Cecil County Board of Elections  
February 12, 2020  
MINUTES

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 12th day of February, 2020 in the North East Conference Room of the Cecil County Administration Building located at 200 Chesapeake Boulevard in Elkton, Maryland.

ATTENDEES:  
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 four (4) Board Members present in person. The meeting was called to order at 3:00 pm by Acting President James Crouse.

PRESIDENT’S REMARKS
Mr. Crouse announced that Brenda Ross had resigned effective February 12, 2020 and a letter from Ms. Ross was presented to each Board member. Mr. Crouse expressed appreciation for the years of service Ms. Ross had given to the election Board. Best wishes were extended as she embarks on a new chapter.

AGENDA
Additions or changes to the Agenda were requested. After review, Ruie Lavoie requested the addition of a closed session to discuss personnel to be placed after the discussion of the next Board meeting. There were no other additions or changes.

APPROVAL OF MINUTES
The Minutes of the January 8, 2020 Board meeting were reviewed and unanimously approved.

MOTION: Nancy Simpers motioned to approve the Minutes of the January 8, 2020 Board Meeting as submitted.
SECOND: Diane Letts
ACTION: Favorable and unanimous, Motion carried.

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. Ruie Lavoie thanked the Board for working with her over the past few weeks as she faced several personal tragedies and obstacles. The Director's Report was then presented as follows:
**Board Folders:**
- Agenda, February 12, 2020 Board Meeting
- Board Meeting Minutes, January 8, 2020
- Directors’ Report, February, 2020
- Maryland Page Program Information and Legislation
- 2020 Proposed Legislation List
- 2020 Primary Election Judge Training Schedule
- Election Office Goals and Success
- Monthly Statistics Report, January 2020
- County Bulletins and Registrars

**Meetings, Trainings and Important Dates:**

**Occurred/Attended**
- January 8, 2020, Board Meeting
- January 10, 2020, Performance Evaluations due to State Board
- January 10, 2020, MAEO Meeting, Harford County
- January 10, 2020, State Employee Performance Evaluations due to the State Board
- 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, Election Equipment Transportation Delivery Meeting. Ruie Lavoie, Lora Walters and Shawn Larson attended.
- January 14, 2020, Interviews held for Data Application Specialist position.
- January 16, 2020, Director's Meeting by conference call. Ruie Lavoie and staff joined the call.
- January 16, 2020, State Board of Elections Meeting in Annapolis
- January 17, 2020, FY21 Proposed Budget due to County Budget Manager
- January 17, 2020, MAEO Election Technology Committee Meeting at State Warehouse. Shawn Larson attended.
- January 20, 2020, Office Closed. Dr. Martin Luther King’s Birthday
- January 24, 2020, Candidate Filing Deadline, Office was open until 9 pm.
- February 4, 2020, Special Election, Congressional District 7. Ruie Lavoie and Shawn Larson assisted Baltimore City.
- February 10, 2020, North East Municipal Election
- February 10, 2020, ETrack meeting. Ruie Lavoie, Lora Walters and Shawn Larson attended.
- February 11, 2020, Voter Registration Volunteer Training, Ruie Lavoie and Denise Calder conducted the training.
Scheduled/Upcoming

February 12, 2020, Board Meeting
February 12, 2020, New Employee start date for Date Application Specialist position.
February 13, 2020, Staff Meeting and Election Preparation
February 13, 2020, MVA Advertisement meeting. Ruie Lavoie and Lora Walters attend.
February 13, 2020, Meeting with AnswerQuest Technologies, Election Judge Training. Ruie Lavoie, Lora Walters and Karen Perry to attend.
February 17, 2020, Office Closed, President’s Day
February 18, 2020, ElectionWare Training. Ruie Lavoie, Shawn Larson and County IT to attend.
February 19, 2020, Harford County Training, Absentee voting process. Karen Perry to conduct the training.
February 20, 2020, Director’s Meeting Conference Call. Ruie Lavoie and Lora Walters to join the call.
February 21, 2020, MUNIS training. Ruie Lavoie to attend.
February 24, 2020, Certification and Display of 2020 Primary Ballot
February 27, 2020, 2020 Primary Ballot Production to begin.
March 3, 2020, Charlestown Municipal Election
March 6, 2020, MAEO Meeting in Anne Arundel County. Ruie Lavoie to attend.
March 7, 2020, Election Judge Training to begin
March 10, 2020, Election Judge Training, Train the Trainer
March 11, 2020, Board Meeting at 3:00 pm
March 13, 2020, Close of Registration for Elkton and Perryville Municipal Elections
March 19, 2020, Director’s Meeting, In Person in Annapolis.
March 27, 2020, MAEO Conference Planning Meeting in Baltimore City.
March 29, 2020 and March 30, MAEO Conference Preplanning Meeting in Ocean City.
April 1, 2020, Supply Verification due to State Board
April 1, 2020, Close of registration for Cecilton Municipal election.
April 6, 2020, Logic and Accuracy for Election Day Testing to begin
April 7, 2020, Close of Registration and Party Change Deadline for State of Maryland, office open until 5:00 pm.
April 8, 2020, Public Demonstration of Voting System at 2:00 pm
April 8, 2020, Administration of Oath for Board of Canvassers
April 8, 2020, Board Meeting at 3:00 pm
April 13, 2020, Logic and Accuracy for Early Voting to begin
April 13, 2020, Election Judge Training, Last Day of Classes
April 16, 2020 to April 23, 2020, Early Voting
April 23, 2020, Election Day Equipment Delivery
April 28, 2020, Primary Election Day
April 29, 2020, Election Day Equipment Pick Up
April 30, 2020, Absentee 1 Canvass
May 4, 2020, Cecilton Municipal Election
May 6, 2020, Provisional Canvass
May 8, 2020, Absentee 2 Canvass and Certification of the Election
May 12, 2020, Elkton and Perryville Municipal Election
May 13, 2020, Board Meeting
May 25, 2020, Office Closed, Memorial Day
June 1, 2020 Chesapeake City Municipal Election
Election Office Goals
A discussion was held regarding the goals of the election office. It was decided that a list of past and current goals would be provided to the Board and that list would be updated as needed.

