

BALTIMORE COUNTY BOARD OF ELECTIONS

106 Bloomsbury Avenue, Catonsville, MD 21228

MINUTES

April 9, 2015

ATTENDEES: Bruce Harris President
 Leronia Josey Vice President
 Joseph Karey Secretary
 Timothy Hickman Substitute Board Member
 Jeanne Turnock Substitute Board Member
 Andrew Bailey Board Counsel
 Katie A. Brown Director
 Ruie Marie Lavoie Administrative Officer
 Beverly Goldstein Guest

ABSENT: Nancy Stratton Administrative Officer
 Rena' Waggoner Deputy Director

DECLARATION OF QUORUM PRESENT

President Bruce Harris called the Meeting to order at 9:50 am, introduced the Board and welcomed Beverly Goldstein, incoming Board member.

PUBLIC NOTICE OF BOARD MEETING

Katie Brown noted that public notice of this Board meeting was provided by posting the meeting information in the lobby of the office of the Board of Elections and on the Baltimore County Election website. A copy of the meeting agenda was also made available.

ADDITIONS AND OR CHANGES TO THE AGENDA

Mr. Harris asked for changes or additions to the Agenda and explained that he will meet with Ms. Brown for the Director Performance Review after the meeting. Katie Brown requested "Petitions" be included under New Business. There were no other changes or additions.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the March 19, 2015 Board meeting were reviewed. Joseph Karey made a motion to approve the Minutes as written. On a second by Leronia Josey, the Minutes were unanimously approved. Motion carried.

DIRECTOR'S REPORT

Included in Board Packets – Meeting Agenda, March 19, 2015 draft Board Meeting Minutes, Monthly Statistics Report and Election Administration Reports dated March 16, 2015 and March 30, 2015. All County Bulletins, Registrars and Directors' Call minutes were sent to the Board electronically throughout the month.

Meetings & Important Dates:

Katie Brown listed meetings, trainings and other important dates as follows:

- March 19, 2015, Directors' Call, Nancy Stratton and Supervisors joined the call as Katie Brown is in attendance in this Board meeting.
- March 24, 2015, MAEO Early Voting Committee meeting, Lenice Austin, Ruie Lavoie & Mary-Frances Vavra-Alcoser attended.
- March 25, 2015, Leadership for Non-Supervisors Training, Amanda White attend.
- March 25, 2015, MAEO & Directors' Meeting, Katie Brown, Rena' Waggoner & Ruie Lavoie attended.
- March 27, 2015, Excellence in Customer Service Training, Brittney Finney, Blaire Johnson & Rita Evans attended.
- April 1, 2105, MAEO & Directors Meeting with State Board, Katie Brown, Rena' Waggoner & Ruie Lavoie attended.
- April 2, 2015, Difficult Customers Training, Gail Davis, Brittney Finney & Blaire Johnson attended.
- April 6, 2015, NVSR Update Conference Call, Katie Brown Rena' & Ruie Lavoie joined the weekly call for updates.
- April 7, 2015, Construction Meeting with Baltimore County, Katie Brown attended bi-weekly meeting.

Ms. Brown outlined the following upcoming meetings and important dates as follows:

- April 15, 2015, MAEO Board Workshop, Katie Brown & Ruie Lavoie will attend to discuss upcoming conference.
- April 16, 2015, In Person Directors' Call, Katie Brown, Rena' Waggoner & Ruie Lavoie to attend.
- April 20, 2015, Construction Meeting for Bloomsbury Community Center
- April 22, 2015, MAEO Voter registration Committee Meeting, Danna Williams & Jeff Stevens to attend.
- April 23, 2015, MAEO Meeting in the Charles County Election office.
- April 27, 2015 to April 29, 2015, United States Election Assistance Commission (EAC) Conference, Katie Brown will attend with Linda Lamone & Nikki Charlson from State Board of Elections (SBE). The conference will be held in Williamsburg, Virginia.
- April 29, 2015, Construction Meeting to discuss new office location.
- April 30, 2015, Budget Hearing, 2:00 PM.
- May 11, 2015, team Participation Training, Joi Matthews & Nakia Barnes will attend.
- May 12, 2015 & May 19, 2015, Presentation Skills, Joi Matthews, Amanda White, Lenice Austin, Mary-Frances Vavra-Alcoser, Brittney Finney, Blaire Johnson & Roy Smith will attend.
- May 13, 2015 to May 14, 2105, MAEO Conference Pre-Planning Workshop
- May 20, 2015 & May 21, 2015, Communicating with Tact & Finesse, Jeff Stevens, Roy Smith & Tiffaney Guthrie will attend.
- May 22, 2015, Maryland State Service Reduction Day, Election office will be closed.
- May 25, 2015, Memorial Day, Election office will be closed.

Correspondence:

None to report.

Work/Staff Status:

Katie Brown reported that Patti Jackson, Director of Wicomico County Board of Elections lost everything, including her pets in a house fire. A GoFundMe page has been established for donations and Ms. Brown is accepting contributions from staff to purchase gift cards for the Jackson family.

Ms. Brown provided details of her plan for voter outreach to publicize the new voting system, the office relocation, new/relocated Early Voting centers and to recruit judges. There are several fairs in the next few months and she will have staff available with information for the public. The Towson Town Festival is May 2, 2015 and May 3, 2015 and the election office will be represented on both days. Ms. Brown is investigating the possibility of displaying one new voting system acclimation unit for viewing purposes only until demonstration units are available.

