

# 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 December 17, 2015 in the office 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

## **DECLARATION OF QUORUM**

Having quorum requirements met, Paul Lubell, President called the meeting to order at 10:00 am. 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 spoke briefly about the possibility of universal registration and a discussion was held. He also extended best wishes to everyone for a safe and happy holiday season.

## **APPROVAL OF BOARD MEETING MINUTES**

The Minutes from the November 19, 2015 Board meeting were reviewed. Copies were provided prior to the meeting and included in the Board packets. Paul Lubell requested the second sentence under "Announcements and Disclosures" be deleted.

**MOTION:** Bruce Robinson motioned to accept the Minutes of the November 19, 2015 Board meeting with stated deletion .

**SECOND:** Bruce Harris

**ACTION:** Motion passed

## **DIRECTOR'S REPORT**

**Included in Board Folders:** Meeting Agenda, November 19, 2015 Meeting Minutes, Directors' Report dated December, 2015, Monthly Statistics Report dated December 1, 2015 and Election Administration Reports dated November 23, 2015 and December 7, 2015. County Bulletins & Registrars - Sent electronically or included in folder

**Correspondence:** No information to report.

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

The weekly conference call, held every Monday, providing updates on New Voting System Replacement (NVSR) and all workgroup meetings continue.

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

- November 19, 2015, Open House from 3:00 pm to 6:00 pm
- November 23, 2015, Voter Outreach, One Vote Matters, Food Drive, Randallstown Walmart. Mary-Frances Alcoser and Brittney Finney attended.
- 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, MDVOTERS GoTo Training, Same Day Registration. 11 Staff members attended.
- November 30, 2015, National Black Girls Votes Campaign, Voter Registration Volunteer Certification and Voting System Demonstration in conjunction with Baltimore City Board of Elections at Western High School. Mary-Frances Alcoser, Tiffanie Guthrie and Ruie Lavoie attended.
- December 3, 2015, Election Directors' Meeting at SBE at 10:00 am. Katie Brown attended.
- December 9, 2015, Town Hall Meeting with Elijah Cummings, Voter Outreach and Voting System Demonstration at Randallstown Community Center. Mary-Frances Alcoser and Ruie Lavoie attended.
- December 14, 2015, MAEO Meeting & Holiday Social. Katie Brown, Rena' Waggoner, Ruie Lavoie, Mary-Frances Alcoser, Jeff Stevens, Diana Moran, Lenice Austin, Rita Evans, Beverly Goldstein and Gloria Mason attended.
- December 16, 2015, Election Technology Committee Meeting in Prince George's County. Jeff Stevens to attend.
- December 17, 2015, Board Meeting & Office Holiday Party

### **Upcoming:**

- December 19, 2015, Voter Outreach, One Vote Matters, Toy Drive, Owings Mills and Towson Walmarts from 10 am to 2 pm.
- December 25, 2015, Office Closed – Christmas Day
- January 1, 2016, Office Closed – New Year's Day
- January 14, 2016, Voter Registration Certification at New Psalmist Baptist Church at 6:30 pm
- January 14, 2016, Reagan Republican Club Voter Outreach and Voting System Demonstration from 6:30 pm to 8:30 pm
- January 16, 2016, First Day of Judge Training Class

- January 21, 2016, Voter Registration Certification at New Psalmist Baptist Church at 6:30 pm
- January 28, 2016, Board Meeting at 9:00 am

**Correspondence:** No information to report.

**Work/Staff Status:**

**Registration Department** – Work is current. Audit complete and submitted.

**New Office & Warehouse** – Punch list items continue to be resolved. Sign installation is in progress. Intrusion alarm installation in progress. The majority of the overhead shelving installation has been installed and should be completed by the end of December.

**New Voting System** – An additional 60 carts have been delivered. Remaining equipment delivery to be scheduled.

**Polling Place Locations** – Surveys need to be completed on 27 sites. Process of retrieving signed contracts in progress. 2016 polling locations will be entered into MDVOTERS and Voter Notification Cards will be mailed if the polling location changes.

**Absentee Department** – 2016 absentee application template received from SBE. 671 applications received as of 12/15/2015. 108 telephone application requests taken and letters will be printed and mailed.

**Election Judge Recruitment** – Efforts continue. Approximately 500 judges are still needed.

**Judge Training** – Letters were sent to all assigned judges with instructions for online registration. The new online class registration tool appears to be successful as fewer judges are registering for class by telephone. To date, approximately 900 judges are scheduled to attend a training class. Ruie Lavoie is working with AnswerQuest in preparation for start of training. Trainer to become a subject matter expert on the poll books. Mandatory State train the trainer to be scheduled.

**Outreach & Voting System Demonstration**– Partnership with Radio One and all other efforts continue.

**Staff Vacancies** – Interviews were held and 3 candidates were selected to fill the vacant Election Data Application Specialist II positions. Two new hires will start on December 23, 2015 and one will start January 6, 2016. One new hire currently holds a County position and moving into State service will leave that position open.

**BOARD COUNSEL REPORT**

Andrew Bailey, Esq. provided an update on Petition 53-15. He will continue to monitor and assist as needed. His time is outside the parameters of the contract and he will bill accordingly.

**OLD BUSINESS**

Petition, Bill 53-15 – Report provided by Board Council.

**NEW BUSINESS**

**Universal Registration** – An article was in the Baltimore Sun reporting that Maryland leaders are considering "Universal" Voting Registration. Discussion held. At this time there is not a plan in place and recommendations have not been received by SBE. This would be a huge fiscal note.

**ANNOUNCEMENTS AND DISCLOSURES**

No announcements were made.

**NEXT MEETING**

The next Board meeting will be held on January 28, 2016 at 9:00 am at the Baltimore County Board of Elections.

**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 11:23 pm.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 28<sup>th</sup> day of January, 2016.