



# BALTIMORE COUNTY BOARD OF ELECTIONS

August 25, 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 August 25, 2016 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**

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 outlined the Agenda and requested changes or additions. Mr. Lubell requested the addition of a proposed bylaw change to be added under new Business. Bruce Harris requested the Board enter into Executive Session for the purpose of reviewing and discussing Director, Katie Brown's performance evaluation. Paul Lubell requested that she be included in the discussion. There were no other changes or additions. The Board unanimously approved the agenda with the additions.

## **APPROVAL OF BOARD MEETING MINUTES**

A draft copy of the Minutes of the July 28, 2016 Board meeting were provided to the Board by electronic mail prior to the meeting. Paul Lubell asked the Board to review and provide changes and additions. There were no other changes or additions.

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

**SECOND:** Gloria Mason

**ACTION:** Motion unanimously passed.

## **PRESIDENT'S REMARKS**

Paul Lubell advised the Board that the election office is approaching the busy season and that he views the staff positions as service oriented and the Board will oversee their work. He encouraged the Board to be available for the public and to let him know if anyone receives a request to attend an event to speak about the Board of Elections. He is available to provide that service when needed.

## **DIRECTOR'S REPORT**

Katie Brown provided a written Director's Report to the Board prior to the meeting. A copy of the report was included in the Board folders. She gave a brief overview as follows:

### **Included in Board Folders**

- Agenda, August 25, 2016 Board Meeting
- July 28, 2016 Board Meeting Minutes
- Directors' Report, August, 2016
- Monthly Statistics Report, August, 2016
- 2016 General Early Voting Information and Dates
- Letter to/from State's Attorney Scott Shellenberger
- Letter to/from Senator Katherine Klausmeier
- Election Judge Training Calendars, August, September and October
- Election Judge Training Location Information
- New Election Judge Recruitment Fliers
- Election Administration Reports
- County Bulletins & Registrars - Sent electronically or included in folder

### **Correspondence**

Katie Brown reviewed the letters to and from Senator Katherine Klausmeier and State's Attorney Scott Shellenberger. No further action is needed. All other letters received after the Primary Election have been reviewed and action was taken. Any written responses needed are almost complete. Copies will be provided to the Board for review. A letter was received from Delegate Jay Jalisi's council and Andrew Bailey will include this item in his report.

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

#### **Occurred:**

- August 2, 2016, Meeting with Recreation & Parks regarding General Early Voting locations. Katie Brown and Ruie Lavoie attended.
- August 3, 2016, NVSR Election Judge Workgroup. Ruie Lavoie attended.
- August 2, 2016, National Night Out, Voter Outreach & Judge Recruitment
- August 11, 2016, Train the Trainer for Refresher Election Judge Classes
- August 16, 2016, Conformation Mail Deadline
- August 17, 2016, Second Train the Trainer for Refresher Election Judge Classes
- August 18, 2016, First Election Judge Training Class
- August 19, 2016, MAEO Meeting. Mary-Frances Alcoser, Danna Williams and Ruie Lavoie attended.
- August 17, 2016, First Day of Election Judge Training Classes
- August 23, 2016, CCBC Randallstown Community Center Voter Registration Certification and Judge Recruitment sponsored by Adrienne Jones.
- August 23, 2016, MAEO Meeting. Mary-Frances Alcoser, Katie Brown and Ruie Lavoie attended.

#### **Upcoming:**

- August 25, 2016, Regional Collection Site Testing with SBE and County OIT
- August 25, 2016, Board Meeting & Executive Board Meeting
- August 27, 2016, First Early Voting Training Class, three (3) classes
- September 1, 2016, Train the Trainer for New Judge Classes

- September 5, 2016, Office Closed, Labor Day
- September 10, 2016, RWBC, Voter Outreach & Judge Recruitment
- September 17, 2016, African American Festival, Voter Outreach and Judge Recruitment
- September 18, 2016, Essex Day, Voter Outreach and Judge Recruitment
- September 22, 2016, Board Meeting
- October 3, 2016, Logic & Accuracy on Voting Equipment to begin
- October 20, 2016, Administration of Oath, Board Meeting and Public Demonstration of Voting Equipment
- October 26, 2016, Equipment Delivery, Early Voting
- October 27, 2016, Early Voting begins

### **Work/Staff Status:**

**2016 General Election** – In an attempt to accommodate voters and get in front of possible long lines, a review of voting equipment allocation was completed. Forty-five (45) additional poll books will be allocated to polling places with high voter turnout for the General Election. This action increases the number of Election Judges needed. Additional ballot boxes are being leased to accommodate replacement scanners that may be needed.

