

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 – August 9, 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
H. Norman Wilson, Jr., Board Attorney

Staff:

Deborah Towery, Election Director
Lora Walters, Deputy Election Director

Guest:

Adana L. Marquess, Chief Judge

The Cecil County Board of Elections met on Wednesday, August 9th, 2017 at the Cecil County Administration Building. The meeting was called to order by Ms. Ross at 3:01 p.m. All board members were present constituting a quorum.

Approval of the July 12th, 2017 Minutes:

Ms. Ross asked if the board had any corrections or additions to the minutes from the board meetings held on July 12th, 2017. Mrs. Simpers moved for approval of the minutes. Mr. Laird 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 Worcester County. Ms. Walters is cross-training Ms. Towery on the processing of the Critical Overview. The interviews for the Data Application Specialist I position have been completed and the position has been offered and accepted by Karen Perry. Her start date and orientation will be on Wednesday, August 19th, 2017 at SBE in Annapolis. Andrew Schuffler has accepted a position in Baltimore County and will no longer be working with us. The IT Department will work with us accordingly and we will begin training Mr. Schuffler's replacement when he or she is assigned. Russell Hicks, our Regional Manager, conducted security and software checks on our computers within the past month. Per our monthly statistical report, we have processed 618 party affiliation changes, address changes, and new voter registration for the month of July. In regards to voting equipment, the failures from post-election maintenance have been addressed and we are receiving new CMOS pollbook batteries. We will be replacing these batteries in the upcoming months and the project will be completed by January at the latest. Ms. Walters has been participating in the Election Judge Workgroup and assisting as they write the election judge manual for the upcoming election.
- B. Biennial Conference – To be held in Annapolis on Monday, October 23rd from 9:00 am. To 5:00 pm.
- C. Volunteer Voter Registration Update – One other training has been conducted since the previous meeting. Ms. Towery, Mr. Daniels, and Ms. Walters have been cross-trained. It was established that anyone can be provided with the VRV Manual, but they must receive official training before they are able to administer voter registration applications.
- D. Open Meetings Act Training/Requirements - Ms. Towery explained that at least one board member will need to take the training in order to meet SBE requirements by October 1st, 2017. All board members indicated they will be taking the training. Mr. Crouse provided his certificate for the training requirements.

Adjournment

Ms. Ross indicated that the next meeting will be held on Wednesday, September 13th, 2017 at 3:00 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. Wilson made a motion to convene in closed session, and Ms. Gagnon seconded the motion. The motion passed unanimously. The motion having passed, the Board met in closed session in accordance with exemptions (b)(1) of Section 3-305 of the Open Meetings Act to hear discussion in the matter of an election judge who wanted to discuss with the board a personnel matter. The closed session began at 3:21 p.m.

In addition to the board members and staff present at the open meeting, the election judge was present at the closed session. During the closed session the election judge provided her statement and reasons why she should be able to continue to serve as an election judge.

The Board decided to uphold their decision and notified the election judge of their decision. The closed meeting adjourned at 4:25 p.m.

Respectfully submitted,

Brenda K. Ross, President

Date: _____