

September 8, 2011

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

Attendees:

Barbara Fisher, Board President
 Michael Malone, Board Secretary
 K. Jill Barr, Board Member
 John Ensor, Board Member
 William Voelp, Board Member
 James Praley, Board Attorney
 Joseph A. Torre III, Director
 David Garreis, Deputy Director
 Chelsea Baranoski, Recording Secretary

Declaration of a Quorum Present

Mrs. Fisher, Board President, called the meeting to order at 9:09 A.M.

Approval of the August 11, 2011 Board Meeting Minutes

Ms. Barr, Board Member, made a motion to approve the August 11, 2011 Board Meeting minutes as submitted. Mr. Voelp, Board Member, seconded the motion and the motion passed unanimously.

Additions to the Agenda

Mr. Ensor asked the Board to discuss the disaster recovery plan for power outages on Election Day.

Election Director's Report

The Board reviewed the September 8, 2011 Election Director's Report and discussed the following:

- Dress Code

A dress code policy was drafted for the Anne Arundel County Board of Elections Office and Annex. The dress code will be reviewed with all members of the staff and implemented within the next two weeks.

- Office Relocation

Mr. Torre and Mr. Garreis met with Mr. John Dodds, Anne Arundel County Real Estate Division, and Mr. Fred Schram, Anne Arundel County Central Services,

concerning moving the Board of Elections to the Department of Public Works Complex next door to the Board of Elections Annex. The Department of Public Works is moving to Millersville in the near future. Move dates have not been confirmed for the Department of Public Works or the Board of Elections.

Board discussion followed concerning office continuity of operations, the disaster recovery plan, building location, interior office requirements for employees, and public accommodation requirements.

- Redistricting Preparation - Street Files

The County's Office of Information Technology (OIT) GIS MapOptix is being compared with MDVOTERS Street Files. An Exception Report was generated based on the database comparison between MapOptix and MDVOTERS Street Files. There was an 80 percent match between MapOptix and MDVOTERS Street Files. Staff is reviewing the 20 percent of data that did not match and is working with OIT GIS to resolve discrepancies in order to make MDVOTERS and MapOptix match.

- Anne Arundel County Public Libraries Announce Creating a 20 Year Improvement Plan

Mr. Torre sent a letter to Mr. Hampton "Skip" Auld, Library Administrator, regarding the importance of large community meeting rooms as polling places during Early Voting and on Election Day and the importance of including this recommendation in their 20 year plan. After sending the letter, Mr. Torre received a nice phone call from Mr. Auld. Mr. Auld stated that he would present Mr. Torre's letter to the Library Board and that the library administration supports the long term relationship with the Anne Arundel County Board of Elections. The library administration looks forward to working with the Election Board to improve future library renovations to accommodate Early Voting and Election Day activities.

- Eventbrite

The Anne Arundel County Board of Elections will use Eventbrite, a free online website, to set up Election Judge training classes for the 2012 elections. Election Judges will use Eventbrite to sign up for training classes online. Carroll County and Howard County currently use Eventbrite to schedule Election Judge training classes and have recommended its use.

- Annapolis Early Voting Site

The Annapolis Boys and Girls Club gymnasium may take the place of Annapolis Senior Center as an Early Voting Site. The Boys and Girls Club is in the same location as Annapolis Senior Center; however, it is a stand-alone building within the complex. Mr. Torre and Mr. Garreis met with Mr. Martin Blake, Director of Operations, to discuss the availability of the gymnasium. Mr. Torre stated the discussion was very positive. Mr. Blake said he would get back to the Board once he

discussed our request with the Boys and Girls Club administration.

- Floater Staging Areas

Three Election Judge Floater Staging Areas will be implemented for the 2012 elections. Two hundred Floater Judges will remain at the Floater Staging Areas until 11:00 a.m. Floater Judges will be dispatched from the Floater Staging Areas as Election Judge vacancies occur. Two confirmed locations for the Floater Staging Areas are: The Office of Emergency Management auditorium in Glen Burnie and South County Police Station. The third unnamed location will be in the West County Odenton area.

In previous elections, Floater Judges were arriving at their assigned polling place very late. Floater Staging Areas should correct that problem. Floater Judges in the staging areas will be dressed for work and ready for deployment. Floater Judges who do not show up at the staging areas will not be paid.

