



Cecil County Board of Elections

June 12, 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 June 12, 2019 in the North East Conference Room of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland.

ATTENDEES:	Brenda K. Ross	President
	James G. Crouse	Vice President
	Nancy R. Simperts	Secretary
	Margaret M. Gagnon	Board Member
	Diane Letts	Board Member
	Ruie Marie Lavoie	Director
	Lora L. Walters	Deputy Director
	Russell Hicks	Regional Manager, State Board of Elections
	Charlene M. Notarcola	Clerk of the Circuit Court for Cecil County
	Carol Byrd	Guest
	Bruce Robinson	Guest

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 her appreciation to all for their time in attending the meeting. She stated that it has been a very busy and productive month and thanks Ruie Lavoie for her hard work and dedication. Mrs. Ross asked for a moment of silence to remember the late Norman Wilson. The Board covered the cost and sent flowers to Mr. Wilson's family. Mrs. Ross then specifically thanked Charlene Notarcola for attending to administer the oath to the Board members and asked everyone to move to the Elk Room.

ADMINISTRATION OF OATH

Charlene Notarcola, the Clerk of the Court for Cecil County, administered and recorded the oath of each member of the Cecil County Board of Elections and Ruie Lavoie, Director.

BOARD NOMINATIONS AND ELECTION OF OFFICERS

Nancy Simperts nominated Brenda Ross to serve as President and James Crouse to serve as Vice President. The Board unanimously supported the nomination. Diane Letts nominated Nancy Simperts to serve as Secretary. The Board unanimously supported the nomination.

AGENDA

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

APPROVAL OF MINUTES

The Minutes of the May 8, 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 May 8, 2019 Board Meeting as submitted.

SECOND: Diane Letts

ACTION: Motion unanimously passed

DIRECTOR' S REPORT

Prior to the meeting, Ruie Lavoie provided a written Director's Report to each Member by email or by regular mail. The Director's Report is as follows:

Board Folders: Agenda, June, 2019 Board Meeting
Board Meeting Minutes, May 8, 2019
Directors' Report
Fiscal Year 2020 Budget, Effective July 1
Bylaws – Updated
Duties of the Board and the Election Director
Draft Board Counsel Agreement
Resume for Kevin Urick, Esq.
Performance Evaluation Program Guidelines
Director Performance Evaluation, dated July 2019
Monthly Statistics Report, May, 2019
County Bulletins and Registrars

Meetings, Trainings and Important Dates:

Occurred/Attended

May 9, 2019, Cecil County Fire Warden Training. Alyson Grapes attended.
May 9, 2019, State Board Computer Audit. Russell Hicks conducted the audit.
May 10, 2019, Staff Meeting. All Election staff and Russell Hicks attended.
May 14, 2019, Perryville Municipal Election from 7:00 am to 7:00 pm. Staff was available.
May 14, 2019, Budget Hearing. Ruie Lavoie and Lora Walters attended.
May 15, 2019, MAEO Outreach Committee Meeting. Ruie Lavoie attended by phone.
May 16, 2019, MAEO Conference Planning Meeting. Ruie Lavoie attended.
May 16, 2019, State Board of Elections Board Meeting
May 20, 2019, MAEO Conference Setup and Preparation. Ruie Lavoie attended.
May 21, 2019 to May 24, 2019, Maryland Association of Election Officials (MAEO) Conference and Annual Meeting
May 21, 2019, MAEO Board Meeting in Ocean City at 2:00 pm. Ruie Lavoie attended.
May 22, 2019, MAEO Business Meeting. Ruie Lavoie, Brenda Ross, Lora Walters, James Crouse, Robert Laird, Karen Perry and Alyson Grapes attended.

