

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 – July 12, 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

Staff:

Deborah Towery, Election Director
Jessica Fleming, Data Application Specialist

The Cecil County Board of Elections met on Wednesday, July 12, 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, with the exception of Mr. Laird, constituting a quorum.

Approval of the May 10, 2017 & June 14, 2017 Minutes:

Ms. Ross asked if the board had any corrections or additions to the minutes from the board meetings held on May 10, 2017 and June 14, 2017. Mr. Crouse moved for approval of the minutes after making one minor correction. Ms. Gagnon 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. A brief discussion was held regarding the possible reasons that cause drastic changes to registration statistics.

Old Business

- A. Election Director's Report – Ms. Towery advised that Lora Walters had just completed the Critical Overview (Audit) for Worcester County. Additionally, the first sets of interviews for the Data Application Specialist I position have been scheduled for the week of July 17th. Duane Powell from SBE visited our office on July 6th to perform security and software checks on our computers; this process will continue to occur on a monthly basis to continue our compliance with state requirements. In regards to voting equipment, the failures from post-election maintenance are being addressed. Ms. Fleming is in the process of charging all equipment per the SBE maintenance schedule, and we are currently waiting for new pollbook batteries. Ms. Towery had reached out to the chief judge that would not be returning and is waiting for them to return her call in order to schedule a meeting. The budget for the new fiscal year has been approved, including slight pay increases for election judges in the 2018 election cycle.
- B. MAEO Conference Discussion Wrap Up – Ms. Towery advised that she had attended a follow up meeting with the MAEO Conference Planning Committee. The MAEO Conference surveys that were submitted reflected that the majority enjoyed staying at the Clarion Hotel and liked their accommodations. The board discussed that the venue provided convenient access to MAEO activities and sees value in holding the conference at the same location next year. Ms. Towery expressed her interest in continuing her involvement in the Conference Planning Committee. Ms. Towery advised that the committee is going to propose to the MAEO Board that MAEO only hold a 3 day conference during off election years and a one day conference during election years in a central location to all LBEs; this will also allow for further planning and funds needed for the conference.
- C. Volunteer Voter Registration Update – Ms. Fleming explained that she had been holding Voter Registration Volunteer (VRV) Training for people who wish to hand out voter registration applications, assist voters in registering, or be responsible for transporting a completed application to the election office. Ms. Fleming explained how they are trained and the requirements to serve in this capacity.
- D. Website Update/Demo – Ms. Fleming gave a brief presentation and over-view of the changes made to the website.

New Business

- A. A discussion was held regarding transferring the responsibility of typing up board meeting minutes to another employee in the office. Board members expressed their support of this idea going forward. Mr. Crouse made a motion to accept that the minute transcription responsibilities be given to office staff other than Ms. Towery. Ms. Ross seconded the motion, and the motion carried unanimously.

- B. There was a discussion regarding the formal certificates each board member receives after officially being appointed by the governor to serve in this capacity. The certificates for each board member are displayed in the conference room inside the election office. When board members are re-appointed every four years, they will receive a new certificate which will replace the previously displayed one, and the old one will be given to the board member. All board members agreed this practice will continue going forward.

- C. Open Meetings Act Training/Requirements - Ms. Towery presented a copy of the Open Meetings Act to the Board and explained that at least one board member will need to take the training in order to meet the requirements by October 1st, 2017. All board members indicated they will be taking the training.

Adjournment

The President indicated that the next meeting will be held on Wednesday, August 9, 2017 at 3:00 p.m. A motion was made by Ms. Simpers to adjourn the meeting, and seconded by Ms. Gagnon. The motion was unanimously approved. The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

Brenda K. Ross, President

Date: _____