

BALTIMORE COUNTY BOARD OF ELECTIONS

May 26, 2016



PUBLIC NOTICE OF BOARD MEETING

Public notice of this Board meeting was provided by posting the meeting information in the entrance foyer of the office of the Board of Elections and on the Election agency website. A copy of the meeting agenda was made available.

MINUTES of the Board Meeting of the Baltimore County Board of Elections held on May 26, 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
	Ruie Marie Lavoie	Administrative Officer

ABSENT:	Rena' M. Waggoner	Deputy Director
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DECLARATION OF QUORUM

Ruie Lavoie conducted Roll Call and the attendees present are listed above. Having met quorum requirements, the meeting was called to order at 9:00 am.

ADDITIONS AND OR CHANGES TO THE AGENDA

Paul Lubell reviewed the Agenda and requested changes or additions. No changes or additions were requested.

APPROVAL OF BOARD MEETING MINUTES

Draft copies of the Minutes from April 11, 2016, April 26, 2016 and April 28, 2016 Board meetings were provided to the Board by electronic mail prior to the meeting. The Board reviewed the Minutes and there were no changes or additions.

MOTION: Bruce Harris motioned to accept the Minutes of the April 11, 2016 Board meeting as written.

SECOND: Bruce Robinson

ACTION: Motion unanimously passed.

MOTION: Gloria Mason motioned to accept the Minutes of the April 26, 2016 Board meeting as written.

SECOND: Bruce Robinson

ACTION: Motion unanimously passed.

MOTION: Gloria Mason motioned to accept the Minutes of the April 28, 2016 Board meeting as written.

SECOND: Bruce Harris

ACTION: Motion unanimously passed.

PRESIDENT'S REMARKS

Paul Lubell thanked the Board, Katie Brown and her staff for a successful election. He also thanked Beverly Goldstein for visiting all of the Early Voting locations. A brief discussion on the election results was held.

DIRECTOR'S REPORT

Included in Board Folders

May 26, 2016 Board Meeting Agenda, Minutes from the April 11, 2016, April 26, 2016 and April 28, 2016 Board Meetings, President's Remarks, Directors' Report dated May, 2016, Monthly Statistics Report dated May, 2016, letter from State Board of Elections - Safeguarding Sensitive Information, Election Administration Reports. County Bulletins & Registrars were sent electronically or are included in folders.

Correspondence

Letters received after the Primary Election will be reviewed, investigated and a response will be written as soon as possible. Copies will be made available for Board review. All items requiring immediate attention are addressed upon receipt.

Confidentiality Requests

One voter whose request was denied called the office to discuss options. He was advised to resubmit the request with proper documentation.

Meetings and Important Dates:

Have Attended/Occurred

- April 11, 2016, Board Meeting and Administration of Oath
- April 11, 2016, Public Demonstration of Voting Equipment
- April 12, 2016, Pollbook Logic & Accuracy Testing
- April 12, 2016, Directors' Meeting, Katie Brown and staff attended.
- April 12, 2016, League of Women Voter Polling Place Survey Training
- April 13, 2016, Equipment Delivery & Set Up to Early Voting Centers
- April 14 to April 21, 2016, Early Voting, 10:00 am to 8:00 pm daily
- April 23, 2016 & April 24, 2016, Open House, Pollbook and Supply Distribution
- April 24, 2016, Last day of Election Judge Training
- April 26, 2016, Primary Election Day
- April 28, 2016, Absentee 1 Canvass
- April 30, 2016, Ethics Commission Reports due
- May 2, 2016, NVSR Conference Call. Katie Brown and staff attended.
- May 4, 2016, Provisional Ballot Canvass
- May 6, 2016, Absentee 2 Canvass
- May 10, 2016, Budget Hearing. Katie Brown and staff attended.
- May 12, 2016 to May 19, 2016, Katie Brown and staff assisted in Baltimore City.
- May 15, 2016, Voter Registration Certification, Alpha Kappa Alpha Sorority, Inc.
- May 16, 2016, Voter Registration Certification, ASALH, Julian Branch
- May 19, 2016, Workday Training. State employees attended training session.

