

**BALTIMORE COUNTY BOARD OF ELECTIONS**  
106 Bloomsbury Avenue, Catonsville, MD 21228

**MINUTES**  
**May 14, 2015**

**ATTENDEES:**

Bruce Harris	President
Leronia Josey	Vice President
Joseph Karey	Secretary
Timothy Hickman	Substitute Board Member
Andrew Bailey	Board Counsel
Katie A. Brown	Director
Rena' Waggoner	Deputy Director
Bruce Robinson	Guest

**ABSENT:**

Nancy Stratton	Administrative Officer
Ruie Marie Lavoie	Administrative Officer
Jeanne Turnock	Substitute Board Member

**DECLARATION OF QUORUM PRESENT**

President Bruce Harris called the Meeting to order at 9:50 am, introduced the Board and welcomed Bruce Robinson, incoming Board member. Mr. Harris made a brief statement reflecting on the successes, devotion and countless hours spent by the Board Members during the past four years. Attached to and made part of these minutes is the outline provided by Mr. Harris.

**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**

Bruce Harris asked for changes or additions to the Agenda. Katie Brown requested that we add petitions under old business. There were no other changes or additions.

**APPROVAL OF BOARD MEETING MINUTES**

The Minutes from the April 9, 2015 Board meeting were reviewed. Leronia Josey made a motion to approve the Minutes as written. On a second by Joseph Karey, the Minutes were unanimously approved. Motion carried.

**DIRECTOR'S REPORT**

**Included in Board Packets** – Meeting Agenda, April 9, 2015 draft Board Meeting Minutes, Monthly Statistical Report, Election Administration Reports dated April 14, & April 27 and 90 Day Report of Passed Legislation. 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:

### **Ongoing NVSR Workgroup Meetings Continue:**

- 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

### **Have Attended/Occurred**

- April 15, 2015 Voter Registration Committee Meeting, Danna Archie-Williams and Jeff Stevens attended.
- April 15, 2015 MAEO Board Conference Planning Meeting, Katie Brown and Ruie Lavoie attended.
- April 16, 2015 In Person Directors' Meeting, Katie Brown, Rena' Waggoner and Ruie Lavoie attended.
- April 21, 2015 Meeting with County Auditors Katie Brown, Rena' Waggoner and Nancy Stratton attended.
- April 23, 2015 MAEO Meeting in Charles County, Katie Brown, Rena' Waggoner and Ruie Lavoie attended.
- April 27, 2015 Early Voting Committee Meeting, Lenice Austin, Ruie Lavoie and Mary Frances Vavra-Alcoser attended.
- April 27 thru April 29, 2015 United States Election Assistance Commission (EAC) Standards Board Conference held in Williamsburg Virginia Katie Brown, Nikki Charlson and Linda Lamone attended.
- April 30, 2015 Budget Hearing, Katie Brown, Rena' Waggoner and Nancy Stratton attended.
- May 2<sup>nd</sup> and 3<sup>rd</sup>, 2015 Towson Town Festival, Voter Outreach, Roy Smith, Rita Walczyk, Ruie Lavoie, Lenice Austin, Joi Matthews, Sandra Turner and Brittney Finney attended.
- May 5, 2015 Election in Fairfax County Virginia, Roy Smith attended and observed.
- May 8, 2015 Meeting with Baltimore County OIT – Program for Election Judge Training Class Registration, Amanda White and Ruie Lavoie attended.
- May 11, 2015 In Person Directors Meeting, Katie Brown, Rena' Waggoner, and Ruie Lavoie attended.
- May 12, 2015 Presentation Skills Training – Part 1, Amanda White, Mary Frances Vavra-Alcoser, Roy Smith, Blaire Johnson, Brittney Finney, Joi Matthews, and Lenice Austin attended.
- May 12, 2015 Meeting with Steve Galloway (State Board) Organizational Change Manager, Katie Brown, Rena' Waggoner, and John Speirs attended.

- May 13, 2015 Construction Meeting, New Office Location. Discussed Keys, and Signage for New Office Location, Katie Brown and Rena' Waggoner attended.
- May 13<sup>th</sup> & 14<sup>th</sup>, 2015 MAEO Pre-Conference Planning, Meeting held in Ocean City, MD, Ruie Lavoie attended.

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

- May 18, 2015 MAEO Awards Committee Meeting, Ruie Lavoie will attend.
- May 19, 2015 MAEO Audit Committee Meeting, Katie Brown will attend
- May 19, 2015 Presentational Skills Training – Part 2, Amanda White, Mary Frances Vavra-Alcoser, Roy Smith, Blaire Johnson, Brittney Finney, Joi Matthews, and Lenice Austin will attend.
- May 20, 2015 Communicating with Tact & Finesse Training, Jeff Stevens, Tiffany Guthrie and Roy Smith will attend.
- May 22, 2015 SRD (Service Reduction Day) – Office Closed
- May 25, 2015 Memorial Day Holiday – Office Closed
- May 26, 2015 MAEO Election Judge Committee Meeting, Mary Frances Vavra-Alcoser, Lenice Austin and Ruie Lavoie will attend.
- June 3, 2015 Leadership Skills Training, Lenice Austin, and Mary Frances Vavra-Alcoser.
- June 3, 2015 Newly Appointed Board Members to be Sworn in at 10:00 am by Julie Ensor (Clerk of the Circuit Court)

**Correspondence:**

None to report.

