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 8th day of January, 2020 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 five (5) Board Members present in person. The meeting was called to order by President Brenda Ross at 3:04 pm.

PRESIDENT’S REMARKS
President Brenda Ross welcomed everyone and requested additions or changes to the agenda.

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

APPROVAL OF MINUTES
The Minutes of the December 11, 2020 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: Diane Letts

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 is included in the Board folders and Ruie Lavoie presented the following:

Board Folders: Agenda, January 8, 2020 Board Meeting
Board Meeting Minutes, December 11, 2019
Statement for Closed Meeting, December 11, 2019
Statement for Closed Meeting, January 8, 2020
Directors' Report, January, 2020
Meetings, Trainings and Important Dates:

Occurred/Attended
December 9, 2019, Meeting with County Budget Director. Ruie Lavoie attended.
December 11, 2019, Board Meeting at 3:00 pm
December 12, 2019, MAEO Conference Planning Committee Meeting in Anne Arundel County. Ruie Lavoie attended.
December 12, 2019, State Board Meeting. Ruie Lavoie attended.
December 13, 2019, MAEO Meeting and Holiday Social in Anne Arundel County. Ruie Lavoie attended.
December 16, 2019, Election Equipment Delivery, Transfer Carts
December 17, 2019, Disaster Recovery Training. Ruie Lavoie joined the conference call.
December 18, 2019, Team Building Exercise and Holiday Party
December 18, 2019, State Computer Audit and Updates completed by Russell Hicks.
December 19, 2019, Directors’ Meeting, In Person in Annapolis. Ruie Lavoie attended.
December 23, 2019, Meeting with County Administrator, Election Security. Ruie Lavoie attended.
December 24, 2019, Office Closed, Christmas Eve.
December 25, 2019, Office Closed, Christmas Day
December 31, 2019, MDVOTERS List Maintenance Completion
January 1, 2020, Office Closed, New Year’s Day
January 2, 2020, Presidential Election Preparation Staff Meeting
January 7, 2020, Meeting with Harford County Director, Election Support. Ruie Lavoie attended.

Scheduled/Upcoming
January 8, 2020, Board Meeting
January 10, 2020, Performance Evaluations due to State Board
January 10, 2020, MAEO Meeting, Harford County
January 13, 2020, Polling Place Security Meeting with County Administration and Law Enforcement. Ruie Lavoie to attend.
January 13, 2020, Cradle Point Router Webinar for Statewide testing training and overview.
January 14, 2020, Cradle Point Router Statewide Testing.
January 14, 2020, Election Equipment Transportation Delivery Meeting. Ruie Lavoie, Lora Walters and Shawn Larson to attend.

January 15, 2020, Proposed Interview date for Data Application Specialist position.

January 16, 2020, Director’s Meeting by conference call. Ruie Lavoie and staff to join the call.

January 16, 2020, State Board of Elections Meeting in Annapolis

January 17, 2020, FY21 Proposed Budget due to Budget Manager

January 17, 2020, MAEO Election Technology Committee Meeting at State Warehouse. Shawn Larson to attend.


January 20, 2020, Office Closed. Dr. Martin Luther King’s Birthday

January 21, 2020, Team Building Exercise

January 21, 2020, Disaster Recovery Training. Ruie Lavoie to join conference call.


January 24, 2020, Candidate Filing Deadline, Office open to 9 pm.


February 4, 2020, Special Election, Congressional District 7. Ruie Lavoie and Shawn Larson to assist and support Baltimore City and Baltimore County.

February 12, 2020, Board Meeting

February 17, 2020, Office Closed, President’s Day

February 18, 2020, Electionware Training. Ruie Lavoie, Shawn Larson and County IT to attend.

February 20, 2020, Director’s Meeting Conference Call

March 11, 2020, Board Meeting at 3:00 pm

March 19, 2020, Director’s Meeting, In Person in Annapolis.

April 16, 2020 to April 23, 2020, Early Voting

April 28, 2020, Primary Election Day

2020 Presidential Election Cycle

A list of important dates for the election cycle is included in the Board member folders. Note the dates that are mandatory for the Board and Board Attorney. The Clerk of the Circuit Court is available to administer the oath to the Board on April 8, 2020 for the Primary Election and on October 14, 2020 for the General Election. Note that Early Voting start time is 8:00 am to 8:00 pm for the General Election.

Preparations for the Primary Election continue and are on schedule. The state supplied “LBE Technician” has been hired and will begin working in March.

Polling Place Security

A meeting was held with the County Administrator, and a follow-up meeting has been scheduled to discuss polling place security and how law enforcement will assist with this effort. It is a top priority to keep everyone safe during Early Voting and on Election Day.

Defending Digital Democracy Project

Ruie Lavoie and Shawn Larson attended this conference to be as prepared as possible for whatever may occur during the election cycle. It was a very informative and a dynamic training.
Plans are in progress to implement several of the suggested best practices and procedures. The Battle Staff Playbook is available for Board review and included in the Board Folders.