Ms. Brown reviewed the proposed changes and addition to 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 will be an additional center

Inspections of every polling place location continues. Accessibility surveys are being completed. Martin Boulevard Elementary Gym (15-5) will be split in 2 locations in the same building due to the number of registered voters. The new precinct will be 15-27.

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

Post-Election maintenance on the poll books is in progress and will be completed by the end of April. Repairs and maintenance is also being made to all printers to determine if replacements are needed.

The development of a training class registration tool is being discussed with OIT. Election Judge Training locations are being 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 and/or MD Center for Agriculture & Farm Park

The Data Application Specialist II vacancies will be filled on April 1, 2015 and April 15, 2015. One Baltimore County employee has accepted the State position offer which will now leave the County position vacant as of April 1, 2015. All new employees will be administered the oath at the next Board meeting.

BOARD COUNSEL REPORT

Katie Brown reviewed the petition submitted by Al Nalley. Her findings were reviewed by Andrew Bailey and the Baltimore County Attorney. There were deficiencies in the submission and Ms. Brown notified Mr. Nalley of said deficiencies.

Ms. Bailey provided the Board with a copy of a case currently before the Supreme Court. The case involves SBE and redistricting.

OLD BUSINESS

Office Move – All Departments are packing for move scheduled for September 1, 2015. BCPS will take possession of the first and second floors in June. Recreation & parks notified Ms. Brown they have vacated the first and second floors and will no longer use the facility. All activities have ended in this building.

Remaining election equipment and materials will be transferred to a temporary warehouse. Ms. Brown continues to work with Property Management regarding the acquisition of the temporary warehouse and the renovations required to move the reception area and office entrance. The reception area will be relocated to the freight elevator area. The handicap entrance and parking area will be relocated at the rear of the building during construction. The Board asked if the new office location will affect staff and work travel time. Ms. Brown responded that there will be an impact but the extent is not known at this time.

Ms. Brown is investigating the possibility of securing a post office box for mail delivery before, during and after the office move.

Directors Performance Review – The Board completed the Performance Evaluation and the Board President will meet to review with Ms. Brown after the meeting is adjourned.

New Voting System Replacement (NVSR) – Staff continue to be active with implementation of the new voting system. Katie Brown explained the workgroups for the new voting system continue to be held and will be ongoing until the system is in place. She outlined staff schedule:

- Polling Place Requirements (Katie Brown) held biweekly
- Polling Place Logistics (Amanda White) held biweekly
- Project Management (Rena' Waggoner) held biweekly
- Election Judge (Ruie Lavoie) held biweekly
- Voting Systems (Jeff Stevens) held biweekly
- Communications (Mary-Frances Vavra-Alcoser) held monthly
- Regulations Committee (Ruie Lavoie) held weekly
- Same Day Registration Regulations Committee (Katie Brown) held weekly

FY 2016 Budget – Hearing date scheduled for April 30, 2015 at 2:00 pm. Ms. Brown asked Mr. Harris to attend. Supplemental NVSR budget numbers received from SBE have been submitted to be included in the 2016 Budget. Total and final cost of the NVSR cannot yet be determined.

NEW BUSINESS

2016 Presidential Election – Legislation to change the Primary Election to April 26, 2016 has passed and is in front of Governor Hogan for signature. Ms. Brown will advise when the date is finalized.

Legislation – Katie Brown explained several bills that have passed and are before Governor Hogan for signature.

New Board Appointments – The new Board will be seated June 1, 2015 and will be administered the oath of office on June 3, 2015. Bruce Harris, Paul Lubell and Bruce Robinson have been appointed to the Board. Leronia Josey and Beverly Goldstein have been appointed as substitute Board members. Ms. Brown will provide informational packets and a copy of the bylaws at the first meeting.

Tim Hickman reminded all Board member that the Financial Disclosure is due April 15, 2015. All Board members must submit the paperwork, including exiting Board members who must complete close out at the end of the term.

State Biennial Meeting & MAEO Conference – June 9, 2015 to June 12, 2015 at the Grand Hotel in Ocean City. The Biennial Meeting (required attendance) will take place on Wednesday, June 10, 2015 and the MAEO Annual Meeting and Conference will be on Thursday, June 11, 2015. Registration information has been submitted for payment.

NEXT MEETING

The next Board meeting will be held on Thursday, May 14, 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. Public notice of the meeting and the agenda will be provided.

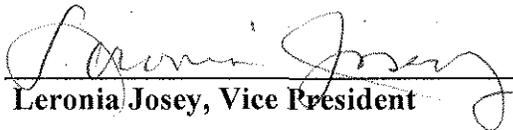
ADJOURNMENT

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 11:59 am.

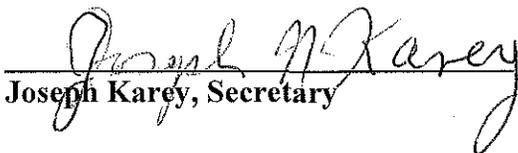
Respectfully submitted,



Bruce Harris, President



Leronia Josey, Vice President



Joseph Karey, Secretary

Approved this 14th day of May, 2015.