

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 regular Board meeting of the Baltimore County Board of Elections held on November 19, 2015 in the offices of the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland.

ATTENDEES:	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

GUESTS:	Ann Beegle	Paragon Outlets
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DECLARATION OF QUORUM

Having quorum requirements met, Paul Lubell, President called the meeting to order at 1:02 pm. Ruie Lavoie conducted Roll Call. Board members, Counsel and guests present are listed above.

ADDITIONS AND OR CHANGES TO THE AGENDA

Paul Lubell reviewed the Agenda and asked for changes or additions. There were no changes or additions. The Board unanimously approved the Agenda as presented.

PRESIDENT'S REMARKS

Paul Lubell commended election staff for their professionalism during the Senior Expo and other outreach events. He encouraged Board members to be active in attending these events. He also thanked both the Board and election staff for their hard work and dedication to date and expressed his appreciation of their continued support.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the October 22, 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.

MOTION: Bruce Harris motioned to accept the Minutes of the October 22, 2015 Board meeting with stated change.

SECOND: Bruce Robinson

ACTION: Motion passed

DIRECTOR'S REPORT

Included in Board Folders – November 19, 2015 Meeting Agenda, October 22, 2015 draft Board Meeting Minutes, November, 2015 Directors' Report, October, 2015 Monthly Statistics Report, Election Administration Reports dated September 28, 2015, October 12, 2015, October 26, 2015 and November 9, 2015, Organizational Chart (updated) for Board Notebooks, Email from SBE Deputy Administrator Nikki Charlson, Baltimore Sun Article – New Voting System and Washington Post Article – New Voting System. County Bulletins & Registrars - Sent electronically or included in folder.

Meetings and Important Dates –

Have Attended/Occurred:

- October 22, 2015, New Voting System Demonstration & Voter Outreach Adrienne Jones, Reisterstown Senior Center. Diana Moran, Tom Moran and Amanda White attended.
- October 27, 2015, New Judge Class Registration Program Training provided by OIT. Katie Brown & staff attended.
- October 28, 2015 & October 29, 2015, Baby Boomer & Senior Expo Outreach Event & Voting System Demonstration. Diana Moran, Brittney Finney, Beverly Goldstein and Paul Lubell attended.
- October 29, 2015, Outreach Meeting with Radio One. Mary-Frances Alcoser and Ruie Lavoie attended.
- November 7, 2015, Voter Registration Volunteer Certification at UMBC. Lenice Austin and Danna Williams attended.
- November 9, 2015, Voter Registration Committee Meeting. Jeff Stevens attended.
- November 9, 2015, Republican Central Committee, Voting System Demonstration & Election Judge Recruitment. Mary-Frances Alcoser, Ruie Lavoie, Bruce Harris and Beverly Goldstein attended.
- November 10, 2015, Baltimore County Council Work Session, Trainer Contract. Katie Brown and Ruie Lavoie attended.
- November 11, 2015, Office Closed – Veteran's Day
- November 14, 2015, Voter Registration Volunteer Certification at Towson Library. Lenice Austin and Rita Evans attended.
- November 16, 2015, Poll Book Testing Mock Election Start Date
- November 16, 2015, Baltimore County Council Meeting. Katie Brown, Rena' Waggoner and Ruie Lavoie attended.

Upcoming:

- November 24, 2015 & November 25, 2015 – Interviews for State Positions
- November 26, 2015, Office Closed – Thanksgiving
- November 27, 2015, Office Closed – American Indian Heritage Day
- November 30, 2015, "Black Girls Vote" Voter Outreach, Judge Recruitment and Voting System Demonstration, coordinating efforts with Baltimore City Election office.
- November 30, 2015, MDVOTERS GoTo Training, Same Day Registration (SDR)
- December 3, 2015, Election Directors' Meeting, SBE, 10:00 am
- December 4, 2015, Volunteer Voter Registration Certification, CCBC Dundalk, 2:30 pm
- December 9, 2015, Town Hall Meeting, Voter Outreach, Judge Recruitment & Voting System Demonstration, 6:30 pm to 8:30 pm
- December 14, 2015, MAEO Meeting & Holiday Social, Anne Arundel County, 10:00 am
- December 17, 2015, Board Meeting & Holiday Social, Election Office, 10:00 am
- December 25, 2015, Office Closed – Christmas Holiday
- January 1, 2016, Office Closed – New Year's Day Holiday
- January 28, 2016, Board Meeting, Election Office, 9:00 am

Correspondence – Confidentiality Request approval letter sent. File closed.

