

BALTIMORE COUNTY BOARD OF ELECTIONS

September 22, 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 September 22, 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
	Katie A. Brown	Director
	Ruie Marie Lavoie	Administrative Officer

ABSENT:	Andrew Bailey, Esq.	Board Counsel
	Rena' M. Waggoner	Deputy Director

DECLARATION OF QUORUM

Roll call was conducted by Ruie Lavoie and the attendees present and absent are listed above. Having met quorum requirements, the meeting was called to order at 9:10 am.

ADDITIONS AND OR CHANGES TO THE AGENDA

Paul Lubell outlined the Agenda and requested changes or additions. No changes or additions were requested. The Board unanimously approved the agenda as written.

APPROVAL OF BOARD MEETING MINUTES

A draft copy of the Minutes of the August 25, 2016 Board meeting were provided to the Board by electronic mail prior to the meeting. After a review of the hard copy provided in the Board folders, a discussion was held regarding the wording in the President's Remarks and the paragraph under Announcements and Disclosures.

MOTION: Bruce Harris motioned to accept the Minutes of the August 25, 2016 Board meeting with an amendment to the President's Remarks changing the last sentence to "He is available to provide that service if needed" and to add the wording "purchased a ticket" in two places in the paragraph under Announcements and Disclosures.

SECOND: Beverly Goldstein

ACTION: Motion unanimously passed.

PRESIDENT'S REMARKS

Paul Lubell reviewed the upcoming election schedule and encouraged the Board to be available as much as possible. He also advised that he will not attend the December, 2016 Board meeting because he will be out of town and unavailable. Discussion was held regarding quorum requirements.

DIRECTOR'S REPORT

Katie Brown provided a written Director's Report to the Board prior to the meeting by electronic mail. An updated version was included in the Board folders. An overview of her report is as follows:

Included in Board Folders

1. Agenda, September 22, 2016 Board Meeting
2. Board Meeting Minutes, August 25, 2016
3. Directors' Report, September, 2016
4. Board Contact Information – Updated
5. Statewide and Countywide Ballot Questions and Summary
6. Polling Place Evaluation Survey
7. Monthly Statistics Report, September, 2016
8. Election Administration Reports
9. County Bulletins & Registrars - Sent electronically or included in folder

Correspondence

A letter was received from a voter. Due to the graphic content, copies were not provided but the original letter was made available to the Board. Upon receipt, Ms. Brown forwarded to Counsel for review. Upon advice of Counsel, no response needed.

Katie Brown received an email from Bruce Robinson concerning a voter who received a web delivery confirmation from State Board of Elections. An investigation was conducted and although proper procedures were followed, his voter record was adjusted to remove the absentee ballot request. All parties involved were notified of the resolution.

Copies of correspondence received and/or generated during and after the Primary Election were made available for Board review.

Katie Brown will send notice of the Public Demonstration of the Voting Equipment as required.

Meetings and Important Dates:

Dates provided through November 8, 2016 General Election Day.

Occurred:

- 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
- September 1, 2016, Train the Trainer for New Judge Classes
- September 5, 2016, Office Closed, Labor Day

- September 6, 2016, Maryland Association of Election Officials Meeting
- September 10, 2016, RWBC, Voter Outreach and Judge Recruitment
- September 10, 2016, Voter Registration Certification, Hilton Gardens, Owings Mills
- September 13, 2016, Meeting with SBE Human Resource Director, Workday
- September 14, 2016, First New Election Judge Training Class
- September 14, 2016, Poll Book Update to begin
- September 16, 2016, Election Technology Committee Meeting
- September 17, 2016, SBE Audit of Election Judge Refresher Training Class
- September 17, 2016, African American Festival, Voter Outreach and Judge Recruitment
- September 18, 2016, Essex Day, Voter Outreach and Judge Recruitment
- September 20, 2016, Director's Meeting, In Person
- September 20, 2016, Woodlawn Senior Center, Voting Equipment Demonstration

Upcoming:

