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 Cecil County Board of Elections meeting held on October 9, 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
Kelly Sengstock Board Member
Cameron Brown Board Counsel
Ruie Marie Lavoie Director
Lora L. Walters Deputy Director

ABSENT: Diane Letts Board Member

DECLARATION OF QUORUM
Quorum was established with four (4) 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 and asked that proper meeting etiquette be observed.

AGENDA
The agenda was reviewed and there were no additions or changes.

APPROVAL OF MINUTES
The Minutes of the September 11, 2019 Board meeting were reviewed and unanimously approved.

MOTION: James Crouse motioned to approve the Minutes of the September 11, 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. An updated copy was included in the Board folders and is as following:

Board Folders: Agenda, October, 2019 Board Meeting
               Board Meeting Minutes, September 11, 2019
               Directors’ Report, October, 2019
               Monthly Statistics Report, September 2019
               County Bulletins and Registrars

1 | Page
Meetings, Trainings and Important Dates:

Occurred/Attended
September 12, 2019, Team Staff Meeting
September 16, 2019, Voter Outreach and Election Judge Recruitment, Elkton Library.
September 17, 2019, Incident Response Planning at the State Board. Ruie Lavoie attended.
September 17, 2019, Voter Registration Volunteer Training, NAACP at Wright’s AME Church.
Lora Walters and Karen Perry conducted the training.
September 18, 2019, Supervisor Training, Lora Walters and Karen Perry attended.
September 18, 2019, VRV Training for Board Members. Diane Letts and Nancy Simpers attended.
September 19, 2019, Maryland Association of Election Officials (MAEO) meeting in Anne Arundel County.
September 21, 2019, Close of Registration, Rising Sun Election
September 23, 2019, Voter Outreach and Election Judge Recruitment, Perryville Library
September 24, 2019, Disaster Recovery Plan Training, Part 1, Ruie Lavoie attended.
September 24, 2019, National Voter Registration Day. Staff conducted voter outreach and election judge recruitment at the Elkton Library and Cecil College.
September 25, 2019, Election Supervisor II Interviews
September 26, 2019 ALICE Training. Staff to attend.
September 26, 2019, Directors’ Meeting. Ruie Lavoie, Lora Walters and Shawn Larson joined the call.
September 26, 2019, State Board Meeting, Ruie Lavoie attended.
September 26, 2019, VRV Certification Training. Brenda Ross attended.
September 27, 2019, Eastern Shore Best Practices Meeting. Ruie Lavoie attended.
September 30, 2019, Personnel Classifications Meeting with the State Board. Ruie Lavoie attended.
October 1, 2019, Meeting with AnswerQuest Technologies, Election Judge Training. Ruie Lavoie attended.
October 3, 2019, Cecil County Wellness Fair, Diane Letts and Nancy Simpers conducted voter outreach, election judge recruitment and ballot marking device demonstrations.
October 4, 2019, MAEO 2019 Conference Committee Appreciation Luncheon. Ruie Lavoie attended.
October 4, 2019, Train the Trainer (Trainer Etiquette) in Harford County, Shawn Larson attended.
October 7, 2019, Meeting with Harford County Director. Lessons Learned. Ruie Lavoie attended.
October 8, 2019, Disaster Recovery Training. Ruie Lavoie attended.
October 9, 2019, Board Meeting at 3:00 pm

Scheduled/Upcoming
October 10, 2019, ALICE Exercise, Cecil County Administration Building. All staff to participate.
Office will be closed from 8:00 am to 9:30 am during the exercise.
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 21, 2019, Pollbook Database Testing all week
October 22, 2019, Disaster Recover Training. Ruie Lavoie to attend.
October 25, 2019, NAACP Convention in Ocean City. Ruie Lavoie and Lora Walters to attend.
October 28, 2019, MAEO Conference Committee Meeting in Baltimore County
October 29, 2019, MAEO Meeting in Harford County
October 31, 2019, LGIT Conference. Ruie Lavoie to attend.
October 31, 2019, State Board of Elections Meeting in Annapolis
November 5, 2019, Disaster Recovery Plan Training, Part 2, 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 - CANCELLED
November 14, 2019, Directors’ Meeting, Ruie Lavoie and Lora Walters to attend.
November 15, 2019, MUNIS Budget Training. Ruie Lavoie and Lora Walters to attend.
November 28, 2019, Office Closed, Thanksgiving Day
November 29, 2019, Office Closed, American Indian Heritage Day
December 4, 2019 to December 6, 2019, MACo Conference in Cambridge, MD. Ruie Lavoie to attend.
December 11, 2019, Board Meeting at 3:00 pm
December 13, 2019, MAEO Meeting and Holiday Social in Anne Arundel County
December 19, 2019, Directors’ Meeting, In Person in Annapolis. Ruie Lavoie and Lora Walters to attend.
December 25, 2019, Office Closed, Christmas Day
January 1, 2020, Office Closed, New Year’s Day

2018 Gubernatorial Election
The State Board approved the response and plan of action developed after the Audit Findings from the last election. All planned actions will be implemented during the 2020 Presidential Election cycle. A copy of the approval letter from the State Board is included in the Board folders.

Disaster Recovery Plan Development Training
Ruie Lavoie attended Part 1 and is reviewing and updating the current plan after each lesson.

2020 Presidential Election Cycle
Preparations for the Primary Election continue and are on schedule. Nine (9) additional pollbooks have been received and acceptance testing was completed. The pollbooks will be deployed to the larger precincts for Same Day Registration. We are participating in the testing of the new pollbook database during the week of October 21, 2019. Shawn Larson will also assist with new equipment testing at the State warehouse.

Early Voting
The required paperwork was submitted to the State Board for approval of designating the Elk Room in the Cecil County Administration Building as the Early Voting center for the 2020 Election cycle.

Warehouse
Organization of the equipment and supplies in the warehouse continues.

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. Florida has joined the ERIC system and the first list has been processed.

**Voter Outreach and Election Judge Recruitment**
Staff participated in outreach for National Voter registration Day. We will continue to schedule outreach events to conduct voter registration and election judge recruitment. We will also visit the detention center to conduct voter outreach with pretrial inmates.

Diane Letts, Brenda Ross and Nancy Simpers completed the VRV certification training and have assisted with outreach events.

We now have an active twitter account. Shawn Larson is responsible for the website and social media accounts.

**Personnel**
A closed meeting of the Board is included on the agenda for further discussion.

Interviews were held and a candidate has been selected for the vacant Election Supervisor II position. We are pleased to select Karen Perry to be for this position effective October 23, 2019. There is one (1) fulltime vacant position at this time.

**BOARD COUNSEL’S REPORT**
Cameron Brown reminded everyone of the importance of remaining bipartisan and using common sense when posting on Facebook and other social media accounts.

**OLD BUSINESS**
None at this time.

**NEW BUSINESS**
None at this time.

**ANNOUNCEMENTS AND DISCLOSURES**
Kelly Sengstock disclosed that she attends monthly Republican Central Committee meetings.

**MEETING INFORMATION**
The Board unanimously agreed to cancel the November meeting. Notice will be provided on the bulletin board outside the election office and on the election agency website.

The next meeting will held on December 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 as well as other social media accounts.
EXECUTIVE SESSION
Brenda Ross recessed the meeting so the Board could enter into closed session. Cameron Brown and Lora Walters were excused. Personnel matters were discussed. The regular meeting reconvened at 4:14 pm.

ADJOURNMENT
There being no further business, with a motion to adjourn by Nancy Simpers and on a second by James Crouse, the meeting was adjourned at 4:15 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 December, 2019