

MEETING NOTES

January 8, 2015

Baltimore County Board of Elections
Board Meeting
106 Bloomsbury Avenue, 3rd Floor
Catonsville, Maryland 21228

ATTENDEES:

Bruce Harris	President
Leronia Josey	Vice President
Timothy Hickman	Substitute Board Member
Andrew Bailey	Board Counsel
Katie A. Brown	Director
Rena' Waggoner	Deputy Director
Ruie Marie Lavoie	Administrative Officer

ABSENT:

Joseph Karey	Secretary
Jeanne Turnock	Substitute Board Member
Nancy Stratton	Administrative Officer

DECLARATION OF QUORUM PRESENT

President Bruce Harris opened the Meeting at 10:00 am. Neither Mr. Karey nor Mrs. Turnock could attend so a quorum was not present. Therefore, no business will be conducted. *These meeting notes are for informational purposes only.*

APPROVAL OF BOARD MEETING MINUTES

Tabled until next meeting.

ADDITIONS AND OR CHANGES TO THE AGENDA

Mr. Harris asked for changes or additions to the Agenda. Katie Brown requested the 2016 Presidential Election be added to the Agenda. Mr. Harris incorporated this topic under New Business.

DIRECTOR'S REPORT

1. Meetings, Important Dates, and Correspondence:

- **Board of Public Works** – December 17, 2014, approved the purchase of the new voting system.
- **Polling Place Logistics Workgroup Meeting** – January 7, 2015, Amanda White will attend.
- **MDVoters Candidate Filing Module Information Meeting** – January 9, 2015, Katie Brown, Rena' Waggoner, Diana Moran, Danna Williams, Lenice Austin and Marcel Kagler to attend.

- **Voting Systems Workgroup Meeting** – January 13, 2015, Jeff Stevens will attend by conference call.
- **MAEO Meeting** – January 15, 2015, next meeting at 10:00 am at the Howard County Board of Elections.
- **Outlook Migration Meeting** – January 20, 2015, Katie Brown, Rena' Waggoner, Jeff Stevens and Amanda White will again meet with John Kendrick from County OIT regarding the new email program implementation. Outlook scheduled to be live on January 28, 2015. All staff has attended or will attend a training class.
- **Election Judge/Manual Workgroup Meeting** – January 20, 2015, Ruie Lavoie will attend.
- **FY 2016 Budget Due Date** – January 20, 2015, Katie Brown is drafting the budget.
- **Directors' Meeting** – January 29, 2015, Katie Brown and Rena' Waggoner to attend.

2. Work/Staff Status

Katie Brown outlined the Directors' Report as follows:

All computers are in the process of being upgraded with Microsoft 2013. Nine computers are being replaced.

Decommissioning of the touch screen voting units continues. These units are scheduled to be relocated and stored at a State warehouse at the end of February.

Registration Department is processing approximately 60,000 returned mail sample ballots, daily mail and completing post-election clean-up. The Absentee and Provisional Departments have completed post-election clean-up and are assisting the Registration Department. The Judge Department is also assisting the Registration Department and preparing for the 2016 election judge training.

Green Party petitions were received and are being processed.

The last day for the temporary election staff was December 30, 2014. County staff has returned to a 34 hour work week, effective January 5, 2015.

Interview letters are being sent to Best Qualified candidates. Interviews to fill four (4) of the five (5) vacant Election Data Application Specialist II positions will occur in February, 2015.

BOARD COUNSEL REPORT

A Federal suit has been filed against Frederick County regarding voter fraud. Updates to follow.

OLD BUSINESS

1. **Office Move** – The move date has been delayed until November, 2015.
2. **Director Performance Review** – Information was provided to all Board members. Executive session will be held to complete the Review at a later date.
3. **New Voting System** – Discussion held regarding the new system, cost and timeline for delivery. New equipment is leased through 2020, with the first payment due this month. Six workgroups have been developed to assist in the transition to the new system and implementation of new policies and procedures. Each workgroup has 3 “leaders” (one State Board representative and two local Board representatives) and staff members from various local jurisdictions. The workgroups and Baltimore County staff participants are:
 - Project Management – Rena’ Waggoner
 - Voting System – Jeff Stevens
 - Polling Place Logistics – Katie Brown and Amanda White
 - LBE Requirements – Katie Brown
 - Election Judges – Ruie Lavoie
 - Communications – Mary-Frances Alcoser
4. **MVA Registration Issues, Montgomery County Board of Elections Letter** – Letter to Montgomery County offering support and endorsing their efforts is in process.

NEW BUSINESS

1. **2016 Presidential Election** – Discussion held regarding the election dates and early voting timeframe. Bloomsbury Community Center will not be available for use during early voting in 2016. An alternate site in the same vicinity will be established. North Point Library early voting center will be replaced by Sollers Point Multi-Purpose Center. This new location has better building access for electioneering and parking as well as a larger voting area. Ms. Brown would like to establish a 9th early voting center for Baltimore County. This additional site will help reduce extended wait times at other centers. Judge training classes held in Catonsville will need to be relocated after the election office move. Additional training locations are being investigated.

NEXT MEETING

Mr. Harris announced the next Board meeting will be held on Thursday, February 12, 2015 in the Baltimore County Election office at 9:45 am.

✓ The meeting ended at 11:25 am.