

June 12, 2008

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

Attendees:

Barbara Fisher, Board President
Jeremiah Brandt, Board Secretary
Matthew Platt, Jr., Substitute Board Member
David Shade, Substitute Board Member
James Praley, Board Attorney
Joseph A. Torre III, Election Director
David Garreis, Deputy Election Director
Teddi Sullivan, Temporary Election Clerk

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 May 5, 2008 Board Meeting. Mr. Shade seconded the motion and the motion passed unanimously.

Correspondence

The Board reviewed correspondence including:

- Correspondence from the State Board of Elections:
 - County Bulletin, Volume 4, Issue 13. The Bulletin included the following:
 - FY 07 Residual Payment: The State Board of Elections (SBE) has sent an email outlining residual payments from FY 07 owed to SBE from the local Board of Elections (LBEs). Mr. Torre informed the Board that Anne Arundel County did receive an invoice for a residual payment from FY 07 and is working with the County Budget Office to remit payment.
 - Disposal of 2004 Election Documents: An email alerting LBEs that they may dispose of documents relating to the 2004 elections was sent on May 6, 2008. Mr. Torre informed the Board that this alert was later rescinded, and disposal cannot occur until the new voting system is implemented. The 2004 Election documents for Anne Arundel County will remain in storage at the Election Annex.
 - Revised Contingency Plans: Revisions to SBE Policy 2007-01 Election Day Contingency Plans were approved at the April meeting of the State Board of Elections. Mr. Torre informed the Board that Anne Arundel County deployed Election Day Contingency Supply Bags to precincts in the southern half of the County during the 2008 Presidential Primary Election. For the 2008 Presidential General Election, Election Day Contingency Supply Bags will be sent to all 189 Anne Arundel County Board of Elections polling places.
 - Absentee and Provisional Statistics: Spreadsheets containing absentee and provisional statistics from the 2008 Primary Election were distributed to the LBEs. SBE has encouraged the LBEs to review the statistics and identify areas where training for Provisional Ballot Judges can be enhanced for the General Election. Mr. Torre informed the Board that Anne Arundel County Provisional Ballot Judges will be required to attend a formal training class to review provisional ballot procedures for the 2008 General Election. During the class, procedures for verifying that provisional ballot applications are signed in Part I and Part II will be emphasized.

- Provisional Ballot Applications: The revised provisional ballot application is now posted on the SBE Online Library. However, provisional ballot applications left over from the Primary Election may still be deployed.
- Request for Documents from the University of California: Many LBEs have received a request for voting system contract documents from the University of California, Berkeley. SBE has instructed the LBEs to respond to this request within 30 days of receipt with notification that the LBE does not have any documents responsive to the request. Mr. Torre informed the Board that in response to this request to the Anne Arundel County Board of Elections, he will inform the University of California that the voting contract documents are retained by SBE.
- LBE Bylaws Reminder: SBE would like all LBE Bylaws submitted by May 30, 2008.
- County Bulletin, Volume 4, Issue 14.
 - Certificate of Appreciation: With the assistance of the Maryland Association of Election Officials (MAEO), SBE has created an Election Judge Recruitment workgroup to assist all jurisdictions with election judge recruitment for the November General Election. The workgroup recommended SBE create a certificate of appreciation to be distributed by the LBEs to their election judges.
 - Welcome: Rick Urps has joined SBE's Election Reform Division and will be responsible for Election Judge resources including training manuals and training class curricula. Mr. Torre informed the Board that Mr. Urps is assisting Anne Arundel County in making arrangements to accommodate a hearing-impaired Election Judge.
 - Proposed Regulations: At its May meeting, SBE approved proposed emergency regulations. The approved regulations require LBEs to conduct training session for all Election Judges between a Primary and General Election in Presidential Election years. Mr. Torre informed the Board that the FY 09 Budget has funds allocated only for compensating Election Judges attending refresher training for Chief Judges and Provisional Ballot Judges. He will inquire whether holding Open House Training Sessions for returning Check-in and Unit Judges will satisfy the requirements of the new regulations. For the 2008 General Election funds were not appropriated in the FY 09 Budget for this additional training.
 - Network Performance: In preparation for the upcoming November Presidential Election, SBE in cooperation with Saber, Network Maryland, and Verizon have undertaken the task of reviewing, testing, and adjusting the primary peak performance circuit connectivity to each of the LBEs. Mr. Torre informed the Board that after conducting a performance analysis, SBE determined that Anne Arundel County's circuits were operating at 99% efficiency.
- Volume 3, Number 9 of *The Registrar*. Included in that issue was the following:
 - Verification of MVA Voter Registrations: A mailing is being conducted in order to identify discrepancies between MVA and MDVOTERS registration records. Mr. Torre informed the Board that most letters returned to Anne Arundel County have been duplicates of work already completed. MVA is examining their business practice to ensure their employees are forwarding all voter registration records to the LBEs.
 - Attaching Images to Merge Records: Many LBEs are working towards completing the back-scanning process. However, no images

