

BALTIMORE COUNTY BOARD OF ELECTIONS

April 11, 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 April 11, 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
	Julie Ensor	Clerk of the Circuit Court for Baltimore County

DECLARATION OF QUORUM

Having met quorum requirements, Paul Lubell, President called the meeting to order at 9:00 am. Ruie Lavoie conducted Roll Call with the Board members, Counsel and staff present as listed above. The Board welcomed Ms. Ensor.

ADMINISTRATION OF OATH TO THE BOARD OF CANVASSERS

Julie Ensor, Clerk of the Circuit Court for Baltimore County, Maryland administered and recorded the Oath of Office to Andrew Bailey, Katie Brown, Beverly Goldstein, Bruce Harris, Paul Lubell, Gloria Mason, Bruce Robinson and Rena' Waggoner. Katie Brown thanked Ms. Ensor who exited the meeting at 9:16 am.

ADDITIONS AND OR CHANGES TO THE AGENDA

Paul Lubell reviewed the Agenda and asked for changes or additions. There were no changes or additions.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the February 25, 2016 Board meeting were reviewed. A copy of the draft Minutes were previously sent by electronic mail and are included in the Board packets.

MOTION: Bruce Harris motioned to accept the Minutes of the February 25, 2016 Board meeting as written.

SECOND: Bruce Robinson

ACTION: Motion unanimously passed

PRESIDENT'S REMARKS

Paul Lubell provided a written statement which is attached to and made part of these Minutes and was included in the Board folders. Mr. Lubell requested Katie Brown outline canvass procedures and the Board's responsibilities. A copy of the SBE script will be provided to the Board. Discussion held regarding the Board's duties during Early Voting and on Election Day. Ms. Brown also explained the open house held the weekend prior to Election Day that includes pollbook and supply distribution to Chief Judges.

DIRECTOR'S REPORT

Included in Board Folders: April 11, 2016 Board Meeting Agenda, February 25, 2016 Board Meeting Minutes, President's Remarks, Directors' Report for March & April of 2016, Monthly Statistics Report for March & April, 2016, Letter from David Marks, County Councilman, List of Meetings Attended and Scheduled and Other Important Dates and Election Administration Reports. County Bulletins & Registrars are sent electronically or included in folders.

Correspondence:

Confidentiality Requests – Two (2) requests were received and will be included under new Business as Board action is required.

Councilman Marks - Letter received requesting the addition of a polling place at the Edenwald Retirement Community. Katie Brown outlined the conversation she and Councilman Marks had by telephone. The Board agreed to table this request until after the 2016 election cycle. Ms. Brown will respond to Councilman Marks explaining the Board's decision.

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:

- March 7, 2016, Directors' Meeting. Katie Brown and staff attended.
- March 15, 2016, Logic & Accuracy Testing on Election Equipment completed.
- March 28, 2016, Directors Meeting. Katie Brown and staff attended.
- March 31, 2016, Meeting with Property Management, Work Order Data Entry. Rena' Waggoner and Nancy Stratton attended.
- April 1, 2016, League of Women Voter Polling Place Survey Training. Ruie Lavoie conducted the training.
- April 5, 2016 – Last Day of Registration. Office was open to 9:00 pm.
- April 7, 2016 – Meeting with ES&S and OIT, Election Night Reporting. Jeff Stevens attended.
- April 7, 2016 – Meeting with County OIT, Regional Collection Sites and Election Night reporting. Katie Brown and staff attended.

Upcoming:

- April 11, 2016, Board Meeting and Administration of Oath
- April 11, 2016, Public Demonstration of Voting Equipment
- April 12, 2016, Pollbook Logic & Accuracy to begin
- April 12, 2016, Directors' Meeting
- April 12, 2016, League of Women Voter Polling Place Survey Training.

- April 13, 2016, Equipment Delivery & Set Up to early Voting Centers
- April 14, 2016 to April 21, 2016, Early Voting.
- April 23, 2016 & April 24, 2016, Election Judge Open House, Pollbook and Supply Distribution
- April 24, 2016, Last Election Judge Training Class
- April 26, 2016, Primary Election Day
- April 28, 2016, Absentee 1 Canvass
- April 30, 2016, Ethics Commission Reports Due
- May 4, 2016, Provisional Canvass
- May 5, 2016, Absentee 2 Canvass
- May 10, 2016, Budget Hearing at 3:00 pm
- June 19, 2016 to June 22, 2016, MAEO Annual Meeting and Conference

Work/Staff Status:

New Voting System – All election equipment has been tagged, labeled and assigned to precincts for delivery to polling places. Logic and Accuracy testing has been completed on the ballot marking devices and scanners. Pollbook logic and accuracy testing to begin when database is received from SBE. Delivery of equipment to polling locations to begin next week.

