

BALTIMORE COUNTY BOARD OF ELECTIONS

106 Bloomsbury Avenue, Catonsville, MD 21128

MINUTES – February 12, 2105

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

DECLARATION OF QUORUM PRESENT

President Bruce Harris called the Meeting to order at 9:45 am.

ADDITIONS AND OR CHANGES TO THE AGENDA

Mr. Harris asked for changes or additions to the Agenda. Katie Brown requested a discussion regarding proposed new Legislation and the 2016 Presidential Election be added to the Agenda. Mr. Harris incorporated these topics under New Business.

Mr. Harris announced the Board will need to meet in Executive Session after the meeting for item 5 a., Director Performance Review.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the December 11, 2014 Board meeting were reviewed. Joseph Karey made a motion to approve the Minutes as written. On a second by Leronia Josey, the Minutes of the December 11, 2104 Board meeting were unanimously approved as written.

The meeting notes from the January 8, 2015 Board meeting were reviewed and no additions or changes were requested.

DIRECTOR'S REPORT

Meetings & Important Dates

- **MDVoters Candidate Functionality Go To Meeting** – January 9, 2015, Katie Brown and all staff responsible for candidate filing attended.
- **Outlook Migration Meeting w/ Baltimore County OIT** – January 13, 2015, Katie Brown, Rena' Waggoner, Jeff Stevens & Amanda White attended. Email program change to take place on January 28, 2015.
- **NVSR Voting Systems Workgroup** – January 13, 2015, Jeff Stevens attended.
- **MAEO Meeting** – January 15, 2015, Katie Brown and MAEO staff attended.
- **NVSR Election Judge Workgroup** – January 20, 2015, Ruie Lavoie attended.

- **BCPS and County Meeting** – January 22, 2015, Katie Brown, Rena' Waggoner and Ruie Lavoie attended meeting regarding the office move.
- **MAEO Voter Registration Committee Meeting** – January 28, 2015, Danna Williams and Jeff Stevens attended.
- **NVSR Project Management Workgroup** – January 28, 2015, Rena' Waggoner attended.
- **Directors' Meeting** – January 29, 2015, Katie Brown and supervisor attended.
- **NVSR LBE Requirements Workgroup** – January 29, 2015, Katie Brown attended.
- **NVSR Polling Place Logistics Workgroup** – January 30, 2015, Katie Brown and Amanda White attended.
- **NVSR All Day Session & Tour of SBE Warehouse** – February 3, 2015, Katie Brown and staff attended.
- **NVRS Election Judge Workgroup** – February 5, 2015, Ruie Lavoie attended.
- **Early Voting Site Inspections & Signal Testing** – February 6, 2015, Jeff Stevens, Russell Hicks and Ruie Lavoie attended.
- **NVRS Regulations Committee Meeting** – February 17, 2015, Ruie Lavoie to attend.
- **MAEO Meeting** – January 18, 2015, Katie Brown, Rena' Waggoner and Ruie Lavoie to attend meeting at the Anne Arundel County Election office.
- **MAEO Early Voting Committee Meeting**, February 24, 2105, Lenice Austin, Mary-Frances Vavra-Alcoser and Ruie Lavoie to attend meeting at the Baltimore County Election office.
- **Time Management Training** – February 27, 2105, Blaire Johnson to attend.
- **MAEO Conference & SBE Biennial** – June 9, 2015 to June 12, 2015

Correspondence:

Second Confidential Request received from Voter Jean Parks. The Board previously denied Ms. Park's request because she did not provide the required documentation. Discussion held and Board unanimously agreed they are unable to approve the request without new substantiating documentation. Ms. Brown will notify Ms. Parks of the Board's decision.

The Street File Department requested the Board review the boundaries for 2904 Silver Hill Avenue, Baltimore, Maryland 21207. The house (structure) is located in both Baltimore City and Baltimore County and the homeowner pays taxes in both jurisdictions. There is a question as to which local Election Board should register the residents of this address. The residents have been registered in both Baltimore City and Baltimore County – registered longer and voting more often in Baltimore County. The Board investigated the real property status and reviewed the file.

After discussion, Leronia Josey made a motion to register the residents of 294 Silver Hill Avenue, Baltimore, Maryland 21207 in Baltimore County. On a second by Joseph Karey, the motion unanimously passed. The residents will be issued a new voter notification card and Baltimore City Board of Elections will be notified.

Work/Staff Status:

All computers have been upgraded with Microsoft 2013 Office Suite. Nine (9) computers have been replaced. Baltimore County OIT completed the migration to Outlook from Groupwise. All staff attended Outlook training.

Decommissioning the touch screen voting units is complete. Staff is packing equipment for transfer to the State warehouse in March. Post-election maintenance on the poll books will begin soon.

