



MINUTES
August 27, 2015

- ATTENDEES:**
- | | |
|-------------------|-----------------------------|
| Paul Lubell | President |
| Bruce Robinson | Vice President |
| Bruce Harris | Secretary |
| Beverly Goldstein | Substitute Member |
| Gloria Mason | Substitute Member |
| Katie A. Brown | Director |
| Rena' M. Waggoner | Deputy Director |
| Ruie Marie Lavoie | Administrative Officer |
| John Speir | Regional Manager, SBE |
| Tim Kotroco, Esq. | Whiteford, Taylor & Preston |
- ABSENT:**
- | | |
|---------------------|------------------------|
| Andrew Bailey, Esq. | Board Counsel |
| Nancy Stratton | Administrative Officer |

DECLARATION OF QUORUM PRESENT

President Paul Lubell called the meeting to order at 9:00 am on the 27th day of August, 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 and guests present and absent as listed above. Quorum requirements were met.

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 July 23, 2015 Board meeting were reviewed. Copies of the draft Minutes were provided prior to the meeting by electronic mail to all Board. There were no additions or changes.

MOTION: Bruce Robinson motioned to accept the Minutes of the July 23, 2015 Board meeting as presented.

SECOND: Gloria Mason

ACTION: Favorable and unanimous, the Motion carried.

DIRECTOR'S REPORT

Included in Board Folders – July 23, 2015 Meeting Agenda, Monthly Statistics Report, Election Administration Reports dated July 20, 2015 and August 3, 2015, Executed copy of Board Counsel Agreement, Board Contact Information List, Board Counsel Report and copies of documents pertaining to Petition Bill 53-15. Copies of the County Bulletins and Registrars were sent electronically or included in packets as directed by each Board member.

Meetings & Important Dates:

New Voting System Replacement (NVSR) – Every Monday, State Board of Elections (SBE) hosts a Conference call for all Directors 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 Alcoser
- Regulations (COMAR), Ruie Lavoie

The Mock Election using the new voting system is scheduled for October 19, 2015. The Board is requested to assist in the process. Ms. Brown will keep the Board informed as needed.

Katie Brown continues coordinating Election Night Reporting under the new Election Ware system and the operation of the five Regional Satellite Offices with Baltimore County OIT, SBE and ES&S.

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

Have Attended/Occurred:

- July 29, 2015, Construction Meeting at new office. Katie Brown and staff attended.
- August 3, 2015 & August 12, 2015, Outreach Meeting w/ Radio One. Ruie Lavoie and Mary-Frances Alcoser attended.
- August 12, 2015, Warehouse Shelving Meeting at new office. Katie Brown and staff attended.
- August 13, 2015, OIT Conference Call – New judge class registration program. Ruie Lavoie and Amanda White attended and continue this process.
- August 14, 2015, Outreach Event – Back to School with Radio One, received 37 potential judge recruitments & 23 new voter registrations. Ruie Lavoie and Brittney Finney attended.
- August 18, 2015, Interviews for vacant Election Data Application Specialist II State positions. Katie Brown, Rena' Waggoner and Denard Allen sat on the interview panel.
- August 21, 2015, Punch-out walk-thru at new office. Katie Brown and staff attended.
- August 25, 2015, In Person Directors' Meeting at SBE. Katie Brown, Rena' Waggoner and Ruie Lavoie attended.

Upcoming:

- August 28, 2015 & August 29, 2015, Outreach Event with Radio One at Security Mall – Back to School Event. Ruie Lavoie, Mary-Frances Alcoser and Jerria Johnson attended.
- August 28, 2015, Outreach Event with Radio One, State Fair. Mary-Frances and Diana Moran attended.
- September 7, 2015, Office Closed – Labor Day

Upcoming, cont.:

- September 12, 2015 & September 13, 2015 Outreach Event, Reisterstown Festival
- September 19, 2015, Outreach Event, African American Festival
- September 21, 2015, MAEO Meeting at the Carroll County Election office
- September 24, 2015, Outreach Event, Mind, Body & Soul Senior Expo
- October 15, 2015, New Voting System Demonstration at Randallstown Community Center sponsored by Adrienne Jones.
- October 22, 2015, New Voting System Demonstration at the Reisterstown Senior Center, sponsored by Adrienne Jones.
- October 28, 2015 & October 29, 2015, Outreach Event, Baltimore County Senior Expo

Correspondence:

1. **Confidential Request** – Pending. Notification sent requesting additional documentation. No response to date.
2. **Request for Polling Place Change (3)** – After review and discussion, the Board unanimously agreed the requests do not meet the requirements and therefore must be denied. Katie Brown explained that she has been working on finding a better location for this precinct and has been successful for 2016. Voters will be notified of the new voting location after the move. Ms. Brown will notify the voters of the decision and also explain the option to vote early or by Absentee Ballot.
3. **Judge Termination** – A Chief Judge was terminated during the General Election in 2014 for inappropriate behavior and has now requested to serve in 2016. After speaking with Andrew Baily and Paul Lubell, Katie Brown sent a letter advising the option of and the process for attending a Board meeting to address the Board. To date, no response has been received.

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

Inspections of all 2016 polling place locations continue and are almost complete. A list of polling places for the 2016 Election will be provided to the Board when all inspections are finished.

Precinct equipment allocation and assignment spreadsheet is in progress.

