



MINUTES
July 23, 2015

ATTENDEES:	Paul Lubell	President
	Bruce Robinson	Vice President
	Beverly Goldstein	Substitute Member
	Leronia Josey	Outgoing Substitute Member
	Gloria Mason	Incoming Substitute Member
	Andrew Bailey	Board Counsel
	Katie A. Brown	Director
	Rena' M. Waggoner	Deputy Director
	Ruie Marie Lavoie	Administrative Officer
	Julie Ensor	Clerk of the Circuit Court for Baltimore County
ABSENT:	Bruce Harris	Secretary
	Nancy Stratton	Administrative Officer

CONFIRMATION OF OATH

Julie Ensor, Clerk of the Circuit Court for Baltimore County, Maryland administered and recorded the Oath of Office to Gloria Mason, Substitute Member of the Board of Elections at 9:06 am. Katie Brown thanked Ms. Ensor who exited the meeting at 9:20 am. Condolences were extended to Leronia Josey who recently lost her mother. Katie Brown provided the service information.

DECLARATION OF QUORUM PRESENT

President Paul Lubell called the meeting to order at 9:23 am on the 23rd day of July, 2015 in 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. Ruie Lavoie conducted Roll Call. Board members present and absent as listed above. At the request of the Board, Leronia Josey attended this meeting to ensure quorum was met. Discussion held regarding Board member absences and the role of Substitute Board members. In Bruce Harris' absence, Gloria Mason serves as Acting Secretary. Quorum requirements were met and established.

The Board welcomed Gloria Mason and also expressed appreciation and best wishes to Ms. Josey for her years of dedication and service to Baltimore County and the Election office.

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. There were no changes or additions.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the June 25, 2015 Board meeting were reviewed. Copies of the draft Minutes were provided my electronic mail to all Board prior to the meeting. Bruce Robinson requested the words "the Motion failed" be removed under New Business, Board Email Accounts and "tabled until the July meeting" be added under New Business, Bylaws.

MOTION: Bruce Robinson motioned to accept the Minutes of the June 25, 2015 Board meeting with the stated changes.

SECOND: Gloria Mason

ACTION: Favorable and unanimous, the Motion carried.

The Statement for the Closed Session held on June 25, 2015 was reviewed and signed by Paul Lubell.

DIRECTOR'S REPORT

Included in Board Folders – June 25, 2015 Meeting Agenda, June 25, 2015 Executive Session paperwork, Monthly Statistics Report, Election Administration Reports dated June 22, 2015 and July 3, 2015, Organizational Chart, Proposed Early Voting location list and map, List of Early Voting Sites Inspected but not Acceptable, Election Judge Training location list and map, 2014 Gubernatorial Audit and Directors' Meeting Minutes dated June 18, 2015.

Katie Brown outlined delivery options for County Bulletins and Registrars from State Board of Elections. Delivery preferences are as follows:

- Paul Lubell – Paper Copy
- Bruce Robinson – Email
- Bruce Harris – Email
- Beverly Goldstein – Paper Copy
- Gloria Mason – Email

2014 Gubernatorial Audit – The findings were received from SBE and action items were reviewed and addressed. A copy was provided to the Board. Paul Lubell signed the response to the State Board Administrator written by Katie Brown.

Meetings & Important Dates:

New Voting System Replacement (NVSR) – Ongoing and continuous weekly conference call updates hosted by SBE on Mondays at 8:30 am. Workgroup meetings continue. Members:

- 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

The Mock Election using the new voting system is scheduled for the end of October. The Board is requested to assist in the process.

Katie Brown outlined Election Night Reporting and explained the 5 Regional Satellite Offices. She is coordinating with County OIT, SBE and ES&S to create the most efficient and effective election results reporting strategy.

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

Have Attended/Occurred:

- June 17, 2015, Meeting with Paul Lubell, Board information and procedures discussion, Katie Brown and Ruie Lavoie attended.
- June 24, 2015, Outreach Meeting with Radio One, Mary-Frances Alcoser and Ruie Lavoie attended.
- June 25, 2015, State Regulations & Review Committee, proposed Provisional Regulations, Danna Williams attended.
- June 27, 2015, Voter Outreach Event, Woodlawn High School, Mary-Frances Alcoser attended.
- June 30, 2015, Meeting with Recreation & Parks, Beahta Davis, Early Voting site locations, Katie Brown and Ruie Lavoie attended.
- July 1, 2015, Construction Meeting, New Office Location, Katie Brown, Rena' Waggoner, Diana Moran, Mary-Frances Alcoser and Paul Lubell attended.
- July 3, 2015, Holiday, Office Closed
- July 9, 2015, Conference call with OIT, Judge Training Registration Tool, Katie Brown, Rena' Waggoner, Ruie Lavoie and Amanda White joined the meeting.
- July 14, 2015, Meeting with Paul Lubell, discussion Early Voting site locations, Katie Brown, Rena' Waggoner, Ruie Lavoie and John Speir attended.
- July 14, 2015, NVSR Hardware Training, Amanda White, Jeff Stevens, Roy Smith and Joi Matthews attended.
- July 15, 2015, Construction Meeting, New Office Location, Katie Brown, Rena' Waggoner, Jeff Stevens, Roy Smith, Denard Allen and Amanda White attended.
- July 15, 2015, Warehouse Assessment Meeting for New Voting System with SBE and Signature Space, Katie Brown, Rena' Waggoner, Jeff Stevens, Denard Allen, Roy Smith and Amanda White attended.
- July 16, 2015, NVSR Hardware Training, Katie Brown, Rena' Waggoner, Nancy Stratton, Ruie Lavoie, Diana Moran, Mary-Frances Alcoser and Jerria Johnson attended.
- July 17, 2015, Meeting with OIT, Election Night Results Reporting, Katie Brown, Rena' Waggoner, Jeff Stevens, Roy Smith, Amanda White and Ruie Lavoie attended.
- July 20, 2015, Outreach Meeting with Radio One, Mary-Frances Alcoser and Ruie Lavoie attended.

Will Attend/Upcoming:

- July 23, 2015, In Person Directors' Meeting, Diana Moran and Mary-Frances Alcoser will attend meeting at State Board of Elections (SBE) to represent Katie Brown and Rena' Waggoner due to conflict with Board meeting.
- July 29, 2015, Construction Meeting, New Office Location, Katie Brown, Marcel Kagler, Danna Williams and Nancy Stratton will attend.
- July 30, 2015, Early Voting Site Inspections, 4 locations, Jeff Stevens, Amanda White, Roy Smith, Ruie Lavoie and John Speir will attend.

Correspondence:

1. Confidential Request – Pamela Cuneo submitted request. After review and discussion, the Board unanimously agreed to request additional documentation before approval can be granted. Katie Brown will notify Ms. Cuneo.
2. Request for Polling Place Change – Janice Kane submitted request. After review and discussion, the Board unanimously agreed the request did not meet the requirements and therefore, the request must be denied. All polling places in Baltimore County are ADA accessible. Katie Brown will notify voter and provide a blank request form for resubmission should circumstances change.

Work/Staff Status – All work is current. Packing for upcoming move continues.

Inspections of all 2016 polling place locations continues. Site and accessibility surveys are being completed.

Inventory of poll books, printers and network devices has been completed. Specific precinct equipment allocation and assignment is in progress.

Election Judge Retention and recruitment has begun. The implementation of the new voting equipment requires additional elections judges to be staffed at each polling place. A “greeter” judge will also be required by SBE.

A post office box will be obtained to receive returned judge applications and other mail during the move process.

County OIT is developing a program for judge training class registration. Solicitation for a training vendor is in progress. All training facilities have been secured. List of locations provided to the Board and is as follows:

- Arbutus Community Center (General Election Only)
- Western Hills Park (Primary Election Only)
- Sollers Point Multi-Purpose Center
- Fullerton Community Center
- Owings Mills Library Meeting Room
- Ag Center and/or Oregon Ridge Park

The Judge Training class schedule will be developed in late September/October. The Board is encouraged to attend a class. Judge lapel pins have been designed and a copy of the proof was provided to the Board. The Board praised the 2016 Presidential design.

Mary Frances Alcoser and Ruie Lavoie are working in conjunction with Anne Arundel County, Baltimore City, Howard County and 92Q, Radio One on voter outreach, the “1 Vote Matters” initiative. Judge recruitment is being incorporated into this effort.

Upcoming Voter Outreach Events:

- Back to School Festival at Security Square Mall – September 29, 2015
- Reisterstown Festival – September 12, 2015 & September 13, 2015
- African American Festival – September 9, 2015
- MD State Fair – August 28, 2015 to September 7, 2015
- Senior Expo – October 28, 2015 & October 29, 2015

Alonzo Williams from Adrienne Jones called and requested the election office attend several community programs in September to display the new voting system.

