

APPROVED

March 16, 2015

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS  
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

Mary Ann Keeffe, President  
Donice Jeter, Vice President  
Graciela Rivera-Oven  
Nahid Khozeimih  
Jacqueline Phillips  
David Naimon

Staff:

Margaret Jurgensen, Election Director  
Alysoun McLaughlin, Deputy Election Director  
Laletta Dorsey, Acting Voter Registration Manager  
Lisa Jones, Information Technology Technician  
Lisa Merino, Office Services Coordinator  
Barbara Payne, Absentee Coordinator  
Janet Ross, Information Technology Manager  
Christine Rzeszut, Operations Manager  
Gilberto Zelaya, Outreach Coordinator

Guests:

Kate Alexander  
Dolly Kildee  
Mary Lanigan  
Amanda Mihill  
Barbara Sanders  
Jim Shalleck  
Helen Vallone

**Convene the Board Meeting and Declare a Quorum Present**

Ms. Keeffe called the Board Meeting to order and declared a quorum present at 2:31 p.m.

Ms. Keeffe introduced Jim Shalleck, newly appointed Board of Elections Board member, pending Senate confirmation.

**Public Comments**

No comments were given.

**Additions/Changes to the Agenda**

No changes were made.

**Approval of the January 26, 2015, Board Meeting Minutes**

The Board was sent the January 26, 2015, Board meeting minutes in advance. Mrs. Khozeimeh made a motion to approve the minutes. The motion was seconded by Mrs. Jeter and passed unanimously.

**Provisional Canvass Minutes**

The Board was sent the Provisional Canvass Minutes for the 2014 General Election in advance. The Board reviewed the amendment to page 4, under *Results* number 3, to read *530 provisional ballots...* Mrs. Khozeimeh made a motion to accept the amendment. The motion was seconded by Mrs. Jeter and passed unanimously.

**Election of Board Secretary**

Mr. Naimon made a motion to elect Mrs. Khozeimeh as Board Secretary. The motion was simultaneously seconded by Mrs. Jeter and Mrs. Phillips. Ms. Keeffe requested a motion to close nominations. The motion was made by Mrs. Phillips and was seconded by Mrs. Jeter and passed unanimously.

\*\*\* Mrs. Rivera-Oven arrived at 2:36 p.m. \*\*\*

The Board voted on the motion to elect Mrs. Khozeimeh as Board Secretary and it passed unanimously.

**Election Director Status Report**

**Personnel**

Ms. Jurgensen reported that temporary staff have been placed on inactive status.

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## Meetings

Ms. Jurgensen reported that she has attended various meetings related to the implementation of the new voting system which will be reported later in the agenda. Some staff have attended training for public demonstration models. She noted that five demonstration models were delivered on March 4, 2015. (The units were made available and will be demonstrated later in the meeting.)

Ms. Jurgensen reported that she attended a League of Women Voters meeting on March 11, 2015. She presented information on the different ways to vote and Mr. Zelaya demonstrated the new voting system and the type of ballot to expect.

## Budget (Incorporated as Attachment A)

Ms. Roher was not able to attend the meeting. A spreadsheet and memo detailing FY15 expenditures, through February 28, was provided to the Board in advance. Ms. Jurgensen reported that the temporary personnel budget should finish the year at the budget level with overtime showing a slight deficit. She noted that a credit was received from the Department of General Services (DGS) who had accidentally charged overtime to a BOE cost center. She reported that State Board of Elections (SBE) invoices for the first two quarters have been received and she anticipates another bill in April.

Ms. Jurgensen reported on the County Executive's recommended FY16 Operating Budget news release and provided a brief review of the release (incorporated as Attachment B). She referred to the FY16 Operating Budget Submission to the County Executive requesting additional funding (incorporated as Attachment C). Ms. Jurgensen reported on the impact the County Executive's recommended budget will have on the Board of Elections. The following items were not funded:

- Funds associated with the current voting system were removed and no funds were added for the new voting system.
- No additional funds were included for temporary employees to conduct acceptance testing of the new equipment or outreach.
- No funds were added to the overtime line.
- No funds were included to allow for an increase in election judge stipends.
- No additional funds were included to allow for advertising/outreach.

