

May 14, 2015

Meeting of the Anne Arundel County *Board of Elections*,  
Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061

*Attendees:* Barbara Fisher, Board President  
K. Jill Barr, Board Secretary  
William Voelp, Board Member  
James Praley, Board Attorney  
Joseph Torre III, Director  
David Garreis, Deputy Director  
Christopher Clark, Recording Secretary

*Guest(s)* P. Tyson Bennett,, Esq. Board Member Designate  
Tryphenia A. Ellis-Johnson, Board Member Designate  
Brenda Yarema, Board Member Designate

*Absent:* John Ensor, Board Member

### **Declaration of Quorum**

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

### **Approval of Minutes**

Mr. Voelp made a motion to approve the minutes of the April 23, 2015 Board Meeting and Closed Session Notice. Mrs. Fisher seconded the motion and the motion passed unanimously.

### **Additions to the Agenda**

There were no additions to the agenda.

### **Election Director's Report**

The Board reviewed the May 2015 Election Director's Report and discussed the following:

- **Administration**

The Administrative Division, in addition to routine procurement tasks, continued reorganizational projects and assignments from the County Personnel Division. All employees received a copy of the "Vehicle Policies and Procedures Manual" and signed acknowledgements of receipt were sent to the County Risk Management Division. Additionally, staff completed the Fixed Asset pre-inventory.

Meetings were held with Absentee Division to discuss the hiring process for nursing home representatives. The Division also met with the Election Worker Division to discuss the 2016 Election hiring process. After discussion, it was decided that a new email account would be

created to accept incoming resumes and applications, and that the Administration Division would manage the account and disseminate applications to the respective departments.

The Division will continue to develop a new process for receiving resumes and job applications.

- **Absentee Voting Division**

The Absentee Voting Division built 1,750 folders for the 2016 Presidential Election Canvass, equipping the department to handle as many as 26,250 absentee and provisional ballots. A new ballot Lexicon spreadsheet was created to manage the received voted absentee ballot inventory.

Division Staff continued their correspondence with Nursing Homes located in the county to ensure all residents are registered to vote and able to receive absentee ballots for the 2016 Election cycle. Standard Operating Procedures (SOP) have been drafted for training the Nursing Home Representatives.

The Division will continue to process absentee ballot applications for the 2016 Elections as they are received, and will complete the voter inactivation process on a weekly basis. The review and revision process for the SOPs will continue, and a quarterly review process for the Nursing Home project will continue. The Division also received a new Electronic Registration Information Center Report containing the records of 1,816 voters. The report was received on May 4, 2015 and is due back to State Board of Elections (SBE) by May 27, 2015.

- **Election Worker Division**

The Election Worker Division began a review of Election Judge statistical information from the 2014 Election Cycle to develop projects for the 2016 Election. The assigned number of Election Judges per polling location is currently under review. Staff also continue to compile Election Judge information, including emails addressing past Chief Judges and their election experience, documented State and County Election Judge employment, and recruiting potential Election Judges. Election Judge recruitment materials are being updated as well.

Division staff met with the County Office of Finance and the County Office of Personnel to discuss best practices and procedures to expedite the payroll process for Election Judges. Staff also met with vendors to discuss developing a system for calculating wait times at our Early voting Centers. The wait time project may be developed in conjunction with the County Office of Information Technology.

Division staff will continue to study the Election Judge requirements for the new voting equipment to improve training manuals and public education materials and continue to develop the High School Election Judge Recruitment and Voter Registration program.

- **Voter Registration Division**

The Voter Registration Division continued to complete all voter registration work including updating street files, completing monthly reporting, and submitting the Critical Data Monthly audits. The merger of duplicate registrations has been completed and both the DHMH Deceased List and AOC files have been completed in a timely manner.

The Division will continue to complete voter registration tasks on a daily basis.

- **Voting System and Supply Division**

Voting System:

The Voting System Division received draft instructions for the Logic and Accuracy process and Acceptance Testing for both the ExpressVote and DS200 Voting Units. Processes were tested and feedback provided to the SBE. Division staff met with SBE to discuss equipment allocation for the new voting system.

Division staff will continue to support the polling place Visio drafting process and testing of the new voting units. Additionally staff will observe an election using the ExpressVote and DS200 units in Vienna, Virginia.

Polling Place and Supply:

The Polling Place and Supply Division continued surveying polling places. To date 42.5% of the polling places have been surveyed and 38% of Visio diagrams completed. Staff also assisted the Absentee Division with construction of Canvassing folders.

Additionally, the Division continued to review the required storage space for the new voting system.

The Division will continue the Polling Place survey project, as well as creating new Visio diagrams for each polling place. A polling place replacement project for the 8 polling locations (5 schools, 3 churches) that will not be available for the 2016 Primary Election has been scheduled to begin in June 2015.

After reviewing the report, the Board discussed the status of the High School Election Judge Recruitment and Voter Registration project. Mr. Bennett and Mrs. Ellis-Johnson then advised Mr. Torre to make a presentation at a Board of Education Board meeting in order to further the program.

**Board Attorney's Report**

There was no Board Attorney's Report to review.

**Old Business**

Mr. Garreis reported his observations of the recent local election in Vienna, VA to the Board. Mr. Garreis and a team comprised of Reider Bennett-White, Voting Systems Supervisor; Sabrina Graves, Election Judge Training Manager; and Joshua Ramos, Election Workers Supervisor, observed an election using the new voting equipment Anne Arundel County will use for the April 2016 President Primary Election. Mr. Garreis reported the visit was very useful in understanding polling place setup and operations. All of the team members were impressed with the ease by which the Election Judges and voters operated the voting system.

Mr. Torre gave an overview of the May 12, 2015 County Council Budget Review to the Board.

**New Business**

Mr. Garreis reviewed the 2016 Presidential Election Calendar and the 2015 Board of Elections meeting schedule.

Mr. Torre proposed the date of the June 2015 Board meeting be moved from June 11 to June 4, to avoid conflict with the 2015 MAEO Biennial Conference. The Board agreed unanimously.

Mr. Garreis reviewed a memo from Gail Hatfield, MEAO President, outlining the 2015 MAEO Biennial Conference with the Board.

**May Board Meeting Date**

The next Board Meeting will be held on June 4, 2015 at 9:00 AM, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.

**Adjournment**

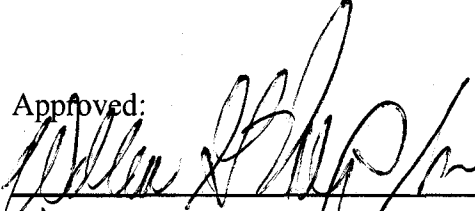
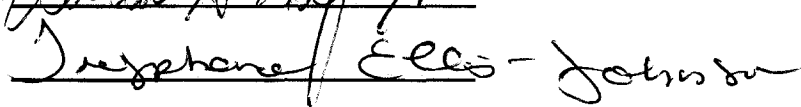
Mr. Voelp made a motion to adjourn the meeting, Ms. Barr seconded the motion and the motion passed unanimously. The Board adjourned at 10:20 A.M.

Respectfully Submitted,

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Christopher Clark  
Recording Secretary

Approved:

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