

**BALTIMORE COUNTY BOARD OF ELECTIONS**

11112 Gilroy Road, Suite 104, Hunt Valley, Maryland 21031



**PUBLIC NOTICE OF BOARD MEETING**

Public notice of this Board meeting was provided by posting the meeting information in the entrance 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.

**MINUTES** of the September 24, 2105 regular Board meeting of the Baltimore County Board of Elections held in the offices of the Baltimore County Board of Elections located at 11114 Gilroy Road, Suite 104 in Hunt Valley, Maryland.

<b>ATTENDEES:</b>	Bruce Robinson	Vice President
	Bruce Harris	Secretary
	Beverly Goldstein	Substitute Member
	Gloria Mason	Substitute Member
	Andrew Bailey, Esq.	Board Counsel
	Katie A. Brown	Director
	Rena' M. Waggoner	Deputy Director
	Ruie Marie Lavoie	Administrative Officer

<b>ABSENT:</b>	Paul Lubell	President
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**DECLARATION OF QUORUM PRESENT**

Following a tour of the new facility, quorum requirements having been met, Bruce Robinson, Vice President called the meeting to order at 9:18 am. Board members and guests present and absent listed above.

**ADDITIONS AND OR CHANGES TO THE AGENDA**

Bruce Robinson asked for changes or additions to the Agenda. There were no changes or additions.

**APPROVAL OF BOARD MEETING MINUTES**

The Minutes from the August 27, 2015 Board meeting were reviewed. Copies of the draft Minutes were provided to the Board by electronic mail prior to the meeting and a hard copy placed in the Board folder. There were no additions or changes.

MOTION: Bruce Harris motioned to accept the Minutes of the August 27, 2015 Board meeting as presented.

SECOND: Beverly Goldstein

ACTION: Motion passed.

## **DIRECTOR'S REPORT**

**Included in Board Folders** – September 24, 2015 Board Meeting Agenda, August 27, 2015 draft Board Meeting Minutes, Monthly Statistics Report, Copy of Letter from State Elections Administrator, Linda Lamone and 2016 Proposed Polling Place Location List. County Bulletins & Registrars sent electronically or included in folder. Election Administration Reports were not available due to mail delivery delay caused by change of address.

### **Meetings and Important Dates:**

#### **Have Attended/Occurred:**

- August 28, 2015 & August 29, 2015, Outreach Event with Radio One at Security Mall, Back to School Event. Jerria Johnson and Ruie Lavoie attended.
- August 28, 2015, Outreach Event with Radio One, State Fair, Diana Moran and Mary-Frances Alcoser attended.
- September 7, 2015 Office Closed – Labor Day
- September 10, 2015, Election Judge/Early Voting Committee Meeting. Lenice Austin, Mary-Frances Alcoser and Ruie Lavoie attended.
- September 12, 2015 & September 13, 2015, Outreach Event, Reisterstown Festival. Jerria Johnson, Danna Williams, Mary-Frances Alcoser and Ruie Lavoie attended.
- September 15, 2015, Radio One, "One Vote Matters" Outreach Meeting. Mary-Frances Alcoser and Ruie Lavoie attended.
- September 16, 2015 & September 17, 2015 JAD Session at SBE. Danna Williams attended.
- September 19, 2015 Outreach Event, African American Festival. Joi Matthews, Lenice Austin, Mary-Frances Alcoser, Rita Evans and Ruie Lavoie attended.
- September 22, 2015, Same Day Registration Training at SBE, Danna Williams, Jeff Stevens, Mary-Frances Alcoser and Ruie Lavoie attended.

