

BOARD MEETING
BALTIMORE CITY BOARD OF ELECTIONS
FEBRUARY 25, 2021
VIA GOOGLE MEETS

The meeting of the Baltimore City Board of Elections was held via Google Meets.

IN ATTENDANCE:

BOARD MEMBERS

Joyce Smith, Vice President
Tamara Purnell, Member
Arlene Fisher, Member

ASSISTANT ATTORNEY GENERAL

Alan Dunklow

STAFF

Armstead B. Crawley Jones, Sr., Election Director
Abigail Goldman, Deputy Director

ABSENT

Bruce Luchansky, President

The meeting was called to order at 4:06 p.m. by Ms. Joyce Smith, Board Vice President. A declaration of quorum was present.

There are no additions to the agenda. The agenda is approved as presented.

APPROVAL OF MINUTES:

September 17, 2020

Motion was made by Ms. Arlene Fisher to accept the minutes.

Motion seconded by Ms. Tamara Powell.

Motion unanimously carried.

December 17, 2020

Motion was made by Ms. Arlene Fisher to accept the minutes.

Motion seconded by Ms. Tamara Powell.

Motion unanimously carried.

General Canvas Minutes

Motion was made by Ms. Arlene Fisher to accept the minutes.

Motion seconded by Ms. Tamara Powell.

Motion unanimously carried.

VICE-PRESIDENTS REMARKS:

Ms. Smith had no official remarks but said that we all had a smooth year considering what was going on and we have learned a lot. It has taught us and prepared us for what is coming.

ELECTION DIRECTORS REPORT:

Mr. Jones reported that there is not really much to report. The staff is teleworking on specific days according to a schedule devised by Ms. Goldman. They are working on daily work and are scanning the VAC's from the last 4 elections. When the staff is on site they prepare the VAC's and scan them and then those working from home attach the images into MDVOTERS.

The warehouse is working on tasks left by Mr. McAfee.

Mr. Jones presented the finding of the Manual Audit Tabulation to the Board. We had no issues, and all came out correctly.

ASSISTANT ATTORNEY GENERAL'S REPORT:

Mr. Dunklow stated there is no report.

OLD BUSINESS:

None

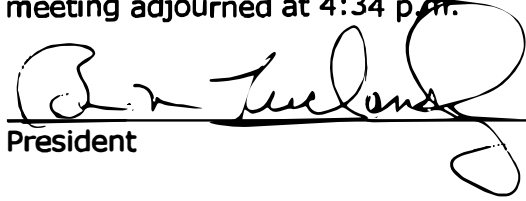
NEW BUSINESS:

None

NEXT BOARD MEETING:

March 18, 2021 at 4:00 pm.

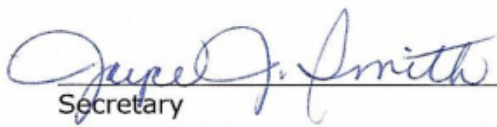
Ms. Tamara Purnell made a motion to adjourn, seconded by Ms. Arlene Fisher. The meeting adjourned at 4:34 p.m.



President

4/16/21

Date



Secretary

April 15, 2021

Date

BOARD MEETING
BALTIMORE CITY BOARD OF ELECTIONS
MARCH 18, 2021
VIA GOOGLE MEETS

The meeting of the Baltimore City Board of Elections was held via Google Meets.

IN ATTENDANCE:

BOARD MEMBERS

Bruce Luchansky, President
Joyce Smith, Vice President
Tamara Purnell, Member
Arlene Fisher, Member

ASSISTANT ATTORNEY GENERAL

Alan Dunklow

STAFF

Armstead B. Crawley Jones, Sr., Election Director
Abigail Goldman, Deputy Director

VISITORS

Evette Matthews

The meeting was called to order at 4:02 p.m. by Mr. Bruce Luchansky, Board President. A declaration of quorum was present.

There are no additions to the agenda. The agenda is approved as presented.

APPROVAL OF MINUTES:

No minutes to be approved

PRESIDENTS REMARKS:

Mr. Luchansky introduced Ms. Evette Matthews who has been appointed as the newest Board Member to fill the vacancy by Philip a'Becket.

Ms. Matthews gave a brief introduction saying she is a veteran; lifelong Baltimore City resident and she looks forward to working with the Board.

