PUBLIC NOTICE OF THE MEETING
Public notice of the Board meeting was provided by displaying the meeting information on the wall outside of the Cecil County Board of Election 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 July 10, 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. Simpers Secretary
Diane Letts Board Member
Kelly Sengstock Board Member
Cameron Brown Board Counsel
Ruie Marie Lavoie Director
Lora L. Walters Deputy Director
Margaret M. Gagnon Board Member
Charlene M. Notarcola Clerk of the Circuit Court, Cecil County

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
President Brenda Ross introduced and welcomed everyone, and expressed appreciation of everyone’s attendance. On behalf of the Board and staff, she recognized Margaret Gagnon and her many years of service to the citizens of Cecil County. Ms. Gagnon was presented with a certificate. She will be missed tremendously.

President Ross stated that it has again been a very busy and productive month. She explained that on June 21, 2019, the Board met in Executive Session for the specific purposes of interviewing the candidates for the position of Board Counsel, for the review and presentation of the Performance Evaluation of Director Ruie Lavoie. The purpose of the closed meeting being personal and as such met the requirements.

President Ross then individually thanked Charlene Notarcola, Clerk of the Circuit Court for Cecil County, Maryland for her time to administer the oath to the newly appointed Board Member and Board Counsel.
ADMINISTRATION OF OATH
Everyone exited the meeting room and reconvened in the Elk Room to observe the administration of oath. Charlene Notarcola, the Clerk of the Circuit Court for Cecil County, Maryland administered and recorded the oath of Kelly Sengstock, Board Member of the Cecil County Board of Elections and Cameron Brown, Board Counsel for the Cecil County Board of Elections. All in attendance then exited the Elk Room and returned to the North East Conference room.

AGENDA
The agenda was reviewed and additions or changes requested. Ruie Lavoie requested the ratification of the June 21, 2019 Minutes be added to the Agenda under Approval of Minutes. There were no other additions or changes.

APPROVAL OF MINUTES
The Minutes of the June 12, 2019 Board meeting were reviewed. Receiving no additions or changes, the Minutes were unanimously approved.

MOTION: Nancy Simpers motioned to approve the Minutes of the June 12, 2019 Board Meeting as submitted.
SECOND: Diane Letts
ACTION: Motion unanimously passed

The Minutes of the June 21, 2019 Board meeting were reviewed. Receiving no additions or changes, the Minutes were unanimously approved.

MOTION: Diane Letts motioned to approve the Minutes of the June 21, 2019 Board Meeting as submitted.
SECOND: Nancy Simpers
ACTION: Motion unanimously passed

DIRECTOR’S REPORT
Prior to the meeting, the Director’s Report was provided by email or by regular mail. The Director’s Report is as follows:

Board Folders: Agenda, June, 2019 Board Meeting
Board Meeting Minutes, June 12, 2019
Board Meeting Minutes, June 21, 2019
Directors’ Report, July, 2019
Bylaws – Executed and Approved
State Board Audit Findings and Response – 2018 Gubernatorial Election Cycle
FY 2020 Approved Budget
2020 Map of Polling Locations
Ballot Marking Device Policy Effective 2020 Presidential Election
Monthly Statistics Report, June, 2019
County Bulletins and Registrars
Meetings, Trainings and Important Dates:

Occurred/Attended
June 13, 2019, Directors’ Meeting Conference Call. Ruie Lavoie and Lora Walters joined the call.
June 17, 2019, MAEO Meeting at 10:00 am, Hosted by Cecil County Election office. Ruie Lavoie and all staff attended.
June 19, 2019, Department of Homeland Security (DHS) Table Top Exercise in Anne Arundel County. Ruie Lavoie attended.
June 20, 2019, Election Judge Manual Workgroup Meeting in Howard County. Ruie Lavoie attended.
June 21, 2019, Board Meeting and Executive Session. Ruie Lavoie attended.
June 25, 2019, MAEO Early Voting and Election Judge Committee Meeting in Anne Arundel County. Ruie Lavoie attended.
June 26, 2019, MAEO Outreach Committee Meeting. Ruie Lavoie attended.
June 27, 2019, State Board Monthly Computer Assessment conducted by Russell Hicks.
June 27, 2019, State Board Meeting in Annapolis. Ruie Lavoie attended.
July 4, 2019, Office Closed, 4th of July Holiday
July 5, 2019, Office Closed, Governor Granted 4th of July Holiday Extension
July 9, 2019, Volunteer Voter Registration Certification Training for Democratic Central Committee. Ruie Lavoie and Lora Walters to conduct the training.