Upcoming

- May 30, 2016, Memorial Day, Office Closed
- May 31, 2016 to June 1, 2016, MAEO Conference Preplanning Meeting
- June 7, 2016 – MAEO Audit of Financial Records in Anne Arundel County
- June 19, 2016 to June 22, 2016, MAEO Annual Meeting and Conference, Hyatt Regency Chesapeake Bay Golf Resort & Spa

Work/Staff Status:

FY 2017 Budget

Hearing held on May 10, 2016 and went well. Budget adoption should occur this week.

2016 Presidential Primary Election

Post-election organization, work and processes are in progress. All Voter Authority Cards (VACs) are separated by party affiliation, placed in letter order and counted by district/precinct. All forms and reports have been organized and verified. Supplies are being organized and inventoried. Minutes from all Canvasses are in progress.

Bruce Harris sent an email to Katie Brown to thank her and her staff for a job well done throughout the entire Primary Election.

Voting Equipment

All election equipment has been returned and inventoried. Preparations for the general Election to begin as soon as possible.

Registration Department

The election was certified but the books have not yet reopened due to the decertification process in Baltimore City. As soon as the books open, all work will be processed.

Absentee Department

Post canvass work has been completed. Absentee ballots received untimely to be reviewed by Board of Canvassers after monthly Board meetings. Specimen ballot return mail processing has begun.

Provisional Department – The Provisional Department is completing the E-40 report and resolving any discrepancies and issues. Party changes from Provisional Ballot applications will be made after the books open. New voter notification cards will be issued.

Judge Department

Data entry for Early Voting and Election Day Judge pay roll has been completed and sent to County payroll for check printing and distribution. Checks were issued to Early Voting judges (considered "monthly" employees) on May 18, 2016 and checks for service on Election Day are scheduled to be mailed this week.

Judge Training

Refresher training for the General Election to begin in August. Training script, judge assessment and structure of classes in progress. The schedule will be provided to the Board.

Polling Place Locations

The Pikesville Armory (03-05) will be closing in July. A replacement precinct has been identified and a letter will be sent to State Board of Elections. The new precinct will be located at Pikesville Middle School which will now be a dual precinct. 03-05 will be in the gym and 03-06 will remain in the cafeteria.

Legislation

Katie Brown provided information on HB1007 and HB1008 and outlined the possible impact. The number of Early Voting centers will increase to eleven. Research will be conducted to determine the best possible location for the two (2) additional sites. Complete details and information on new and changing legislation will be provided during the Maryland Association of Election Officials (MAEO) conference.

Outreach & Voting System Demonstration

SBE is conducting demonstrations as needed. We are completing certifications as requested. Gaining voter confidence to be discussed at the MAEO Conference.

Personnel & Staff Vacancies

There is one (1) Baltimore County position open at this time. Interviews are in progress. An additional County position will become available the first week in July. Mathilda Suesse is retiring after almost 16 years of service.

BOARD COUNSEL REPORT

Andrew Bailey reported that he may be in trial during the next meeting. He will advise Katie Brown if he will be absent.

Petition, Bill 53-15 – The case has been withdrawn.

OLD BUSINESS

Safeguarding Sensitive Information

Written response received from Mary Cramer Wagner, State Board of Elections. Training documents have been revised. A copy of the letter was provided to the Board.

NEW BUSINESS

October and June Board Meetings and Administration of Oath

The 4th Thursday in October is the start of Early Voting and the Board's regular meeting day. The Board must be sworn in prior to the start of Early Voting. Discussion held. The Board unanimously agreed to hold the October meeting on the 20th to coincide with the administration of oath and the public demonstration. Notice will be provided. Discussion held regarding the timing of the June meeting. The Board agreed, with one abstention, to cancel the June, 2016 meeting. The website will be updated.

ANNOUNCEMENTS AND DISCLOSURES

Andrew Bailey advised he contributed to several campaigns.

NEXT MEETING

The June, 2016 meeting is cancelled. The next Board meeting will be held on July 28, 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 Gloria Mason and a second by Bruce Harris, the Board unanimously agreed to adjourn the Meeting at 10:54 am.

Respectfully submitted,



Paul Lubell, President



Bruce Harris, Secretary



Beverly Goldstein, Substitute Member

Approved this 28th day of July, 2016.