

# BALTIMORE COUNTY BOARD OF ELECTIONS



## **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 October 22, 2015 regular Board meeting of the Baltimore County Board of Elections held in the offices of the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland.

<b>ATTENDEES:</b>	Paul Lubell	President
	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>GUESTS:</b>	Kelvin Antill	Paragon Outlets
	Ann Beegle	Paragon Outlets

## **DECLARATION OF QUORUM**

Having quorum requirements met, Paul Lubell, President called the meeting to order at 9:11 am. Ruie Lavoie conducted Roll Call and guests were welcomed. Board members and guests present are listed above.

## **ADDITIONS AND OR CHANGES TO THE AGENDA**

Paul Lubell reviewed the Agenda and asked for changes or additions. He requested the permanent addition of a "President's Remarks" section to be included after call to order. Katie Brown requested the addition of oath confirmation for two (2) new employees to occur prior to the meeting adjournment. Mr. Lubell requested the Hiring and Retention of Election Judges, Mock Election and Open House be moved to Old Business, and the importance of Board participation in outreach events be added under New Business. All additions and changes were made.

## **PRESIDENT'S REMARKS**

Paul Lubell thanked Bruce Robinson for chairing the last meeting. Appreciation was extended to Katie Brown for distributing the Directors' Report prior to the meeting, which allows the Board time to review and prepare. The Board concurred. Mr. Lubell mentioned the issues occurring with the selection of Early Voting locations in Montgomery County. The latest article was included in the Board folders. This does not affect Baltimore County.

## **APPROVAL OF BOARD MEETING MINUTES**

The Minutes from the September 24, 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. Bruce Robinson requested the statement of meeting notice be moved to below the office address to the first paragraph.

MOTION: Bruce Harris motioned to accept the Minutes of the September 24, 2015 Board meeting with stated change.

SECOND: Paul Lubell

ACTION: Motion passed

## **DIRECTOR'S REPORT**

**Included in Board Folders** – Agenda September 24, 2015 draft Board Meeting Minutes, October 22, 2015 Directors' Report, September Monthly Statistics Report, Election Administration Reports dated August 31, 2015 and September 14, 2015, Baltimore County Votes new Voting System Brochure, Accessible Voting in Maryland Brochure and a Montgomery County Early Voting Location Article. County Bulletins & Registrars were sent electronically or included in folder as requested.

### **Meetings and Important Dates –**

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

- September 24, 2015, Mind Body & Spirit Expo, Catholic Charities Voter Outreach & Judge Recruitment, Mary-Frances Alcoser and Blaire Johnson attended.
- September 26, 2015, Volunteer Voter Registration Certification, Epworth Chapel, Tiffanie Guthrie, Ruie Lavoie and Danna Williams attended.
- October 1, 2015, In Person Directors' Meeting at SBE. Rena' Waggoner attended.
- October 1, 2015 & October 2, 2015, Election Ware Training, Jeff Stevens and Amanda White attended.
- October 5, 2015, GoTo Webinar, MDVOTERS, Katie Brown and staff attended
- October 6, 2015, Outreach Meeting with Radio One, Mary-Frances Alcoser and Ruie Lavoie attended.
- October 7, 2015, MAEO Meeting, Ruie Lavoie and Rena' Waggoner attended.
- October 10, 2015, Volunteer Voter Registration Certification, UMBC, Lenice Austin and Danna Williams attended.
- October 12, 2015, Office Closed - Columbus Day
- October 13, 2015, Mock Election Webinar, Katie Brown, Ruie Lavoie, Jeff Stevens and Amanda White attended.
- October 14, 2015 Dry Run, County Training Contract, Katie Brown and Ruie Lavoie attended.
- October 15, 2015, State Board Meeting, Proposed early Voting Site Review and Approval
- October 15, 2015, Voting System Demonstration & Judge Recruitment, Mary-Frances Alcoser and Ruie Lavoie attended.
- October 19, 2015 to October 23, 2015, Mock Election

#### **Upcoming:**

- October 22, 2015, New Voting System Demonstration, Reisterstown Senior Center
- October 27, 2015, New Judge Class Registration Program Training
- October 28, 2015 & October 29, 2015, Baby Boomer & Senior Expo Outreach Event & Voting System Demonstration
- October 29, 2015, Outreach Meeting with Radio One
- November 9, 2015, Baltimore County Republican Central Committee, Voting System Demonstration & Election Judge Recruitment
- November 10, 2015, Contract Work Session, Trainer Contract
- November 11, 2015, Office Closed – Veteran's Day
- November 12, 2015, Maryland Reagan Republican Club, Voting System Demonstration & Election Judge Recruitment
- November 16, 2015, Baltimore County Council Meeting
- November 19, 2015, Board Meeting at 1:00 pm
- November 26, 2015, Office Closed – Thanksgiving

- November 27, 2015, Office Closed – American Indian Heritage Day
- December 14, 2015, MAEO Meeting & Holiday Social
- December 17, 2015, Board Meeting & Holiday Social

**Correspondence** – Additional documentation received for pending Confidentiality Request. Bruce Robinson revived the Motion to consider the Confidentiality Request. On a second by Bruce Harris and after review and discussion, the Board unanimously agreed to approve the request. Katie Brown will send letter of approval.

**Work/Staff Status** – Work is not current in all departments as all staff is currently processing petition signatures. Special thanks and appreciation is extended to Carroll County Board of Elections for their assistance with processing petition signatures and OLVR.