Ms. Jurgensen recommended that the Budget Committee meet and formulate talking points for the Board's appearance at the County Council on April 16, 2015. Ms. Keeffe noted that the budget is disappointing. Ms. Jurgensen provided documentation of mandated costs that the Board of Elections will incur with the new voting system totaling approximately \$2,476,683.63 (incorporated as Attachment D). She reported that staff was notified by the State that there will be a supplemental billing totaling approximately \$502,094.39 for thumb drives, express pass printers, ballots, privacy sleeves, and management support (incorporated as Attachment E). She noted that quarterly billings would wipe out the Board of Elections' entire operating budget and staff has reached out to the budget analyst for direction.

Ms. Keeffe is disappointed with the lack of funding for outreach, considering the training and outreach needed to teach and bring awareness of the new voting process/equipment. Ms. Phillips inquired if both Central Committees have worked together in the past to lobby the County Council for funds for outreach. Ms. Keeffe acknowledged that the County budget is very tight, and the Board of Elections is not isolated. She would welcome the support of political parties and candidates for additional outreach funding from the County Council. There was Board consensus that additional funding is needed to have a successful election and to teach the public about the new voting system. Mrs. Rivera-Oven mentioned the Blue Ribbon Commission on voter participation which indicates that, is insufficient. Mr. Naimon stated his belief that if there is additional funding for outreach, that will have a positive effect on minimizing lines which, in turn, will have a positive effect on voter turnout. Mr. Naimon asked if he was correct that the Executive's budget did not change the budget for early voting. Ms. Jurgensen responded that the Executive's budget still has funding for nine early voting sites. Ms. Keeffe will be in contact to arrange a Committee meeting. Ms. McLaughlin stated that uncertainty is the enemy, and the extent that funds will be covered in a supplemental is difficult and challenging without knowing what will actually be billed.

### **Voter Registration**

Ms. Jurgensen reported that the new political party petition that the Green Party submitted was verified and meets the petition requirements to continue to be recognized as a political party (incorporated as Attachment F). Voter Registration staff is working on list maintenance, updates to voter files, processing voter applications, and finishing the National Change of Address (NCOA) project. Ms. Phillips inquired if participating with the ERIC project is worth the funds for the information received. Ms. Jurgensen stated that eleven states, plus the District of Columbia, participate with the ERIC program, and it is very beneficial to keep list maintenance up to date, and most definitely worth the funds paid. Ms. Jurgensen will review the process of list maintenance and the process to take names off voter rolls at a later date.

### **State Board of Elections**

Ms. Jurgensen reviewed the draft Biennial/MAEO agenda for June 10, 2015. She noted that the Biennial meeting is mandatory for the Board members, Attorney, Deputy Director, and Director. The Board briefly discussed the MAEO agenda. Attendance plans will be arranged once the agenda is finalized.

### **Legislation**

Ms. McLaughlin sent the most recent 2015 Senate and House Bills report from the State Board of Elections to the Board. She referenced:

- Senate Bill 204/House Bill 396, Primary Election Date – this legislation would change the date of the Presidential Primary to the fourth Tuesday in April – April 26, 2016 – rather than the first Tuesday in April (April 5, 2016), which avoids conflicts between early voting and Easter, which is on March 27, 2016. It passed the Senate on March 5, 2015

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and the second reading in the House was on March 12, 2015. (Early Voting would be April 14-21, 2016.) Mr. Naimon suggested that for those individuals who observe Passover, which begins on Friday night, April 22, 2016, staff make arrangements to allow retrieval of election material for Election Day Voting other than on Saturday and/or Sunday, April 23-24, 2016, since those who are most observant would not be working on that Saturday and Sunday.

- Senate Bill 97/House Bill 884, Death of a Voter before Canvass – under current law, the Board is to reject a ballot if it is learned that the voter has died prior to it being counted. This bill would change that, so that the ballot would be counted if it was properly cast before the voter passed away. SB97 passed the Senate on February 24 and HB884 passed the second reading in the House on March 12.
- Senate Bill 96/House Bill 880, Parking at Early Voting – this initial Bill required each Early Voting center to “have sufficient parking on-site to accommodate the maximum number of voters expected to be present at the Early Voting Center at one time.” A Senate hearing was held on February 12. As amended prior to House passage, HB880 requires “to the extent appropriate and practicable, that each Early Voting center have sufficient parking on-site to accommodate voters who are expected to be present at the early voting center at one time.” Neither version of the Legislation provides any guidance for how to create additional parking at Early Voting centers.

