

December 8, 2009

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

Attendees:

Barbara Fisher, Board President
 Matthew W. Platt, Jr., Board Secretary
 K. Jill Barr, Board Member
 David Shade, Substitute Board Member
 Frank Goetschius, Substitute Board Member
 David Garreis, Deputy Director
 Erin Perrone, Election Clerk Lead/Advanced

Declaration of a Quorum Present

Mrs. Fisher, Board President, called the meeting to order at 9:00 A.M.

Approval of the November 12, 2009 Board Meeting Minutes

Mr. Platt, Board Secretary, made a motion for approval of the Minutes as submitted for the November 12, 2009 Board Meeting as amended, with the clarification that Valerie O'Connor is the State Board of Elections' (SBE) Director of Finance and Budget Management. Ms. Barr, Board Member, seconded the motion and the motion passed unanimously.

Correspondence

The Board reviewed correspondence including the following:

- Correspondence from State Board of Elections:
 - County Bulletin, Volume 5, Issue 22, including:
 - Minutes of the November 17, 2009 Election Directors' Meeting.
 - County Bulletin, Volume 5, Issue 23, including:
 - Federal Tax Information for Election Judges from www.ssa.gov/slge/election_workers.htm. regarding the tax exclusion for election officials and election workers at a \$1,500.00 threshold.
- *The Registrar*, Volume 4, Number 23; and
- *The Registrar*, Volume 4, Number 24.

2010 Gubernatorial Elections

Mr. Garreis, Deputy Director, Anne Arundel County Board of Elections, informed the Board of the following:

- A second Early Voting contingency site must be selected to replace Severna Park Library since it will become a potential Early Voting site. Severna Park Library replaced Earleigh Heights Volunteer Fire Company as a potential Early Voting site since Earleigh Heights cannot be considered an Early Voting site. Therefore, the O'Malley Senior Center Annex and the Carver Staff Development Center were suggested as potential contingency Early Voting sites in case something happens to one of the five original Early Voting sites. After discussion, it was recommended to pursue the O'Malley Senior Center Annex as a contingency site.
- The Early Voting site surveys will be completed by the second week of January 2010 to meet the deadline of January 21, 2010. SBE requires the surveys be submitted one week before their scheduled January 28, 2010 meeting.

The Board was distributed copies of the following:

- December 4, 2009 Anne Arundel County Board of Elections' Polling Place Report detailing the response of public and private facilities to requests from the Anne Arundel County Board of Elections to serve as polling places for the 2010 Gubernatorial Elections.
- Proposed Polling Place Changes for 2010 Elections. Following discussion, the Board gave approval for the staff to investigate the proposed polling place sites to serve as polling places for the 2010 Gubernatorial Elections.

2009 City of Annapolis General Election

The Board was distributed copies of the following:

- Anne Arundel County Board of Elections Payroll Expense Report for the 2009 City of Annapolis Municipal Elections detailing payroll expenses incurred by permanent and temporary staff members at the Anne Arundel County Board of Elections in preparation and execution of the 2009 City of Annapolis Municipal Elections. Following discussion, the Board instructed the Director to draft a letter to the Annapolis City Clerk requesting the City of Annapolis reimburse the Anne Arundel County Board of Elections for unexpected payroll cost incurred to execute the 2009 Annapolis Primary and General Elections.

Budget

Mr. Garreis, Deputy Director, informed the Board of the following:

- According to the County Charter, there is a 1500 hour limitation to the number of hours that temporary employees may work in a calendar year. Therefore, County vendor contracts are being examined from companies who supply temporary employees. After the

discussion, it was suggested to complete a payroll cost analysis to determine which method is most economical. The issue will be readdressed by the Board at its next scheduled meeting

The Board was distributed copies of the following:

- Memorandum from Dennis Callahan, Anne Arundel County Chief Administrative Officer, regarding Fiscal Year 2010 Budget Action and 2011 Budget Guidance, including a brief description of the budget process and a preliminary calendar.
- Reports from Ross Goldstein, SBE Deputy Administrator, detailing the revised cost analysis of the new voting system, anticipated costs of voter outreach, estimated ballot on demand units, and voting system lease payments for FY10 through FY16, as of 7/20/09.
- 2010 – 2016 Voting System and Early Voting Cost Estimates for Anne Arundel County detailing the revised costs of the new voting equipment for Anne Arundel County's portion.

Personnel

Under State Government Article 10-508(a), Ms. Fisher, Board President, made a motion to adjourn its regular meeting and meet in closed session to discuss:

- The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or
- Any other personnel matter that affect one or more specific individuals.

Mathew Platt, Board Member, seconded the motion and the motion passed unanimously.

The Board resumed the open meeting at 10:30 A.M.

Additions to the Agenda

The Board reviewed copies of the following:

- November 30, 2009 VR-017 Political Party Report;
- November 30, 2009 VR-013 Monthly Statistical Report; and
- Two Election Administration Reports.

Absentee Training

Mr. Garreis, Deputy Director, stated that the Absentee Standard Operating Procedures (SOPs) are complete and are in the process of being reviewed and revised by staff. In order to test the SOPs, all permanent employees are currently being trained on the Absentee practices. The Board recognized the hard work that Stefanie Arnold, Cliff Jones, and Erin Perrone contributed to the completion of the

SOPs and the training sessions.

2010 Service Learning Program

Mr. Garreis, Deputy Director, stated that students fulfilling service hours for the spring semester will begin early next year. He is hopeful that those students will be interested in a summer temporary position in which they would already be trained on MDVOTERS, and may assist in the Voter Outreach Program performing voting system demonstrations.

Anne Arundel County Council

Mr. Garreis, Deputy Director, stated that the County Council will meet on December 17, 2009 to fill the vacant Council seat vacated by Councilman Joshua Cohen when he was elected Mayor in the recent City of Annapolis election. The Council seat will be filled from a list of six candidates and a majority vote.

Early Voting UAT (User Application Training)

Mr. Garreis, Deputy Director, stated that Mr. Jones, Ms. Arnold, and Ms. Perrone will be involved in the Early Voting training and implementation in MDVOTERS in the near future.

Security Policy Review

Mr. Garreis, Deputy Director, stated that Mr. Michael Kortum, SBE Chief Information Officer, will be in the office on December 10, 2009 to conduct the security policy review. Mr. Garreis also stated that he and Mr. Bill Ryan, Anne Arundel County Information Technology Officer, reviewed the SBE Security Checklist on December 7, 2009 in preparation for the meeting with Mr. Kortum.

Back Scanning Voter Registration Records

Mr. Garreis, Deputy Director, stated that the four Lektreiver filing cabinets will be removed from the office on December 15, 2009. The back scanning project will be completed by January 1, 2010.

Holiday Office Party

Mr. Garreis, Deputy Director, stated that the Christmas office party will be held on Wednesday, December 16, 2009 at 12:00 noon. Board members are welcome to attend.

January Board Meeting Date

The next scheduled Board Meeting will be held on Thursday, January 14, 2009 at 9:00 A.M., unless otherwise noted.

Adjournment

Ms. Barr, Board Member, made a motion to adjourn the meeting. Mr. Shade, Substitute Board Member, seconded the motion and the motion passed unanimously. The meeting adjourned at 10:40 a.m.

Respectfully submitted,

ERIN PERRONE

Erin Perrone

Recording Secretary

Approved:

Barbara Lash
Matthew W. Potts
David Amick

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