should be attached to the “lost” record of a merged voter record. Mr. Torre informed the Board that the back-scanning process is on-going in Anne Arundel County. The back-scanning process will be critical to the function of Anne Arundel County Board of Elections Continuity-of-Operation-Plans.

- Pending Underage Correspondence: SBE will cease sending Pending Underage Correspondence from MDVOTERS. Calls from confused parents are interfering with regular work that needs to be accomplished at SBE. If necessary, SBE will conduct a mass mailing of this correspondence in the summer if and when it is needed.
- Volume 3, Number 10 of *The Registrar*. Included in that *Registrar* was the following:
 - Voter Registration Drive Mass Mailing: SBE is in receipt of a mass mailing from the Voter Participation Center out of Boston, Massachusetts. Over 7,700 applications have been received thus far.
 - Voter Registration and MVA Letters: The SBE Voter Registration Division is coordinating with the Motor Vehicle Administration (MVA) to mail letters to voters that indicated a change to their records at MVA that is not reflected in MDVOTERS. This includes individuals who requested to be registered to vote through MVA but are not listed in MDVOTERS. The first mailing was approximately 28,000 letters and covered a three month period. Letters to an estimated 100,000 individuals will be sent this year.
 - Special General Elections in Montgomery and Prince George’s Counties: The Congressional District 4 Special General Elections will be held in Montgomery and Prince George’s Counties on June 17, 2008. Mr. Torre informed the Board that voter registration documents received in Anne Arundel County for Montgomery or Prince George’s counties are being mailed daily.
 - Certifying Elections in Sandbox: The 2008 Presidential Primary Election is available in Sandbox for LBE staff to practice election certification procedures for MDVOTERS.
 - New Sources of Registration Added: Three “new” selections have been added as “Source of Registration” in MDVOTERS. These are “SOC” Social Service Agencies, “SSA” Social Security Administration, “DHMH” Department of Health and Mental Hygiene. The new sources of registration will aid with the compilation of Voter Registration Statistics for the National Voter Registration Act.
 - MDVOTERS Release 2.22: MDVOTERS Release 2.22 is scheduled for implementation on June 30, 2008. Release Overview meetings are scheduled for Monday, June 30, 2008 and Tuesday, July 1, 2008.
- Volume 3, Number 11 of the *Registrar*. Included in that *Registrar* was the following:
 - Reminders for Processing VRAs: When processing Voter Registration Applications (VRAs) for already registered voters, it is necessary to record the driver’s license or social security numbers if they are on the new document. If the VRA is for an already registered voter and there is not party affiliation marked on the new form, the party affiliation should not be changed.
 - Guidance on Changes to Critical Data: A memo from John Clark, MDVOTERS System Administrator, has provided guidance to LBE Election Directors on performing oversight to changes made by the

LBEs to critical data within MDVOTERS. Election Directors at LBEs with more than four full-time voter registration employees are permitted to delegate their oversight duties to an individual approved by SBE. The Election Director at the LBE is responsible for reporting each month to SBE on their oversight activities and any discrepancies uncovered.

