



# Cecil County Board of Elections

May 8, 2019

## MINUTES

### PUBLIC NOTICE OF THE MEETING

Public notice of the Board meeting was provided by posting the meeting information on the wall outside of the Cecil County Board of Election’s office located in the Cecil County Administration complex and also on the Election agency website and Facebook page. A copy of the agenda was also made available.

MINUTES of the Meeting of the Cecil County Board of Elections meeting which was held on May 8, 2019 in the North East Conference Room of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland.

<b>ATTENDEES:</b>	Brenda K. Ross	President
	James G. Crouse	Vice President
	Nancy R. Simperts	Secretary
	Robert W. Laird	Board Member
	Margaret M. Gagnon	Board Member
	Ruie Marie Lavoie	Director
	Lora L. Walters	Deputy Director
	Diana Letts	Guest

<b>ABSENT:</b>	H. Norman Wilson	Board Attorney
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### DECLARATION OF QUORUM

Quorum was established with all Board Members present. The meeting was called to order by President Brenda Ross at 3:00 pm.

### PRESIDENT’S REMARKS

Brenda Ross welcomed everyone and expressed appreciation all in attendance.

### AGENDA

The agenda was reviewed and additions or changes requested. There were no additions or changes.

### APPROVAL OF MINUTES

The Minutes of the April 10, 2019 Board meeting were reviewed. Receiving no additions or changes, the Minutes were unanimously approved.

- MOTION: Nancy Simperts motioned to approve the Minutes of the April 10, 2019 Board Meeting as submitted.
- SECOND: Margaret Gagnon
- ACTION: Motion unanimously passed

### DIRECTOR’ S REPORT

Ruie Lavoie provided a written Director’s Report to each Member by email or by regular mail. Brief summary of the report. She also gave each Board member a binder that included informational documents, the bylaws and sections for minutes and reports to be added to each month.

The Director Report and verbal summary included the following:

**Board Folders:**

- Agenda, May, 2019 Board Meeting
- Board Meeting Minutes, April 25, 2019
- Board Counsel Agreement
- 90 Day Report
- 2020 Proposed Budget
- Organizational Chart
- Letters from the State Board of Elections (SBE) – Salary Increases
- Response Letters from Cecil County Finance Director
- State Board of Election Memo – College Campuses
- MAEO Conference Agenda
- Monthly Statistics Report, April, 2019
- County Bulletins and Registrars

**Meetings, Trainings and Important Dates:**

**Occurred/Attended**

March 27, 2019, State Mandated Supervisor Sexual Harassment Training at the Central Warehouse. Lora Walters attended.

April 10, 2019, First Day for New Director

April 12, 2019, Meeting with Finance Department. Ruie Lavoie and Lora Walters attended.

April 12, State Mandated Sexual Harassment Training in Queen Anne's County. Karen Perry, Denise Calder and Alyson Grapes attended the training.

April 15, 2019, Pollbook battery charging assistance to Queen Anne's County. Alyson Grapes assisted in the process.

April 15, 2019, State Mandated Supervisor Sexual Harassment Training at the State Board of Elections. Ruie Lavoie attended

April 16, 2019, Voter Registration Committee meeting in Baltimore County. Ruie Lavoie attended.

April 18, 2019, Staff Meeting. All staff and Russell Hicks attended.

April 18, 2019, Meeting with County Executive and County Administrator. Ruie Lavoie attended.

April 18, 2019, State Mandated Review of Computers. Russell Hicks completed the inspection.

April 24, 2019, State Board of Elections Board Meeting

April 25, 2019, Directors' Meeting by Conference Call. Ruie Lavoie and Lora Walters joined the call.

April 29, 2019, Regional Manager visit with Ruie Lavoie.

April 30, 2019, MAEO Conference Planning Meeting. Ruie Lavoie attended.

April 30, 2019, Ethics Paperwork Due

May 1, 2019, Election Judge/Early Voting Committee Meeting in Anne Arundel County. Alyson Grapes to attend.

May 2, 2019, Absentee Committee Meeting in Howard County. Karen Perry attended the meeting.

May 3, 2019, State Regulations Review Committee Meeting. Ruie Lavoie attended.

