

BALTIMORE COUNTY BOARD OF ELECTIONS

January 28, 2016



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 which was on held on January 28, 2016 in the office 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
	Rena' M. Waggoner	Deputy Director
	Ruie Marie Lavoie	Administrative Officer

ABSENT:	Katie A. Brown	Director
----------------	----------------	----------

DECLARATION OF QUORUM

Having quorum requirements met, Paul Lubell, President called the meeting to order at 9:13 am. Ruie Lavoie conducted Roll Call. Board members, Counsel and staff present are listed above. The Board extends their best wishes to Katie Brown and her family. She is absent due to a family medical emergency.

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 thanked everyone for attending the meeting and arriving promptly. The Board briefly discussed the delays and closings caused by the recent snow storm

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the December 17, 2015 Board meeting were reviewed. The draft Minutes were sent previously by electronic mail and are included in the Board packets.

MOTION: Bruce Robinson motioned to accept the Minutes of the December 17, 2015 Board meeting as written.

SECOND: Bruce Harris

ACTION: Motion passed

DIRECTOR'S REPORT

Included in Board Folders: January 28, 2016 Meeting Agenda, December 17, 2015 Board Meeting Minutes, January Directors' Report, January Monthly Statistics Report, 2016 Polling Place List, Department of Budget & Management Memo – Election Judge Administrative Leave, Election Judge Training Calendars for January, February, March and April and Election Administration Report dated January 4, 2016. County Bulletins and Registrars are sent electronically or included in folder.

Correspondence: One Request for Polling Place Change was received. The Board will review, discuss and make a determination under New Business.

Meetings and Important Dates:

The weekly Monday morning conference call with the State Board of Elections (SBE) continues. SBE provides updates regarding the new voting system.

Have Attended/Occurred:

- December 16, 2015, Election Technology Committee Meeting in Prince George's County. Jeff Stevens attended.
- December 17, 2015, Board Meeting & Office Holiday Party
- December 19, 2015, Voter Outreach, One Vote Matters, Toy Drive, Owings Mills and Towson Walmart, 10 am to 2 pm. Brittney Finny, Mary-Frances Alcoser, Blaire Johnson and Diana Moran attended.
- December 25, 2015, Office Closed – Christmas Day
- January 1, 2016, Office Closed – New Year's Day
- January 5, 2016, MDVOTERS GoTo Training
- January 8, 2016, Voting System Demonstration with Delegate Adrienne Jones. Mary-Frances and Diana Moran attended.
- January 11, 2016, Combined Precincts Conference Call with SBE. Katie Brown, Ruie Lavoie, Amanda White and Jeff Stevens attended.
- January 13, 2016, Staff Meeting for Election Judge Training.
- January 14, 2016, Election Directors' Meeting at SBE. Ruie Lavoie and Jeff Stevens attended.
- January 14, 2016, Regional Collection Site Meeting at SBE, Ruie Lavoie and Jeff Stevens attended.
- January 14, 2016, Voter Registration Certification at New Psalmist Baptist Church at 6:30 pm. Rita Evans and Lenice Austin attended.
- January 14, 2016, Reagan Republican Club Voter Outreach and Voting System Demonstration from 6:30 pm to 8:30 pm. Ruie Lavoie, Eduardo DeLima and Mary-Frances Alcoser attended.
- January 15, 2016, Baltimore Hebrew Congregation, Voter Outreach and Voting System Demonstration from 6:30 pm to 8:30 pm. Ruie Lavoie, Eduardo DeLima and Mary-Frances Alcoser attended.
- January 18, 2016, Office Closed, Martin Luther King, Jr. Day
- January 18, 2016, Train the Trainer with AnswerQuest Technologies
- January 19, 2016, Democratic Central Committee Meeting Voter Outreach and Voting System Demonstration from 6:30 pm to 8:30 pm. Ruie Lavoie, Eduardo DeLima and Mary-Frances Alcoser attended.
- January 20, 2016, Voter Outreach at Putty Hill Skate Land. Diana Moran and Lenice Austin attended.
- January 21, 2016, First Day of Judge Training Class

- January 21, 2016, Specimen Ballot Pre-Bid Conference. Rena' Waggoner and Nancy Stratton attended.
- January 21, 2016, Meeting with League of Woman Voters, Polling Place Surveys. Ruie Lavoie attended.
- January 21, 2016, Voter Registration Certification at New Psalmist Baptist Church at 6:30 pm
- January 22, 2016, Maryland State Offices Closed at 1:00 pm, Baltimore County Offices Closed at 2:00 pm, Administrative Leave, Snow.
- January 25, 2016, Maryland State & Baltimore County Offices Closed, Administrative Leave, Snow.
- January 26, 2016 to February 3, 2016, Statewide Pollbook, Early Voting and Same Day Registration Testing with SBE.
- January 27, 2016, NVRA Confirmation Card Mailing Deadline
- January 26, 2016, MDVOTERS Election Judge Module GoTo Training. Judge Department staff attended.

