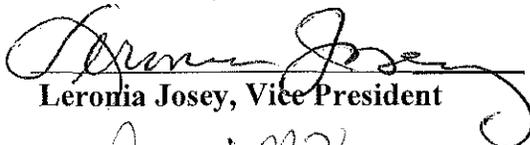
ADJOURNMENT

There being no further business, a Motion to adjourn was made by Leronia Josey, and on a Second by Joseph Karey, the Board unanimously adjourned the Meeting at 11:46 am.

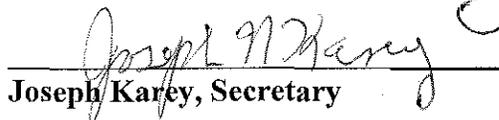
Respectfully submitted,



Bruce Harris, President



Leronia Josey, Vice President



Joseph Karey, Secretary

Approved on this _____ day of _____, 2014.