May 5, 2019, Chesapeake City Close of Registration

May 6, 2019, Bullying in the Workplace Supervisor Training. Ruie Lavoie and Lora Walters completed the training.

May 6, 2019, Ceciltown Municipal Election, 7:00 am to 7:00 pm.

May 7, 2019, Voter Registration Committee Meeting in Howard County. Ruie Lavoie attended in person and Karen Perry attended by telephone.

May 8, 2019, Board Meeting at 3:00 pm

### **Scheduled/Upcoming**

May 9, 2019, Cecil County Fire Warden Training. Alyson Grapes to attend.

May 9, 2019, State Board Computer Audit. Russell Hicks to conduct the audit.

May 14, 2019, Perryville Municipal Election from 7:00 am to 7:00 pm

May 14, 2019, Budget Hearing. Ruie Lavoie and Lora Walters to attend.

May 15, 2019, MAEO Conference Planning Meeting. Ruie Lavoie and Lora Walters to attend.

May 16, 2019, State Board of Elections Board Meeting

May 20, 2019, MAEO Conference Setup and Preparation. Ruie Lavoie to attend.

May 21, 2019 to May 24, 2019, Maryland Association of Election Officials Conference and Annual Meeting

May 21, 2019, MAEO Board Meeting in Ocean City at 2:00 pm

May 22, 2019, MAEO Annual Meeting at 9:00 am

May 24, 2019, MAEO Board Meeting in Ocean City at 10:00 am

May 27, 2019, Office Closed, Memorial Day

June 3, 2019, Chesapeake City Municipal Election

June 12, 2019, Board Meeting and Administration of Oath

June 13, 2019, Directors' Meeting Conference Call

June 19, 2019, Department of Homeland Security (DHS) Table Top Exercise in Anne Arundel County. Ruie Lavoie and Lora Walters to attend.

July 4, 2019, Office Closed, 4<sup>th</sup> of July Holiday

July 10, 2019, Board Meeting

July 11, 2019 to July 19, 2019, International Government Officials (iGO) Conference and Training in Houston, Texas. Ruie Lavoie and Lora Walters to attend.

July 25, 2019, Directors Meeting Conference Call. Ruie Lavoie and Lora Walters to join the conference call.

August 14, 2019 to August 17, 2019, Maryland Association of Counties (MACo) Conference in Ocean City. Ruie Lavoie to attend.

### **Correspondence**

As requested, thank you notes were sent to Sylvia Brown and Guy Mickley for their time and assistance during the hiring process for the Director position.

### **Board Counsel Agreement**

The current agreement expires on June 30, 2019. Discussion was held regarding the absence of Board counsel and the ongoing health issues.

### **FY 2020 Budget**

The proposed budget was completed and submitted prior to Ruie Lavoie starting. The Budget Hearing is scheduled for May 14, 2019. Arrangements have been made with the Finance department to move funds from one expense line to another if needed. State Board did approve salary increases for State employees, however at a lower percentage rate than that was requested. The only increase for FY 2020 will be the Governor's State employee statewide increase of 3%. The letter from State Board is included in the Board folders.

## **Municipal Elections**

The Cecilton election is May 6, 2019 and staff was on call for voter registration assistance from 6:30 am to 7:30 pm as the election time was 7:00 am to 7:00 pm. There will not be an election in Port Deposit because the incumbent was unopposed. The Perryville election is May 14, 2019 and staff will be available for voter registration assistance.

## **Inventory**

All equipment has been inventoried and report was sent to the State Board of Elections.

## **Voting Equipment**

Post-Election Maintenance has been completed on all equipment to include pollbooks, ballot marking devices (BMD) and scanners. All CF cards have been cleared. An assessment of equipment deployment for the Primary is being drafted. Equipment repairs are being coordinated with ES&S. Printer batteries have been tested and passed with no issues.

## **Warehouse**

Information Technology is installing a camera in the elections part of the warehouse as required by State Board.

2018 paperwork, voted ballots and paper election items have been placed in storage in accordance with the retention guidelines. Documents that are past the retention requirement will be shredded within the next month.