Election Judge Retention and recruitment continues. Letters were mailed to judges who served during the 2014 election cycle asking if they plan to serve in 2016. A second mailing will be sent in October to advise returning judges how to register for judge training class. The implementation of the new voting equipment requires additional election judges to be staffed at each polling place.

A post office box has been established to be used during the move process. The mailing address is P.O. Box 798, Cockeysville, Maryland 21030.

Judge training class registration program is almost complete. The training vendor contract has been sent to the County Council for approval. All training facilities have been secured and the draft class calendars will be available in mid-September.

Voter Outreach and Judge Recruitment efforts continue. The partnering with Radio One has been successful and will continue through 2016. Two (2) New Voting System Demonstrations

have been arranged. A list of planned outreach events and demonstrations will be provided to the Board.

Electronic absentee application requests have been received and are pending until the template is received from SBE.

Interviews to fill the vacant State positions were held on August 18, 2015. Two candidates have been selected. The County position has been filled and employment will begin after the office move.

BOARD COUNSEL REPORT

Prior to the meeting, Andrew Bailey provided a written report which is attached to and made part of these minutes. A copy was emailed to the Board and is also included in the Board folders.

OLD BUSINESS

Paul Lubell provided a brief summary of the accomplishments of the Board since June and thanked everyone for their time and contributions.

Office Move – Official move date is August 31, 2015 but may take three (3) days to complete. To ensure the old and the new offices are covered, Katie Brown assigned staff equally to work at both locations on August 31, 2015. She will assign staff as needed to report to the old office on September 1, 2015 and September 2, 2015. There will be no communication (phone, fax, and computer) starting Friday, 28, 2015 until at least Monday, August 31, 2015. OIT will be transferring the electronics and installing at the new office on these dates. Notification to the public will be provided on the Baltimore County website and through the voicemail system.

Katie Brown continues to work with SBE and Property Management to address the warehouse issues, deficient electric supply, humidity control and necessary overhead shelving. In order to take delivery of the new voting system equipment, these issues must be resolved. It is hoped this will occur prior to the end of September as the Mock Election is scheduled for October and will be held at the new office.

NEW BUSINESS

Petition – Bill 53-15 – Katie Brown provided the Board with copies of all documents received relating to this Petition. A brief discussion was held.

2016 Early Voting Centers – Below are the nine (9) recommended Early Voting Center locations, with Back River Community Center and Banneker Community Center as the “alternate” sites.

- 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

MOTION: Bruce Harris motioned to approve nine (9) Early Voting Center locations for the 2016 Election cycle as recommended by Katie Brown.

SECOND: Bruce Robinson

ACTION: Favorable and unanimous, the Motion carried.

Retention and Hiring of Election Judges – Katie Brown outlined the process established and the steps staff is currently taking to retain and hire election judges. The stipend paid to judges has not been increased in approximately 10 years and an increase could make service more attractive. The Board also discussed several other possible avenues to encourage more voters to serve as Election Judges.

ANNOUNCEMENT AND DISCLOSURES – None to report.

NEXT MEETING

The next Board meeting will be held on September 24, 2015 at the new location of the Baltimore County Board of Election office located 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland. The meeting will begin promptly at 9:00 am. Public notice of the meeting and the agenda will be provided.

Due to the upcoming holidays, the meeting dates for October, November and December, 2015 were established as follows:

- October 22, 2015
- November 19, 2015
- December 17, 2015

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 11:35 pm.

Respectfully submitted,



Bruce Robinson, Vice President



Bruce Harris, Secretary



Beverly Goldstein, Substitute Member



Gloria Mason, Substitute Board Member

Approved this 24th day of September, 2015.

Katie Brown

From: Andrew G. Bailey - andrew@andrewsbailey.com
Sent: Tuesday, August 18, 2015 3:56 PM
To: Bruce Harris; Bruce Robinson; Gloria Mason; goldsteinbav@aol.com; Katie Brown; Nancy Stratton; paul@bell@verizon.net; Rena Waggoner
Subject: Update on several Board issues

Dear Paul, et al,

Since I am not able to attend the Board meeting next week, I'm writing to give everyone a briefing on several items from the past couple of weeks:

1. An organization called the Committee to Protect Baltimore County Zoning, through their attorney Joe Sandler, filed a request with Katie for an Advance Determination of a proposed petition they're seeking to circulate for referendum. It was reviewed by Katie, myself, Mike Field (County Attorney for Balto Co) and Jeff Darsie (Asst Attorney General assigned to SBE) and a reply was sent to Mr. Sandler with the suggestion of changes he would have to make before circulating the petition.
2. Subsequent to Mr. Sandler's request, Katie received a Public Information Act ("PIA") request from the Baltimore Sun to inquire about the request for Advance Determination. The PIA request was reviewed by Katie, myself, and Nikki Charlson of SBE, and then we complied with the request by sending out copies of Mr. Sandler's submission.
3. Katie's office was contacted by a former elections judge for the County, who was terminated (with a full day's pay) by Ruie and myself last General Election day. We had received several complaints of his making partisan comments. He asked to speak to me directly about being allowed to serve again for future elections. In lieu of speaking directly to him privately, I thought it better to invite him to a future Board meeting so that he might state his case if he wishes. Katie will advise us in advance if he requests time on a future agenda.

Best wishes,

Drew

Andrew G. Bailey, Esq.

90 W. ... Avenue, ...

Towson, MD 21204

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