2020 Presidential Primary Election Equipment
New printers will be received to use during Early Voting. The printers are not the same as the current printers and can only be used for Early Voting. Two (2) transfer carts have been received and will be used for early voting and training. New Cradle Point Routers will be used during Early Voting (for the Primary) to connect the pollbooks and in the future, to connect for Same Day Registration on Election Day. Delivery of the routers should take place in the next few weeks. Statewide testing of the routers is scheduled for the week of January 13, 2020. Cecil County will participate in the testing.

The equipment deployment will be determined using the additional and repaired equipment after we receive the State Board recommendations. Two (2) ballot marking devices will be deployed to polling places with 3,000 or more active voters. A meeting has been scheduled with the company that will deliver the equipment to the polling places.

Election Judge Manual
The 2020 manual is almost complete and will be ready to be sent to State Board for approval soon. We are obtaining 3 bids for printing and binding the manuals.

Election Judge Information
A total of 265 letters were mailed to election judges that served during the 2018 election cycle to solicit their interest in serving during 2020. 413 letters soliciting interest in serving as an election judge were mailed to new voters in Cecil County. Election Judge Fliers and applications are included in the Board folders.

The number of election judges assigned to each precinct has been determined using the equipment deployment quantity (spreadsheet included in Board folders) and State requirements. The total number of election judges assigned to a polling place is dependent on the number of pollbooks, scanners and voting booths deployed. Election judges will be cross-trained. Every polling place will have at least 2 Chief Judges, 1 Greeter Judge, 2 Pollbook Judges, 1 Provisional Judge, 1 SDR Judge, 1 Ballot Marking Device (BMD) Judge, 1 scanner judge and 2 Ballot Issuing Judges.

Administrative Leave for Election Judge Service
Both County and State employees will receive administrative leave for serving as an election judge. We plan to request advertisement of this benefit.

Same Day Registration (SDR)
We received the template for the SDR manual and it will be updated with Cecil County specifics in the next few weeks. During Early Voting, a person will be able to register to vote and change their address. On Election Day, a person can only register to vote. There is a new device that will connect to the pollbooks and we should receive same in the next few weeks.
Election Judge Training
The training curriculum, point and script are in progress. The training class schedule is also being developed and will be made available for the Board at the February meeting. Please advise if you would like to attend a training class. Train the trainer will take place in February and classes will begin shortly after.

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.

7th Congressional District Special Election
Although the 7th District is not part of Cecil County, Ruie Lavoie and Shawn Larson will be assisting Baltimore County and Baltimore City as needed with the election on February 4, 2020. Shawn Larson will also assist the City with training their Field Day Support Technicians.

Personnel
The vacant Data Application Specialist II position posting deadline was December 31, 2019 and interviews will be schedule as soon as possible. It is hoped to have the position filled by the end of January.

The paperwork to request a part-time county employee position, Support Specialist, has been approved by the Budget Director, Administration and Human resources. The Support Specialist will work Monday through Friday from 8:30 am to 2:30 pm and assist in the warehouse and with the election equipment. We are currently writing the job description and position announcement to be posted as soon as possible. The position should be filled by March 1, 2020 with a start date of March 15, 2020.

The State provided Technician is expected to begin in March. Election Field Support will only assist with Logic and Accuracy Testing in April, and also assist with election equipment issues on Election Day.

The Governor approved a 1% increase effective January 1, 2020 for all State employees. At its December 12, 2019 meeting, the State Board approved for all state employee election staff to be moved into the new classification effective July 1, 2020. Ruie Lavoie will begin the paperwork process to reclassify all state employees into the new classifications.

The State required Performance Evaluations (PEP) are due to State Board by January 10, 2020. The director has completed the performance evaluations for staff. The Board will meet in closed session directly after the meeting to review and discuss the Director’s performance evaluation.

Rules of Security
Board members and Board Counsel signed the Rules of Security. Ruie Lavoie will forward the forms to the State Board.
BOARD COUNCIL REPORT
No report at this time. Cameron Brown will take part if the state-wide attorney conference calls and will provide overviews of the calls to the Board.

OLD BUSINESS
None at this time.

NEW BUSINESS
The 2020 Election dates are provided in the Board folders. Discussion held regarding mandatory Board and attorney attendance. During the next few meetings, the Board will discuss their role during Early Voting and on Election Day.

ANNOUNCEMENTS AND DISCLOSURES
There were no announcements or disclosures.

QUESTIONS AND CONCERNS
Ruie Lavoie addressed questions regarding voter fraud and double voting. Maryland is at the forefront with this effort, and takes every possible measure to reduce or eliminate voter fraud and double voting. Examples were provided.

MEETING INFORMATION
The next meeting will be held on February 12, 2020 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.

IMPORTANT DATES
February 12, 2020          Board Meeting
March 11, 2020              Board Meeting
April 8, 2020              Public Demonstration – 2 pm
                              Administration of Oath – 3 pm
                              Board Meeting – 3 pm

EXECUTIVE SESSION
Brenda Ross recessed the meeting at 4:25 pm. Ruie Lavoie and Cameron Brown were excused. The Board entered into closed session for the specific purpose of discussing and reviewing the Director’s performance evaluation. The open meeting was reconvened at 5:20 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 5:22 pm.
Respectfully submitted,

James Crouse, Vice President (Acting President)

Nancy Simpers, Secretary

Diane Letts, Board Member

Kelly Sengstock, Board Member

Approved this 12th day of February, 2020