

August 12, 2007

Meeting of the Anne Arundel County *Board of Elections*, Anne Arundel County Government Office Bldg., Glen Burnie.

Attendees:

Barbara Fisher, Board President
K. Jill Barr, Board Member
Matthew W. Platt, Jr., Board Substitute
David Shade, Board Substitute
James Praley, Board Attorney
Joseph A. Torre III, Director
David Garreis, Deputy Director

After establishing the presence of a quorum, Mrs. Fisher called the meeting to order at 9:00 A.M.

Minutes

Mr. Platt made a motion for approval of the Minutes as submitted for the June 12, 2008 Board Meeting. Ms. Barr seconded the motion and the motion passed unanimously.

Correspondence

The Board reviewed correspondence including:

- Memo from Ross Goldstein, Deputy Administrator, Maryland State Board of Elections (SBE) approving the Anne Arundel County Board of Elections bylaws and complimenting their timely submission.
- Correspondence from the State Board of Elections:
 - The *Registrar*, Volume 3, Number 12; the *Registrar*, Volume 3, Number 13; the *Registrar*, Volume 3, Number 14; the *Registrar*, Volume 3, Number 15.
 - County Bulletin, Volume 4, Issue 15. Included in that bulletin was the following:
 - ADA Equipment and Supply Orders: A limited amount of funding is available from the State Board to purchase equipment and supplies that will enhance access to the voting process for people with disabilities. Funds are also available for sign language interpreters for hearing impaired or deaf Election Judges for training classes and Election Day.
 - Software Update: A software update for the electronic pollbooks will be released later this summer.
 - Security/Disaster Recovery Review: SBE will be contacting every local Board of Elections (LBE) to schedule the annual Security/Disaster Recovery Reviews. SBE will review the disaster recovery plans and security policies of each LBE.
 - County Bulletin, Volume 4, Issue 16. Included in that bulletin was the following:
 - Partnerships: The Governor's Office of Service and Volunteerism, State Farm Insurance, and SBE have all agreed to distribute Election Judge recruitment information. Mr. Torre informed the Board that the Anne Arundel County Board of Elections has filled all Election Judge positions in the county by utilizing a "Dear Voter" letter sent with each voter notification card. Additionally, the Anne Arundel County Board of Elections is working with the Service Learning Center at the Anne Arundel Community College to recruit Election Day Technical Support Staff.
 - Signatures and Absentee and Provisional Ballots: In an attempt to reduce the

number of absentee and provisional ballots rejected because the voter neglected to sign the oath or application, SBE will add a large “X” on the signature line in Part II of the Provisional Ballot Application, add a large “X” on the signature line of the absentee oath and increase the font size of the message “Your ballot will not be counted unless the oath is **signed!**” Mr. Torre informed the Board that the Anne Arundel County Board of Elections will add a large, colorful sign to the inside of the Provisional Ballot Booth reminding provisional voters to sign their provisional ballot application and seal it in the envelope. Additionally, Provisional Ballot Judges are being taught to check all Provisional Ballot Applications issued to voters carefully for all necessary signatures before placing the provisional ballot application and voted provisional ballot in the orange provisional ballot bag.

- Special emphasis at Provisional Ballot Judge Training classes is being put on efforts to reduce rejected provisional ballots for lack of a signature.
- Pre-Election Survey: The Anne Arundel County Board of Elections has received, completed, and returned, a Pre-Election survey to SBE regarding pre-election, Election Day and post-election activities and services that the Anne Arundel County Board of Elections will require for the upcoming General Election.
- Training Schedules: The Anne Arundel County Board of Elections has provided its Election Judge training schedule to Rick Urps, Maryland State Board of Elections. Trainers from Premier Election Solutions will be utilized for formal training classes to new and returning Chief Judges, new Check-in Judges, new Voting Unit Judges and open houses for returning Check-in and Voting Unit Judges.
- County Bulletin, Volume 4, Issue 17. Included in that bulletin was the following:
 - Election Judge Training Information: Rick Urps at SBE will be issuing updated policy information, recommended procedures and refresher training curricula to all LBEs.
 - Specimen Ballot Language: At the State Board’s meeting on July 24, 2008 the Board adopted language to be included on all specimen ballots. Mr. Torre informed the Board that the Specimen Ballot printing was awarded to Ed Early Printing, Inc. A meeting has been scheduled for Thursday, August 14, 2008 with Michael Early, Ed Early Printing, Inc., in order to review the specimen ballot specifications and deadlines.
 - Regulations: Recent regulations adopted at the State Board’s May meeting were adopted as emergency regulations by the General Assembly’s Administrative, Executive and Legislative Review Committee. The text of the emergency regulations is posted on the State Board’s Online Library.
 - Website Change: The Anne Arundel County Board of Elections has revised the name of their website from www.aacounty.org/bdofelections to www.aacounty.org/elections.
- County Bulletin, Volume 4, Issue 18. Included in that Bulletin was the following:
 - Call Center: All the details for the SBE Call Center have been finalized. The Call Center will be for the close of voter registration, the day before the election, and Election Day.
 - Election Directors Meeting: An Election Directors Meeting is scheduled for August 13, 2008 at 10:00 a.m. at SBE. Following this meeting there will be a meeting between SBE and the seven largest jurisdictions regarding line alleviation strategies.
 - Electronic Pollbooks: The Board of Public Works at its meeting on August 6, 2008 approved the acquisition of additional pollbooks for counties that needed additional electronic pollbooks. Mr. Torre informed the Board that the Anne Arundel County Board of Elections used the recommended Electronic Pollbook allocation proposed by SBE. This required the purchase of 25 additional

electronic pollbooks with funds encumbered from the FY 08 budget.