May 23, 2019, MAEO Annual Meeting. Ruie Lavoie, Brenda Ross, Lora Walters, James Crouse, Robert Laird, Karen Perry and Alyson Grapes attended.
May 24, 2019, MAEO Board Meeting. Ruie Lavoie attended.
May 27, 2019, Office Closed, Memorial Day
May 31, 2019, MAEO Conference Unpack from conference. Ruie Lavoie attended.
June 3, 2019, Chesapeake City Municipal Election. Staff was available.
June 4, 2019 and June 6, 2019, Election warehouse Reorganization. Russell Hicks and 4 employees from Anne Arundel Co county assisted.
June 11, 2019, Purchasing Training. Ruie Lavoie and Lora Walters attended.
June 12, 2019, Board Meeting and Administration of Oath
June 12, 2019, Warehouse – Shred-It

Scheduled/Upcoming

June 13, 2019, Directors' Meeting Conference Call. Ruie Lavoie and Lora Walters to join the call.
June 17, 2019, MAEO Meeting at 10:00 am, Hosted by Cecil County Election office.
June 19, 2019, Department of Homeland Security (DHS) Table Top Exercise in Anne Arundel County. Ruie Lavoie and Lora Walters to attend.
June 20, 2019, Election Judge Manual Workgroup Meeting in Howard County. Ruie Lavoie to attend.
June 25, 2019, MAEO Early Voting and Election Judge Committee Meeting in Anne Arundel County. Ruie Lavoie to attend.
July 4, 2019, Office Closed, 4th of July Holiday
July 8, 2019, Visit from new Director of Human Resources, State Board of Elections
July 9, 2019, Volunteer Voter Registration Certification Training for Democratic Central Committee. Ruie Lavoie and Lora Walters to conduct the training.
July 10, 2019, Board Meeting at 3:00 pm
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 12, 2019, Deadline to submit Performance Evaluations to SBE
July 23, 2019, Incident & Response Plan Meeting at State Board of Elections. Ruie Lavoie and Alyson Grapes to attend.
July 25, 2019, SBE Directors' Meeting Conference Call. Ruie Lavoie and Lora Walters to join the call.
August 14, 2019 to August 17, 2019, Maryland Association of Counties (MACo) Conference in Ocean City. Ruie Lavoie to attend.
October 14, 2019, Office Closed, Columbus Day

By-Laws Adoption & Approval

The Board reviewed and discussed the by-laws. Most of the provisions in the model by-laws provided by the State Board of Elections are required by State law or regulations, so changes should not be necessary. The inclement weather related paragraph was added. After Board adoption, Ruie Lavoie will submit to the State Board of Elections for their final approval.

MOTION: James Crouse motioned to adopt the Bylaws dated June 12, 2019.
SECOND: Nancy Simperts
ACTION: Motion unanimously passed

Board Counsel

At this time, a search for new Board Counsel continues. The Board Counsel Agreement has been updated and is included in Board folders for review and approval.

A resume' has been received from one attorney and is included in Board folders. After discussion, it was decided to meet with Mr. Urick on June 21, 2019 in the afternoon. Ruie Lavoie will finalize the arrangements and notify all parties.

In the absence of a Board attorney, it was necessary to obtain guidance on several matters. An invoice was submitted and unanimously approved by the Board.

FY 2020 Budget

The proposed budget was approved by the County Executive and the County Council. The new fiscal year will begin July 1, 2019.

Municipal Elections

The Chesapeake City election was held on June 3, 2019 and staff was available to assist.

Warehouse

We are organizing, verifying and inventorying the current supply and equipment. More information to follow. 2018 and earlier paperwork, voted ballots and election documents have been placed in storage in accordance with the retention guidelines. All documents that are past the retention requirement will be shredded on June 12, 2019.

Department of Homeland Security (DHS) 2019 National Table Top Exercise: On Wednesday, June 19th, the State Board and all Maryland jurisdiction participated with election officials from across the country in the DHS national table top exercise. The purpose of this exercise is to identify best practices and areas for improvement in cyber incident planning, identification response, and recovery through simulated scenarios. Ruie Lavoie and Lora Walters will participate in the exercise.

