

November 12, 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  
 James Praley, Board Attorney  
 Joseph A. Torre III, Director  
 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 9:05 A.M.

**Approval of the October 13, 2009 Board Meeting Minutes**

Mr. Platt, Board Secretary, made a motion for approval of the Minutes as submitted for the October 13, 2009 Board Meeting. Mr. Shade, Substitute Board Member, seconded the motion and the motion passed unanimously.

**Correspondence**

The Board reviewed correspondence including the following:

- Correspondence from State Board of Elections (SBE):
  - Email regarding the passing of Thomas Queen, Technical Support Specialist, SBE staff member;
  - County Bulletin, Volume 5, Issue 20, including:
    - Minutes of the October 20, 2009 Election Directors' Meeting;
    - Updated 2010 Gubernatorial Election Calendar; and
    - Memorandum from Nikki Trella, SBE Election Reform Director, regarding proposed Title 33 Code of Maryland Regulation (COMAR) changes followed by the approved copies of the regulations for Subtitle 13, Campaign Finance, Subtitle 15, Precincts, Polling Places, and Facilities, and Subtitle 16, Provisional Voting.

- County Bulletin, Volume 5, Issue 21;
- *The Registrar*, Volume 4, Number 21; and
- *The Registrar*, Volume 4, Number 22.
- Email from Mary DePelteau, Secretary, Maryland Association of Election Officials (MAEO), containing the Board Minutes of the June 7<sup>th</sup>, June 10<sup>th</sup>, and July 14<sup>th</sup>, 2009 MAEO meetings.
- Email from Ross Goldstein, Deputy State Administrator, and Valerie O'Connor, SBE Director of Finance and Budget Management, regarding the confidentiality of the Cost Analysis for Fiscal Year 2010-2016, detailing the new voting system, project management services, continued support for the current system, and additional early voting costs.

### **2010 Gubernatorial Elections**

The Board was distributed copies of the following:

- Listing of the Early Voting dates and times for the 2010 Gubernatorial Primary and General Elections.
- Email from Anthony Gutierrez, Director, Wicomico County Board of Elections, with the July 14<sup>th</sup> and October 22<sup>nd</sup>, 2009 minutes from the MAEO Early Voting Committee.
- Memorandum from Nikki Trella, SBE Election Reform Director, regarding the proposed New Comar Regulations for Early Voting, followed by copies of the proposed regulations. The new regulations for Early Voting in Title 33 will be Subtitle 17.
- Email from Bob Murphy, SBE Electronic Pollbook Project Manager, detailing the active voter percentage coverage of Early Voting sites, proposed Election Judge training sites, and a spreadsheet comparing active voter counts by precinct for the past three years.
- Email from Joe Torre, Director, Anne Arundel County Board of Elections, to Erik Robey, Director, Anne Arundel County Community & Constituent Services, requesting additional assistance from the County Executive's office in securing total cooperation from county agencies for Early Voting sites.
- Draft agreement between the Board of Elections and Anne Arundel County Public Library system to secure the North County Library, Edgewater Library, West County Area Library, and Severna Park Library as Early Voting sites. The Board also reviewed the draft agreement between the Board of Elections and the Anne Arundel County Department of Aging to secure the Annapolis Senior Center as an Early Voting site. After discussion, the Board decided that Mr. Praley, Board Attorney, would review the two agreements and contact Mr. Torre with any corrections.
- November 11, 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.

- Election Judge Compensation Report detailing the position, earnings per day, hourly rates per Early Voting day and Election Day, Early Voting compensation, and General Election compensation.

### **2009 City of Annapolis General Election**

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

- The Annapolis General Election tasks have been completed.
- The General Election had a 35% turnout.
- Anne Arundel County Board of Elections staff members participated in the election tasks and gained experience in different aspects of the election to better prepare themselves for the 2010 Gubernatorial Elections.
- The Annapolis General Election will be certified on November 13, 2009.

### **Additions to the Agenda**

The Board reviewed copies of the following:

- List of employees and their telephone extensions;
- Copy of the Anne Arundel County Board of Elections By-Laws;
- Completion Chart for back scanning voter registration records;
- October 30, 2009 VR-017 Political Party Report;
- October 30, 2009 VR-013 Monthly Statistical Report; and
- Two Election Administration Reports.

### **Back Scanning Voter Registration Records**

Mr. Garreis updated the Board on the back scanning project. Since all of the Voter Registration Applications prior to 2002 stored in the four Lektriver file cabinets have been scanned and attached in MDVOTERS, the four file cabinets now can be removed from the office. The back scanning of voter registration records from 2002 - 2005 records has begun.

**Annex Remodeling**

Mr. Garreis stated that the remodeling of the Annex began on November 12, 2009.

**Absentee Training for Staff**

Mr. Garreis stated that all the permanent employees will be trained on the Absentee business practices beginning in December. Mr. Torre said that having all the staff know how to process Absentee applications and ballots will make the Gubernatorial Election run smoother.

**Voter Registration Process**

Mr. Garreis stated that the streamlined voter registration business practice is going smoothly and the staff is working well with the new changes.

**Election Worker Standard Operating Procedures (SOPs)**

Mr. Garreis stated that the writing of the Election Worker SOPs has begun. Ms. Perrone said that they should be completed by Thanksgiving.

**November Board Meeting Date**

The next scheduled Board Meeting will be held on Tuesday, December 8, 2009 at 9:00 A.M.

**Adjournment**

Mr. Platt, Board Secretary, made a motion to adjourn the meeting. Mr. Shade, Substitute Board Member, seconded the motion and the motion passed unanimously. The meeting adjourned at 10:45 a.m.

Respectfully submitted,

*Erin Ferrone*

Erin Perrone

Recording Secretary

Approved:

*Barbara Lish*  
*Matthew W. Platt Jr.*  
*K. J. S.*

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