

CECIL COUNTY BOARD OF ELECTIONS

DEBORAH TOWERY
DIRECTOR

LORA WALTERS
DEPUTY DIRECTOR



ELECTION BOARD

Brenda K. Ross, *President*
Margaret M. Gagnon
Nancy R. Simperts
James G. Crouse
Robert W. Laird

H. Norman Wilson, Jr., *Board Counsel*

Minutes – December 13, 2017
Cecil County Board of Elections
200 Chesapeake Blvd., Suite 1900
Elkton, MD 21921

Present:

Board:

Brenda K. Ross, President, Board Member
James G. Crouse, Vice President, Board Member
Nancy R. Simperts, Board Member
Robert W. Laird, Board Member
Margaret Gagnon, Board Member

Staff:

Deborah Towery, Election Director
Karen Perry, Data Application Specialist

The Cecil County Board of Elections met on Wednesday, December 13, 2017 at the Cecil County Administration Building. The meeting was called to order by Ms. Ross at 3:00 p.m. All board members were present constituting a quorum.

Approval of the November 8, 2017 Open Meeting Minutes:

Ms. Ross asked if the board had any corrections or additions to the meeting minutes from the board's open meeting held on October 11, 2017. Ms. Simperts moved for approval of the minutes. Mrs. Gagnon seconded the motion. The motion carried unanimously.

Additions/Changes to the Agenda:

President Ross called for any additions or changes to the agenda. No additions or changes were stated.

Reports:

Director:

- A. Monthly statistical report – Ms. Towery presented this report for review by board members. No discussion was held.

Old Business

- A. Election Director's Report – Ms. Towery advised that Lora Walters had completed the Critical Overview (Audit) for Wicomico County. On Friday, November 17, 2017, Ms. Towery, Ms. Walters, and Ms. Fleming attended UACOVA training in Caroline County. During the training they reviewed who would qualify for UACOVA and how to process the ballots. On Monday, November 13, 2017, Ms. Walters and Ms. Fleming completed a Voter Registration Training in North East with around five people in attendance. Ms. Fleming also conducted another training here in the Administration Building on November 15, 2017 with around five people in attendance as well. Ms. Towery reported that she will be working with Carla Harris, a speaker for the upcoming MAEO conference. They are developing content on diversity and inclusion in the election field. Ms. Towery reported that she is currently working on performance reviews and the fiscal year 2019 budget. The only possible changes would be due to salary reclassification; however, more information needs to be obtained. As of this time, Ms. Towery advised there will not be any changes in the budget for voting equipment or voting needs. Ms. Towery will mail out a copy of the budget proposal to the board members before the February meeting if possible. Ms. Towery reported 560 voter changes/additions were made in the last month including address changes, new registrations and party affiliation changes. Ms. Towery, Ms. Walters, and Ms. Fleming have attended two trainings with SBE on a new inventory system (E-Quip) for tracking of all of our voting equipment. In January there will be a Pre-Primary training with a mock election. Ms. Walters and the Election Judge Workgroup have completed the election judge manual for the upcoming election. After review by Ms. Towery, Ms. Walters, and Ms. Fleming, it will be sent to SBE for final approval and at that time bid requests for printing the manuals will go out. Ms. Towery reported to the board an updated list of who has filed for the local races for the upcoming election. On Monday, November 13, 2017 Ms. Towery met with Perry Willis to discuss miscommunications on the school level during Election Day. Ms. Towery will be the primary contact for Perry Willis. Ms. Fleming is completing the polling place layouts based on the information we have received from those who are seeking changes.
- B. Transcripts-Mr. Laird and Ms. Towery reported their findings on the cost of having meeting minutes transcribed. Ms. Towery also reported at this current time no LBEs or the State Board have their meetings transcribed. After some discussion, it was decided that transcripts were not needed at this time.

New Business

No new business was discussed.

Adjournment

The President indicated that the next meeting will be held on Wednesday, January 10, 2018 at 3:00 p.m. A motion was made by Mr. Crouse to adjourn the meeting, and seconded by Ms. Simperts. The motion was unanimously approved. The meeting was adjourned at 3:58 p.m.

Closed Meeting

Ms. Ross requested a motion to close the board meeting under General Provisions Article, § 3-305(b)(1), to discuss the appointment, employment, assignment, promotion, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom the public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Mr. Crouse made a motion to convene in closed session, and Ms. Simperts seconded the motion. The motion passed unanimously. The motion having passed, the Board met in closed session in accordance with General Provisions Article § 3-305(b) (1) to discuss Ms. Towery's evaluation. The closed session began at 3:59 p.m.

Respectfully submitted,

Brenda K. Ross, President

Date: _____