2020 Presidential Election Cycle

Preparations for the Primary Election continue on schedule. Ruie Lavoie will conduct surveys of all polling locations and the early voting site to ensure we are in compliance with new regulations, etc. More information to follow.

Updated ADA Survey: The ADA survey has been updated. All polling locations and the early voting site will be surveyed within the next few months.

Computers

The office computers should 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.

Voter Outreach and Election Judge Recruitment

We will be scheduling events throughout the summer and fall to conduct voter registration and election judge recruitment at the libraries and community college and other venues. The Board is welcome to participate but must complete the voter registration certification training.

State Board of Elections Biennial Conference

This mandatory conference will be held on October 17, 2019 at the Plaza Crowne Hotel located at 173 Jennifer Road in Annapolis. On October 18, 2019, there will be a table top exercise (response preparedness and readiness) for election staff only. Overnight accommodation funds were not included in the budget which would allow for Board members to stay overnight. Since it is a one (1) day conference for the Board, but a two (2) day event for staff, it is asked that the Board elect not to stay overnight. More information to follow.

Personnel

There are currently two (2) open state positions. Recruitment will begin soon. Ruie Lavoie is currently reviewing job duties and responsibilities to determine staffing needs. The current contractual position expires in October.

Board Member Positions

Historically Board members have been paid as vendors or subcontractors but should be paid as employees and have withholdings. The process has started to “hire” each Board member to fill County positions. Board members will be contacted by Human Resources to complete any necessary paperwork, etc. Effective July 1, 2019, Board members will receive quarterly payments.

State Employee COLA

Effective July 1, 2019, all State employees will receive a 3% salary increase approved by the Governor. There has not been a determination by State Board for any other salary increases, however the new job classifications have been approved by State Board and the Department of Budget and Management.

Performance Evaluations

State personnel law requires that employees receive a mid-cycle and an end-cycle performance evaluation. These evaluations must be completed in June and December of each year. A copy of the PEP Guidelines is included in your Board folders.

Evaluations must be submitted to State Board no later than Friday, July 12, 2019. A copy of the Director’s last performance evaluation conducted in Baltimore County is included in your Board folders. At this time, the Director is under a promotional transfer probation period. The Board will need to complete an end cycle evaluation. A closed meeting of the Board will be held after the attorney interviews to discuss and review her evaluation.

Performance Evaluation Program (PEP) Training for Supervisors

Ruie Lavoie and Lora Walters have completed the required training.

Sexual Harassment Prevention Training – Mandatory

Maryland Law now requires all employees to complete sexual harassment prevention training. All staff have completed the mandated training. The Board and Board counsel will complete the training at the Biennial on October 17, 2019.

Bullying in the Workplace Supervisory and Management and Training

Ruie Lavoie and Lora Walters completed the required training.

Office Policies and Procedures

The Office Policies and Procedures Handbook is being reviewed by Human Resources at the State Board. Once approved, a copy will be distributed to the Board and to all staff.

ANNOUNCEMENTS AND DISCLOSURES

There were no announcements or disclosures.

MEETING INFORMATION

The Board agreed to continue to hold their meetings on the 2nd Wednesday of each month at 3:00 pm.

The next meeting will be a special meeting held on June 21, 2019 at 1:30 pm in the North East Conference Room of the Cecil Coogunty Administration Building located in Elkton, Maryland. Ruie Lavoie will provide proper notice and post the meeting information on the election website.

The July meeting will be held on July 10, 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.