Work/Staff Status – Petition signature processing is complete so daily work has resumed in all departments.

Office Move – Efforts to resolve outstanding items continue. Sign installation still to be completed.

Warehouse – Additional electric supply has been installed. Overhead shelving to be installed in December.

New Voting System Replacement (NVSR) – Workgroup meetings continue. Due to warehouse space limitations, the remaining equipment cannot be delivered until after the overhead shelving is installed.

News articles that appeared in the Baltimore Sun and Washington Post over the weekend were reviewed and discussed. Solutions to all potential problems with the new voting system have been or will be implemented to protect the integrity of the election.

Mock Election –

Ballot Marking Devices (BMD) & Scanners – During the week of October 19th, a Mock Election using the BMDs and scanners was completed. There were no technical issues. The learning processes presented a few challenges but staff overcame all obstacles.

Poll Book and Same Day Registration (SDR) Mock Election – In progress but start was slightly postponed. An upgrade to reduce the delay in poll book function was developed and uploaded which caused a change in schedule. The entire process should be completed as scheduled.

2016 Polling Place Locations and Contracts – Approximately 27 locations to inspect. Securing signed contracts for facility usage is in process.

2016 Absentee Ballot Applications – As of November 17, 2015, 594 applications and 87 telephone requests have been received.

Election Judge Recruitment – Efforts continue.

Election Judge Training – Trainer vendor contract approved by County Council on November 16, 2015. Train the trainer to be scheduled. Trainer vendor to become subject matter expert on poll books to assist election staff in classes. Letters to judges explaining how to register for training class to be mailed after the Thanksgiving holiday. Much appreciation is extended to Dan Fox and his team at County OIT for the time and effort making the online class registration tool. This process simplifies registration for judges.

Voter Outreach – Partnership with Radio One and other outreach efforts continue. Public service announcement to recruit judges continue on six Maryland radio stations. Demonstrations of the new voting system continue throughout Baltimore County.

Bruce Harris and Beverly Goldstein attended one of the outreach events and provided the Board with an overview of event and gave examples of questions received from attendees. Both praised the professionalism and knowledge election staff displayed.

Staff Vacancies – Interviews are scheduled for November 23 and November 24, 2015 to fill the vacant Election Data Application Specialist II positions.

BOARD COUNSEL REPORT

Andrew Bailey, Esq. provided an update on Petition 53-15, the process for challenging petition results and PIA requests. All submission should be initially directed to Katie Brown. He continues to assist in the resolution of a contract with a polling location and is working with Baltimore County Counsel and the Attorney General's office on both matters.

OLD BUSINESS

Petition, Bill 53-15 – Katie Brown provided an update on the completion of the signatures processed. There were enough accepted signatures for the question to be placed on the 2016 General Election ballot. This information, including the results has been sent to the Petition Sponsor and State Board. Ms. Brown will continue to respond to all Public Information Requests.

NEW BUSINESS

Website Updates – Complete and ongoing as information changes and/or is available. Pictures of the Board will be taken after the meeting for the website.

Holiday Social – Discussion held. Event scheduled for December 17, 2015 after the Board meeting.

ANNOUNCEMENTS AND DISCLOSURES

Andrew Bailey advised the Board he is a nominee for vacancy on the Circuit Court for Baltimore County and Governor Hogan is expected to make decision during the next few months.

NEXT MEETING

The next Board meeting will be held on December 17, 2015 at 10:00 am at the Baltimore County Board of Elections.

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 2:20 pm.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 17 day of December, 2015.