**Work/Staff Status:**

Katie Brown reported that all work is up to date, inspection of every polling place continues to be looked at and surveyed. New Early Voting sites will be surveyed by Ruie Lavoie, John Speir and IT staff to verify signal strength and to complete paperwork. Ms. Brown is currently working with the county auditors to secure the 9<sup>th</sup> site.

Post-Election maintenance on the poll books is complete.

Ruie Lavoie and Amanda White are working with County OIT to develop a tool for judge training class registration.

Katie Brown notified the Board that a staff member has resigned to take a position elsewhere, we now have 2 Data Application Specialist II vacancies, and 1 Baltimore County vacancy. All new employees have been administered the oath.

**BOARD COUNSEL REPORT**

Mr. Bailey reviewed Ms. Brown's findings from the second petition pages submittal by Al Nalley. Deficiencies were found and Mr. Nalley was notified.

Mr. Bailey shared the press release of May 12, 2015 highlighting the election related bills that were signed into law.

## **OLD BUSINESS**

**Office Move** – Katie Brown reported that bi-weekly construction/progress meetings, held 10:00 am at the Gilroy location, started on Wednesday, May 6. The Board was invited to join any of future meetings.

Ms. Brown reported that supplies on the second floor are able to remain at the Bloomsbury Facility. The main/handicap entrance will be relocated to the freight elevator side of the building.

**New Voting System Replacement Project (NVSr)** - Ms. Brown reported that the in person NVSR meetings are still taking place every other Monday at State Board and are very informative and giving the Directors/Deputy Directors a better understanding of the delays in progress.

**FY 2016 Budget** – Ms. Brown reported that the Executive Submission, of the Election Board FY16 budget, to the County Council did not include the additional funds requested for Substitute Board Members. Katie Brown, Rena' Waggoner and Nancy Stratton attended the Hearing on April 30, 2015 at 2:00 pm. Auditors analysis suggested a reduction in funds requested. Still waiting for final, approved budget.

Ms. Brown invited the Council Members to contact her to set up a time for a demonstration of the new Voting System.

**2016 Presidential Election** – On May 12, 2015 Governor Hogan signed Senate Bill 204/House Bill 396 that changes the Primary Election date to April 26, 2016

**Legislation** – Katie Brown explained several additional bills that passed and were signed on May 12, 2015 by Governor Hogan.

## **NEW BUSINESS**

**Election Judge Training** – Bruce Harris asked if we will continue to use Answer Quest for the Election Judge Training, Katie Brown explained that the County did not renew their contract so we are currently looking at other vendors. The State Board is requiring that they train all Election Judge Trainers.

**Newly Appointed Alternate Board Member** – Leronia Josey has declined the reappointment to the Board as a Substitute member, but offered to stay on until a replacement has been chosen.

## **NEXT MEETING**

The next Board meeting will be held on Wednesday, June 3, 2015 at the Baltimore County Board of Election office on the 3<sup>rd</sup> Floor of the Bloomsbury Community Center located at 106 Bloomsbury Avenue in Catonsville, Maryland. The meeting will begin at 10:00 am and will include the administering of oath of office to the newly appointed Board members. Public notice of the meeting and the agenda will be provided.

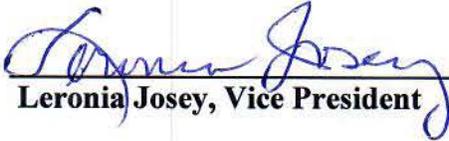
**ADJOURNMENT**

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 11:15 am.

Respectfully submitted,



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**Bruce Harris, President**



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**Leronia Josey, Vice President**

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Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

## Baltimore County Board of Elections 2011- 2015 Successes

**Bruce Harris, President**  
**Leronia Josey, Vice President**  
**Joe Karey, Secretary**  
**Katie Brown, Director**

**Tim Hickman, Substitute Member**  
**Jeanne Turnock, Substitute Member**  
**Andrew Bailey, Board Counsel**  
**Rena' Waggoner, Deputy Director**

Here are some highlights of the successes the board has accomplished over the past four years:

We took the initiative to evaluate our systems and processes in order to speed up election night reporting of results. With the help of our staff and Baltimore County IT staff, we succeeded in reporting incremental results earlier and more often, and reported final results earlier than recent elections.

We re-made thousands of ballots at provisional and absentee canvasses.

We ran tens of thousands of ballots through the counting machines.

We made united, solid decisions on whether to reject or accept questionable ballots.

We worked with Katie on a number of issues to improve processes and relationships, including bringing the issue of the Regional Manager to light. This resulted in a new regional manager assigned to Baltimore County.

We – especially the board counsel – worked on petition issues and made decisions that were common sense and followed the law.

We ran an efficient and effective re-count for the Republican Baltimore County Executive primary, with the full board helping out and hands-on to ensure a fair and successful count...and finishing earlier than predicted.

We made appropriate decisions on citizens applying to be a confidential voter, applying consistent criteria, regardless of the pressure or occasional badgering to do otherwise.

We gave advice and support to Katie on staffing and employee relations issues, judge training, poll locations, and the planned election office move.

We worked countless hours election day and night, early voting, provisional and absentee canvasses to serve the citizens of Baltimore County.

We worked as a team, supporting each other and coming to consensus on sometimes thorny issues.

Thank you all for your service and your hard work. I feel we have left the Baltimore County Board of Elections in the strong, capable hands of Katie, Rena' and this wonderful staff.