

August 13, 2015

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

Attendees:

William G. Voelp, Board President
Brenda J. Yarema, Board Secretary
P. Tyson Bennett, Board Member
Tryphina A. Ellis-Johnson, Board Member
James Praley, Board Attorney
Joseph A. Torre III, Director
David Garreis, Deputy Director
Glen Muir, Polling Place Supervisor
Reider White, Voting System Supervisor
Stacie Williams, Recording Secretary

Participated via Conference Call:

John P. Ensor, Board Vice President

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 9:08 A.M.

Approval of the July 9, 2015 Board Meeting Minutes

Mr. Bennett made a motion to approve the minutes of the July 9, 2015 Board Meeting. Mrs. Yarema seconded the motion and the motion passed unanimously.

Additions to the Agenda

Mr. Garreis reviewed the Monthly Statistical Report and Political Party Report for July from Voter Registration.

Election Director's Report

The Board reviewed the July 2015 Election Director's Reports and discussed the following:

- **Administration**

The Administrative Division, in addition to routine procurement tasks, completed the 2015 Annual Non-Capital Fixed Asset Inventory. Assets were scanned and reported to the Property Control and Accountability Manager for reconciliation. The inventory was verified and a certification memorandum was generated stating that all inventory assets were confirmed and updated in Enterprise One.

The Division met with Cindy Woodward, Absentee Voting Supervisor, to gather information regarding the 2014 Multiple Status Voting Report.

Division Staff will continue research for a Fee Study Report being conducted by the County Administration.

- **Absentee Voting Division**

Division staff are updating the absentee Standard Operating Procedures (SOP) manual with new procedures and updating the Lexicon to assure accuracy, along with creating new absentee ballot packing procedures.

The Division continued work on the Nursing Home Election Officials SOP. Division staff have been updating the Nursing Home Program and preparing to send out absentee ballot applications to the voters who live in those facilities.

Returned mail, absentee ballot applications and Online Voter Registration (OLVR) absentee ballot applications for the 2016 Presidential Primary Election are being processed on a daily basis.

Division staff will take inventory of their canvassing supplies and make orders as necessary, 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, and a quarterly review process for the Nursing Home Program will continue. Division staff are preparing for the August Electronic Registration Information Center (ERIC) Report.

- **Election Worker Division**

The Election Worker Division continued their Election Judge Contact Program. The Division sent out applications to election judges who worked in the 2014 Primary Election. Reminder emails have been sent to the 2014 General Election judges notifying them they have 30 days to return their application or their position would be open to the public. As the applications are received they are being processed daily for changes and updates. Additionally, a spreadsheet is being maintained to track each Election Judge application received. As of July 28, 2015, the Division received 986 completed applications.

Election judges who have submitted their applications have been assigned in Districts 1, 2, 3, 6 and 7. Division staff is currently making soft assignments within Districts 4 and 5; there are a total of 607 soft assignments thus far.

Members of the Division attended the hardware training on the DS200 and ExpressVote in Columbia, MD. Staff also trained to be Voter Registration Volunteers (VRV) and assembled VRV packets for individuals that want to be VRV Trainers.

The Division met with the Voter Registration Division to discuss processing Election Judge applications that have a Name, Address or Party Affiliation change. Staff also made preparations for generating for Election Judge Recruitment mailers.

Division staff will continue to revise the Election Judge Training manuals and public education materials and continue to develop the High School Election Judge Recruitment and Voter Registration Program. Members of the staff are actively looking for training locations in South County to hold Election Judge Training classes for the 2016 Elections.

- **Voter Registration Division**

The Voter Registration Division continued to complete all voter registration work including updating street files, completing monthly reports, and submitting the Critical Data Monthly Audits. The Critical Data Monthly Audit was completed for June. The merger of duplicate registrations has been completed and both the DHMH Deceased List and AOC Files were completed in a timely manner.

The Division will continue to do required Data Quality Checks and complete voter registration tasks on a daily basis.

- **Voting System and Polling Place Division**

Voting System:

The Voting System Division attended the hardware training on the DS200 and ExpressVote in Columbia, MD. Division representatives attended the June Board meeting where they discussed warehouse space and possible Early Voting locations. Division staff met with the Board President to discuss the Annex space requirements for the new voting system.