There are currently three (3) Data Application Specialist II vacancies, and one (1) Baltimore County vacancy. Interviews to fill the State positions are scheduled for August 18, 2015 and August 19, 2015. C. Yvette Finch is retiring and her last day will be in August which will leave another State position open. Hiring for the County position is on progress.

BOARD COUNSEL REPORT

Andrew Bailey provided an overview of the Board information distributed during the Maryland Association of Election Official's Annual Meeting and SBE Biennial. Copies of all documents were provided to Board members at the conference and again in the Board notebooks. He strongly encouraged the Board to read the Ethics and Standards document as well as the Duties of the Board. Mr. Bailey welcomed questions and advised he is available when needed.

The 2014 Election law updates will be provided when received.

Mr. Bailey will not be in attendance at the next meeting but will submit a written report prior to the meeting, if warranted.

OLD BUSINESS

Bylaws – At the last meeting, the Board tabled the approval of the revised Bylaws to provide each Board member the opportunity to review the amendments and updates. Katie Brown provided an electronic copy that included the original and amended versions of the Bylaws. A brief discussion was held with an opportunity to voice concerns or request additional changes. No additional changes were made.

MOTION: Bruce Robinson motioned to adopt the Bylaws as amended, prepared and presented at the Board meeting held on June 25, 2015. A copy of the Bylaws will be attached to and made part of these Minutes.

SECOND: Gloria Mason

ACTION: Favorable and unanimous, the Motion carried.

After all signatures are affixed to the document, signed copies will be provided to each Board member.

Legal Services Agreement – During the Board meeting held on June 25, 2015, the Board unanimously appointed as its Counsel, Andrew G. Bailey, Esquire. The agreement was officially executed by all parties and copies will be provided to each Board member.

Board Email Accounts – Discussion held regarding the need for Board members to have a Baltimore County email account. After a brief demonstration of the Outlook program, Bruce Robinson requested an account. All other Board members will continue using their existing email addresses. Katie Brown will make the arrangements with OIT.

Office Move – Bi-weekly construction/progress meetings continue with the next meeting scheduled for July 29, 2015. The new office address is 1114 Gilroy Road, Hunt Valley, Maryland, 21031. A concrete move date has not yet been determined.

SBE and a subcontractor completed a warehouse assessment and inspection at the new office location. The warehouse failed in three categories. The new warehouse is not adequate and does not meet the standards to charge equipment, complete maintenance and repairs on equipment, or to house the new voting equipment. Katie Brown is working with Property Management to address these issues in order to receive voting equipment as scheduled. Construction has begun at the current office location.

NEW BUSINESS

2016 Early Voting Centers – Nine locations have been carefully designated as proposed Early Voting Centers for the Presidential Election cycle. After Katie Brown outlined State requirements, the Board reviewed and discussed the locations, maps and other information provided. The nine proposed locations are within a 5 mile radius of more than 85% of the voter population throughout the County.

The Board unanimously agreed with Ms. Brown's center selections but decided to table the final decision until the next meeting to allow an opportunity for additional site recommendations. Suggestions for other locations must be submitted as soon as possible.

- Arbutus Community Center
- Honeygo Run Community Center
- MD Center for Agriculture & Farm Park
- Randallstown Community Center
- Reisterstown Senior Center
- Sollers Point Multi-Purpose Center
- Towson University, Administration Building
- Victory Villa Community Center
- Woodlawn Community Center

The "alternate" Early Voting Centers (in the event a designated site is unavailable) will be Back River Community Center and Banneker Community Center. These sites are located on the west and east sides of Baltimore County. Inspections of each center is being completed along with a signal strength test. The required paperwork will be submitted to SBE by September 28, 2015.

SBE Regional Manager – John Speir is the Regional Manager for Baltimore County and he will attend the next Board meeting for introduction to the Board.

Board Availability – Katie Brown listed the 2016 dates Board presence is required. Gloria Mason informed the Board she will not be available during the Primary Election between April 24, 2016 and May 1, 2016.

Paul Lubell informed the Board he will be unavailable from September 17, 2015 to September 25, 2015.

NEXT MEETING

The next Board meeting will be held on August 27, 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 Robinson and a second by Gloria Mason, the Board unanimously agreed to adjourn the Meeting at 12:11 pm.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 27th day of August, 2015.