Mr. Luchansky has other business he wants to address but he will do it in the New Business section of the meeting.

ELECTION DIRECTORS REPORT:

Mr. Jones reported that there is not really much to report. The staff is teleworking on specific days according to a schedule devised by Ms. Goldman. They are working on daily work and are scanning the VAC's from the last 4 elections. When the staff is on site they prepare the VAC's and scan them and then those working from home attach the images into MDVOTERS.

The Benton Building is still closed to the public and the only way to access the office for the public is to make an appointment. Candidates will only be allowed to file if they make an appointment to do so. We are following the same procedures that the State Board of Elections is using and it has been updated on our website.

The warehouse is working on getting the warehouse back to the way it was set up before the 2020 election/covid vote centers.

The State Board is looking to procure new Electronic Poll Books for the 2022 election.

SB525- This is Senator Cory McCray's bill that initially wanted to have an early vote center and election day polling place just for the detainees at the location. However due to Mr. Jones conversation with the Senator's he was able to get the Senator to amend the bill to just have a drop box and to drop off and pick up election materials. Ms. Goldman stated that this bill has passed as amended.

Ms. Smith circled back to the topic of VAC cards and asked about the retention of them. Ms. Goldman explained they are boxed up and labeled so they can be destroyed in 22 months according the SBE record retention plan.

ASSISTANT ATTORNEY GENERAL'S REPORT:

Mr. Dunklow stated there is no formal report, but we should look into where we stand with the official appointment and swearing in of Ms. Matthews. In addition, once she is sworn in, she will need to sign the Bylaws.

OLD BUSINESS:

None

NEW BUSINESS:

Mr. Luchansky said that now that the Board has been through a couple of election cycles, he still does not feel he understands the day to day working of the Board of the Elections. He wants the Board to work more closely with the Director and Deputy Director to see what can be improved and what areas are good and what needs improvement. He recommends undertaking an internal audit and develop a procedure manual and organizational chart. He wants it to articulate the objective and evaluate those functions that have been on going. He wants the Board to set goals for the upcoming year and the Director and Deputy to come up with structure and he wants it to be done by the next board meeting which is April 15, 2021.

Ms. Smith stated that according to the listing that the Board received at their first meeting (*LBE Assignments Responsible Parties*) and it is also stated in the Bylaws that Mr. Luchansky as the President is supposed to do the evaluation of the Director. She asked him directly if he had and he replied that it was taken care of. Mr. Luchansky answered yes it has been.

Ms. Smith said the functions of the office and staff are not like a corporate business and we are ruled by statute. Any type of manual would be outdated as soon as it was compiled. Duties are merged with what is essential at that time of the year and is assigned. The Board does not need to micromanage the situation. The day to day operations fall under the Director and Deputy Director and not the Board.

Mr. Luchansky said that he wants a summary sheet/outline of how we proceed to assess how thing went.

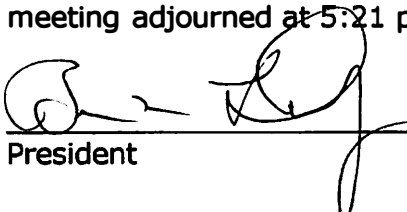
Ms. Purnell suggested that Mr. Luchansky, Mr. Jones and Ms. Goldman meet and then bring it to the Board. As for herself before the pandemic she went to each employee and department and introduced herself and saw how thing were done. Each member should do that on their own to see what the job entails.

Mr. Luchansky started to close the meeting when Ms. Fisher brought up one more thing. She questioned how the move of the office/warehouse was coming and when the Board will get information that they asked at the last meeting. Mr. Jones said they are working with the City Department of General Services and nothing has been finalized. We have the prior information we gathered from the previous Board.

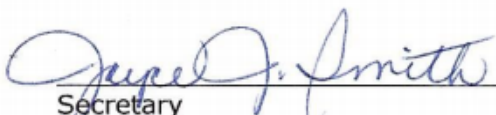
NEXT BOARD MEETING:

April 15, 2021 at 4:00 pm.

Mr. Bruce Luchansky made a motion to adjourn, seconded by Ms. Arlene Fisher. The meeting adjourned at 5:21 p.m.



President 4/16/21
Date



Secretary April 15, 2021
Date