2016 Primary Early Voting – Signed MOU's for each facility designated as an Early Voting site have been received. Follow-up on items needed have been completed. Early Voting equipment delivery and setup will take place on April 13, 2016. The following staff have been assigned to manage each Early Voting center:

Arbutus Community Center – Mary-Frances Alcoser
 Randallstown Community Center – Denard Allen
 Towson University – Tiffaney Guthrie
 Honeygo Run Community Center – Ruie Lavoie
 Sollers Point Multipurpose Center – Eduardo DeLima
 Victory Villa Community Center – Tom Moran
 Center for MD Agriculture & Farm Park – Rita Evans
 Reisterstown Senior Center – Jerria Johnson
 Woodlawn Community Center – Danna Williams

Registration Department – Last day for new registrations, party changes, name changes and address changes was April 5, 2016. Precinct registers to be printed next week. Audits, ERIC reports, etc. are current.

Polling Place Locations – All polling places are established and surveyed.

Absentee Department – Work is current however staff is working overtime on some days in order to stay current. To date, 7,656 applications have been received and processed and 1,385 ballots have been returned.

Judge Department – Approximately 150 judges are still needed. Additional recruitment letters were mailed. All polling locations will be adequately staffed.

Judge Training – Last day for training class is April 11, 2016. One final class will be held during the open house to train last minute hires.

2016 Primary Election – Preparation continues. Ballots were received late and not until April 8th. Staff worked overtime to pack for distribution with equipment delivery. Provisional Ballot applications delivered 2 weeks late but will be packed for equipment delivery.

Specimen Ballots – Specimen ballots were mailed last week to registered voters in Baltimore County. Copies of reach ballot style were provided to the Board in the folders.

Election Night Reporting – Although Baltimore County will continue to use five collection sites to receive the memory sticks and pollbooks from each precinct, the program is new. All voted ballots must also be returned election night. The procedures were explained and discussed. Both election officials and Baltimore County OIT staff are assigned to the collection sites.

Legislation – Katie Brown outlined changes that will occur due to new legislation including a requirement to increase the number of Early Voting sites from 9 to 11. The freedom to Vote Act was also discussed.

Outreach & Voting System Demonstration – Partnership with Radio One and all other efforts are on hold unless SBE is able to staff the demonstration.

Personnel & Staff Vacancies – One Baltimore County employee accepted the open State position and will start State service on April 13, 2016. The vacant County position will be filled as soon as possible.

BOARD COUNSEL REPORT

Petition, Bill 53-15 – Hearing date has not been set.

New Employee Administration of Oath Requirement – Andrew Bailey outlined his findings and a discussion was held. The Board unanimously agreed that future candidates for employment must agree to comply with and be administered the oath.

Andrew Bailey outlined to the Board a situation with a Chief Judge that was dismissed from service during the 2014 Election cycle. The past chief contacted Paul Lubell to request he be reinstated. After discussion, the Board unanimously determined the decision to dismiss would be upheld. Mr. Bailey contacted the past judge by telephone and with written correspondence to advise him of the Board's determination. A copy was provided to the Board and for the file.

OLD BUSINESS

Safeguarding Sensitive Information – There has not yet been a response to the letter sent to State Board of Elections.

NEW BUSINESS

Confidentiality Requests – Two (2) Confidentiality Requests (identified by Voter #1 and Voter #2) were received. The Board reviewed the documents and unanimously agreed to deny both requests because the information submitted does not meet the standards for approval. A letter will be sent to voter explaining the reason for denial.

MOTION: Bruce Robinson motioned to approve the confidential request received from Voter #1.

SECOND: Bruce Harris

The Board reviewed the documents submitted and a discussion was held.

ACTION: Motion did not carry.

MOTION: Bruce Robinson motioned to approve the confidential request received from Voter #2.

SECOND: Bruce Harris

The Board reviewed the documents submitted and a discussion was held.

ACTION: Motion did not carry.

ANNOUNCEMENTS AND DISCLOSURES

The Board discussed the requirements for the Board and Counsel. Bruce Robinson attended a free political party rally and Paul Lubell attended a Libertarian Party fundraiser.

Katie Brown reminded the Board that April 30, 2016 is the due date for Ethics Commission Reports.

NEXT MEETING

The Board will meet on Election Day to select the precincts for the audit process.

The Board will meet on April 28, 2016 at 9:30 am to appoint the Chairman and the Secretary of the Board of Canvassers.

The Board of Canvassers will meet for the Absentee 1 Canvass on April 28, 2016 at 10:00 am to begin canvassing Absentee ballots.

The next Board meeting will be held on May 26, 2016 at 9:00 am in the office of the Baltimore County Board of Elections located in Hunt Valley, Maryland.

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 11:25 am.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 26th day of May, 2016.