Scheduled/Upcoming
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 1, 2019, MAEO Meeting in Prince George’s County
August 14, 2019, Board Meeting???
August 14, 2019 to August 17, 2019, Maryland Association of Counties (MACo) Conference in Ocean City. Ruie Lavoie to attend.
August 22, 2019, In Person Directors’ Meeting in Annapolis. Ruie Lavoie and Lora Walters to attend.
September 2, 2019, Office Closed, Labor Day
September 26, 2019, Directors’ Meeting
October 14, 2019, Office Closed, Columbus Day
October 17, 2019, Mandatory State Board Biennial Conference in Annapolis.
October 18, 2019, Mandatory Table Top Exercise in Anne Arundel County
Board Counsel
The agreement between the Board of Elections and Cameron Brown was executed and copies will be provided at the next Board meeting. Mr. Brown met with Ruie Lavoie prior to the Board meeting and she provided him with the Board Member election binder (including rules and regulations) and the Election law book.

By-Laws Adoption & Approval
At its June 27, 2019 Meeting, the State Board of Elections approved the Cecil County Board of Elections Bylaws dated June 12, 2019, the final version adopted by the Cecil County Board of Elections. Executed copies are included in the Board folders.

2018 Gubernatorial Audit of Procedures and Operations
The State Board conducts an audit after every election and a copy of the letter received is included in the Board folders. A response and corrective action is required for each audit finding. Although, the current director was not in place during the 2018 election cycle, she responded to each finding with a resolution and/or procedural action plan. A copy of both letters are included in the Board folders.

Fiscal Year 2020 Certificate of Insurance
As required, a certificate of insurance to cover equipment and supply replacement has been received and forwarded to the State Board.

Warehouse
All document dates that exceeded the retention requirement were shredded on June 12, 2019. Organization of the warehouse continues.

Voting Equipment
The State Board adopted new regulations for the ballot marking devices (BMD) and a copy is provided in the Board folders. A determination will be made as to the number deployed to each polling location and during Early Voting.

2020 Presidential Election Cycle
Preparations for the Primary Election continue on schedule. An election calendar has been provided in board folders. 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. A map with all polling locations has been provided for Board binders.

Computers
The office computers are scheduled for replacement with the Windows 10 operating system on July 22, 2019.
**Registration Department**
Work is current and processed immediately when received. The ERIC report, Audit, DHMH report and Jury list has been completed and sent to the State Board.

**Voter Outreach and Election Judge Recruitment**
We will be scheduling events throughout the summer and fall to conduct voter registration and election judge recruitment.

**Personnel**
There are currently two (2) open state positions. After the new job classifications are approved by the State Board, the current open positions will be reclassified prior to recruitment. A review of the current job duties and responsibilities is being conducted to determine staffing needs.

**Performance Evaluations**
All performance evaluations were completed, signed and submitted to State Board prior to the deadline.

**Board Meeting Information**
Ruie Lavoie and Lora Walters will not be able to attend the Board meeting on August 12, 2019. The Board and Board Counsel unanimously agreed to cancel the scheduled meeting.

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

**Management Training**
Ruie Lavoie and Lora Walters completed the Bullying in the Workplace Supervisory required training.

**BOARD COUNSEL’S REPORT**
Cameron Brown reported that he has reviewed the documents and law book provided to him and he is familiarizing himself with Board practices.

**OLD BUSINESS**
None at this time.

**NEW BUSINESS**
Covered during the Director’s Report.

**ANNOUNCEMENTS AND DISCLOSURES**
Cameron Brown disclosed that he is scheduled to be the Best Man and deliver a speech at the James Delmyer wedding. There were no other announcements or disclosures.
MEETING INFORMATION
The August meeting has been cancelled. Notice will be provided on the bulletin board outside the election office and on the election agency website.

The next meeting will be held on September 11, 2019 at 3:00 pm in the North East Conference Room of the Cecil County Administration Building located in Elkton, Maryland. Ruie Lavoie will provide proper notice by posting the meeting information and agenda on the bulletin board outside the election agency office, and by posting the meeting information on the election website.

ADJOURNMENT
There being no further business, with a motion to adjourn by Nancy Simpers and on a second by Diane Letts, the meeting was adjourned at 4:07 pm.

Respectfully submitted,

Brenda Ross, President

James Crouse, Vice President

Nancy Simpers, Secretary

Diane Letts, Board Member

Kelly Sengstock, Board Member

Approved this 11th day of September, 2019