- The Board reviewed the following:
 - September 1, 2011 VR-017 Political Party Report.
 - September 1, 2011 VR-013 Monthly Statistical Report.
 - One Election Administration Report.

Board Attorney's Report

- There were no items to report.

Old Business

Confirm dates for Public Demonstration of the Voting System for the 2012 Presidential Primary Election.

New Business

The Board reviewed the following:

- State Board of Elections (SBE) Municipal Election Information Guidelines, Dated January 2011.
 - The Board reviewed the SBE Municipal Election Information Guidelines published by the State Board of Elections concerning voting system leasing terms, conditions, and cost. The Board also discussed State Board, Local Board, and municipality roles and responsibilities. After discussion, the Board decided to not assist municipal elections in Anne Arundel County.

The Board reviewed correspondence including the following:

- 2012 Presidential Election Calendar (updated with a date change from SBE).

This version of the 2012 Presidential Election Calendar is the most recent; some dates have changed. Yellow highlights represent important dates for staff members. Green highlights represent important dates for Board members.

Monday, March 19, 2012 is the deadline to complete Public Logic and Accuracy for the 2012 Presidential Primary Election. Public Logic and Accuracy for the Anne Arundel County Board of Elections will be held on Thursday, March 15, 2012 at 9:00 A.M. at the Elections Annex. The Board must be present.

Early Voting for the 2012 Presidential Primary Election will occur on Saturday, March 24, 2012 through Thursday, March 29, 2012 from 10:00 A.M. to 8:00 P.M. On Sunday, March 25, 2012, Early Voting Centers will be open from 12:00 P.M. to 6:00 P.M. The Board must be available by phone during the duration of Early Voting.

The 2012 Presidential Primary Election will occur on Tuesday, April 3, 2012 from 7:00 A.M. to 8:00 P.M. The Board members must be available all day at the Anne Arundel County Board of Elections or at the polling places.

Absentee Ballot Canvass One for the 2012 Presidential Primary Election will occur on Thursday, April 5, 2012 at 10:00 A.M. The Board must be present at the Canvass.

The Provisional Ballot Canvass for the 2012 Presidential Primary Election will occur on Wednesday, April 11, 2012 at 10:00 A.M. The Board must be present at the Canvass.

Absentee Ballot Canvass Two for the 2012 Presidential Primary Election will occur on Friday, April 13, 2012 at 10:00 A.M. The Board must be present at the Canvass.

The Certification of the 2012 Presidential Primary Election will occur on Friday, April 13, 2012. The Board President and Board Secretary must sign the official results.

- Correspondence from SBE, including:
 - County Bulletin, Volume 7, Issue 15 including the following attachments:
 - 2011-2012 Provisional Voting Supplies – Early Voting.
 - 2011-2012 Provisional Voting Supplies – Election Day.

- General Information for Challengers & Watchers – Opening the Polls.
- County Bulletin, Volume 7, Issue 16 including the following attachment:
 - County Board of Elections Contact Information.
- *The Registrar*, Volume 6, Number 15.
- *The Registrar*, Volume 6, Number 16.
- Minutes from the May 2, 2011 Maryland Association of Election Officials (MAEO) Meeting.
- Minutes from the June 12, 2011 MAEO Meeting.
- Minutes from the June 15, 2011 MAEO Meeting.
- MAEO is announcing their 50th anniversary in 2013. MAEO is looking for ideas and suggestions regarding the celebration of their 50th anniversary.
- The proposed MAEO Conference location for the 2012 Presidential Election is Wisp Ski Resort. Election Day seminars are planned for Board members. The seminars will inform the Board members of what they should look for at the polling places when they are completing their polling places evaluations. The date of the MAEO Conference is to be announced.

October Board Meeting Date

The October Board meeting will be held on Thursday, October 13, 2011 at 9:00 A.M

Adjournment

Ms. Barr, Board Member, made a motion to adjourn the meeting. Mr. Voelp, Board Member, seconded the motion and the motion passed unanimously. The meeting adjourned at 10:27 A.M.

Respectfully submitted,



Chelsea Baranoski
Recording Secretary

Approved:

Barbara Lesh

K. Jim H

[Signature]

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