



*Approved
4/24/2024*

BALTIMORE COUNTY BOARD OF ELECTIONS

MINUTES
March 27, 2024

PUBLIC NOTICE

Public notice of the Board meeting was provided by posting the 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 27th day of March, 2024.

ATTENDEES:

Gloria Mason	President
William Feuer	Vice President
LaVerne Gaither	Secretary
Derick Johnson	Member
Albert Nalley	Member
Ruie Marie Lavoie	Director
Rena Waggoner	Acting Deputy Director
Cindy Remmey	Election Program Manager
Amanda White	Election Equipment and Warehouse Manager
Tracey Hartman	Special Projects Manager

DECLARATION OF QUORUM

The Meeting of the Board of Elections was called to order by President Mason at 10:01 am on Wednesday, March 27, 2024 in the multipurpose room of the Baltimore County Board of Elections office. Quorum was established with five (5) members present in person.

AGENDA

No additions or changes.

MINUTES

A copy of the Minutes from the January 24, 2024 Board Meeting was distributed to the Board electronically prior to the meeting. A review of the Minutes was completed and there were no requested changes.

MOTION: Vice President Feuer motioned to accept and approve the Minutes of January 24, 2024 as written.

SECOND: Member Gaither

VOTE: Unanimous

ACTION: The Minutes of the January 24, 2024 Board meeting were approved as written.

PRESIDENT'S REMARKS

President Mason welcomed the attendees and asked if the closing of the Key Bridge created obstacles. She asked the Director if there were any issues with election judges or polling places due to the bridge collapse. Director Lavoie assured the Board that the transportation trucks would be detoured to the I95 Tunnel, and no adjustments were needed for polling places. There might be a small delay with the Regional Collection site on that side of the County but hopefully, with low traffic expected at that time of night, no major delays in reporting.

President Mason introduced Rena' Waggoner, Acting Deputy Director, who has returned in an acting capacity after retiring from State service several years ago. She also introduced Tracey Hartman, Manager of Special Projects. The 2024 Presidential Election pins were distributed to the Board. Director Lavoie explained that a staff member's daughter (art major) designed the pin.

DIRECTOR'S REPORT

Board Documents

Agenda, March 27, 2024 Board Meeting
Minutes January 24, 2024
Directors' Report
2024 Presidential Primary Confidentiality Agreement
Rules of Security and Behavior
Bylaws, Board Service Term 2023 to 2027
Delegation of Duties for Board and Director
Election Judge Training Class Schedule
2024 Election Judge Manual
Monthly Statistics Report, January and February 2024

Meetings and Trainings

Staff continues to attend all meetings and trainings as requested or scheduled. Outreach, Election Judge Recruitment and Volunteer Registration Volunteer training events are conducted as much as possible.

Date of meetings and events attended by the Director and staff are included in the summary. Important dates and events are listed on the last page of this report.

Upcoming Meetings and Events

March 28, 2024	PLEJ Webinar, Election Training
March 28, 2024	Meeting with County OIT, Election Building Security
April 2, 2024	Visit from Property Management Director and BCPD, Tour of Office
April 2, 2024	Early Voting Signal Testing, 11 Centers
April 2, 2024	Woodlawn Ballot Box and Early Voting Center Meeting
April 5, 2024	Meeting with Law Enforcement and Office of Emergency Management Election Day Command Center and Election Security
April 9, 2024	Local Board Counsel Meeting with Attorney General's Office
April 10, 2024	Celebration for CAO Stacey Rodgers' Retirement
April 11, 2024	Regional Collection Network Testing, 5 Locations
April 12, 2024	US Election Assistance Commission Executive Committee Meeting
April 15, 2024	County Executive FY 2025 Budget Presentation to County Council
April 16, 2024	Republican Central Committee Visit and Election Briefing
April 17, 2024	Election Day and Early Voting Supply Verification
April 18, 2024	Pre-Election Emergency Operations Briefing
April 23, 2024	Close of Registration and Party affiliation Change, Office Open till 5 pm
April 23, 2024	Local Board Counsel Meeting with Attorney General's Office
April 24, 2024	Board Meeting at 9:00 am
April 30, 2024	Regional Collection Network Testing
May 1, 2024	Pre-Election Emergency Operations Briefing
May 1, 2024	Early Voting Equipment Set-Up
May 2, 2024	SBE/LBE Collaboration Meeting
May 2, 2024	Early Voting Begins
May 7, 2024	Regional Collection Network Testing
May 7, 2024	Local Board Counsel Meeting with Attorney General's Office
May 9, 2024	Pre-Election Emergency Operations Briefing

