



# BALTIMORE COUNTY BOARD OF ELECTIONS

*Approved  
3/27/24*

**MINUTES**  
**January 24, 2024**

## **PUBLIC NOTICE**

Public notice of the Board meeting was provided by posting notice of the Board Action, meeting information and agenda on the bulletin board in the entrance lobby of the Baltimore County Board of Elections office located at 5 Crossing Way in Owings Mills, Maryland. This information was also posted on the Election agency website and social media platforms.

**MINUTES** of the Baltimore County Board of Elections' meeting held on the 24<sup>h</sup> day of January, 2024.

## **ATTENDEES:**

- |                       |                                |
|-----------------------|--------------------------------|
| Gloria Mason          | President                      |
| William Feuer         | Vice President                 |
| LaVerne Gaither       | Secretary                      |
| Derick Johnson        | Board Member                   |
| Albert Nalley         | Board Member                   |
| Andrew Bailey         | Board Counsel                  |
| Ruie Marie Lavoie     | Director                       |
| Cindy Rimmey          | Election Program Manager       |
| Amanda White          | Election IT Program Specialist |
| Danna Archie-Williams | Election Program Supervisor    |
| Jean Benhoff          | Guest (attended virtually)     |
| Carol Byrd            | Guest (attended virtually)     |
| Barry Chodak          | Guest (attended virtually)     |
| Sandra Jones          | Guest (attended virtually)     |
| Michele Leahy         | Guest (attended virtually)     |
| Cynthia Padgett       | Guest (attended virtually)     |
| James Randisi         | Guest (attended virtually)     |
| Tate Showers          | Guest (attended virtually)     |
| Kate Sullivan         | Guest (attended virtually)     |

## **DECLARATION OF QUORUM**

The Meeting of the Board of Elections was called to order by President Mason at 10:02 am on Wednesday, January 24, 2024 in the multipurpose room of the Baltimore County Board of Elections office. Quorum was established with five (5) members present in person.

## **AGENDA**

The Board unanimously approved an update to the Minutes under Next meeting. The next Board meeting dates was changed to March 27<sup>th</sup>. No other additions or changes.

## **MINUTES**

A copy of the Minutes from the December 13, 2023 Board Meeting was distributed to the Board electronically prior to the meeting. A review the Minutes was completed and there were no requested changes.

- MOTION:** Member Nalley motioned to accept and approve the Minutes of December 13, 2023 as written.
- SECOND:** Member Gaither
- VOTE:** Unanimous
- ACTION:** The Minutes of the December 13, 2023 Board meeting were approved as written.

## **PRESIDENT'S REMARKS**

President Mason wished a happy, healthy and prosperous New Year to the Board and guests in person and also the guests that were viewing the meeting by livestream. She expressed appreciation to the Board for meeting the Open Meetings Act Training and Ethics Filing requirements. President Mason noted that the February meeting is cancelled, but requested the Board be prepared for a longer than usual March meeting. The election of Canvass positions (Chair and Secretary) and an introduction to the canvass process will be added to the agenda. During the April Board meeting, the vote for Canvass officers will take place as well as the administration of oath of the Board of Canvassers and the Director.

## **DIRECTOR'S REPORT**

### **Board Documents**

Agenda, January 24, 2024 Board Meeting  
Minutes December 13, 2023  
Directors' Report, January 24, 2024  
Monthly Statistics Report, December 2023

### **Meetings and Trainings**

Staff continues to attend all meetings and trainings as requested or scheduled. Outreach and Election Judge Recruitment events are listed below.

#### **Attended:**

December 13, 2023	Board Meeting
December 13, 2023	County Budget Bootcamp, FY 2025. Ruie Lavoie attended.
December 14, 2023	State Board Meeting. Ruie Lavoie attended, presentation of Early Voting Center locations and Election Day Polling Place locations.
December 15, 2023	Computer Audits conducted by State Board.
December 18, 2023	Meeting with State Board, HB1200. Ruie Lavoie and Danna Williams attended.
December 18, 2023	County Executive Holiday Party.
December 19, 2023	Anne Arundel County Board of Elections visit to office.
December 19, 2023	Partnership for Large Jurisdictions Meeting. Ruie Lavoie attended.
December 20, 2023	Property Management Main Star Training. Danna Williams attended.
December 20, 2023	Maryland Department of Legislative Services visit to office.
December 21, 2023	Milford Mill Academy Outreach, Election Briefing and Outreach to High School Students. Staff conducted outreach.
December 21, 2023	Tenex Software Presentation, Election Solutions. Ruie Lavoie and staff joined the session.
December 25, 2023	County and State Offices Closed, Christmas Day
December 28, 2023	Meeting with County OIT Customer Service Representative and office visit. Ruie Lavoie, Amanda White and James Harris attended meeting.
January 1, 2024	County and State Offices Closed, New Year's Day
January 3, 2024	Ballot Marking device pick-up. Geoffrey Hughes and Richard Addison picked up the equipment from Prince George's County.
January 3, 2024	Meeting with County Administrative Officer. Ruie Lavoie attended.
January 4, 2024	Ballot/Mail Sorting Equipment Meeting with State Board. Staff attended.
January 4, 2024	State Board Meeting. Ruie Lavoie viewed the meeting virtually.
January 5, 2024	Meeting with Delegate McCaskill, Ruie Lavoie answered questions and provided an Election briefing.