- Email from Linda Lamone, Administrator, State Board of Elections, to Mr. Torre, requesting the cancellation of her absentee ballot application for the 2008 Presidential General Election.
- Letter from Mary Morin, Corresponding Secretary, Elephant Club, to Mr. Torre thanking him for speaking to the Elephant Club regarding the responsibilities of the Anne Arundel County Board of Elections, its Director and staff.
- Email from County Support to Election Directors regarding Voter Registration Drive statistics. The voter registration mailing from the Voter Participation Center of Boston, Massachusetts resulted in 4,560 VRAs arriving at SBE.
- Email from Roger Stitt, State Board of Elections, to County Support reporting that the Voter Participation Center voter registration drive has resulted in 8,590 VRAs arriving at SBE. Of these VRAs, 580 have been forwarded to the Anne Arundel County Board of Elections.
- Email from John Wilson, a hearing impaired individual, to Mr. Torre requesting to serve as an Election Judge. Mr. Wilson will be hired to serve as a Voting Unit Judge for the 2008 General Election. The Anne Arundel County Board of Elections is working with SBE to provide Mr. Wilson a sign-language translator at his training class and at his polling place on Election Day.
- Email from Carolyn Evans, Citizens Service Specialist, Prince George's County Board of Elections to Clifton Jones, Election Clerk III, Anne Arundel County Board of Elections, granting a request to send Mr. Jones to the Prince George's County Board of Elections to review their procedures for processing absentee ballots.
- Response to Aaron Burstein, University of California, Berkeley from Mr. Torre informing Ms. Burstein that documents for their Public Information Act request reside at the State Board of Elections, not the Anne Arundel County Board of Elections.
- Email from David Garreis to Donna Duncan providing Ms. Duncan with the names and email addresses of staff from the Anne Arundel County Board of Elections volunteering to participate in the MDVOTERS Release 2.22 testing.
- Email from John Clark, to County Support, alerting LBEs that a Joint Application Development (JAD) session has been scheduled for Thursday, June 26, 2008, and a Change Control Board (CCB) meeting has been scheduled for Friday, June 27, 2008, at the Anne Arundel County Board of Elections Annex to review and prioritize reported spirit issues.
- Email from Anthony Gutierrez, Election Director, Wicomico County Board of Elections, to LBE Election Directors, announcing a MAEO meeting for Election Directors and Deputy Directors at the Anne Arundel County Board of Elections Annex on June, 25, 2008.
- Announcement from the Election Center Professional Education Program that four Certified Elections / Registration Administration Training Courses for election officials will be held from Sunday, July 27 to Friday, August 1, 2008 at the Doubletree Hotel in Annapolis.
- Email from Governor Martin O'Malley forwarded by SBE County Support, announcing State employees will receive a 2% Cost of Living Adjustment effective July 1, 2008.

2008 Presidential General Election

Mr. Torre informed the Board of the following:

- **Open Houses:** Open Houses for returning Check-in Judges and Voting Unit Judges will be conducted at Old Mill High School each Saturday in September. The Open Houses will give returning Check-in and Voting Unit Judges the opportunity to refresh their skills operating the Electronic Pollbooks and Touchscreen Voting Units prior to the November 4, 2008 Presidential General Election.
- **South County Formal Training Classes:** Election Judges residing in Election Districts 6 and 7 will have the opportunity to attend an Election Judge training class in South County. The classes for South County will return to Central Middle School.
- **Voter Registration:** The Anne Arundel County Board of Elections expects 21,914 new voters to register in Anne Arundel County prior to the Presidential General Election. Of these new voters, 35% have been added to the rolls since voter registration reopened following the February 12, 2008 Primary Presidential Election. Mrs. Fisher noted that during one four week period prior to the 2004 Presidential General Election, 26,000 new voters were added to Anne Arundel County's voter registration rolls.
- **Polling Place Changes:**
 - **District 7, Precinct 1:** Walter George, Supervisor of Operations, Anne Arundel County Public Schools, has granted permission for the Anne Arundel County Board of Elections to use Traceys Elementary School as a polling place for the Presidential Election. Therefore, a letter will be sent to the State Board requesting that the State Board approve moving District 7, Precinct 1 from Lothian Elementary School to Traceys Elementary School. This will allow the voters of District 7, Precinct 1 to vote in a polling place much closer to their area.
 - **District 7, Precinct 9:** A letter will be sent to the State Board requesting approval at the next State Board meeting to move the voters of District 7, Precinct 9 from Sollers United Methodist Church to Lothian Elementary School. Sollers United Methodist Church is not compliant with SBE guidelines for the Americans with Disabilities Act (ADA). It also lacks the space required to accommodate voting equipment, election judges and voters comfortably.
 - **District 7, Precinct 22:** A remodeling project at Holy Family Catholic Church requires the transfer of District 7, Precinct 22 to Riva Trace Baptist Church. A site survey for Riva Trace Baptist Church was completed. Riva Trace is compliant with the SBE ADA guidelines. A letter will be sent to the State Board requesting approval at the next State Board meeting to move the precinct for District 7, Precinct 22 from Holy Family Catholic Church to Riva Trace Baptist Church.
- **Verification of Polling Place Availability:** Following notice that Severna Park Middle School may be unavailable for the 2008 Presidential General Election, an email was sent to Walter George requesting verification of the availability of all public schools scheduled to be used as polling places for the 2008 Presidential General Election.
- **Voting Unit Allocation:** SBE has provided recommendations for voting unit and electronic pollbook allocations to each polling place for the 2008 Presidential General Election. The Anne Arundel County Board of Elections will follow the voting unit and electronic pollbook allocation guidelines from SBE.