May 9, 2024	Last Day of Early Voting
May 10, 2024	US Election Assistance Commission Executive Committee Meeting
May 14, 2024	Election Day
May 14, 2024	Board Meeting, Selection of Audit Precincts
May 15, 2024	Mail in Ballot Canvass Continuation
May 22, 2024	Provisional Ballot Canvass
May 24, 2024	Final Canvass and Certification of 2024 Primary Election
May 27, 2024	Memorial Day, County and State Offices Closed
May 28, 2024	Voter Registration Opens

New Election Office and Warehouse

The AV installation is almost complete. The partition walls in the multipurpose room and Board conference/Candidate Filing room have been installed. The racking and shelving installation is still in progress. We continue to wait for the remaining furniture items from Duroun. The bracket for the reception area monitor and the three cameras on the rear side of the building will be installed in the next few weeks. Director Lavoie will continue to follow up with Property Management and OIT. The temporary generator switch has been installed and the temporary generator will be installed on March 27, 2024. The permanent generator will be installed in August of 2024.

Election Agency Operating Budget, Fiscal Year 2025

Director Lavoie submitted the Fiscal Year 2025 Operating Budget to the County Administration and County Executive. The FY 2025 proposed budget will begin July 1, 2024. The date for presentation to the County Council has not been set. There were no reductions or changes made by the Administration. More information to follow.

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, DHMH Report and Jury list, "Fuzzy" Reports for DHMH, Century Club and AOC were completed prior to the deadline. Voter Notification Cards, confirmation cards and change of address cards are mailed after new and changed registrations are processed.

2024 Proposed Election Legislation

Information on the legislative session can be found by following this link.

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

The Election Protection Law passed both the Senate and the House. Senate Bill 1 restricts the carrying of a firearm in a government building which includes early voting centers and polling places and. Signs have been posted at the election office and will be posted at our polling locations.

2024 Presidential Primary Election

Staff continues to prepare for the primary election, packing supplies, etc. The deadline for Election Day and Early Voting supply verification is April 17, 2024. Members Johnson and Nalley will visit the office and complete the audit of supplies.

Director Lavoie and staff will meet with property management, Department of Aging and Recreation and Parks to outline the responsibilities for opening and closing the 11 early voting centers and the 243 polling locations on election day.

The Department of Aging opted to use the Owings Mills Fire Hall for providing meals to Reisterstown Senior Center during early voting. Director Lavoie is working with both stakeholders on the details.

Early Voting, Election Day and Canvass Security

The Disaster Recovery and Incident Response manual is complete and copies will be distributed to the Board. President Mason asked about emergency procedures on Election Day. Director Lavoie explained that Chief Judges have been provided a manual that outlines procedures. There will be a Command Center in Towson at police headquarters. Representatives from the police department, emergency management, property management and elections will be included in the Command center team. The Command Center will help with rapid response and facilitate any issues that may arise. The Board will be provided a copy of the Emergency Procedures for a Polling Place. Vice President Feuer and Member Johnson will take shifts manning the Command Center.

Director Lavoie met with County law enforcement and emergency management to develop a security plan for early voting, election day and canvass. A discussion was held outlining additional security during early voting and on election day.

2024 Presidential Primary Election Ballot

The 486 Baltimore County ballots have been certified and are available on the agency website. Copies of the ballots are also available for public viewing in the lobby of the election office.