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,

Brenda Ross, President

Brenda Ross, President

James G. Crouse

James Crouse, Vice President

Nancy Simperts

Nancy Simperts, Secretary

Diane Letts

Diane Letts, Board Member

Margaret M. Gagnon
Margaret Gagnon, Board Member

Approved this 10th day of July, 2019



Cecil County Board of Elections

June 21, 2019

MINUTES

PUBLIC NOTICE OF THE MEETING

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ATTENDEES:	Brenda K. Ross	President
	James G. Crouse	Vice President
	Nancy R. Simperts	Secretary
	Margaret M. Gagnon	Board Member
	Diane Letts	Board Member
	Ruie Marie Lavoie	Director
	Kevin Urich, Esq.	Guest
	Cameron Brown. Esq.	Guest

ABSENT:	Lora L. Walters	Deputy Director
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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 1:30 pm.

PRESIDENT’S REMARKS

Brenda Ross welcomed everyone and outlined the specific purpose of the meeting.

EXECUTIVE SESSION

The Board will enter into closed session to interview candidates for the Board Counsel position and to discuss the Performance Evaluation for Director Ruie Lavoie.

MOTION: Nancy Simperts motioned to close the meeting in accordance with Maryland Open Meeting Act.

SECOND: Diane Letts

ACTION: Motion unanimously passed

The regular meeting was recessed at 1:31 pm.

The regular meeting reconvened at 4:30 pm

MEETING INFORMATION

The next Board meeting will be held on July 10, 2019 in the North East Conference Room of the Cecil County Administration Building located in Elkton, Maryland. Proper notice and the agenda will be provided.

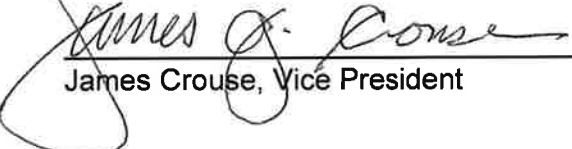
ADJOURNMENT

There being no further business, with a motion to adjourn by James Crouse and on a second by Margaret Gagnon, the meeting was adjourned at 4:40 pm.

Respectfully submitted,



Brenda Ross, President



James Crouse, Vice President



Nancy Simperts, Secretary



Diane Letts, Board Member



Margaret Gagnon, Board Member

Approved this 10th day of July, 2019



Board of Elections

STATEMENT FOR CLOSING A MEETING

Location: **Cecil County Board of Elections**
Cecil County Administration Building, North East Conference Room
200 Chesapeake Boulevard, Suite 1900, Elkton, Maryland 21921

Date: June 21, 2019

Time: 1:31 pm

Motion: Nancy Simperts

Second: Diane Letts

Vote to Close Session:

Brenda Ross, President	AYE
James Crouse, Vice President	AYE
Nancy Simperts, Secretary	AYE
Margaret Gagnon, Member	Absent
Diane Letts, Member	AYE

Date of session: June 21, 2019

Time of Session: 1:31 pm

STATITORY AUTHORTYY TO CLOSE SESSION

General Provision Article 3-305(b)

To discuss the appointment, employment assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.



Attendees:

Brenda Ross, President
James Crouse, Vice President
Nancy Simpser, Secretary
Margaret Gagnon, Member (Arrived at 1:54 pm)
Diane Letts, Member
Ruie Marie Lavoie, Director (Exited at 3:30 pm and returned at 4:15 pm)
Cameron Brown, Esq. (Arrived at 1:45 pm and exited at 2:25 pm)
Kevin Urick, Esq. (Arrived at 2:30 pm and exited at 3:15 pm)

Topic(s) to be discussed:

1. Interview two (2) attorneys for the vacant Board Counsel position.
 2. Discuss and evaluate the performance of the Director, Ruie Marie Lavoie. Complete the Performance Evaluation. Present and discuss the evaluation with Ruie Lavoie.
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Reason for Closing the Session:

1. To maintain the confidentiality of all personnel matters.
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Adjournment:

The Closed Session adjourned at 4:30 pm, and the general outcome of the meeting is incorporated in the Minutes of the regular Board Meeting.

I hereby affirm on this 21st day of June, 2019 that the above Statement and Information is true and correct to the best of my knowledge.



Signature of Presiding Officer



Date