

**Baltimore County Board of Canvassers**  
**106 Bloomsbury Avenue**  
**Baltimore, Maryland 21228**

*Approved  
12/11/2014*

**November 6, 2014 - 1<sup>st</sup> Absentee Canvass**  
**Minutes**

**ATTENDEES:**

<b>Board of Canvassers:</b>	Bruce Harris, President	Democrat
	Leronia Josey, Vice President	Democrat
	Joseph Karey, Secretary	Republican
	Jeanne Turnock, Substitute	Republican
	Timothy Hickman, Substitute	Democrat

**LBE Staff:**

- Andrew Bailey, Board Counsel
- Katie A. Brown, Director
- Denard Allen, Election Office Clerk
- Diana Anthony, Canvasser
- Olaoluwa Bello, Election Data Application Specialist
- Tina Bryant, Canvasser
- Glynn Faith, Canvasser
- Tiffany Guthrie, Election Supervisor
- Roberta Hawkins, Canvasser
- Blaire Johnson, Election Data Application Specialist
- William Lane, Canvasser
- Ruie Marie Lavoie, Administrative Officer
- Timothy Marks, Canvasser
- Marcella Madsen, Canvasser
- Joi Matthews, Data Entry Operator
- Diana Moran, Election Supervisor
- Thomas Moran, Election Supervisor
- Kevin Mulligan, Canvasser
- John O'Hara, Canvasser
- Mary Louise Parron, Canvasser
- Roy Smith, Election Office Clerk
- Jeffrey Stevens, Election Information System Specialist
- Ronald Stotler, Canvasser
- Ann Marie Stratton, Administrative Officer
- Mathilda Suesse, Election Office Clerk
- Tracy Tanner, Canvasser
- Sandra Turner, Election Data Application Specialist
- Mary-Frances Vavra-Alcoser, Election Data Application Specialist
- Rena' M. Waggoner, Deputy Director
- Rita Walczyk Evans, Election Data Application Specialist
- John Wales, Election Data Application Specialist
- Amanda White, Election Information System Specialist
- Timika Williams, Canvasser

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**Public:** Heather Coburn

**DECLARATION OF QUORUM PRESENT**

The meeting of the Board of Canvassers began at 10:00 am on Thursday, November 6, 2014 at the office of the Baltimore County Board of Elections located on the 3<sup>rd</sup> floor of the Bloomsbury Community Center at 106 Bloomsbury Avenue in Catonsville, Maryland. There was a quorum of the Board of Canvassers, and at least one member of the Board of Canvassers who is a registered voter of the principal minority party was present.

**CONFIRMATION OF OATH**

James McCormick, Clerk of the Court for Baltimore County, administered and recorded the oath of each member of the Board of Canvassers on November 6, 2014. Substitute members of the Board of Elections were also sworn-in on the same day. James McCormick also administered and recorded the oath of the Board Attorney, Andrew Bailey, on November 6, 2014. President Bruce Harris administered and recorded the oath of the Baltimore County Election Staff on November 6, 2014.

**ELECTION OF OFFICERS**

Joseph Karey made a motion that Bruce Harris serve as Chairman of the Board of Canvassers. Leronia Josey seconded the motion, which passed unanimously. Leronia Josey made a motion that Joseph Karey serve as Secretary for the Board of Canvassers. Joseph Karey seconded the motion, which passed unanimously.

**PUBLIC NOTICE OF CANVASS**

Katie Brown, Director noted that public notice of the first absentee canvass was provided and that the notice was provided by written notice posted in the main lobby of the Baltimore County Election office and also on the Baltimore County government and Baltimore County Election websites. Katie Brown further explained that confirmation of the canvass date and time was sent to the Democratic and Republican parties and to State Board of Elections on September 15, 2015.

**VERIFICATION OF OPTICAL SCAN VOTING UNITS**

Katie Brown presented documents to the Board of Canvassers showing that the optical scan voting units being used in the canvass successfully passed Logic and Accuracy Testing on October 22, 2014 and October 23, 2014. Katie Brown reported that the memory cards created for this canvass were placed in the optical scan voting units and sealed.

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Jeffrey Stevens provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Jeffrey Stevens noted the following information from Logic and Accuracy Testing documentation for each optical scan voting unit being used in the canvass:

<b>Voting Unit</b>	<b>Voting Unit Serial Numbers</b>	<b>Seal Numbers</b>
1	87978	953568
2	87653	953403

Ruie Marie Lavoie verified that the seals on the optical scan voting units were intact, and recorded the optical scan voting unit's serial number and seal number.

<b>Voting Unit</b>	<b>Voting Unit Serial Numbers</b>	<b>Seal Numbers</b>
1	87978	953568
2	87653	953403

Ruie Lavoie noted that the voting units' serial numbers and seal numbers from Logic and Accuracy Testing matched the voting units' serial numbers and seal numbers before the canvass began.