Upcoming:

- January 28, 2016, Voting System Demonstration, Blind Industries.
- February 3, 2016, Deadline for Candidate Filing. Office open until 9:00 pm.
- February 3, 2016, Regional Collection Sites Meeting with County OIT at 1:00 pm.
- February 3, 2016 to February 6, 2016, Regional Site Collection Testing with SBE.
- February 5, 2016, Equipment Transportation Meeting with Signature Space and SBE.
- February 9, 2016, OIT Meeting Election Night Reporting at 12:00 pm.
- February 15, 2016, Office Closed, President's Day.
- February 25, 2016, Board Meeting at 9:00 am.
- March 19, 2016, MAEO Meeting in Baltimore County at 10:00 am.

Work/Staff Status:

New Office & Warehouse – A meeting was held with Property Management regarding the need for additional overhead and wall shelving. Waiting for response. As we are receiving the new voting equipment and supplies, space in the warehouse is at a premium. We have not received the forklift and easily able to access overhead shelving. Correcting and/or resolving punch list items almost complete. Intrusion alarm has been installed.

New Voting System – We have received total delivery of the DS200's (scanners), Ballot Marking Devices (Express Votes), Express Pass Printers and thumb drives. Full delivery of ADA tables, ADA booths and ballot bins, and a partial delivery of voting booths are scheduled for January 27th. Anticipated delivery of remaining voting booths is February 11th.

Polling Place Locations – There are 27 privately owned facilities remaining to survey. Appointments are being made to conduct these visits. Process of retrieving signed contracts is almost complete. We are waiting on 2 contracts to be returned.

2016 Polling Place listing is included in Board packet. New Voter Notification Cards are being issued to voters assigned to a new polling location.

Absentee Department – Work is current. Applications are mailed when request is received.

Election Judge Recruitment – All efforts continue. Approximately 400 judges are still needed. Letters have been mailed to the 9th, 10th, and 11th Districts announcing recruitment for election judges. Additional letters will be mailed to other districts. Letters have been successful and new judges have been hired and assigned to training.

Judge Training – Train the Trainer conducted the week of January 18th. SBE mandated training will be presented in a power point at a later date. There was a delay in the start of training because we had to wait for the final chapters of the manual to be approved by SBE. Classes started January 20, 2016. Eight classes were cancelled due to weather related closings and delays. Additional classes were opened and judges were rescheduled to attend training. Updated training calendars were provided.

Outreach & Voting System Demonstration– Partnership with Radio One and all other efforts continue but will slow down until after the Primary Election. Demonstrations of the new voting equipment at County libraries scheduled to begin in late February.

State Vacancies – Two new State employees started on December 23, 2015 and one new employee started on January 6, 2016 which filled vacant Election Data Application Specialist II positions. One new hire held a County position which is now vacant. A candidate was selected from the State interviewees. The County new hire process has started but we have not received at start date. The new employees will need to be sworn in before or after the next Board meeting.

BOARD COUNSEL REPORT

Andrew Bailey provided an update on Petition 53-15. He filed a Statement of Record alerting all parties of the procedure used in the determination. The hearing date will be set and Mr. Bailey will continue to monitor and assist as needed.

As requested by the Board, Mr. Bailey investigated the requirement for Election Officials to verbalize the words during the administration of oath. He reached out to State Board of Elections for clarification and will provide a report at the next meeting.

Mr. Bailey advised the Board he was not appointed to the Bench (Circuit Court) but he is a nominee to be appointed to the District Court for Baltimore County.

OLD BUSINESS

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

NEW BUSINESS

Polling Location Change Request – The Board reviewed the request. After discussion, the Board unanimously decided to deny the request because it does not meet the standards for approval. All polling locations in Baltimore County are accessible to voters with disabilities and this location has been changed. Voters also have the choice of voting by absentee ballot or during Early Voting. Ruie Lavoie will send a letter to the voter advising of the Board's decision after the new voter notification cards have been issued.

SAFEGUARDING SENSITIVE INFORMATION

Paul Lubell provided the Board with a copy of training documents sent through email from SBE. Discussion held regarding the use of personal information in training documents.

MOTION: Paul Lubell motioned to notify the State Board of Elections of the Board’s concern of the use of personal information in training documents

SECOND: Bruce Harris

ACTION: Motion passed. Dissenting: Bruce Robinson stating the Motion exceeds the Board’s authority.

Ruie Lavoie will draft the letter and send to Board and Counsel for review. Mr. Lubell will sign and mail the letter.

ANNOUNCEMENTS AND DISCLOSURES

Beverly Goldstein announced she attended Change Maryland. Andrew Bailey announced he attended a fundraiser for Adrienne Jones. No other announcements and disclosures were made.

ADMINISTRATION OF OATH

Two new employees, Eduardo DeLima and Jose’ Morales were administered the oath for Election Officials.

NEXT MEETING

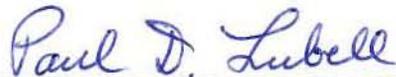
The next Board meeting will be held on February 25, 2016 at 9:00 am at the Baltimore County Board of Elections located in Hunt Valley, Maryland.

The March meeting will be scheduled in consecutively with the Administration of Oath for the 2016 Primary Election and the Public Demonstration.

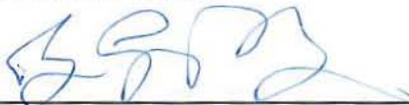
ADJOURNMENT

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 am.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 25th day of February, 2016.