



MINUTES
June 25, 2015

ATTENDEES:

Paul Lubell	President
Bruce Robinson	Vice President
Bruce Harris	Secretary
Beverly Goldstein	Substitute
Leronia Josey	Substitute
Katie A. Brown	Director
Rena' Waggoner	Deputy Director
Ruie Marie Lavoie	Administrative Officer

ABSENT:

Andrew Bailey	Board Counsel
Nancy Stratton	Administrative Officer

DECLARATION OF QUORUM PRESENT

President Paul Lubell called the meeting to order at 9:00 am on the 25th day of June, 2015 at the office of the Baltimore County Board of Elections located on the 3rd Floor of the Bloomsbury Community Center at 106 Bloomsbury Avenue in Catonsville, Maryland. Mr. Lubell instructed Ruie Lavoie to conduct Roll Call. All Board members were present as listed above. Quorum requirements were then established.

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 agency website. A copy of the meeting agenda was also made available.

ADDITIONS AND OR CHANGES TO THE AGENDA

Paul Lubell asked for changes or additions to the Agenda. He noted that "Director and Counsel Reports" were removed due to time constraints but in accordance with the Bylaws, these reports must be included on each agenda. The "Director and Counsel Reports" were inserted after New Business. It was noted that on future agendas these Reports will be listed after Approval of Minutes.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the June 3, 2015 Board meeting were reviewed. Katie Brown provided copies of the draft Minutes electronically prior to the meeting. Bruce Harris made a motion to approve the Minutes as written. On a second by Paul Lubell, the Motion unanimously carried.

OLD BUSINESS

New Board Member Personnel Process – Katie Brown provided the Board with information regarding their Board position and compensation from Baltimore County. The required paperwork has been submitted to Human Resources and is being processed by that office. Each Board member will notified of the date and time to report to Human Resources, complete the process and obtain a Baltimore County identification badge. Attendance at a sexual harassment awareness training may be required.

Alternate Board Member – Leronia Josey will serve as a “hold over” until a replacement Substitute member is appointed and the oath of office is administered. Appreciation for Ms. Josey’s time and contributions was extended. The Board requested Ms. Josey attend the July, 2015 Board meeting.

EXECUTIVE SESSION

Paul Lubell outlined the statutory authority to close the meeting and enter Executive Session to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation or performance evaluation of appointees, employees, or officials over whom the Board has jurisdiction; or any other personnel matter that affects one or more specific individuals. Katie Brown advised of a separate personnel topic that also needs to be discussed in Executive Session.

MOTION: Paul Lubell motioned to close the session to discuss the legal services agreement between the Baltimore County Board of Elections and Andrew G. Bailey, and other personnel matters.

SECOND: Bruce Harris

ACTION: Favorable and unanimous, the Motion carried.

The Board unanimously authorized Katie Brown, Rena’ Waggoner and Ruie Lavoie to attend.

The Meeting was recessed at 9:19 am.

The Board convened in Executive Session at 9:20 am.

The Legal Services Agreement was reviewed, discussed and established. Katie Brown advised the Board of a staff personnel issue and the status as she works with the State Board of Elections on proper procedures and anticipated course of action.

The Executive Session ended at 10:19 am.

The Board meeting reconvened at 10:20 am.

NEW BUSINESS

Legal Services Agreement – In accordance with the provisions of Election Law Article, Section 2-205, Annotated Code of Maryland, the Board unanimously appointed as its Counsel, Andrew G. Bailey, Esquire effective June 7, 2016 to August 31, 2019. The agreement will be officially executed at the next Board meeting.

MOTION: Paul Lubell motioned to accept the Legal Services Agreement developed during the Executive Session and retain Andrew G. Bailey as Board Counsel.

SECOND: Bruce Harris

ACTION: Favorable and unanimous, the Motion carried.

Mr. Lubell will contact Mr. Bailey to discuss the Board’s decision and provide him with a copy of the Agreement. Signatures will be obtained at the next Board meeting.

Bylaws – Paul Lubell explained the Board’s responsibility to review and amend the bylaws. Board members were provided a copy of the current bylaws prior to the meeting to allow the opportunity to review and make recommendations for changes and amendments. A detailed discussion and review of the bylaws took place with changes made in real time, resulting in a revised document.

After discussion, with one (1) vote against, the Board agreed to table the approval of the revised document until the next meeting. Katie Brown will send the updated version electronically.

Mr. Lubell noted the revised Bylaws stipulate Board members provide any disclosures at the Board meeting following the event. Therefore, the Board unanimously agreed to include "Announcements and Disclosures" on each meeting agenda.