The Board of Canvassers confirmed that the counts on the voting units were zero. The Board of Canvassers posted one copy of the Zero Report from the voting units on the wall next to the entrance of the room where canvassing occurred. Jeffrey Stevens printed a second copy of the Zero Report, which remained attached to the voting units. The Board of Canvassers signed the Zero Report attached to the voting units. The Board of Canvassers also confirmed that the ballot boxes were empty.

**CANVASSING**

**Overview of Canvass Process**

Bruce Harris explained the rules concerning public observation of the canvass, provided an overview of the canvassing process and noted that the rules were posted in the canvass room. Ballots are distributed to the ballot processing teams in batches. Each team reviews the envelope first to determine whether it was timely received.

Diane Moran explained for timely received ballots, each team determines whether the voter signed the oath. After verifying that the oath is signed, each team opens the envelopes. With the envelope face down, each team removes the ballot, taking care that the envelope stays face down. Each envelope should contain a two page ballot. After removing all of the ballots in the batch, the ballot envelopes are set aside. Each team reviews the ballots for compliance and tabulating acceptability. Single page ballots will be kept separate to be counted and tabulated through the optical scan voting unit after all two page ballots are tabulated.

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Ballots that were marked using the online ballot marking wizard are duplicated and verified by a ballot duplication team. The election official responsible for ballot duplication uses a barcode reader to read the barcode printed on the voter’s ballot, prints a ballot that will have the voter’s selections marked, and refers the two ballots to a ballot verification team. The ballot verification team compares the two ballots to ensure that the ballot printed during the canvass matches the ballot returned by the voter.

Those timely ballots that are in compliance and can be read by the voting unit are referred to the Board of Canvassers for acceptance. All other ballots are placed in a plain envelope, with the team number or other information identifying the group or unit to which the ballot belongs, and the reason for the referral written on the envelope. The envelope with the ballots inside is referred to the Board of Canvassers.

The Board of Canvassers rules on whether to accept or unanimously reject the referred ballots.

Ruie Lavoie explained the process to provide information to the Board of Canvassers or challenge a decision of the Board.

**Canvass Participants**

The members of the ballot processing, duplicating, and optical scan operating teams are listed below.

<b>Team</b>	<b>Names of Bi-Partisan Ballot Processing Team Members</b>
Team #1	Glynn Faith (Democrat) and John O’Hara (Republican)
Team #2	Diana Anthony (Democrat) and Tim Marks (Republican)
Team #3	Ronald Stotler (Democrat) and William Lane (Republican)
Team #4	Roberta Hawkins (Democrat) and Timika Williams(Republican)
Team #5	Marcella Madsen (Democrat) and Mary Lou Parron (Republican)

<b>Team</b>	<b>Names of Bi-Partisan Duplicating Team Members</b>
Team #1	Sandra Turner (Democrat) and Rita Walczyk (Republican)
Team #2	Timothy Hickman (Democrat) and Kevin Mulligan (Republican)
Team #3	Leronia Josey (Democrat) and Tiffany Guthrie (Republican)
Team # 4	Matilda Suesse (Democrat) and Tina Bryant (Republican)
Team #5	Blaire Johnson (Democrat) and Tracy Tanner (Republican)
Team #6	Olaoluwa Bello (Unaffiliated) and Joi Matthews (Republican)

<b>Team</b>	<b>Names of Bi-Partisan Optical Scan Operating Team Members</b>
Team #1	Andrew Bailey (Democrat) and Denard Allen (Unaffiliated)
Team # 2	Amanda White ( Unaffiliated) and Katie Brown (Republican)

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**Canvassing of Absentee Ballots**

Katie Brown reported that, to preserve the secrecy of the ballot for the remaining canvasses, five absentee ballots of each ballot style were held back for the provisional canvass, and five ballots of each ballot style were held back for the second absentee canvass. Diane Moran presented 5,782 absentee ballots for canvassing at this canvass.

The Board of Canvassers reviewed 13 ballots. On a motion by Leronia Josey and a second by Joseph Karey, the 13 ballots were rejected for the following reasons:

- 7 ballots were rejected because the oath did not contain a signature;
- 2 ballots were rejected because the ballots were surrendered at the polls;
- 1 ballot was rejected because the voter voted more than once, and
- 3 ballots were rejected because the envelope was empty and did not contain a ballot.

Leronia Josey made a motion to accept and approve the opening and tabulation of 5,769 ballots. Joseph Karey seconded the motion, and the motion passed unanimously.

The Board of Canvassers recessed the meeting for a lunch break at 12:34 pm and reconvened the meeting at 1:05 pm.

The Board of Canvassers reviewed 44 ballots referred by the ballot processing teams. The Board of Canvassers determined 38 ballots should be duplicated and/or processed through the optical scan voting units. 6 ballots were unanimously rejected for the following reasons:

- 2 ballots were rejected for identifying marks;
- 1 ballot was rejected because there was not an oath in the envelope;
- 2 ballots were rejected because the oath did not contain a signature, and
- 1 ballot was rejected for Board action/incorrect ballot completed.