- Email from Donna Duncan, forwarding Legislative changes to Election Law Article and other articles of the Annotated Code relating to the Election process and ballot question legislation.
- Correspondence between Delegate Sheila E. Hixson, Chair, Ways and Means Committee and Linda Lamone, Administrator, Maryland State Board of Elections regarding the use of paper ballots at Maryland polling places for line alleviation.
- Letter to Robert L. Walker, Chairman, Maryland State Board of Elections, from Karen L. Neuman, Legal Director, Fair Elections Legal Network, regarding a proposal to use paper ballots at Maryland polling places in the event that lines at polling places on Election Day exceed certain limits.
- Email to Mr. Torre from John J. Sobotka II, Election Research Coordinator, Edison/Mitofsky, regarding exit polling by Edison/Mitofsky at certain Anne Arundel County polling places on Election Day.
- Email to Maryland Election Directors from Guy Mickley, President, Maryland Association of Election Officials (MAEO) with a press release developed by MAEO concerning LBE preparations for a large voter turnout for the November 4, 2008 Presidential General Election.
- Email to Maryland Election Directors from Mary DePelteau, Secretary, MAEO with the Minutes of the March 11, 2008 MAEO Board meeting.
- Email to Mr. Torre from Kaye Robucci, Deputy Director, Washington County Board of Elections, complimenting the Anne Arundel County Board of Elections for their hospitality during her attendance at an Anne Arundel County Board of Elections Check-in Judge and Voting Unit Judge Training Open House.
- Email to Mr. Torre from Robert Ferraro, SAVE our Votes, requesting procedures for the audit conducted under COMAR 33.08.01.10 during the 2000 and 2002 elections in Anne Arundel County under the Public Information Act. Mr. Torre informed the Board that he will send an email to Mr. Ferraro notifying him that documents for this Public Information Act request have been located, are available only in hardcopy, and are available for him to pick up.

2008 Presidential Election

Mr. Torre informed the Board of the following:

- SBE has produced new procedures for Extended Hours Voting, instructions for voters that do not want to vote on the voting unit and request or demand a paper ballot, instructions for responding to electronic pollbook issues, and curricula for refresher training courses for Chief Judges, Check-in Judges, Provisional Ballot Judges and Voting Unit Judges.
- A letter has been sent to Mr. Donald C. Smith, Sollers United Methodist Church, thanking him for the many years the Anne Arundel County Board of Elections was able to use Sollers United Methodist as the polling place for District 7, Precinct 9.
- The State Board approved four requests by the Anne Arundel County Board of Elections to move polling places prior to the November 4, 2008 Presidential General Election:
 - District 2, Precinct 10, from Country Club Recreation Center to Glen Burnie High School;
 - District 7, Precinct 1, from Lothian Elementary School to Traceys Elementary School;
 - District 7, Precinct 9, from Sollers United Methodist Church to Lothian Elementary School; and
 - District 7, Precinct 22, from Holy Family Catholic Church to Riva Trace Baptist Church.

- No County Charter Amendment Petitions were received. However, there will be Anne Arundel County Charter Amendments on the November 4, 2008 Presidential General Election ballot.

Personnel

Mr. Torre informed the Board for the following:

- Mr. Joshua Ramos has been hired as an Election Administrative Assistant II.
- Ms. Janie Quartucci has been hired as an Election Administrative Assistant I.
- The eligible list for vacant Election Clerk Lead/Advanced position has been received from SBE. The list contains thirty-nine best qualified candidates.

Additions

The Board reviewed copies of the following:

- July 1, 2008 VR-013 Monthly Statistical Report;
- July 1, 2008 VR-017 Political Party Report;
- July 31, 2008 VR-013 Monthly Statistical Report;
- July 31, 2008 VR-017 Political Party Report; and
- Five Election Administration Reports.

Mr. Torre informed the Board of the following:

- A confidentiality request has been received. Mr. Shade made a motion to approve the confidentiality request pending proof that a threat or perceived threat is provided by a police report or an agency giving a corroborating statement. Mr. Platt seconded the motion and the motion was approved unanimously.

Mr. Torre informed the Board that he will contact the person making the confidentiality request.

September Meeting

The next scheduled Board meeting will be held on Tuesday, September 9, 2008 at 9:00 A.M.

Adjournment

Mr. Shade made a motion to adjourn at 11:00 A.M. Mr. Platt seconded the motion and the motion passed unanimously.

Respectfully submitted,

David Garreis

Recording Secretary

Approved:

cc: State Board of Elections
Board Members
County Executive
County Council Members
County Council Office
County State Delegation
Budget Office