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 Elections 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 Cecil County Board of Elections meeting held on September 11, 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

DECLARATION OF QUORUM
Quorum was established with all Board Members present in person. The meeting was called to order by President Brenda Ross at 3:03 pm.

PRESIDENT’S REMARKS
President Brenda Ross welcomed everyone back after there was no meeting in August. She asked for a moment of silence in observance of those lost during the attacks on 9/11. Thoughts and prayers were extended for the families and 1st responders.

ADMINISTRATION OF OATH
President Ross administered the oath to our new employee, Shawn Larson. The Board welcomed Mr. Larson and wished him well.

AGENDA
The agenda was reviewed and Ruie Lavoie requested the closed meeting be removed from the agenda and tabled. No other additions or changes were requested.

APPROVAL OF MINUTES
The Minutes of the July 10, 2019 Board meeting were reviewed. Receiving no additions or changes, the Minutes were unanimously approved.

MOTION: James Crouse motioned to approve the Minutes of the July 10, 2019 Board Meeting as submitted.
SECOND: Nancy Simpers

DIRECTOR’S REPORT
Prior to the meeting, the Director’s Report was provided by email or by regular mail. The Director’s Report included the following:
**Board Folders:**
Agenda, September, 2019 Board Meeting
Board Meeting Minutes, July 10, 2019
Directors’ Report, August & September, 2019
Open Meetings Act FAQs – Quick Reference Guide
State Board Audit Response Approval, 2018 Gubernatorial Election
Letter from Congress to Governor Hogan & State Board Response
Election Judge Compensation Comparison
MAEO Connect 24 Newsletter
Monthly Statistics Report, July & August 2019

**Meetings, Trainings and Important Dates:**

**Occurred/Attended**
July 22, 2019, New Computer with Windows 10 Operating System installed
July 23, 2019, Incident & Response Plan Meeting at State Board of Elections. Ruie Lavoie attended by conference call.
July 24, 2019, Security Awareness Pre-Training. All staff attended.
July 25, 2019, SBE Directors’ Meeting Conference Call. Ruie Lavoie and Lora Walters joined the call.
July 26, 2019, MAEO Absentee Committee Meeting, Karen Perry attended the meeting.
July 31, 2019, New Human Resources Director visit to office.
July 31, 2019, Meeting with Cecil County Library Representatives, Outreach Events. Ruie Lavoie and Lora Walters attended.
August 1, 2019, MAEO Meeting in Prince George’s County. Ruie Lavoie attended.
August 5, 2019, ES&S representative visit, State Computer System review and update
August 6, 2019, Meeting with Human Resources, State Board. Ruie Lavoie attended.
August 9, 2019, Meeting with Harford County Director. Ruie Lavoie attended.
August 13, 2019, MAEO Absentee Committee Meeting. Karen Perry attended.
August 14, 2019, Board Meeting cancelled
August 14, 2019 to August 17, 2019, Maryland Association of Counties (MACo) Conference in Ocean City. Ruie Lavoie attended the conference and trainings.
August 19, 2019, Computer Audit conducted by Russell Hicks
August 20, 2019, Signal Testing at Polling Places. Ruie Lavoie and Lora Walters conducted the testing.
August 22, 2019, In Person Directors’ Meeting in Annapolis. Ruie Lavoie attended.
August 22, 2019, State Board Meeting, Ruie Lavoie attended.
August 26, 2019, Signal Testing at Polling Places. Ruie Lavoie and Lora Walters completed the testing.
August 28, 2019, Outreach Committee Meeting in Anne Arundel County. Ruie Lavoie attended.
August 28, 2019, Voter Registration Volunteer Training at Radio One. Ruie Lavoie conducted the certification.
August 29, 2019, Election Information System Specialist Interviews
August 29, 2019, Meeting with AnswerQuest Technologies. Ruie Lavoie and Lora Walters attended.

September 2, 2019, Office Closed, Labor Day

September 4, 2019, Windows 10 and Microsoft training. All staff completed the training.


September 9, 2019, Voter Outreach and Election Judge Recruitment, Rising Sun Library. Denice Calder conducted the outreach.

September 3, 2019, Meeting with Board Member Kelly Sengstock. Ruie Lavoie, Lora Walters and Cameron Brown attended.

September 11, 2019, Board Meeting at 3:00 pm

Scheduled/Upcoming

September 16, 2019, Voter Outreach and Election Judge Recruitment, Elkton Library.

September 17, 2019, Incident Response Planning at the State Board. Ruie Lavoie to attend.

September 17, 2019, Voter Registration Volunteer Training, NAACP at Wright’s AME Church

September 18, 2019 and September 19, 2019, ALICE Mandatory Training. All staff to attend.

September 18, 2019, Supervisor Training, Ruie Lavoie and Lora Walters to attend.