Ms. McLaughlin noted that the following Bill has passed second reading in one chamber:

- Senate Bill 340/House Bill 980, Voting Rights for Felons who have Completed their Term of Imprisonment – this Legislation would allow felons who have been released from their incarceration to register to vote. It eliminates the prohibitions against registering during a period of probation or parole. It passed second reading in the Senate with amendments on Thursday providing for additional reporting. A hearing was held in the House on March 11.
- House Bill 185, Special Election for Montgomery County Board of Education – this Legislation would provide for a Special Election to fill vacancies on the Montgomery County Board of Education. Under certain circumstances, when more than two candidates file and the election is not held concurrently with a regular scheduled election, it would be held as a “top two” runoff election.

### **Attorney Report**

Ms. Keeffe stated that Mr. Karpinski could not be in attendance as his mother had passed away over the weekend.

## Old Business

### Joint Committee Update

Ms. Keeffe thanked Ms. McLaughlin for the helpful side by side chart of concerns regarding MVA transactions (incorporated as Attachment G). The Board reviewed the data and, after comparison, Ms. Keeffe noted that MVA's efforts to address Montgomery County's concerns with voter registration are insufficient (letter from MVA incorporated as Attachment H). The Board of Elections requested a State audit of how MVA handles voter registrations after people made claims of unauthorized changes to their party affiliation (incorporated as Attachment I). Mrs. Rivera-Oven spoke about her recent visit to renew her driver's license at the Walnut Hill MVA on March 6, 2015. She stated that she visually saw some changes to the system; however, when the system asked if she wanted to register to vote, there was no "already registered" option. She told the clerk she was already registered, he stated that the "Do you want to register?" screen should not come up for those individuals already registered, as the system should not allow that screen. Mrs. Rivera-Oven inquired if the screen is in Spanish; Ms. Jurgensen stated that it should be offered.

Ms. McLaughlin noted that if an individual is already registered, MVA is able to pull up a match to voter records and the voter should see their voter registration information to ensure it is accurate. Mrs. Rivera-Oven stated she still advocates the need for a signature and or receipt of confirmation to ensure the registration is correct. Ms. Keeffe stated it is unacceptable that there is no summary screen for verification.

Another issue is non-Citizens being registered to vote without their knowledge. Ms. McLaughlin stated that MVA has added a check box asking if one is a U.S. Citizen and wants to register to vote at the beginning of the process at MVA (see page 5 of Attachment H). Mrs. Rivera-Oven recommended that once a voter states they are not a U.S. Resident, the process to register to vote should not be offered; this should be an easy fix. The Board discussed the process at the kiosk and the citizenship question.

Regarding the issue of chain of custody for Voter Registration applications, Ms. Phillips inquired if the BOE would reconsider the option of "drop offs." Ms. Jurgensen stated that there are several locations throughout the County and the "drop off" option is a Federal Law.

Ms. Keefe proposed that the Board respond to the Joint Legislative Audit Committee indicating that the Board has analyzed the response and does not think it is sufficient. She added that the response should include the original rationale for the audit, enumerate the remaining problems, and suggest that they may wish to include these items within a planned audit of MVA in August, if not sooner. Ms. Phillips asked that a copy of the response be sent to the Governor's staff. Mr. Naimon indicated that he agreed with the goals that have been discussed but suggested considering an alternative strategy to communicate directly with the MVA, with a copy to the audit committee, to thank them for the steps that have been taken thus far, and enumerate the remaining problems that need to be addressed. Ms. Keeffe said that she really thought we should not miss the audit opportunity in August, and reminded the Board that the audit committee meets after the legislative session. She indicated that the Board could reach out to the MVA and also respond to the audit committee, and that she'd make sure that all Board members would be copied on it.

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### **Propose Bylaw Amendment**

The Board reviewed and discussed the proposed Bylaw Amendment that Mr. Naimon introduced at the January 26 meeting. Mr. Naimon made a motion to amend Section 2.2 Officers, to add a new subsection D to the Bylaws which would state - If a Board officer described in this section dies, resigns, is removed, or becomes ineligible, within the first 20 days of the creation of such vacancy, the Board shall elect by a majority vote of the regular members a regular member to fill such vacancy. The motion was seconded by Mrs. Phillips.

Ms. Keeffe made a motion to amend the motion to read – “If a Board officer described in this section dies, resigns, is removed, or becomes ineligible, within the first 30 days of the creation of such vacancy, or at the next regularly scheduled Board meeting, whichever is sooner, the Board shall elect by majority vote of the regular members a regular member to fill such vacancy.” The amendment to the motion was seconded by Mrs. Khozeimh and passed unanimously, and the amended motion was passed unanimously.

The Board-approved by-laws amendment will be submitted to the State Board for approval.

Ms. Phillips referenced a letter received from Baltimore County stating their support of our efforts with MVA (incorporated as Attachment J). She noted that their willingness to help is something we should consider.