#### **Upcoming:**

- October 1, 2015, In Person Directors' Meeting at SBE
- October 1, 2015 & October 2, 2015, Election Ware Training
- October 7, 2015, MAEO Meeting in Anne Arundel County
- October 12, 2015, Office Closed - Columbus Day
- October 19, 2015 to October 23, 2015, Mock Election

#### **Upcoming Outreach Events:**

- September 24, 2015, Mind, Body & Spirit Senior Expo, Catholic Charities
- September 26, 2015, Voter Registration Volunteer Certification
- October 15, 2015, Voting System Demonstration, Randallstown Community Center
- October 22, 2015, Voting System Demonstration, Reisterstown Senior Center
- October 28, 2015 & October 29, 2015, Baltimore County Baby Boomer & Senior Expo

**Correspondence** – None to report.

**Work/Staff Status** – Work is current in all departments.

Office Move – Official move went well. A punch list has been generated of outstanding items or issues that need to be addressed and Katie Brown is working with Property management. The lack of signage was discussed because it proves difficult to locate the building.

Warehouse – Katie Brown continues to work with SBE and Property Management to address the warehouse issues. Additional electric supply and overhead shelving will be installed. Letter (copy in Board folders) received from State Board of Elections regarding humidity and temperature control issues has been forwarded to Property Management for resolution and response.

New Voting System Replacement (NVSR) – Every Monday morning at 8:30 am, Katie Brown joins a conference call with State Board of Elections (SBE) and all local Board Election Directors. The conference call provides updates and information regarding the new voting system. Workgroup meetings continue. Approximately one-third of the allotted new equipment has been delivered and acceptance testing has begun.

2016 Polling Place Locations - Inspections are almost completed. A list of locations is included in Board folders. Katie Brown outlined necessary changes from 2014 to present. Voters whose locations have changed will receive a new voter notification card and the new polling location will be listed on their sample ballot. Bruce Harris motioned to approve the relocated polling locations. After discussion, the Board decided Board approval is not necessary and this action will be deferred to Katie Brown.

2016 Early Voting Centers – The paperwork for the nine (9) proposed Early Voting Centers will be submitted to SBE by September 28, 2015.

Election Judge Retention and Recruitment – Efforts continue. Discussion held.

Election Judge Training - The contact for a training assistance from an outside vendor is before the Council for approval. Election Judge training class registration program is almost complete. Letters to all assigned judges will be sent at the end of October advising of process for training registration.

State and County Vacancies - The new County employee started September 14, 2015 and the new State employee will start September 30, 2015. One more State position has become vacant. A new State recruitment announcement will post after October 1, 2015 to fill the vacant positions.

Mock Election – Scheduled for the week of 10/19/15:

Monday, 10/19	Day 1 Early Voting, 8:30 am to 11:30 am Day 2 Early Voting, 1:00 pm to 4:00 pm
Tuesday, 10/20	Day 3 Early Voting, 8:30 am to 11:30 am Day 4 Early Voting, 8:30 am to 11:30 am (last day)

Wednesday, 10/21 Bulk Update & MDVOTERS Same Day Registration Processing  
Pre-Election Set-Up

Thursday, 10/22 Election Day, 8:30 am to 11:30 am  
Results Upload, 1:00 pm to 2:30 pm

Friday, 10/23 100% Verification of Results  
Lessons Learned, 10:30 am to 12:00 pm

### **BOARD COUNSEL REPORT**

Andrew Bailey provided a report which included information about the petition and correspondence received and he helping to resolve some issues with polling place contracts. Mr. Bailey announced he is currently being considered for a judgeship.

### **OLD BUSINESS**

Petition, Bill 53-15 – Katie Brown provided an update regarding signatures received and outlined the process.

### **NEW BUSINESS**

Open House – Discussion held. Date of event to be finalized at a later time after the Board is able to review their calendars as it is hopeful they are able to join the event.

### **NEXT MEETING**

The next Board meeting will be held on October 22, 2015 at 9:00 am. The meeting dates through 2015 are November 19, 2015 and 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 10:53 am.

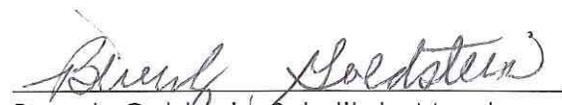
Respectfully submitted,



Bruce Robinson, Vice President



Bruce Harris, Secretary



Beverly Goldstein, Substitute Member

Approved this 22<sup>nd</sup> day of October, 2015.