

# CECIL COUNTY BOARD OF ELECTIONS

DEBORAH TOWERY  
DIRECTOR

LORA WALTERS  
DEPUTY DIRECTOR



## ELECTION BOARD

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

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

**Minutes – October 11, 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  
Margaret M. Gagnon, Board Member  
Nancy R. Simpers, Board Member  
Robert W. Laird, Board Member

Staff:

Deborah Towery, Election Director  
Karen Perry, Data Application Specialist

The Cecil County Board of Elections met on Wednesday, October 11, 2017 at the Cecil County Administration Building. The meeting was called to order by Ms. Ross at 2:58 p.m. All board members were present constituting a quorum.

Approval of the September 13, 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 September 13, 2017. Ms. Simpers moved for approval of the minutes. Ms. Gagnon seconded the motion. The motion carried unanimously.

Approval of the September 13, 2017 Closed Meeting Minutes

Ms. Ross asked if the board had any corrections or additions to the meeting minutes from the board's closed meeting held on September 13, 2017. Mr. Laird moved for approval of the minutes. Ms. Simpers seconded the motion. The motion carried unanimously.

### Additions/Changes to the Agenda:

President Ross called for any additions or changes to the agenda; however, there were no requested changes by the board.

### 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 Queen Anne's County and is cross training her and Terry Daniels on this as well for back up purposes. On Friday, November 17, 2017, there is a mandatory UACOVA training for everyone in the office in Caroline County. Provisions are being made to have either a member of the Baltimore County LBE or a temp from Cecil County to cover the office for the day, so we can remain open for business. Jessica Fleming completed the CMOSS battery charging and is training Al Glover and his back-up Heather Sexton in the warehouse. ES&S is coming to do training on Wednesday, October 25, 2017, with them on Electionware and election night reporting. Ms. Walters is continuing to participate in the Election Judge Workgroup and assisting as they write the election judge manual for the upcoming election. The workgroup is in its final stages of completing the manual. Ms. Towery reported that her party affiliation project is almost complete as it is awaiting approval from Donna Duncan.
- B. Biennial Conference – Ms. Towery handed out an information packet containing hotel information, maps, reservations and a rough draft of the agenda to all board members. Ms. Towery informed the board that Norman Wilson will be attending the conference.
- C. Annual MAEO Conference Update - After a meeting with David Garreis, Ms. Towery reported that the MAEO Conference will be held on March 13-16<sup>th</sup> 2018 at the Clarion in Ocean City, Maryland. Ms. Towery stated that the MAEO Board will be the conference planners this year.
- D. SBE Staffing Contract Update - Ms. Towery shared that bids have gone out from SBE for trainers to train Election Judges as well as staffing of temporary election support, and final decisions will be made in December. Ms. Towery reviewed with the board how and why the trainers are obtained by the SBE. Ms. Towery also explained that trainers would be trained by SBE.

## **New Business**

- A. Financial Disclosures - Ms. Towery informed the board that all financial disclosures will have to be filed online going forward.
- B. After discussion regarding financial disclosures, Mr. Laird and Ms. Gagnon discussed board members having a county email address and Ms. Towery advised she would look into the procedures for obtaining email accounts for them.

## **Adjournment**

The President indicated that the next meeting will be held on Wednesday, November 8, 2017 at 3:00 p.m. A motion was made by Mr. Laird to adjourn the meeting, and seconded by Ms. Simperts. The motion was unanimously approved. The meeting was adjourned at 3:37 p.m.

Respectfully submitted,

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Brenda K. Ross, President

Date: \_\_\_\_\_