September 21, 2019, Close of Registration, Rising Sun Election

September 24, 2019, National Voter Registration Day

September 26, 2019 ALICE Training. Staff to attend.

September 26, 2019, Directors’ Meeting. Ruie Lavoie to attend in person and Lora Walters to join the call.

September 26, 2019, State Board Meeting. Ruie Lavoie to attend.

September 27, 2019, Eastern Shore Best Practices Meeting. Ruie Lavoie to attend.

October 3, 2019, Cecil County Wellness Fair, Staff to conduct voter outreach and election judge recruitment.

October 4, 2019, MAEO 2019 Conference Committee Appreciation Luncheon.

October 4, 2019, Train the Trainer (Trainer Etiquette). Staff to attend.

October 8, 2019, Disaster Recovery Training. Ruie Lavoie to attend.

October 9, 2019, Board Meeting at 3:00 pm

October 10, 2019, ALICE Exercise, Cecil County Administration Building. All staff to participate.

October 14, 2019, Office Closed, Columbus Day

October 17, 2019, Mandatory State Board Biennial Conference in Annapolis.

October 18, 2019, Table Top Exercise in Anne Arundel County

October 21, 2019, Rising Sun Municipal Election

October 22, 2019, Disaster Recove Training. Ruie Lavoie to attend.

October 31, 2019, LGIT Conference. Ruie Lavoie to attend.

November 11, 2019, Office Closed, Veterans Day

November 12, 2019, Incident Response Planning at the State Board. Ruie Lavoie to attend.

November 13, 2019, Board Meeting

November 14, 2019, Directors’ Meeting, Ruie Lavoie and Lora Walters to attend

November 28, 2019, Office Closed, Thanksgiving Day

November 29, 2019, Office Closed, American Indian Heritage Day

December 11, 2019, Board Meeting at 3:00 pm

December 19, 2019, Directors’ Meeting, In Person in Annapolis

December 25, 2019, Office Closed, Christmas Day

January 1, 2020, Office Closed, New Year’s Day
Open Meeting FAQs
For Board review and quick reference, a frequently asked questions quick reference guide for Open Meetings was provided to the Board.

2018 Gubernatorial Election
The State Board approved the response and plan of action developed after the Audit Findings from the 2018 election cycle. All planned actions have been accepted and will be implemented during the 2020 Presidential Election cycle. A copy of the approval letter was provided to the Board.

Election Security Efforts
Included in Board folders is a letter from the Acting Secretary of the Department of Homeland Security (DHS) outlining its' current election security efforts and its priorities for the 2020 election cycle. Also included is the Election Infrastructure Security Resource Guide.

Disaster Recovery Plan Development Training
Ruie Lavoie is scheduled to attend this training designed to teach participants the recommended content of a disaster recovery plan and how to organize and draft the plan. This is an 8-session course conducted via a GoTo meeting, which is by telephone and computer. Each session will last one hour, and courses will be held every other week. There will be "homework" between classes, with the goal of having a solid draft of disaster recovery plan by the end of the course. The course will run from September, 2019 through early January, 2020.

2020 Presidential Election Cycle
Preparations for the Primary Election continue and are on schedule. Signal testing to determine the wireless carrier for the implementation of Same Day Registration (SDR) on Election Day has been completed. The exact equipment required for SDR has not been determined. Additional funding in the amount of approximately $1,250.00 per polling place will be needed to cover the cost of the SDR equipment only. Other expenses are expected for example, SDR judge training and compensation and supplies.

Early Voting
A site inspection was conducted on the early voting location in the Elk Room of the County Administration Building. The location meets all State requirements and it is recommended that the Board approve this location for the 2020 Presidential Election cycle.

MOTION: Nancy Simpers motioned to approve the designation of the Early Voting Center as the Elk Room located in the Cecil County Administration Building.
SECOND: James Crouse
ACTION: Motion unanimously passed

Ruie Lavoie will submit the required paperwork the State Board for their review and approval.

Letter from Congress to Governor Hogan & State Board Response
Included in the Board folders are two (2) letters outlining concerns raised after the 2018 election and the proactive response from the State Board.
Warehouse
Organization of the equipment and supplies in the warehouse continues.

Voting Equipment
Additional pollbooks were ordered and received. These pollbooks will be deployed to the larger polling places for Same Day Registration. We are expecting the shipment of SDR equipment in the next few weeks and the remaining additional equipment by the first of January, 2020.

We have requested a waiver to the new policy requiring a statement providing voters the option to vote a paper ballot or vote on the BMD to be explained to the voter at Ballot Issuing. If the waiver is granted, a BMD judge will be assigned to each polling place and will be responsible to advise voters of their voting option. Ruie Lavoie will attend the next State Board meeting in the event they have questions regarding the waiver request.