January 5, 2024 Meeting with Delegate Jackson, Ruie Lavoie answered questions regarding proposed election legislation and provided an Election briefing.

January 5, 2024 Meeting with State Administrator, Ruie Lavoie attended.

January 8, 2024 US Election Assistance Commission LLC Annual Meeting. Ruie Lavoie attended.

January 10, 2024 Office Open at 10:00 am, Delayed for Inclement Weather

January 10, 2024 HR Temporary Position Interviews held.

January 11, 2024 Directors' Meeting with State Board. Ruie Lavoie and staff attended.

January 11, 2024 League of Woman Voter's Volunteer Voter Registration Training at Charlestown Retirement Home. Lisa Nash and Richard Addison conducted the training.

January 12, 2024 Adaptive Budget Training. Ruie Lavoie attended.

January 15, 2024 Office Closed, County and State Holiday, Martin Luther King Jr. Day

January 16, 2024 Office Open at 10:00 am, Delayed, Inclement Weather

January 16, 2024 Maryland Association of Election Officials (MAEO) Mentor Meeting. Ruie Lavoie attended.

January 16, 2024 MAEO Legislative Committee Meeting. Ruie Lavoie, Cindy Remmey and Lisa Nash attended.

January 17, 2024 Office Open at 10:00 am, Delayed, Inclement Weather

January 17, 2024 Meeting with Strategic factory, Election Judge Manuals. Ruie Lavoie and Amanda White attended.

January 18, 2024 Ways and Means Committee Meeting, Election Briefing by State Administrator. Ruie Lavoie, Cindy Remmey, Danna Williams viewed the Briefing.

January 18, 2024 Swatting and Security Training, Elections Group. Lisa Nash, Danna Williams, Lemce Austin, Cindy Remmey and Jerria Johnson attended.

January 19, 2024 Office Closed by County Administrator, Inclement Weather

January 19, 2024 MAEO Standards Committee Meeting. Ruie Lavoie and Lisa Nash attended virtually.

January 19, 2024 MAEO Legislative Committee Meeting. Ruie Lavoie attended virtually.

January 22, 2024 Critical Oversight Audit Training. Ruie Lavoie, Lisa Nash, Ron Thomas and Cindy Remmey attended.

January 22, 2024 HVAC Training and Meeting with St. Johns Properties. Staff to attend.

January 23, 2024 Equipment Allocation and Election Judges Assignment Meeting

January 24, 2024 Board Meeting at 10:00 am

**Upcoming:**

January 24, 2024 MACO Legislative Reception, Ruie Lavoie to attend.

January 25, 2024 State Board Meeting at 1:00 pm

January 25, 2024 Deputy Director Recruitment Interviews

February 6, 2024 MAEO Membership Meeting and Winter Social

February 7, 2024 Meet and Greet, State Election Judge Trainers

February 9, 2024 EAC LLC Executive Committee Meeting. Ruie Lavoie to attend,

February 9, 2024 Candidate Filing Deadline, 2024 Primary Election

February 12, 2024 FY 2025 Budget Review with County Administrative Officer

February 15, 2024 Directors' meeting with State Board, In-Person, Anne Arundel County. Ruie Lavoie to attend.

February 19, 2024 Office Closed, County and State Holiday, President's Day

February 19, 2024 Partition Wall Installation. Ruie Lavoie and Amanda White to meet installers.

February 21, 2024	Election Night Reporting and Process Meeting with County OIT
February 28, 2024	Board Meeting – Cancelled.
March 11, 2024	Certification and Display of Ballot
March 14, 2024	Transportation Meeting, Election Equipment
March 27, 2024	Board Meeting

### **New Election Office and Warehouse**

There are several outstanding items to be completed in the new building. The AV installation has started and is expected to be completed within the next week. There was an additional delay in the installation of the partition walls in the multipurpose room and Board conference/Candidate Filing room. The new installation date is February 19, 2024. This date is a holiday, President's Day but Director Lavoie and Amanda White will be onsite to ensure the installation proceeds without issue. The completion of racking and shelving in the warehouse has not been scheduled as we are waiting for the vendor, Douron. We are also waiting on the remaining furniture items and replacement items from Douron to be delivered. Director Lavoie will continue to follow up with Property Management.