## **2020 Presidential Election Cycle**

Preparations for the Primary election have begun. Candidate filing has already started. The statewide absentee ballot application has been proofed and changes submitted to SBE. Site visits will be conducted to all polling places to verify schematics and complete signal testing for Same Day Registration on Election Day. Ruie Lavoie will meet with staff to conduct a lessons learned from the 2018 election.

## **2019 Legislation**

The 90 Day Report is included in Board folders which outlines all election related bills. Legislation now has requirements to designate a polling place at institution that meet certain guidelines. The memo from SBE is include in Board folders. Staff will provide more information as it becomes available.

## **Party Affiliations**

Bread and Roses is now a recognized party affiliation in Maryland. The Green and Libertarian parties are no longer recognized party affiliations in Maryland. Letters outlining the changes were issued to voters and voters were given the opportunity to change party affiliations to one of the recognized parties.

## **Computers**

The office computers will be replaced and have the Windows 10 operating system before July 1, 2019.

## **Registration Department**

Work is current and processed when received. The ERIC report, Audit, DHMH report and Jury list has been completed and sent to SBE.

### **Maryland Association of Election Officials (MAEO)**

The conference is May 21, 2019 to May 24, 2019 at the Clarion in Ocean City, Maryland. Hotel reservations have been made and the required paperwork for registration funding has been submitted. There is an Election this year for questions only relating the bylaw changes. The Ballot and a copy of the agenda is included in your Board folders. The ballots can be returned by mail or hand delivered to the conference. Lora Walters, Alyson Grapes and Ruie Lavoie will be attending the MAEO conference which leave Denise Calder to man the office for that week. Board members who are not attending the conference are asked to visit our office during that week and be available if needed. Ruie Lavoie will be available by telephone and email during the week.

### **Personnel**

One (1) Data Application Specialist position and one Information System Specialist position is vacant at this time. Recruitment will not begin until September. Ruie Lavoie met with staff and is currently reviewing job duties and responsibilities to determine staffing needs.

### **Office Policies and Procedures**

The Office Policies and Procedures Handbook is being updated and a current copy is in the Board binders. All employees have been given a copy and signed a statement of receipt.

### **Bullying in the Workplace Supervisory and Management Training**

Ruie Lavoie and Lora Walters completed the required training.

### **Sexual Harassment Prevention Training**

All staff have completed the mandated training. The Board and Board counsel will complete the training at the Biennial in September or October. All Board members and Board counsel must attend this conference and complete this training. It is required by the State of Maryland.

### **Administration of Oath**

The Clerk of the Circuit Court will be here on June 12, 2019 to administer the oath to the Board members and Board Counsel. After that time, the Board President should administer the oath to all election staff.

### **NEW BUSIENSS**

#### **Board Member Terms**

At this time, Board appointments from the Governor have not been made. Ruie Lavoie and Robert Laird will continue to contact the Appointment Secretary as the Board terms expire soon. Mr. Laird indicated he is scheduled to attend the Republican Central Committee meeting and may be able to get some information. Hopefully more information will be available prior to the next meeting.

### **ANNOUNCEMENTS AND DISCLOSURES**

There were no announcements or disclosures.

### **MEETING INFORMATION**

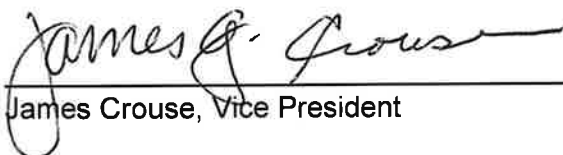
The next meeting will be held on May 8, 2019 at 3:00 pm in the North East Conference Room of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland. The June, 2019 meeting date is June 12, 2019 at 3:00 pm.

**ADJOURNMENT**

There being no further business, with a motion to adjourn by Nancy Simperts and on a second by James Crouse, the meeting was adjourned at 4:10 pm.

**Respectfully submitted,**

  
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Brenda Ross, President

  
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James Crouse, Vice President

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Nancy Simperts, Secretary

  
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Diane Letts, Board Member

  
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Margaret Gagnon, Board Member

Approved this 12<sup>th</sup> day of June, 2019