

May 5, 2008

Meeting of the Anne Arundel County *Board of Elections*, Princess Royale Hotel, Ocean City, Maryland.

*Attendees:*

Barbara Fisher, Board President  
Jeremiah Brandt, Board Secretary  
K. Jill Barr, Board Member  
Matthew Platt, Jr., Substitute Board Member  
David Shade, Substitute Board Member  
Joseph A. Torre III, Election Director  
David Garreis, Deputy Director

After establishing the presence of a quorum, Mrs. Fisher called the meeting to order at 3:30 P.M.

**Minutes**

Ms. Barr made a motion for approval of the minutes as submitted for the April Board meeting. Mr. Platt seconded the motion and the motion passed unanimously.

**Correspondence**

The Board was distributed copies of the *Report of the Attorney General's Task Force on Voting Irregularities*.

The Board reviewed correspondence including the following:

- Correspondence from the State Board of Elections:
  - County Bulletin, Volume 4, Issue #11. Included in that bulletin was the following:
    - Legislative Wrap-Up: The Governor's budget was approved by the General Assembly with funding for purchasing and implementing a new voting system for the 2010 elections. The language requiring that the State and counties share voting system costs 50-50 will continue. Legislative tracking sheets for the legislative session are posted on the Online Library.
    - Election Judges' Refresher Training: The State Board is proposing regulations that will require training of election judges between a presidential primary election and a presidential general election. Mr. Torre informed the Board that refresher training classes are planned for all returning Chief Judges and Provisional Ballot Judges and formal training classes will be conducted for all new election judges. However, he noted that the compensation to retrain all 2,200 election judges is not included in the FY 09 Budget for the Presidential General Election.
    - Form Revisions: A revised Voter Update Form and a revised Provisional Ballot Application are available on the Online Library. It is not necessary to throw away forms leftover from the Primary Election, any Provisional Ballot Applications or Voter Update Forms remaining may be used for the upcoming election.

- County Bulletin, Volume 4, Issue #12. Included in that bulletin was the following:
  - Post-Election Survey: The State Board of Elections can submit data for counties selected to complete the Federal Voter Assistance Program Post-Election Survey. Mr. Torre informed the Board that the Anne Arundel County Board of Elections is one of the jurisdictions selected to complete the survey and will request that the State Board submit the data on behalf of the Anne Arundel County Board of Elections.
  - Election Day Supply Questionnaire: The State Board sent a questionnaire to the local boards regarding their inventory of election supplies for the General Election. Mr. Torre informed the Board that the inventory has been completed and that he would send the response to the State Board.
  - Regulation Review: The deadline to make comments on the next set of COMAR subtitles is approaching. Comments are due by May 15, 2008.
  - Municipal Election Information: The Municipal Election Information document was delivered to Election Directors via County Support. The document includes significant modifications including an update of the Premier Election Solutions Service Cost Schedule. The new municipal election service cost schedule will be effective for quotations and contracts issued after May 1, 2008. Mr. Torre informed the Board these guidelines will be utilized when the City of Annapolis conducts municipal elections in 2009.
- The *Registrar*, Volume 23, Number 7. Included in that issue was the following:
  - Retention of Paper Documents: Federal regulations require a twenty-two month retention period for all election related material. This includes all Voter Registration Applications, including those scanned into the voter record. Mr. Torre informed the Board that the Anne Arundel County Board of Elections conducted a survey of the other local boards and learned all local boards are retaining voter registration documents, even after scanning the document into the voter's record. The Anne Arundel County Board of Elections will continue to back scan original voter registration documents received prior to the implementation of MDVOTERS and will for now, retain all documents with an image in MDVOTERS.
  - Election Certification: Underage absentee and polling place credit will be applied after every local board of elections has closed the election in MDVOTERS. Public Service Requests should not be generated until all voting credit has been applied. Mr. Torre informed the Board that one public service request was granted after notifying the person making the request that the voter credits were incomplete pending the addition of seventeen year olds that voted in the Presidential Primary Election.
  - Municipal Elections: Municipal Elections should be defined in MDVOTERS Election Management as soon as the dates for such elections have been determined. Mr. Torre informed the Board the 2009 Annapolis City Elections will be defined in MDVOTERS following the conclusion of the 2008 Presidential General Election.

- Election Worker Data Validation: Recommendations for Election Worker data validation were listed. Mr. Torre informed the Board that the Election Worker data has been validated. Anne Arundel County's Election Workers have been moved from the Presidential Primary Election to the Presidential General Election.
- Polling Place Naming Convention: To force polling place lists to display in precinct number order, it is necessary to prefix the polling place name in MDVOTERS with the precinct number. Mr. Torre informed the Board that the polling place naming convention will be adjusted so polling place lists in precinct number order.
- MDVOTERS Release 2.21 Overview: Three presentations of the MDVOTERS release 2.21 were provided as GoTo meetings in March and April. There were 138 attendees throughout the state.
- Election Judge Recruitment: The Election Judge checkbox on the voter registration screen in MDVOTERS can be used to record a voter's interest in working as an Election Judge. Also, custom messages can be printed on the Voter Notification Card promoting Election Judges. Mr. Torre informed the Board that the Election Judge Department is utilizing the MDVOTERS interest list to generate interest letters. He also explained to the Board the message on the Voter Notification Card is subject to hard-coded limitations that may limit its effectiveness.
- Street File Maintenance: Mr. Torre informed the Board that steps necessary for street file maintenance have been completed.
- The *Registrar*, Volume 3, Number 8. Included in that issue was the following:
  - Spring Cleaning: Mr. Torre informed the Board that steps have been taken to verify voter's records and complete any data issues that may need review and correction. He also explained voter merge rights will be available during the summer for selected office staff. Joyce Bower will be the primary staff member responsible for merging voter records as necessary. Linda Allen will act as Ms. Bower's secondary.
  - Change of State Residency Notifications: Previous state residency information entered into MDVOTERS will be used by the State Board to generate the Change of State Report for other states to notify them when their voters register in Maryland. Mr. Torre informed the Board that when previous residency information is provided on voter registration applications, it is entered into MDVOTERS when the new voter is registered in Anne Arundel County.
  - Public Review of Voter Registration Records: Voter registration records are still available for public review. In 2006, the directive was made not to utilize a public access terminal in order to safeguard the data that is confidential in all records such as driver's license and social security numbers. If a member of the public requests to review voter registration records, the voter registration screen can be printed and the confidential data must be blacked out.
  - Re-registration of Felons: Local boards are reminded to make sure all correspondence and publications, especially websites, have been updated to reflect changes in Maryland Election Law