### **2014 Gubernatorial General Elections Follow-Up**

#### **Voter Registration Report** (Incorporated as Attachment K)

Ms. Dorsey gave a brief overview of her report. She noted that, as of December 31, 2014, there were 671,095 registered active and inactive voters. Transactions processed in 2014 were 365,317. Provisional ballots processed in the Primary Election were 2,460 and in the General Election 6,553. Student (16 to 17 years old) applications processed were 4,681. List maintenance activities included: returned mail, ERIC, death cancellations, criminal convictions, and cancellations of inactive voters (after two Federal elections), Jury Commission notifications, merged records, and National Change of Address information. Ms. Dorsey stated that there were 15 Municipal Elections and noted that the call center was activated approximately 21 days prior to Election Day to handle the overflow of calls received.

Ms. Keeffe inquired what Ms. Dorsey’s interaction with MVA is; she responded that she goes through the State Board of Elections Help Desk with issues. Ms. Jurgensen noted that she (Ms. Jurgensen) is in direct contact with MVA staff if issues occur that need quick resolution. Mrs. Rivera-Oven requested the number of calls that used the language line in the call center. Ms. Jurgensen responded that the number is not readily available but will be provided in the communications report next month. Mrs. Rivera-Oven requested the numbers of calls that were referred from 311 also be identified. Mr. Naimon requested the number of calls and emails received in 2014. He requested that he be provided with the number of schools that participated in the High School Voter Registration program, as well as how many are anticipated to participate in the upcoming election next month. Mr. Naimon noted that he would be willing to assist in

having more schools participate in the program or discuss this with the Superintendent of Schools and the Board of Education if necessary.

### **Absentee Report** (Incorporated as Attachment L)

Ms. Payne gave a brief overview of her report. She noted that Absentee encountered fewer problems in administering the 2014 General Election. The outsourcing of ballot mailing by the State continues to challenge the efficient service to voters in Montgomery County. Initially mail is not processed daily and errors by the State contractor have continued to occur. Ms. Payne reported there were 17,378 Absentee applications requested and sent. There were 13,702 returned voted ballots, 13,500 ballots accepted by the Board, and 206 rejected by the Board (206 includes late rejects received after the canvass. Subtotals do not add because of the four voters who returned more than one ballot). Ms. Payne reported that Montgomery County processed 25% of the absentee ballot requests and canvasses the highest volume of absentee ballots in the State. Challenges faced include:

- On-line application – the language and presentation is confusing because it appears to be a voter registration application.
- Confusing language – delivery system language is confusing.
- Absentee ballot is delivered – voter mails voted absentee ballot then appears at Early Voting Center or polling place to vote.
- State Board of Elections – vendor management by State Board and delivery of absentee ballots.
- Delivery of printed ballots – election calendar and legal requirements conflict with printing schedule for timely delivery of ballots for travelers and the nursing home program.
- Canvass – technology is outdated for this size of county to scan ballots.

The Board inquired if these and other issues discussed in reports could be brought up at the MAEO conference as potential breakout sessions. Ms. McLaughlin responded that she will bring up the issues at the next MAEO meeting.

\*\*\* Mrs. Rivera-Oven left the meeting at 5:05 p.m. \*\*\*

### **Information Technology** (Incorporated as Attachment M)

Mrs. Ross gave a brief review of her report. She noted that temporary IT staff was retrained and the Logic and Accuracy process was reviewed. Staff prepared 2,762 Direct-recording Electronic (DREs) and Voting Unit Integrity Reports were completed showing a 99.82% accuracy rate. Additionally, 871 Electronic Poll Books (EPBs) were prepared and EPB integrity reports show a 99.5% accuracy rate. Mrs. Ross reported that staff reviewed existing procedures for Logic & Accuracy testing and provided better supervision of tasks to enable the IT team to complete testing prior to defined deadlines. Staff incorporated multiple checks for the data housed on the Integrity Reports during the Logic & Accuracy process resulting in improved accuracy of the reports. They added quality control testing that was performed by the IT manager, IT staff, Director, and Deputy Director to confirm equipment was functioning properly

prior to Election Day deployment. IT staff managed the reloading of poll books during the bulk update process because of incorrect files that were provided by the State. Due to the processes improved for the EPB bulk update process and packing of poll books and peripherals, the IT staff was able to complete the process by the defined deadline. Staff completed Early Voting tabulation for all Early Voting sites on Election Day.