The Board of Canvassers recessed the meeting at 7:21 pm and will reconvene on November 7, 2014 at 10:00 am. Ruie Lavoie recorded the public count, turned the optical scan voting units off, and Jeffrey Stevens affixed a seal.

<b>Voting Unit Serial Number</b>	<b>Seal Number</b>	<b>Public Count</b>
87678	04-076953	3069
87653	04-076952	2672

The Board of Canvassers reconvened its meeting on November 7, 2014 at 10:00 am. Bruce Harris explained the rules concerning public observation of canvass and canvassing process.

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Katie Brown and Ruie Lavoie verified that the seals were intact and that the seal number matched the seal number attached and that the public count matched the public count recorded before the Board of Canvassers recessed on November 6, 2014.

<b>Voting Unit Serial Number</b>	<b>Seal Number</b>	<b>Public Count</b>
87678	04-076953	3069
87653	04-076952	2672

**VERIFICATION OF ADDITIONAL OPTICAL SCAN VOTING UNITS**

Jeffrey Stevens set up two additional optical scan voting units to expedite the process. Katie Brown presented documents to the Board of Canvassers showing that the additional optical scan voting units being used in the canvass successfully passed Logic and Accuracy Testing on November 6, 2014. Katie Brown reported that the memory cards created for this canvass were placed in the optical scan voting units and sealed. Jeffrey Stevens provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Jeffrey Stevens noted the following information from Logic and Accuracy Testing documentation for each optical scan voting unit being used in the canvass:

<b>Voting Unit</b>	<b>Voting Unit Serial Numbers</b>	<b>Seal Numbers</b>
3	90953	180067
4	41221	59766

Ruie Lavoie verified that the seals on the optical scan voting units were intact, and recorded the optical scan voting unit serial number and seal number.

<b>Voting Unit</b>	<b>Voting Unit Serial Numbers</b>	<b>Seal Numbers</b>
3	90953	180067
4	41221	59766

The Board of Canvassers confirmed that the counts on the two additional voting units were zero. The Board of Canvassers posted one copy of the Zero Report from the voting units on the wall next to the entrance of the room where canvassing occurred. Jeffrey Stevens printed a second copy of the Zero Report, which remained attached to the voting units. The Board of Canvassers signed the Zero Report attached to the voting units.

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**Canvass Participants**

On November 7, 2014, there were changes in the members of the ballot processing, duplicating, and optical scan operating teams as follows:

<b>Team</b>	<b>Names of Bi-Partisan Ballot Processing Team Members</b>
Team #1	Glynn Faith (Democrat) and John O’Hara (Republican)
Team #2	Roberta Hawkins (Democrat) and Joi Matthews (Republican)
Team #3	Ronald Stotler (Democrat) and William Lane (Republican)
Team #4	Marcella Madsen (Democrat) and Olaoluwa Bello (Unaffiliated)

<b>Team</b>	<b>Names of Bi-Partisan Duplicating Team Members</b>
Team #1	Blaire Johnson (Democrat) and Tiffaney Guthrie (Republican)
Team #2	Timothy Hickman (Democrat) and Rita Walczk Evans (Republican)
Team #3	Leronia Josey (Democrat) and Jeanne Turnock (Republican)

<b>Team</b>	<b>Names of Bi-Partisan Optical Scan Operating Team Members</b>
Team #1	Andrew Bailey (Democrat) and Denard Allen (Unaffiliated)
Team # 2	Amanda White (Unaffiliated) and Ruie Lavoie (Republican)

Leronia Josey made a motion to resume accepting and approving the opening and tabulation of the ballots. Joseph Karey seconded the motion, and the motion passed unanimously. Canvassing of absentee ballots resumed.

**Printing Canvass Results**

After scanning all accepted absentee ballots, Jeffrey Stevens locked the voting units and printed an Election Results Report. The Board of Canvassers confirmed the number of accepted two page ballots processed through the optical scan voting units was 5,595 and the number of single page ballots was 168. The Board of Canvassers confirmed that the number of accepted ballots equaled the number of ballots counted by the optical scan voting units. Board of Canvassers signed the Election Results Report and posted a second copy of the report on wall next to the entrance of the room where the canvass occurred.

**RELEASE OF UNOFFICIAL RESULTS**

Bruce Harris announced the following statistics from the first absentee canvass:

<b>Absentee 1 Canvass Statistics</b>	<b>Number of Ballots</b>
Total Absentee Ballots Presented at 1 <sup>st</sup> Absentee Canvass	5782
Accepted Ballots	5763
Rejected Ballots	19

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**NEXT BOARD OF CANVASSERS' MEETING**

The Board of Canvassers will meet on Wednesday, November 12, 2014 at 10:00 a.m. to canvass provisional ballots.

**ADJOURNMENT**

The meeting was adjourned at 1:29 pm.