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 the 11th day of December, 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
Cameron Brown Board Counsel
Ruie Marie Lavoie Director
Lora L. Walters Deputy Director

ABSENT: Kelly Sengstock 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 3:05 pm.

PRESIDENT’S REMARKS
President Brenda Ross welcomed everyone and asked if anyone had additions or changes to the agenda. It was noted that Kelly Sengstock was absent due to an uncontrollable work conflict.

AGENDA
The agenda was reviewed and Carmon Brown requested that the Board enter into closed session immediately following the adjournment of this meeting. The Board unanimously approved the addition. There were no other additions or changes.

APPROVAL OF MINUTES
The Minutes of the October 9, 2019 Board meeting were reviewed and unanimously approved.

MOTION: Nancy Simpers motioned to approve the Minutes of the October 9, 2019 Board Meeting as submitted.
SECOND: James Crouse

DIRECTOR’S REPORT
Prior to the meeting, the Director’s Report was distributed to the Board by email or by regular mail. An updated copy was included in the Board folders and Ruie Lavoie presented the following:
Board Folders:
- Agenda, December 11, 2019 Board Meeting
- Board Meeting Minutes, September 11, 2019
- Directors' Report, November and December, 2019
- Monthly Statistics Report, October and November 2019
- County Bulletins and Registrars
- MAEO 24 Connect Newsletter

Meetings, Trainings and Important Dates:

Meetings, Trainings and Important Dates:

Occurred/Attended
October 9, 2019, Board Meeting
October 10, 2019, ALICE Exercise, Cecil County Administration Building. All staff participated.
October 14, 2019, Office Closed, Columbus Day
October 17, 2019, Mandatory State Board Biennial Conference in Annapolis
October 18, 2019, State Board Table Top Exercise in Anne Arundel County. Ruie Lavoie and Karen Perry attended.
October 21, 2019, Rising Sun Municipal Election
October 21, 2019, State Board Pollbook Database Testing all week. Cecil County participated.
October 22, 2019, Disaster Recover Training. Ruie Lavoie joined the call.
October 24, 2019, Cecil County Library Professional Training Meeting. Karen Perry attended.
October 28, 2019, MAEO Conference Committee Meeting in Baltimore County. Ruie Lavoie attended.
October 29, 2019, MAEO Meeting in Harford County. Ruie Lavoie attended.
October 31, 2019, State Board of Elections Meeting in Annapolis
November 5, 2019, Disaster Recovery Plan Training, Ruie Lavoie attended by conference call.
November 6, 2019, USPS Informed Delivery Meeting. Karen Perry, Denise Calder and Lora Walters attended.
November 7, 2019, MUNIS Computer Training. Lora Walters attended scheduled class. Ruie Lavoie attended on another day.
November 7, 2019, Petition Processing GoTo Training. Staff joined the training by telephone.
November 11, 2019, Office Closed, Veterans Day
November 12, 2019, Incident Response Planning at the State Board. Ruie Lavoie attended.
November 13, 2019, Board Meeting Cancelled
November 14, 2019, Directors’ Meeting by conference call. Ruie Lavoie and staff joined the call.
November 15, 2019, MUNIS Budget Training. Ruie Lavoie attended.
November 19, 2019, State Board Computer Audit. Russell Hicks completed the audit.
November 25, 2019, MAEO Conference Planning Committee Meeting in Baltimore City. Ruie Lavoie attended.
November 26, 2019, Meeting with County IT, 2020 planning. Ruie Lavoie and Shawn Larson attended.
November 28, 2019, Office Closed, Thanksgiving Day
November 29, 2019, Office Closed, American Indian Heritage Day
December 3, 2019 to December 6, 2019, MACo Winter Conference and Academy Core Training courses in Cambridge, Maryland. Ruie Lavoie attended.

December 3, 2019, MAEO Closed Board Meeting Conference Call. Ruie Lavoie joined the call.

December 3, 2019, MDVOTERS Disaster Recovery Exercise. County IT and Shawn Larson led staff through the exercise.