Ms. Keeffe inquired if any issues occurred as results were being downloaded. Mrs. Ross responded that downloads were slower as the process progressed throughout the night, but no issues like those that occurred in the Primary arose. Ms. Jurgensen noted the new voting system workgroup is working on determining how retrieval of the flash drives and votes will be collected; it is still undetermined by the State.

## **Election Judge Report** (Incorporated as Attachment N)

Ms. Woods was not able to attend meeting. Ms. Jurgensen gave a brief review of the Election Judge report. She noted that Election Judge staff attended 21 events in 2013 and in 2014, 110 events for the Primary and 86 events for the General. Outreach was performed at a variety of venues to include community events and festivals, local corporations and malls, high schools and colleges, libraries, community/recreation centers, county office buildings, and metro stations. Staff received 5,059 applications in 2014 from voters interested in serving as elections judges; 3,912 in the Primary and an additional 1,147 for the General Election. Of these, 965 applicants successfully completed the pre-requisite online training quiz (stage I) and 2,951 completed the hands-on training (stage II). An additional 446 judges also completed Early Voting training. All Montgomery County Election Judges completed the stage I training online and stage II in-person and each trainee was provided with take-home material. In addition to the State required training, BOE offered open access to walk-in practice sessions during the 10 days prior to the election. Chief Judges also attended a pre-election briefing a few days prior to Election Day.

A training evaluation is provided to each trainee at the beginning of the class along with their training materials. For the General Election 2,802 judges worked Election Day and/or during Early Voting. There were 179 Spanish-speaking judges and 48 Opening Judges. The number of roamers increased from 34 to 46 to provide better support to the precinct teams.

Most precincts closed on election night with no problems. According to post-election surveys, the average time for closing, packing, and delivering materials to the BOE was 69 minutes. Voter comment card responses were received during Early Voting and on Election Day. Overall, voters who responded were pleased with the work of election judges; over 90% believe the polling place was well run and the judges were welcoming and helpful.

Following the election, a post-election survey was mailed to each judge asking about their General Election experience. There were 1,533 responses received; no personal data was collected in hopes of receiving more honest opinions. Ms. Jurgensen provided an election judge position description (incorporated as Attachment O). Ms. Keeffe raised the issue of closing times and retrieval of results. Ms. Jurgensen stated that, with the new equipment, the retrieval of results is still undetermined. She added that Election Judge training will also be revamped. Ms. Phillips inquired if LBEs have a say in the election judge manual. Ms. Jurgensen responded that as the new voting system is implemented the election judge workgroup is planning on preparing the manual and Ms. Woods is part of the workgroup as is the vendor who was hired by the State. Ms.

McLaughlin noted that Montgomery County has the most robust training program in the State, and the permanent and temporary staff strive very hard to ensure there are sufficient trainers in each class as it is a tremendous amount of information to absorb. The Board briefly discussed the closing judge process and the potential use of a runner to have results received more promptly for 2016. Ms. Jurgensen noted that all results received on Election Day are unofficial; the next day there is a tabulation and a 100% verification. The Board explored the use of part-time election judges and 8 hours shifts. Ms. Jurgensen noted that the Board of Elections has part-time positions, described as opening and closing judges who serve an average of 5 hours as well as roamers. She added that the idea of obtaining additional judges [for 8 hour shifts] would be difficult as the number of judges to recruit would be doubled, and with no funds for overtime and additional staffing it would be difficult planning for this change in 2016.

### **Operations Report** (Incorporated as Attachment P)

Mrs. Rzeszut reported that various tools that Operations staff used were evaluated to determine election success and efficiency. It was clear that the General Election was conducted with the mission of providing a safe, efficient, welcoming environment for the voters of Montgomery County. She reported that candidate filing during the Gubernatorial Elections is the busiest filing period for the local boards as the local contests are addressed during the Gubernatorial Elections. Approximately 140 local candidates filed for the various contests and about 400 inquiries were addressed by Board of Elections staff members. Along with filing services, staff was trained on new MDVoters software enabling campaign records to be incorporated into the State database.

Mrs. Rzeszut stated that the implementation of additional Early Voting Centers presented planning, distribution logistics, material and equipment acquisition challenges; however, they were met successfully due to a solid communication network within the department and support from other County agencies. During the General Election, 33 ballot styles were represented. Ballots were correctly distributed to all precincts and minimal supply requests were received on Election Day. Mrs. Rzeszut briefly reviewed the polling place support program, training and trainee evaluations, and polling places. Mrs. Rzeszut shared a report of opening "wait times" for Election Day (incorporated as Attachment Q).