- September 22, 2016, Board Meeting
- September 22, 2016, Meeting with Baltimore County OIT, Election Night Reporting
- September 26, 2016, GoTo Training, MDVOTERS Same Day Registration
- September 28, 2016, Voting Equipment Transportation Meeting
- October 3, 2016, Logic and Accuracy Testing on Voting Equipment to begin
- October 3, 2016, Maryland Association of Election Officials meeting
- October 3, 2016, League of Woman Voters Polling Place Survey Training
- October 6, 2016, SBE Audit of Election Judge New Training Class
- October 17, 2016, Final Regional Collection Site Testing with SBE and County OIT
- October 18, 2016, Last Day of Registration, Office Open until 9:00 pm
- October 20, 2016, Administration of Oath and Board Meeting
- October 20, 2016, Public Demonstration of Voting Equipment
- October 26, 2016, Equipment Delivery, Early Voting
- October 27, 2016, Early Voting, Day One
- November 3, 2016, Last Day of Early Voting, Day Eight
- November 4, 2016, Election Day Tech Support Training
- November 5 and November 6, 2016, Open House and Pollbook Pick Up
- November 7, 2016, Election Eve Setup, Judge Department open until 8:00 PM
- November 8, 2016, Election Day

Work/Staff Status:

2016 General Election – Preparations continue. Copies of approved ballot questions is included in Board folders. Sample ballot to be mailed when available.

Voting Equipment – Maintenance and poll book upgrade is complete. Logic and Accuracy testing to start October 3, 2016.

Registration Department – Work is current. There has been an increase in registrations and OLVR to process. ERIC and Jury reports completed and submitted on time.

Polling Locations – All voters affected by the change in the three (3) polling locations received an updated voter notification card. New schematics displaying the new voting equipment and room layout are being designed for every precinct. To date, District 1 through 8 have been completed.

Absentee Department – Nursing home visits are scheduled and will begin after the ballots are received. Absentee ballot applications are being processed when received. To date, approximately 13,000 applications have been received and processed. Ballots will be mailed first week of October.

Judge and Training Department – Recruitment efforts to fill vacancies continue. All assigned judges have attended or are scheduled to attend a training class. Training, including Same Day Registration, for three (3) Early Voting sites has been completed. To date, approximately 1,453 returning judges and 40 new judges have been trained.

As of September 8, 2016, State Board of Elections implemented a new procedure during the check-in process. Every voter must be advised, “If needed, there is an accessible way to read and mark your ballot.” The training program has been adjusted to include this new process, and any judge who attended training prior to September 8th will receive a letter explaining the requirement.

The Director of Election reform and Management will attend a refresher training class and a new chief and provisional training class to audit the curriculum and training program.

Provisional Department – Preparations continue.

Outreach & Voting System Demonstration – Conducted as time permits.

Personnel – One new Baltimore County employee started in August and the second will start as soon as Human Resources completes the hiring process.

BOARD COUNSEL REPORT

Andrew Bailey was excused from attendance at this meeting for an interview with the Commission for a Judgeship on the Circuit Court for Baltimore County. In his absence, Katie Brown provided the report.

There has been not action with the EEO claim that was transferred to the State level. We will continue to wait on further instruction.

Andrew Bailey responded to the letter received from Delegate Jay Jalisi’s counsel concerning the You Tube video circulated during the 2014 Gubernatorial Election advising that no action was taken relating to the video. A conference call between all parties was held and Katie Brown was questioned. Mr. Bailey is confident that Ms. Brown will not be subpoenaed but he will keep the Board updated if needed.

NEW BUSINESS

Board Assistance During the Election

The Board discussed ways to assist with various tasks during the election process. Paul Lubell and Beverly Goldstein offered to conduct the polling place surveys at a few of the Early Voting sites. Ruie Lavoie will work with them to train the procedures for conducting the surveys.

ANNOUNCEMENTS AND DISCLOSURES

Beverly Goldstein purchased a ticket and attended a fundraiser for Kathy Szeliga, Candidate for US Senator on August 27, 2016. No other Board members made announcements and disclosures.

NEXT MEETING

The next Board meeting will be held on October 20, 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 Board of Canvassers will take place during this meeting.

The Public Demonstration of Voting Equipment will be conducted at 10:00 am on October 20, 2016.

ADJOURNMENT

There being no further business, a Motion to adjourn was made by Gloria Mason and a second by Bruce Robinson. The Board unanimously agreed to adjourn the Meeting at 11:08 am.

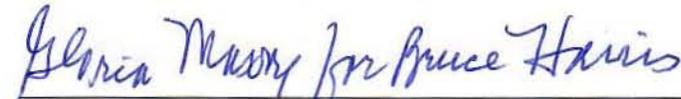
Respectfully submitted,



Paul Lubell, President



Bruce Robinson, Vice President



Bruce Harris, Secretary

Approved this 20th day of October, 2016.