The front entrance lobby and warehouse entrance cameras are now connected to a monitor at the reception desk. The public use computer in the lobby is operational and available for citizens to complete online voter registration and updates, etc. to their voter record.

### **Election Agency Operating Budget, Fiscal Year 2025**

Director Lavoie attended the mandatory "Budget Boot Camp" for Fiscal Year 2025 Operating Budget that was held on December 13, 2023. The FY2025 proposed budget begins July 1, 2024, and is in the development process. The target total budget provided by the County due to the unfunded State mandates that must be included. Director Lavoie will continue to work with the State and County Finance for credits back to the County on voting equipment, ballot box requirements and warehouse storage space. More information and Council Presentation dates to be provided at the March Board meeting.

### **Voter Registration (MDVOTERS)**

All routine tasks, reports and monthly audits were completed on time and submitted to the State Board. The Critical Oversight Audit, ERIC Report, MDH Report, Jury list, "Fuzzy" Reports for MDH, Century Club and AOC we completed prior to the deadline. Letters, Voter Notification Cards, confirmation cards and change of address cards, etc. were mailed after new and changed registrations were processed.

### **"No Label" Petition**

The State received petition signatures for the "No Label" petition on December 21, 2023 (the weekend before Christmas) which by law, gave us a deadline to complete processing the signatures by January 9, 2024. After the State logged in the pages, Baltimore County picked up the signature pages for our jurisdiction on December 22, 2023; however, we were not able to start the preprocessing or processing until the State completed their part of the process in MDVOTERS. Baltimore County began processing on December 26, 2023 and completed processing on January 5, 2024, returning the pages to State Board prior to the deadline. Staff with scheduled leave were not asked to work on planned days off. Appreciation is extended to everyone who worked together to meet this requirement and deadline without fail.

### **2024 Proposed Election Legislation**

Director Lavoie is a member of both the MAEO Legislative Committee and Standards Committee. MAEO is closely watching proposed legislation and provided feedback insofar as process and fiscal notes. Director Lavoie submits all fiscal note and impact justifications to the County Administration and Budget Analyst. A complete listing of proposed election related legislation can be found at

<https://mgaleg.maryland.gov/mgawebsite/Legislation/SubjectIndex/g1?ys=2023RS>.

Director Lavoie will attend the MACo Legislation Reception in Annapolis on January 24, 2024, representing both Baltimore County and MAEO.

### **2024 Presidential Election Cycle**

Staff continues to prepare for the 2024 election cycle, including supply ordering and other tasks. As required by new legislation, all voters who have not requested a mail in ballot will receive a mail in ballot application prior to the Primary Election. Application mailing began last week on January 11, 2024. This has created a significant increase in our OLVR processing requirements and will also increase paper application processing in the office.

### **2024 Primary Election Ballot**

The Baltimore County ballot candidates are being proofed in MDVOTERS. Certification of Ballot and Display of Ballot must occur on or before March 11, 2024. After certification, the final ballot will be provided to the Board.

### **2024 Ballot Box Security and Locations**

The State Administrator approved the 36 Board approved Ballot Box locations. Director Lavoie is drafting the procedures that will be followed for ballot retrieval in 2024. The procedures will include bipartisan, identifiable ballot retrieval teams, security patrol between the hours of 5:00 pm and 7:00 am, and at least daily retrieval of ballots beginning on the day the boxes are delivered. The finalized procedures will be provided to the Board. Further, the contracts for ballot box security patrol were approved by the County Council in 2023 and are in place to begin on the day the boxes are delivered.

### **2024 Polling Places**

The State Board approved the 243 polling place locations at their meeting on December 14, 2023. Voters affected by the three (3) changes were issued a new Voter Notification Card and letter explaining the relocation.

### **2024 Early Voting Locations**

At its December 14, 2023 meeting, the State Board approved the eleven (11) Early Voting Center locations and the Board Action Notice was posted in accordance with law and regulation. The information and maps are posted on our website. The two (2) alternate early voting locations for 2024 will be the Owings Mills Library and Back River Community Center. The paperwork and documents are in process and will be submitted to the State Board this week.

Director Lavoie is working with the County to secure the necessary agreements between Towson University and the State Fair Grounds. All other Centers are located in County facilities and a MOU will be drafted and executed.

Staff continues to search for an alternative relocation space for the Reisterstown Senior Center to assist in the accommodation of meal distribution for the seniors during the Early Voting period.