Registration Department
Work is current and processed when received. Automatic Registration started July 1, 2019 and we have noticed an increase in new and updated voter registration from the Motor Vehicle Administration (MVA). The ERIC report, Audit, DHMH report and Jury list has been completed and sent to SBE. Florida has joined the ERIC system and the first list has been processed.

Election Judge Manual
Ruie Lavoie currently participates on the State committee developing the statewide "boiler plate" manual to be used in the 2020 election cycle. Some chapters have been completed and sent to the Attorney General’s office for review and approval. More information to follow.

Election Judge Compensation
Due to the skillset and training now needed to serve as a Chief Judge, election judge, SDR judge and Provisional judge, an increase in judge compensation is necessary in order to recruit and retain qualified and skilled personnel to fully and adequately staff our polling places. The requirements for the mandatory training includes a three (3) hour classroom course. The compensation for training also needs to increase. There are funds in the current budget to cover the additional cost associated with an increase. The following increase to be implemented and effective the 2020 Primary Election was requested.

- **Election Day Service**
  - Training (3 Hours) $40.00
  - Chief Judge $300.00
  - Provisional/SDR $225.00
  - Election Judge $200.00

- **Early Voting**
  - Training (2 Hours) $25.00
  - Chief Judge $200.00
  - Provisional/SDR $175.00
  - Election Judge $150.00

- **MOTION:** Diane Letts motioned to approve the requested increase in judge compensation as listed above to be effective with the 2020 Election cycle.
- **SECOND:** Nancy Simpers
- **ACTION:** Motion unanimously passed
Election Judge Training
AnswerQuest Technologies will be involved in the election judge training program. More information to follow.

Voter Outreach and Election Judge Recruitment
We will be scheduling outreach events throughout the fall to conduct voter registration and election judge recruitment. We conducted our first of several outreach events at the local libraries. We will schedule events for National Voter Registration Day.

It was recommended for the Board to complete the certification to register people to vote. Even if you do not register anyone, it provided valuable knowledge of election law and the process which may be useful in answering voter questions. Several Board members requested the training. Ruie Lavoie will set the date.

Connect 24 Newsletter
The latest edition of the newsletter was provided to the Board. Pictures from the MAEO Conference are included in the newsletter.

Computers
The office computers were replaced and now have the Windows 10 Operating System. And staff has completed Windows 10 training.

Computer Security Awareness Training
Security Awareness training is now required for all staff working in the Cecil County offices and using county owned computers. The training will be sent routinely. To date, everyone has completed the training.

Maryland State Security and Cyber Awareness Training
Maryland State requires all employees who have a Maryland.gov email address and access to the Maryland computer system to complete monthly trainings. At this time, Ruie Lavoie and Shawn Larson are the only staff required to complete these trainings.

Maryland Association of Counties (MACo)
Ruie Lavoie attended the MACo Conference in August and completed several of the Academy Core Trainings during this conference and during the previous MACo conference. These trainings are designed to prepare and assist county officials in their leadership role. Although the Maryland Association of Election Officials (MAEO) funds her attendance at the conferences, Cecil County will fund the cost of the trainings which is a onetime fee of $250.00.

Ruie Lavoie will attend the Local Government Insurance Trust Conference in October. There is no charge for attending this one day conference and two (2) of the required courses are being offered. It is expected that the required courses will be completed in 2020.

National Election Cyber Exercise
Ruie Lavoie participated in the Tabletop Exercise with the Department of Homeland Security (DHS) in June and received recognition for her contributions.
Personnel
Although the State Board and the Department of Budget & Management (DBM) approved the new job classifications, State Board has placed the reclassifications on hold. The expected increase of 17% was not approved, however a 2% increase was approved.

Due to the resignation of the Election Information System Specialist, that position became vacant in July. The position was posted for active recruitment, interviews were held and a candidate selected. The new employee will started today, September 11, 2019.

The vacant Data Application Specialist position has been reclassified to Election Supervisor II and it is now an active recruitment closing on September 11, 2019. Interviews will be held the week of September 23, 2019. After this recruitment is filled, there will be one (1) vacant position.

BOARD COUNSEL’S REPORT
Cameron Brown provided an overview on ethics and standards the Board must follow. A copy of the signed and executed Board Counsel Agreement is included in the Board folders. The information regarding the Open Meetings Act training requirement was sent to Cameron Brown.

OLD BUSINESS
None at this time.

NEW BUSINESS
Covered during the Director’s Report.

ANNOUNCEMENTS AND DISCLOSURES
Kelly Sengstock disclosed that she attended the Republican Central Committee monthly meeting. Diane Letts will be out of town and not able to attend the October meeting. James Crouse will be attending his son’s wedding in November and will not be able to attend the November meeting.

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 October 9, 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 4:12 pm.
Respectfully submitted,

Brenda Ross, President

James Crouse, Vice President

Nancy Simpers, Secretary

Kelly Sengstock, Board Member

Approved this 9th day of October, 2019