Board Email Accounts – Discussion held regarding the need for Board members to have a Baltimore County issued email. The public information act was discussed.

MOTION: Bruce Robinson motioned, at the discretion and option of each Board member, a Baltimore County email account be established and provided for election business purposes.

SECOND: Paul Lubell

ACTION: The Board unanimously agreed to table until the next Board meeting.

DIRECTOR'S REPORT

Included in Board Folders – Meeting Agenda, June 3, 2015 draft Board Meeting Minutes, Election Administration Reports dated June 8, 2015. County Bulletins, Registrars and Directors' Call minutes are provided to the Board electronically throughout the month or a copy is placed in the Board folders.

Meetings & Important Dates:

New Voting System Replacement (NVSR) Workgroup Meetings – State Board hosts a conference call every Monday morning at 8:30 am to provide updates on the new voting system and for each NVSR workgroups. Workgroup meetings are held biweekly or monthly. Currently, the following Baltimore County Election staff are members of NVSR Workgroups:

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

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

Have Attended/Occurred:

- May 19, 2015, MAEO Audit Committee Meeting, Katie Brown attended.
- May 20, 2015, Communicating w/ Tact & Finesse Training, Tiffany Guthrie, Jeff Stevens and Roy Smith attended.
- May 12, 2015, Presentation Skills Training - Part 2, Amanda White, Mary-Frances Alcoser, Roy Smith, Blaire Johnson, Brittney Finney, Joi Matthews and Lenice Austin attended.
- May 22, 2015, Maryland State Service Reduction Day (SRD), Office Closed
- May 25, 2015, Memorial Day Holiday, Office Closed
- May 26, 2015, MAEO Election Judge Committee Meeting Mary-Frances Alcoser, Lenice Austin and Ruie Lavoie attended.
- June 3, 2015, Confirmation of Oath, Board Members and Board Meeting

- June 3, 2015, Leadership for Non-Supervisors Training Lenice Austin and Mary-Frances Alcoser attended.
- June 9, 2015 to June 12, 2015, MAEO Conference and SBE Biennial
- June 15, 2015, Leading with Emotional Intelligence, Rena' Waggoner and Ruie Lavoie attended.
- June 18, 2015, In Person Directors' Meeting, Katie Brown and Ruie Lavoie attended.
- June 24, 2015, Outreach Meeting with 92Q, Mary-Frances Alcoser and Ruie Lavoie attended.

Upcoming:

- June 25, 2015, MAEO State Regulations & Review Committee Meeting, Provisional Regulations, Danna Williams will attend.
- Meeting with Recreation & Parks, 2016 Early Voting sites, Katie Brown and Ruie Lavoie will attend.
- July 1, 2015, Construction Meeting at new location, all Board members are invited to attend.
- July 3, 2015, Holiday, Office Closed
- July 15, 2015 Warehouse Meeting, new office location.
- July 17, 2015, Meeting with Baltimore County OIT, new election software

Correspondence – None received to report.

Work/Staff Status – Katie Brown reported that all work is current.

Inspections of all polling place locations continues and updated accessibility surveys are being completed. The 2016 Early Voting site locations will be surveyed and a signal strength test completed in the next few weeks. The Board will be provided information regarding the Early Voting site selection process and details of all sites surveyed.

State inventory for poll books, printers and network devices is in progress.

Ruie Lavoie and Amanda White are working with County OIT to develop a tool for judge training class registration. Katie Brown is working with the County to solicit a training vendor to assist in classes. Securing training facilities around the County is in progress. More information to follow.

There are currently two (2) Data Application Specialist II vacancies, and one (1) Baltimore County vacancy. Filling these vacancies is in progress.

OLD BUSINESS

MAEO Conference & SBE Biennial – Mileage reimbursement requests have been submitted. Board members were asked to submit any toll receipt for reimbursement. Discussion held regarding the amount of Board pay for attendance at required meetings and conferences. It was noted that the increase submitted in FY2016 Budget was removed and there will not be an increase at this time.

Office Move – Bi-weekly construction/progress meetings continue and construction is currently meeting scheduled deadlines. At the current office location, the main/handicap entrance has been relocated to the freight elevator side of the building and signs have been posted.

BOARD COUNSEL REPORT

No Report.

NEXT MEETING

The next Board meeting will be held on Thursday, July 23, 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 9:00 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 Bruce Harris and a second by Bruce Robinson, the Board unanimously agreed to adjourn the Meeting at 12:37 pm.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Gloria Mason, Acting Secretary

Approved this 23rd day of July, 2015.