



BALTIMORE COUNTY BOARD OF ELECTIONS

February 25, 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 was held on February 25, 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
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 8:57 am. Ruie Lavoie conducted Roll Call with the Board members, Counsel and staff present listed above.

ADDITIONS AND OR CHANGES TO THE AGENDA

Paul Lubell reviewed the Agenda and asked for changes or additions. After a brief discussion, there were no changes or additions. The Board unanimously approved the Agenda as presented.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the January 28, 2016 Board meeting were reviewed. The draft Minutes were sent previously by electronic mail and are included in the Board packets.

MOTION: Bruce Harris motioned to accept the Minutes of the January 28, 2016 Board meeting as written.

SECOND: Paul Lubell

ACTION: Motion passed with one abstention

PRESIDENT'S REMARKS

Paul Lubell thanked everyone for attending the meeting. He recognized that the Primary Election is coming very soon and the staff's work load has increased drastically.

DIRECTOR'S REPORT

Included in Board Folders: February 25, 2016 Board Meeting Agenda, January 28, 2016 Board Meeting Minutes, February, 2016 Directors' Report, Monthly Statistics Report dated February 1, 2016, copy of email reminder - Maryland Ethics Commission – FDS deadline, 2016 Polling Location List and Election Administration Reports. County Bulletins & Registrars are sent electronically or included in folder.

Correspondence: One Request for a Polling Place Change was received. The Board reviewed the documents and unanimously agreed to deny the request because it did not meet the standards for approval. A letter will be sent to the voter. Paul Lubell requested a copy of the letter.

Meetings and Important Dates:

The New Voting System Progress weekly conference call with State Board of Elections (SBE) continues and is sometimes held in conjunction with the monthly Directors' Meeting.

Have Attended/Occurred:

- January 28, 2016, Voting System Demonstration, Blind Industries.
- February 3, 2016, Conference Call, COMAR Regulations Review Subtitles 9 & 10. Diana Moran and Danna Williams joined the call.
- February 3, 2016, Deadline for Candidate Filing. Office open to 9:00 pm.
- February 3, 2016, Regional Collection Sites Meeting with County OIT at 1:00 pm. Ruie Lavoie and Jeff Stevens attended.
- February 3, 2016 to February 6, 2016, Regional Site Collection Testing with SBE
- February 5, 2016, Baltimore County Transportation Meeting. Katie Brown and staff attended.
- February 6, 2016, Voter Registration Volunteer Training, Alpha Kappa Sorority, Inc.
- February 8, 2016, Get acquainted Meeting with Ricoh, New Printer/Copier. Staff attended.
- February 9, 2016, Meeting with Baltimore County OIT, Regional Collection Sites. Ruie Lavoie and Jeff Stevens attended.
- February 12, 2016, Call Center Kick Off Meeting. Katie Brown and staff attended.
- February 12, 2016, Voter Registration Volunteer Training, CCBC Catonsville. Staff attended.
- February 15, 2016, Office Closed, President's Day. Training staff worked.
- February 18, 2016, Voter Registration Volunteer Training, League of Women Voters. Staff attended.
- February 18 to February 21, 2016, Regional Site Testing with SBE and County OIT. Jeff Stevens attended.
- February 19, 2016, MAEO Meeting in Baltimore County at 10:00 am. Katie Brown and MAEO member staff attended.
- February 19, 2016, Early Voting Staff Planning Meeting
- February 20, 2016, Voter Registration Volunteer Training, Alpha Kappa Sorority, Inc. Staff attended.
- February 25, 2016, Board Meeting at 9:00 am
- February 25, 2016, ES&S Training 9:00 am, Election Day Reporting. Jeff Stevens and Amanda White attended.

Upcoming:

- February 27, 2016, First Day of Early Voting Judge Training
- March 9, 2016, Voter Registration Volunteer Training, League of Women Voters
- April 11, 2016, Administration of Oath to Board, Counsel and Staff
- April 11, 2016, Public Demonstration of Voting Equipment

Work/Staff Status:

New Office & Warehouse – we are waiting for a response regarding additional overhead shelving. There is very little room in the warehouse. The forklift has been received and training provided. Efforts continue in correcting and/or resolving punch list items which is almost completed.