*Office Move* – List of outstanding items or issues are being resolved or corrected. Sign installation is scheduled which will better identify the location of the new office.

*Warehouse* – Property Management addressed the letter from State Board of Elections regarding climate and temperature control. Additional electric supply has been installed. Overhead shelving to be installed in December.

*New Voting System Replacement (NVSR)* – Workgroup meetings continue. Approximately one-third of the allotted new equipment has been delivered and acceptance testing is complete on all equipment received. The high-speed scanner (850) has been received and staff trained on maintenance and use. This scanner will be used during canvasses. Due to warehouse space limitations, the remaining equipment cannot be delivered until after the overhead shelving is installed.

*2016 Polling Place Locations and Contracts* – Approximately 37 locations to inspect. Visits will continue after petition signature processing is finished. Securing signed contracts for facility usage is in process.

*2016 Absentee Ballot Applications* – 457 applications have been received as of October 19, 2015.

*Election Judge Training* – Trainer vendor contract in progress and will go before the Council for approval on November 16, 2105. Letters to judges explaining how to register for training class has been postponed and will be mailed by the end of November.

*Staff Vacancies* - The job announcement for the open Election Data Application Specialist II positions posted October 1, 2015 and closed on October 21, 2015. After the qualified lists are created, Best Qualified candidates will receive interest letters and interviews will be scheduled for three (3) open positions.

#### **CONFIRMATION OF OATH**

The oath was administered to two (2) employees.

#### **BOARD COUNSEL REPORT**

Andrew Bailey provided a report which included information regarding Petition 53-15, the advanced determination, petition mailers, PIA requests and received correspondence. He continues to assist in the resolution of a contract with a polling location. Mr. Bailey is working with Baltimore County Counsel and the Attorney General's office on both issues.

## OLD BUSINESS

**Petition, Bill 53-15** – Katie Brown provided an update regarding signatures received and outlined the steps involved in processing signatures. Additional signature pages were delivered on October 21, 2015 at 3:30 pm. Andrew Bailey provided his observation of the extensive process and explained the labor intense requirements of processing petition signatures. Staff is currently working overtime two (2) nights per week and on Saturdays. Ms. Brown will keep the Board updated on the progress.

**2016 Early Voting Centers** – The nine (9) proposed Early Voting Center locations were approved by State Board of Elections on October 15, 2015. The approved locations are:

- EV01 Arbutus Community Center
- EV02 Randallstown Community Center
- EV03 Towson University, Administration Building
- EV04 Honeygo Run Community Center
- EV05 Sollers Point Multi-Purpose Center
- EV06 Victory Villa Community Center
- EV07 MD Agriculture & Farm Park
- EV08 Reisterstown Senior Center
- EV09 Woodlawn Community Center

**Mock Election** – The scope of the Mock Election was drastically reduced. Pollbooks and Same Day Registration will not be included in the testing. Special thank you to Andrew Bailey, Beverly Goldstein, Gloria Mason for their assistance during the first several days which have been successful. The remaining schedule is as follows:

- Thursday, October 22, 2015                      100% Verification of Results (Image Load Test)
- Friday, October 23, 2015                        Break
- Monday, October 26, 2015                      Absentee Canvass

**Election Judge Retention and Recruitment** – Discussion held. Efforts to appoint 3,300 election judges needed continue. 2,400 eligible judges who served in 2014 received an “interest” letter and approximately 1,300 positive responses were returned indicating they will continue to serve. Follow-up telephone calls were made to all judges who did not respond to mailing inquiring as to the reason for not returning to serve. To date, approximately 134 quit due to low pay or health reasons. Very few judges quit because of the long day. Many Baltimore County employees who served in past years are not returning since Administrative Leave is no longer a benefit of service. So far, outreach efforts have brought over 225 possible recruitments. To date, 2,320 returning and new judges have been assigned to a precinct for the 2016 election cycle. Approximately 980 judges are still needed.

## NEW BUSINESS

**Open House** – Discussion held. The Board unanimously agreed to hold the Open House after the Board meeting on November 19, 2015, from 3:00 pm to 6:00 pm. The new voting equipment will be on display and demonstrated. Katie Brown will distribute invitations.

**Board Participation in Outreach** – Paul Lubell motioned that the members of the Board be encouraged to participate in outreach activities and to become certified in Voter Registration. After a second by Bruce Harris, the Board agreed this is important. Katie Brown will provide the Board with an updated list of upcoming outreach events with dates, times and address information.

## ANNOUNCEMENTS AND DISCLOSURES

Paul Lubell explained the requirements of announcements and disclosures. Attendance at political events and contributions were disclosed.

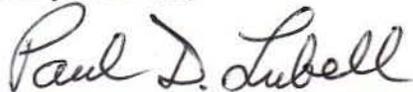
**NEXT MEETING**

The next Board meeting will be held on November 19, 2015 at 1:00 pm. Due to the holiday schedule, the December meeting will be on December 17, 2015 at 9:00 am.

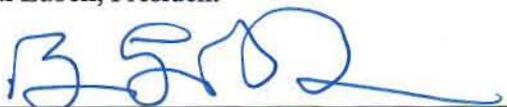
**ADJOURNMENT**

There being no further business, a Motion to adjourn was made by Bruce Robinson and a second by Bruce Harris, the Board unanimously agreed to adjourn the Meeting at 11:17 am.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 19<sup>th</sup> day of November, 2015.