regarding voter registration for applicants convicted of a crime. Mr. Torre informed the Board that the Anne Arundel County Board of Elections website is linked directly to the State Board website for voter registration information.

- Email from Donna Duncan, Maryland State Board of Elections, announcing that the March 27, 2008 State Board of Elections Board meeting has been cancelled. Therefore, polling place change requests will not be presented to the State Board for approval until the April Board meeting.

Mr. Torre informed the Board that the polling place change request submitted to the State Board returning District 7, Precinct 1, from Lothian Elementary School, to Tracey's Elementary School following the completion of construction on Tracey's Elementary School has been granted by the State Board of Elections.

- Letter from Anthony Gutierrez, Election Director, Wicomico County Board of Elections, to Guy Mickley, President, Maryland Association of Election Officials, regarding a topic for discussion during the Local Board Members breakout session at the annual Maryland Association of Election Officials conference.

### **2008 Presidential Election**

Mr. Torre informed the Board of the following:

- Anne Arundel County has closed the 2008 Presidential Primary Election in MDVOTERS.
- A review of all payroll records for Election Judges serving during the Primary Election has been conducted. All Election Judges have been mailed their payment for attending a training class and service on Election Day.
- Election Judge Interest forms received at the polling places on Election Day have been reviewed by the Election Judge Recruiting Department. Voters that filled out an interest form at the polling place on Election Day have been contacted and asked to serve during the Presidential General Election.
- The check-off box on the voter registration page in MDVOTERS is being utilized to contact registered voters interested in serving as an Election Judge during the Presidential General Election.
- Currently there are 79 vacant Election Judge positions, in addition to the need for 100 Election Day Standby Judges.
- The Chief Judge's Election Day Logs completed at the polling places on Election Day and the Election Day Incident Reports completed at the Election Office on Election Day will be reviewed and used to evaluate training programs for Election Judges and election office staff.
- The 194 cell phones distributed to the polling places for Election Day have been charged and returned to storage.
- The Post-Election Maintenance of the Voting Units is continuing. Following the completion of the Post-Election Maintenance of the voting units, the Post-Election Maintenance will be conducted on the electronic pollbooks.
- New shelving has been constructed for the electronic pollbooks at the Election Annex. The electronic pollbooks will be stored at the Annex between Primary and General elections.

- The Lektriever Card Files in the office have received their annual preventive maintenance. An estimate to reconfigure one Lektriever Card Files in the office to store 8½ by 11 Motor Voter Registration Forms was received and reviewed to include the cost in our FY 10 Budget.

### **Budget**

Mr. Torre informed the Board of the following:

- He and Mr. Garreis attended the FY 09 Budget Review Hearing with the County Council on May 1, 2008.
- The Board received an invoice from the State Board of Elections for its FY 08 share of the statewide voting system. The funds for the FY 08 voting system invoice are appropriated for in the FY 08 Budget.

The Board also received an invoice from the State Board of Elections for a residual payment due for its FY 07 share of the statewide voting system. Further discussion with the County Budget Office concerning the invoice is pending.

### **Personnel**

Mr. Torre informed the Board of the following:

- The two vacant Election Clerk III positions have been filled. One Election Clerk III will be assigned to the Election Judge Department and one Election Clerk III will be assigned to the Absentee Department.
- The Eligible List for the Election Administrative Assistant I position and the Eligible List for the Election Administrative Assistant II position have been received. Candidates on the eligible lists will be mailed an interest letter. After responding to the interest letters interviews will be scheduled.
- Notification will be sent to the State Board to begin the process to fill the vacant Election Clerk Lead/Advance position.

### **Additions**

The Board was distributed the VR-017 Political Party Report for the month of April and two election Administration reports.

The Board discussed a voter's request that their voter registration records be made confidential. Mr. Shade made a motion to grant the individual's request that their voter registration records be made confidential. Ms. Barr seconded the motion and the motion passed unanimously.

After discussion regarding the potential threat to an individual's personal safety if confidentiality requests are not reviewed in a prompt manner, the Board authorized Mr. Torre to grant a voter's voter registration confidentiality request pending formal approval of the request by the Board at its next scheduled meeting.

Mr. Shade made a motion to authorize Mr. Torre to grant a voter's voter registration confidentiality request pending formal approval of the request by the Board at its scheduled next meeting. Ms. Barr seconded the motion and the motion passed unanimously.

**June Board Meeting**

The next scheduled Board meeting will be held June 12, 2008 at 9:00 A.M.

**Adjournment**

Ms. Barr made a motion to adjourn at 4:30 P.M. Mr. Brandt seconded the motion and the motion passed unanimously.

Respectfully submitted,

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David Garreis  
Recording Secretary

Approved:

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