Processing of returned mail sample ballots continues. Daily work is current.

An inspection of every polling place location will be completed and is currently in process. An accessibility survey will be completed during the inspection process to ensure all locations are in compliance. For various reasons and in the best interest of voters, there will be several changes in polling place locations as follows:

1. **12-9** Dundalk Church of the brethren will change to Dundalk High School.
2. **15-24** Knights of Columbus will change to Stembridge Community Center.
3. **14-2** Fullerton Fire Station Engine Bay change to Overlea-Fullerton Senior Center.

Interviews to fill the vacant Election Data Application Specialist II positions were conducted and additional interest letters mailed. The second set of interviews will take place the first week of March. Four (4) of the five (5) vacant positions are expected to be filled by the end of March.

The Policies and Procedures Employee Handbook has been updated and provided to all staff. A copy is provided in the Board packets.

BOARD COUNSEL REPORT

No Report

OLD BUSINESS

Office Move – Katie Brown announced the move date has been moved up to September, 2015 although construction at the current location will begin prior to the move with BCPS taking possession of the first and second floors in June. All election equipment and materials must be removed from the first and second floors prior to June. A temporary storage location will be designated for all equipment not transferring to the State warehouse such as poll books, printers, etc. Once construction begins, the handicap entrance and parking area will no longer be available, therefore, it will be relocated to the north end of the building, using the freight elevator entrance as the main entrance to the election office.

To discuss several areas of concern, the Board requested an invitation to attend the next Board meeting be extended to George Klunk from Baltimore County Property Management.

Ms. Brown will request air monitor during construction while the election office is still located and operational in the building.

Ms. Brown will meet with Quinton Law (Office Planner) to review the plans for the new office and determine if adjustments are needed due to the new equipment and other changes. During this meeting, a review of room sizes will also be conducted.

New Voting System – A fact sheet was provided in Board packets. Rena' Waggoner and Amanda White will attend training for the new voting system on February 24, 2015 in Prince George's County. Baltimore County will received 5 units for acclimation training purposes.

NEW BUSINESS

2016 Presidential Election – Discussion held regarding the change in Primary Early Voting election dates. Proposed legislation moves the Primary Election to April 12, 2016 and Early Voting would not occur during any holidays.

There will be a total of nine (9) Early Voting Centers. The proposed Early Voting center location map was provided to the Board for review.

Site visits and signal testing were conducted at the following proposed Early Voting locations:

1. Sollers Point Community Center (to replace North Point Library)
2. Victory Villa Community Center (to replace Back River Community Center)
3. Arbutus Community Center (to replace Bloomsbury Community Center)
4. Woodlawn Community Center (to reduce wait time at Randallstown Community Center)

The following locations will continue to serve as Early Voting Centers:

5. Towson University
6. Honeygo Run Community Center
7. Randallstown Community Center
8. Reisterstown Senior Center
9. MD Center for Agriculture and Farm Park

Election Judge Training locations have been designated and reserved for classes to start in January of 2016. To accommodate as many election judges as possible, the following locations will serve as training sites:

1. Sollers Point Community Center
2. Back River Community Center
3. Perry Hall Library
4. Owings Mills Library
5. Oregon Ridge or the MD Center for Agriculture and Farm Park

Legislation – Katie Brown outlined the proposed Legislation currently being heard by the Ways and Means Committee. The Bill with a significant impact is Senate Bill 204 which changes the date of the 2016 Primary Election to April 12, 2016. Doing so will keep Early Voting from occurring during a holiday. Ms. Brown also explained several other proposed Bills.

NEXT MEETING

The next Board meeting will be held on Thursday, March 19, 2015 at the Baltimore County Board of Election office on the 3rd Floor of the Bloomsbury Community Center located at 106 Bloomsbury Avenue in Catonsville, Maryland. The meeting will begin at 9:45 am.

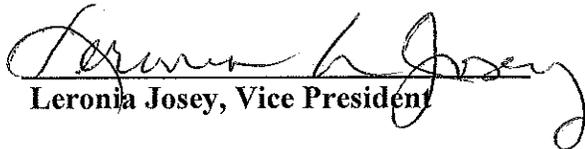
ADJOURNMENT

There being no further business, a Motion to adjourn was made by Leronia Josey and on a second by Joseph Karey, the Board unanimously agreed to adjourn the Meeting at 11:06 am.

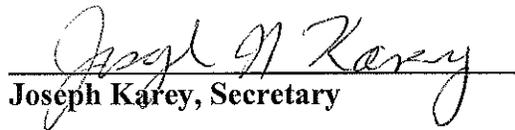
Respectfully submitted,



Bruce Harris, President



Leronia Josey, Vice President



Joseph Karey, Secretary

Approved this 19th day of March, 2015.