Financial Disclosures
The Board must complete their Financial Disclosure for 2019 by April. Note that real property must be disclosed, regardless if you own or rent.

FY 2021 Budget
The proposed budget was submitted to the County Budget Manager in January, however new information was received from the State Board which will increase the county billing for FY2021. The county will be responsible for the purchase of new pollbooks at a cost of approximately $60,000.00. Although we have been able to find budget cuts in some areas, this expense is not negotiable and will cause a fairly significant budget increase in FY2020. The additional costs were sent to the County budget office and the proposed budget was updated. Once the County has reviewed the budget, copies will be provided to the Board.

2020 Proposed Legislation
A list of proposed legislation is provided in the Board folders. A verbal review and discussion was held. A list will be provide by email which will allow Board members the ability to click on the proposed legislation link and review information. Ruie Lavoie provided fiscal note information to the County Finance Director.

2020 Presidential Election
Preparations for the Primary Election continue and are on schedule. 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.

2020 Presidential Primary Election Equipment
Additional equipment and supplies have been ordered and/or received. A meeting with the equipment transportation company was held. The delivery date has been determined and the stop schedule is in progress. The quarterly equipment charging was completed on schedule.

Early Voting
With few exceptions, all Early Voting judges will work a four (4) day shift, Thursday to Sunday or Monday to Thursday for continuity purposes and also to allow for on-the-job training for Election Day. Cecil County offered to participate in the networking of all 19 polling places on Election Day, however the State Board decided to only network six (6) jurisdictions. Cradle Point Routers will be delivered and programmed accordingly for Early Voting only.

The memorandum of understanding (MOU) has been signed and executed for the use of the Elk Room during Early Voting. The requirement to turn off video and recording devices was included in the memorandum. A copy of the MOU was submitted to the State Board.
Election Judge Manuals
The 2020 manual is 99% complete with the State Board approval. It will be sent to the printer this week. The Same Day Registration (SDR) Manual is complete and will be printed in house. The Address Change manual, which is only needed for Early Voting, is complete and will be printed in house. The Step by Step Guides have been completed and will be printed in house.

Election Judge Recruitment
We have recruited approximately 248 election judges and need approximately 100 more. We continue to send letters to newly registered voters and are distributing fliers throughout the County. The Board is asked to assist in this effort.

Election Judge Training
The training schedule is included in the Board folders. Please advise when the Board would like to attend a class. The Chief Judge and/or Same Day Registration classes are recommended. The training curriculum, PowerPoint and script are in progress. Train the trainer is scheduled for March 10, 2020.

Registration Department
Work is current and processed when received. The ERIC report, Audit, DHMH report and Jury list have been completed and submitted to SBE prior to the deadline date.

Voter Outreach and Election Judge Recruitment
Voter outreach will be conducted when time allows

Personnel
The vacant Data Application Specialist II position has been filled and the new employee will begin on February 12, 2020. The new part-time county position, Support Specialist, has been posted and we expect to interview in March for a start date as soon as possible. The State hired Technician is expected to begin in March. The paperwork to move state employees to the new classifications effective July 1, 2020 is in progress.

BOARD COUNCIL REPORT
No formal report at this time. Cameron Brown is currently working with the Republican Central Committee to fill the Board vacancy. Mr. 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
Board Vacancy
The Board discussed the vacant office of President and the Board unanimously voted Kelly Sengstock to the position.

MOTION: James Crouse nominated Kelly Sengstock for the position of Board President.
SECOND: Nancy Simpers
ACTION: Unanimous
ANNOUNCEMENTS AND DISCLOSURES
The Board extended congratulations to Mrs. Sengstock and offered their assistance in any way needed. There were no announcements or disclosures. Ms. Sengstock announced that she attended a Trump Watch Party Rally. There were no other announcements or disclosures.

MEETING INFORMATION
A discussion regarding the May meeting date was held. Because the regular, 2nd Wednesday meeting date of May 13, 2020 is less than one week after the Absentee 2 Canvass and Certification of Election, the Board decided that if needed, to hold the May meeting after the Absentee 2 Canvass on May 8, 2020 at 11:00 am. The June meeting is scheduled for June 10th which is only a few days after the MAEO conference. The Board unanimously decided to cancel the June meeting unless there is business that needs to be addressed.

The next meeting will be held on April 8, 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.

March 11, 2020 Board Meeting at 3:00 pm
April 8, 2020 Public Demonstration of Voting Equipment at 2:00 pm
April 28, 2020 Administration of Oath and Board Meeting at 3:00 pm
April 8, 2020 Board Meeting at 8:00 pm

EXECUTIVE SESSION
James Crouse recessed the meeting at 4:04 pm. Lora Walters and Cameron Brown were excused. The Board entered into closed session for the specific purpose of discussing personnel issues. The open meeting was reconvened at 4:23 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 4:24 pm.

Respectfully submitted,

James Crouse, Vice President (Acting President)

Nancy Simpers, Secretary

Diane Letts, Board Member

Kelly Sengstock, Board Member

Approved this 11th day of March, 2020

Page 6 of 6