Scheduled/Upcoming
December 11, 2019, Board Meeting at 3:00 pm
December 12, 2019, MAEO Conference Planning Committee Meeting in Anne Arundel County. Ruie Lavoie to attend.
December 12, 2019, State Board Meeting. Ruie Lavoie to attend in person at 2 pm.
December 13, 2019, MAEO Meeting and Holiday Social in Anne Arundel County. Ruie Lavoie to attend.
December 17, 2019, Disaster Recovery Training. Ruie Lavoie to join conference call.
December 19, 2019, Directors' Meeting, In Person in Annapolis. Ruie Lavoie to attend.
December 24, 2019, Office Closed, Christmas Eve.
December 25, 2019, Office Closed, Christmas Day
January 1, 2020, Office Closed, New Year's Day
January 2, 2020, Election Prep Staff Meeting
January 8, 2020, Board Meeting at 3:00 pm
January 10, 2020, Performance Evaluations due to State Board
February 4, 2020, Special Election, Congressional District 7. Ruie Lavoie and Shawn Larson to assist Baltimore City and Baltimore County.
February 12, 2020, Board Meeting
February 18, 2020, Electionware Training. Ruie Lavoie and Shawn Larson to attend.

2020 Presidential Election Cycle
Preparations for the Primary Election continue and are on schedule. We received the additional equipment needed for Same Day Registration and will continue to receive other supplies needed for Early Voting and Election Day. There were three (3) pollbooks that were marked for repair. The repairs have been competed completed which will allow for additional pollbooks to be deployed on Election Day. All new equipment has passed acceptance testing.

Election Judge Recruitment
After the holidays, we will send a letter to all election judges that served during the 2018 election cycle to solicit their interest in serving during 2020.

Election Judge Manual
The 2020 manual is almost complete and ready to be sent to State Board for approval.

Election Judge Training
The training curriculum and script are in the process of being develop. The training class schedule will be available mid-January. Train the trainer will be scheduled in February, 2020. It is suggested that all Board members attend a training class to become familiar with the new equipment and same day registration as well as other changes that have occurred since 2018.
Warehouse
Organization of the equipment and supplies in the warehouse continues and will be ongoing through the 2020 election cycle.

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 prior to the deadline date.

Voter Outreach and Election Judge Recruitment
As much as possible, we will continue to schedule outreach events to conduct voter registration and election judge recruitment.

Website
The website has been updated and organized to be more user friendly. All links and forms have been updated and tested.

Personnel
The vacant Data Application Specialist II position will be posted and open to anyone wanting to apply. Interviews for that position should be held at the end of the year or the first part of January, 2020. The paperwork to request for a temporary county employee position has been submitted to County Human Resources. The position will be a “Support Specialist” and it is hoped to have the position filled by the end of January, 2020.

Performance Evaluations
The State required Performance Evaluations (PEP) are due to the State Board by January 10, 2020. It is recommended that the Board meet in closed session after the January, 2020 meeting to discuss the Director’s evaluation.

BOARD COUNSEL’S REPORT
No report at this time.

OLD BUSINESS
None at this time.

NEW BUSINESS
None at this time.

ANNOUNCEMENTS AND DISCLOSURES
Brenda Ross disclosed that she received a “Boss’s Day gift that was delivered to her by Ruie Lavoie and Lora Walters. There were no other announcements or disclosures.

MEETING INFORMATION
The next meeting will be held on January 8, 2020 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 at 4:00 pm so the Board and Board Counsel could enter into closed session. Ruie Lavoie and Lora Walters were excused. Personnel matters were discussed. The Executive Session was adjourned at 4:23 pm and the regular meeting reconvened.

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 4:24 pm.

Respectfully submitted,

[Signatures]
Brenda Ross, President

James Crouse, Vice President

Nancy Simpers, Secretary

Diane Letts, Board Member

Kelly Sengstock, Board Member

Approved this 8th day of January, 2019