### **Future Vote Report** (Incorporated as Attachment R)

Mr. Zelaya reported that, during the General Election the total amount of hours volunteers donated for office support was 319, for outreach was 406, for Early Voting was 148, and for Election Day was 3,954. A total of 155 community events were staffed by Future Vote Ambassadors and families. Mr. Zelaya provided a breakdown by grade, school type, and bilingual ability. Ms. Keeffe stated that she was very pleased with the outstanding work provided by future vote students who served as Election Judges or Chief Judges; it was a pleasure to see them during her visits during Early Voting and on Election Day.

## **Update on issues Brought to the Board**

Ms. Keeffe requested that this agenda item be discussed in the April Board meeting so that further information may be compiled.

## **New Voting System**

Ms. Jurgensen provided a copy of the 2016 Presidential Election Calendar provided by the State (incorporated as Attachment S). She also provided a draft State Board of Elections timeline (incorporated as Attachment T).

## **Workgroups**

Ms. Jurgensen reported on the Project Management Workgroup (incorporated as Attachment U). The Project Management Workgroup's scope of work includes examining the rules and regulations and compiling all the documents currently on file in the SBE on-line library for review.

Ms. McLaughlin reported on the Communications Workgroup (incorporated as Attachment V). She noted that as part of the implementation process for the new voting system, the State Board of Elections (SBE) has established a series of workgroups that consist of State and local board personnel and are chaired by SBE staff. Ms. McLaughlin noted that one of the top discussions was the sample ballot and the potential of it not being available for 2016 Early Voting due to configuring Express vote and the various types of ballots.

## **New Voting System Demonstration**

Mrs. Ross and Ms. Jones provided a demonstration of the new voting system. The Board and attendees had an opportunity to vote on the new voting system. Staff noted that an additional machine will be used for Early Voting (Express Vote) that is not used on Election Day. The new voting system process for Early Voting will consist of:

- Check in at poll book and receive print out of "ballot."
- Insert ballot into Express Vote and vote.
- Insert "ballot" in scanner and cast vote.

For Election Day:

- Check in at poll book.
- Receive paper ballot at ballot station.
- Go to both and manually vote ballot.
- Insert ballot in scanner and cast vote.

Ms. Phillips expressed concern with voters walking off with ballots and not doing the final process of casting their vote. She suggested that signage be placed over the DS200 saying "Ballot Drop." Ms. Keeffe inquired how many machines will be available at Early Voting sites. Ms.

Jurgensen responded that approximately 200 will be dispersed among the Early Voting sites. Ms. Phillips suggested that every machine be numbered to indicate the step process, as well as providing a direction card indicating the steps of the voting process. Ms. McLaughlin noted that she will bring the topic up for discussion at the Communications Workgroup.

Ms. Jurgensen gave a brief overview of the Election Judge Workgroup progress (incorporated as Attachment W).

Mr. Naimon noted that it would be beneficial if the new voting system could be demonstrated at the April 16 County Council meeting. Ms. Jurgensen will inquire if the State will allow that.

### **New Business**

No items were discussed.

### **Executive Session Minutes**

The January 26, 2015, Board meeting minutes were provided to the Board in advance. Ms. Jeter made a motion to accept the January 26, 2015, Board meeting minutes. The motion was seconded by Mrs. Khozeimeh and passed unanimously.

### **Future Meetings**

- A. April 20, 2015
- B. May 18, 2015
- C. June 2, 2015 – 2:00 p.m. Swearing in of New Board Members
- D. June 9-12, 2015 – SBE Biennial Conference – Ocean City, MD
- E. June 15, 2015
- F. July 20, 2015
- G. August 17, 2015 - tentative
- H. September 14, 2015
- I. October 19, 2015
- J. November 16, 2015
- K. December 21, 2015 - tentative

The Board thanked the staff and guests for attending the Board meeting.

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**Adjournment**

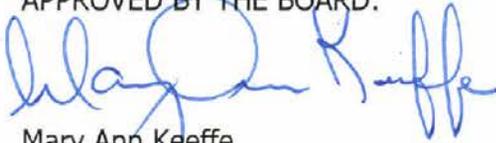
With no further business, Ms. Phillips moved to adjourn the meeting. The motion was seconded by Mrs. Jeter and carried unanimously. The meeting adjourned at 6:50 p.m.

Respectfully Submitted,



Lisa Merino  
Office Services Coordinator

APPROVED BY THE BOARD:



Mary Ann Keeffe  
President