2024 Ballot Box Security and Locations

The 36 ballot boxes have been delivered and are available for voter use. Security patrol of the locations started March 27, 2024. Video surveillance is active at each location. Campaign signs and electioneering is not permitted within 50 feet of each location. Staff will mark the no electioneering zones this week.

2024 Ballot Boxes

The Ballot Box team members have been hired and were administered the oath of office, signed Confidentiality Agreement and the Rules of Security Behavior. All ballot box team members were fingerprinted and a background check was completed. The bipartisan teams will retrieve ballots wearing identifiable clothing in County vehicles. One time a day retrieval will begin on March 28, 2024, and twice a day retrieval of ballots will begin in April.

Election Judge Recruitment, Information and Training

Election judge recruitment continues. Election Judge training started in February and is going well. Copies of the training scheduled is included in Board folders. It is highly recommended for the Board to attend a training class. A copy of the Election Judge manual is included in the Board documents.

Election Equipment

Equipment allocation for deployment during the 2024 election cycle has been submitted and approved by the State Board. Director Lavoie and Amanda White met with the transportation company to develop the plan for ballot box delivery and pickup, election equipment delivery and pickup, and election night returns.

Logic and Accuracy testing of the voting equipment will occur over the next few weeks. Signal Testing will be performed several times (30 days before and 2 weeks before). During all testing completed so far, all locations have passed, including our new office.

The State required equipment inventory is in progress due June 30, 2024.

Personnel

Effective March 13, 2024, Rena' Waggoner was appointed Acting Deputy Director and was administered the oath of office. There are no current State or County vacancies including the County Technical position through the State staffing contract and the five County staffing temporary employees.

Meeting and Important Dates Information

- April 17, 2024 Election Day and Early Voting Supply Verification
- April 24, 2024 Administration of Oath and Public Demonstration
- April 24, 2024 Board Meeting
- 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 Audit Precincts at 8:30 pm
- May 24, 2024 Certification of Election Results

NEW BUSINESS

Board Counsel's Report

In the absence of a Board Attorney, Director Lavoie provided the report. There was a status conference for the NAACP Redistricting case from 2022. The conference was called to discuss attorney's fees. Although the Board of Elections is a defendant and was required to attend, the attorney fee discussion is between Baltimore County Government and the NAACP.

The Board discussed candidate Joshua Insley and agreed to appoint him Board Counsel. The agreement was approved and executed to be effective April 1, 2024. Copies of the signed document will be provided to the Board at the next meeting.

2024 Bylaws, Updated and Delegation of Duties

The Board review and discussed the updated 2024 Bylaws and Delegation of Duties. Copies of the documents were provided to the Board electronically prior to the meeting.

MOTION: Secretary Gaither motioned to approve the 2024 Bylaws as presented.
SECOND: Member Nalley
VOTE: Unanimous vote of members present in person
ACTION: The 2024 Bylaws and Delegation of Duties were approved and adopted.

Board of Canvassers, Election of Officers

President Mason provided a brief explanation regarding the two (2) positions, President and Secretary. Discussion was held. The floor was opened for nominations.

MOTION: Vice President Feuer motioned to nominate Gloria Mason as President.
SECOND: Member Johnson
VOTE: Unanimous
ACTION: Gloria Mason elected to serve as the President of the Board of Canvassers.

MOTION: President Mason motioned to nominate William Feuer as Secretary of the Board of Canvassers.
SECOND: Member Johnson
VOTE: Unanimous
ACTION: William Feuer will be the Board of Canvassers Secretary.

BOARD MEMBER REPORTS

Member Nalley reported that he has dissolved his inactive campaign account.

MEETING INFORMATION

The next meeting will be held on April 24th at 10:00 am at the Baltimore County Board of Elections office located at 5 Crossing Way in Owings Mills, Maryland. The meeting time may need to be adjusted.

ADJOURNMENT

There being no further business, on a Motion by Member Nalley and a second by Secretary Gaither; the Meeting was adjourned at 11:09 am.

Respectfully submitted,



Gloria Mason, President



LaVerne Gaither, Secretary

Approved this 24th day of April, 2024