2016 Primary Early Voting – Katie Brown explained the change in the voting process during Early Voting. A copy of the SBE press release was provided. Due to complications with the ballot marking

device, voters will vote a preprinted paper ballot during Early Voting. This change created the need for additional Election Judges to serve as “ballot issuing judges” at each Early Voting site. More warehouse storage room is also needed. The ballot marking devices will remain onsite and may be used for the General Election Early Voting period.

A Memorandum of Understanding (MOU) for each facility designated as an Early Voting site has been completed and sent for signature. Security Plans for each Early Voting site were submitted to SBE as required. Items that need to be completed prior to Early Voting start are in process. Election staff will be assigned to each site to oversee the daily operation of the center, provide technical support and handle problems that may occur.

Candidate Filing – Katie Brown explained the candidate filing deadline of February 5, 2016. All candidates who have filed and did not withdrawal prior to the deadline will still appear on the ballot. A brief discussion was held.

New Voting System – Total delivery of all new voting system equipment has been received with the exception of the additional voting booths needed due the change in the voting process during Early Voting. Acceptance testing has been completed on all new equipment. The process of labeling and assigning equipment to precincts has begun.

Polling Place Locations – Staff is completing the inspections and surveys. To date, two contracts have not been received.

Absentee and Registration Departments – Work continues to be current.

Election Judge Recruitment – Judge Recruitment efforts continue with approximately 250 judges still needed. Approximately 73 additional judges are needed to serve during Early Voting due to the change in process. Early Voting judges are required to complete tax information since they earn over \$600.00. The correct forms have been received and will be completed during early Voting training.

Judge Training – A total of approximately 24 classes were cancelled and rescheduled due to weather and also not having training information from SBE. Class sizes are larger than planned and additional classes were added to schedule. Training is going well and judges seem comfortable with the new system. Training script for Early Voting is being rewritten due to the recent change to preprinted ballots.

Presidential Candidate Petition for Roque “Rocky” De La Fuente – Received on February 5, 2016. 1272 total signatures to process, completed on February 8, 2016 and returned to SBE

Personnel – One new State employee was dismissed within the probationary period due to unsatisfactory performance and progress. The vacant County position has been filled. Several seasonal temporary employees from the staffing agency started last week.

Maryland Ethics Commission – Katie Brown reminded the Board of the deadline and provided a copy of the email for reference.

BOARD COUNSEL REPORT

Petition, Bill 53-15 – Andrew Bailey provided an update. Statement of record filed. A hearing date has not been set.

New Employee Administration of Oath Requirement – Mr. Bailey continues investigating the requirement for Election Officials to verbalize the words during the administration of oath. He is waiting for a response and clarification from SBE.

OLD BUSINESS

Safeguarding Sensitive Information – Paul Lubell sent a letter to SBE expressing the Board’s concern of the use of personal information in training documents that are emailed and distributed to election staff.

NEW BUSINESS

Public Demonstration of Voting Equipment – Katie Brown outlined the requirements of the public demonstration and explained that the procedures have not yet been received from SBE. The Board discussed holding the next meeting in conjunction with the Administration of Oath and the public demonstration. Katie Brown will provide proper notice of the next meeting and the public demonstration.

ANNOUNCEMENTS AND DISCLOSURES

None reported.

EXECUTIVE SESSION – The Board met in Executive Session at 9:50 am to discuss a personnel matter and adjourned the Executive Session at 10:00 am. The Board reconvened at 10:01 am and the meeting was called back to order by Paul Lubell.

NEXT MEETING

The next Board meeting will be held on April 11, 2016 at 9:00 am in the office of the Baltimore County Board of Elections located in Hunt Valley, Maryland. The Administration of Oath for the 2016 Primary Election and the Public Demonstration will be held directly after the meeting.

ADJOURNMENT

There being no further business, a Motion to adjourn was made by Paul Lubell and a second by Bruce Harris, the Board unanimously agreed to adjourn the Meeting at 10:05 am.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 11th day of April, 2016.