Budget

Mr. Torre informed the Board of the following:

- **Remaining FY 08 Budget:** Of the FY 08 Budget, 84% of the budget has been

expended. This includes 1.1 million dollars encumbered for Anne Arundel County's share of the Statewide Voter Registration System and the Statewide Voting System.

- **FY 09 Budget:** The budget requests submitted for FY 09 were approved. New funding includes money for the new Statewide Voting System required by the State Legislature.
- **Office Computer Upgrades:** Funding for new computer equipment for the office was approved in the FY 09 Budget to replace computers with expired warranties.
- **FY 08 Budget Realignment:** In order to cover FY 08 bills from the State Board of Elections, it may be necessary to move funds from Personal Services budget to the Contractual Services budget.

Personnel

Mr. Torre informed the Board of the following:

- **Election Administrative Assistant Interviews:** Interviews for the vacant Election Administrative Assistant I position and Election Administrative Assistant II position are 60% complete. There are 9 candidates for the Administrative Assistant I position and 22 candidates for the Administrative II position. The positions are expected to be filled by mid-July.
- **Election Clerk Lead/Advanced:** The closing date for applications for the vacant Election Clerk Lead/Advanced position ends on June 13, 2008.
- **Intern:** An intern will be hired for the summer through the YouthWorks Summer Internship Program. The intern will assist the voter registration department and with back-scanning. The salary for the intern will be paid by the State.
- **Crossing Guards:** Anne Arundel County offers employment in other agencies to crossing guards while public schools are on summer vacation. The Board of Elections will hire three crossing guards for the summer. The salary of the crossing guards will be paid by their agency while they work for the Board of Elections. The crossing guards will be assigned back-scanning duties.
- **Performance Planning and Evaluation Program:** Instructions for conducting the Performance Planning and Evaluation Program (PEP) will be distributed by SBE. Performance evaluations must be completed by October 31, 2008. Pursuant to state personnel law, agencies must complete evaluations in order to measure employee performance and to provide employees with valuable feedback to improve performance. LBEs must provide SBE verification that the program was completed and the date of completion.

Additions to the Agenda

The Board was distributed copies of the May 30, 2008 VR-017 Political Party Report and the May 30, 2008 VR-013 Monthly Statistical Report, two Election Administration Reports, and the PowerPoint presentation and report presented at the MAEO annual conference by Eric Fischer, Science Specialist in Science and Technology Policy, Congressional Research Service.

Mr. Torre informed the Board SBE has instructed LBEs not to destroy documents associated with the 2004 Election in connection with the Schade case. The documents must be retained until the new voting system is implemented. SBE has been notified that the Anne Arundel County Board of Elections has not destroyed any of their documents from the 2004 Election.

Mr. Praley presented the Board with revised Anne Arundel County Board of Elections Bylaws. After discussion, Mr. Shade made a motion to accept the Bylaws. Mr. Platt seconded the motion and the motion was approved unanimously. Mr. Torre will send the Bylaws to SBE for approval.

Teddi Sullivan, Election Judge Recruitment Department, Anne Arundel County Board of Elections, presented documentation regarding several Election Judges whose conduct on Election Day was questionable.

July Meeting

After discussion, Mrs. Fisher made a motion to cancel the July, 2008 Board Meeting. Mr. Brandt seconded the motion and the motion passed unanimously. The next scheduled meeting will be held on August 12, 2008 at 9:00 A.M.

Adjournment

Mr. Shade made a motion to adjourn at 10:45 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

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