Approval to relocate three (3) polling places was received from State Board of Elections. New Voter Notification Cards have been sent all voters affected by the changes. Signs will be posted on Election Day to assist voters and hopefully eliminate confusion. The following are the approved relocations:

1. **District 3, Precinct 5** from the Pikesville Armory, 610 Reisterstown Road to the Pikesville Middle School Gym, 7701 Seven Mile Lane.
2. **District 8, Precinct 6** from Padonia International Elementary School Gym, 9834 Greenside Drive to Cockeysville Community Center Gym, 10401 Greenside Drive.
3. **District 12, Precinct 1** from North Point Village Recreation Office, 7431 Poplar Avenue to Berkshire Elementary School, Cafeteria, 7431 Poplar Avenue.

**Voting Equipment** – Routine maintenance on voting equipment and preparations for the General Election are in progress.

**Registration Department** – Work is current. Confirmation card deadline met. Although the most recent ERIC Report had an increase in the number of voters to verify and process due to the addition of several states into the program, the Report was completed before the due date. The Jury Report was also completed prior to the deadline.

**Absentee Department** – Nursing home visits will be scheduled after the ballots are received. Absentee applications are being processed when received and processing is current.

**Election Judge Department and Training** – Early Voting and Election Day judges that plan to serve for the General Election have been assigned. Recruitment efforts to fill vacancies continue. Election Judge training will be held in three (3) locations - the Election office, Banneker Community Center and Sollers Point Multipurpose Center. Class schedules and location addresses are included in Board folders. Train the trainer for refresher classes completed and the first Refresher class was held on September 17<sup>th</sup>.

Katie Brown invited the Board to attend a training and asked they let Ruie Lavoie know the class date they will attend. Classes for new judges will not begin until September.

All assigned Judges received a letter with instructions to register for class. As of Friday, August 19, 1,362 judges have registered for refresher and new classes. Four (4) classes have been held to date and the training was successful. A discussion was held regarding the training curriculum and oversight. Ms. Brown answered all questions.

**Provisional Department** – Preparations for the General Election have begun. The new processes to eliminate the error of a provisional ballot being scanned have been added to procedures.

**Outreach and Voting System Demonstration** – SBE is conducting voting system demonstrations as needed. We are attending as many voter outreach and judge recruitment events and Voter Registration Certifications as possible.

**Personnel** – The two (2) Baltimore County vacant positions have been filled. One new employee is scheduled to start in a week and will be assigned to the Absentee Department. The paperwork for the other new county employee has been sent to Human Resources for processing. That start date is not yet known.

#### **BOARD COUNSEL REPORT**

Andrew Bailey advised that Katie Brown received a letter from Delegate Jay Jalisi's counsel concerning a You Tube video that was circulated during the 2014 Gubernatorial Election. The letter requested information regarding her knowledge of, and action taken related to the video. Mrs. Brown and Mr. Bailey investigated and there is no record of any action by the Baltimore County Board of Elections other than forwarding the video to the State Board of Elections. Mr. Bailey will respond to the letter and will keep the Board updated.

The EEO claim has been transferred to be handled on the State level. We are waiting on further instruction.

Mr. Bailey advised that he is unable to attend the September 22, 2016 Board meeting because he is scheduled to interview with the Commission for a judgeship on the Circuit Court. Mr. Bailey has been excused.

#### **NEW BUSINESS**

##### **Proposed Bylaw Amendment**

Paul Lubell recommended the bylaws be amended to stipulate the duties of the substitute Board members in the event of a Board vacancy.

**MOTION:** Paul Lubell motioned to amend the bylaws, Section 3.2-Rules of Order, Part B. Participation, 1. "A Substitute member of the board shall exercise the powers and duties of an absent regular member, except as limited by law" to include "However, when the president is absent, the vice president, not the substitute member, shall preside over the meeting." A brief discussion was held.

**SECOND:** None

**ACTION:** Motion failed.

**EXECUTIVE SESSION**

To review and discuss the performance evaluation of Director Katie Brown

MOTION: Bruce Harris motioned to enter into Executive session with Katie Brown.

SECOND: Bruce Robinson

ACTION: Motion unanimously passed.

The general meeting was recessed at 10:16 am. Ruie Lavoie and Rena' Waggoner were excused and exited the room.

Ruie Lavoie and Rena' Waggoner entered the room and the general meeting reconvened at 10:47 am.

**ANNOUNCEMENTS AND DISCLOSURES**

Bruce Robinson purchased a ticket and attended a fundraiser for Governor Hogan on August 6, 2016. Beverly Goldstein purchased a ticket and attended a dinner hosted by the Republican Party on August 18, 2016. No other Board members made any announcements and disclosures.

**NEXT MEETING**

The next Board meeting will be held on September 22, 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 Bruce Harris and a second by Gloria Mason. The Board unanimously agreed to adjourn the Meeting at 11:07 am.

Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 22<sup>nd</sup> day of September, 2016.