In the past, Northminster Church hosted the seniors; however, the church is being sold and will not be available in 2024. More information to follow.

### **Election Judge Recruitment, Information and Training**

Election judge recruitment is ongoing and appears to be successful with almost 2,750 election judges assigned for the Primary Election. A newsletter will be sent to all assigned election judges that will include important information and upcoming events. The Regulation that provides specific requirements to follow Election Law SB1200 has been finalized to include a \$100.00 per day of service bonus to returning election judges. This mandatory Regulation dramatically increases the election judge compensation budget.

The election judge manual is complete and has been delivered to the printer. The election judge training schedule will be provided to the Board. It is highly recommended for the Board to attend a training class. Train the Trainer will begin the 2<sup>nd</sup> week of February. Three (3) trainers from the State Staffing contract will assist with training. Classes will begin the week of February 12, 2024. The pollbook training database became available last week, and will be uploaded to the training pollbooks as soon as possible.

### **Election Equipment**

Routine charging of all election equipment is current. Equipment allocation for deployment during the 2024 election cycle is being developed and will be available next week. Transportation and delivery of equipment schedule is being developed. A meeting with the transportation company will be held in March. More information to follow.

State required inventory process to begin soon. Staff will attend a refresher training on January 29, 2024.

### **New Ballot/Mail Sorting Equipment**

Training and integration to MDVOTERS will occur over the next few months. The training scheduled for January 17, 2024 was cancelled due to inclement weather and will be rescheduled. Meetings with the State Board and the other 6 jurisdictions with the equipment will continue during the next few months which will help to plan for the MDVOTERS integration.

### **Voter Outreach and Education and Voter Registration Volunteer Training**

Outreach, judge recruitment events and Voter Registration Volunteer training continue to be scheduled and conducted as much as possible.

### **New Pollbook Solution and New Printers**

There is no new information on the new pollbook solution.

### **Procurement of New Voting System**

The current lease with ES&S for the ballot scanners and ballot marking devices ends in 2025. The State is looking into options and will provide information when it is available.

### **Personnel**

The recruitment for the Deputy Director position is in progress. The recruitment to fill 2 vacant State positions was submitted to the State Board on January 3, 2024. The recruitment posting has not yet been issued or posted on DBM website. Recruitment to fill the IT IV position was also sent to the State Board but the recruitment has not been posted on the DBM website.

Michael Webster filled a vacant contractual Election Program Assistant I position and his first day of service was January 3, 2024. Welcome back to Rena' Waggoner who filled the vacant contractual position. Her first day was January 17, 2024. Both employees will need to be administered the oath of office.

The recruitment for the 3 County temporary HR positions is going well. The interview panel selected 2 candidates and Director Lavoie is working through the hiring process with a start date of February 5, 2024. The 5 County temporary staffing positions will be filled by the first week in March. Performance Evaluations for all State employees were completed and submitted to State Board timely.

**Meeting and Important Dates Information**

- February 28, 2024 Board Meeting - Cancelled
- March 27, 2024 Board Meeting at 10:00 am
- April 24, 2024 Administration of Oath and Public Demonstration
- May 2, 2024 Early Voting Begins
- May 9, 2024 Early Voting Ends
- May 14, 2024 Election Day
- May 14, 2024 Early Voting Results Canvass at 2:00 pm
- May 14, 2024 Board Meeting, Selection of Audited Precincts at 8:00 pm
- May 24, 2024 Certification of Election Results

**BOARD COUNSEL'S REPORT**

Andrew Bailey offered his services once his contract is up at the end of this month. Gratitude and the opportunity to be a part of this office has been the highlight of his career. He thanked the Board and Director Lavoie and hopes to serve in some capacity, it's been his honor.

**ANNOUNCEMENTS AND DISCLOSURES**

Vice President Feuer disclosed a donation to the Delegate Richard Metzgar's campaign.

**ADMINISTRATION OF OATH – NEW EMPLOYEES**

Rena Waggoner and Mike Webster were administered the Oath by Board President Gloria Mason.

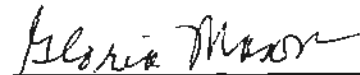
**MEETING INFORMATION**

The next meeting will be held on March 27<sup>th</sup> at 10:00 am at the Baltimore County Board of Elections office located at 5 Crossing Way in Owings Mills, Maryland.

**ADJOURNMENT**

There being no further business, on a Motion by Vice President Feuer and a second by Secretary Johnson; the Meeting was adjourned at 11:20 am.

Respectfully submitted,



Gloria Mason, President



LaVerne Gaither, Secretary

Approved this 27th day of March, 2024