The Division completed mandatory Polling Place Cleanup in MDVOTERS.

Division staff will continue to support the polling place Visio drafting process, continue testing mileage tracking devices for the Rover Program and testing of the new voting units.

Polling Place Supply:

The Polling Place and Polling Place Supply Division continued surveying all polling places. Staff established options for a new Early Voting Site in the Annapolis area along with a contingency site. All procurement tasks were completed and finalized for the month. Division staff printed and revised Provisional Ballot Transfer Bag labels.

New Electronic Pollbook (EPB) boxes were ordered and arrived at the Annex Warehouse. Charging of all Complementary Metal-Oxide Semiconductor (CMOS) batteries was completed.

The Division will continue work on the warehouse space documents, the Polling Place Survey Project, and securing a new Early Voting site for the Annapolis area. Staff will attend a "Lessons Learned" meeting with the Anne Arundel County Public Libraries and send out Polling Place letters and contracts to all contracted polling sites. Early Voting EPB's will start to be assigned and 13 EPB's will be sent to ES&S for repairs.

Board Attorney's Report

Mr. Praley reviewed the following with the Board:

- Election Judges and other employees of the Board of Elections: An opinion from the Maryland State Ethics Commission regarding hiring relatives within the local Board of Elections as Election Judges and other employees.
- *Fredrick County Plaintiffs v. the Fredrick County and Maryland State Board of Elections*: Mr. Praley gave a brief background of the case and why it was dismissed. The Board discussed the roles and responsibilities of the Board of Election with regards to citizenship verification.
- Board Bylaws: The Board discussed notes and questions collected during the July Board meeting regarding updating the Board bylaws. After review and discussion of the new provisions for the bylaws, Mr. Voelp stated that the Board Attorney should draft the bylaws and bring them to the next meeting. The bylaws and any questions pertaining to changes in the bylaws will be addressed at the September Board meeting.

Old Business

Mr. Garreis discussed new locations for Early Voting Site 4. The new location will be the Annapolis Senior Activity Center located at 119 S. Villa Ave, Annapolis, MD 21401.

The Board reviewed a Voter Education Program Update. Mrs. Yarema asked for information regarding adding additional organizations to the current list of voter education program participants.

The Board received an update on progress locating a new Voting Systems Warehouse, including:

- A meeting between Mr. Voelp, Mrs. Yarema and Board of Elections staff to discuss warehouse space requirements and voting system warehouse workflow.
- A meeting with Goodman, Wheeler, Masek, an architecture firm contracted by the County, to review the use of county property at the 7409 complex on Baltimore Annapolis Blvd. The Board of Elections will provide information to the representatives of Goodman, Wheeler, Masek regarding building requirements to combine the Board of Elections administrative offices located on Ritchie Highway with the voting system warehouse in one building.

- A visit to a potential voting system warehouse location in Crownsville.

New Business

Mr. Garreis explained the Jury List Non-Citizen Report given to all Board members. Mr. Praley explained to the Board members how the Jury list is processed. Mr. Voelp requested additional information regarding non-citizens on Jury List reports for the September meeting.

Mr. Garreis and Mr. Torre reviewed the 2014 Gubernatorial General Election Audit Results. Mr. Voelp signed the Anne Arundel County Board of Elections response to the 2014 Gubernatorial General Election Audit Results.

The Board reviewed the July ERIC Report. Mr. Garreis reminded the Board that ethic statements are due. Mr. Garreis gave an overview of the Highland Beach Election on July 25, 2015.

The Board reviewed an announcement that Mark Hartzell was appointed new Chief Administrative Officer by County Executive Steve Schuh.

Mr. Torre discussed the Performance Evaluation Program (PEP) and provided the Board with the guidelines and forms to conduct his evaluation.

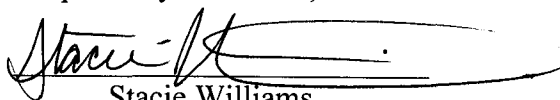
August Board Meeting Date

The next Board Meeting will be held on September 10, 2015 at 9:00 AM, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.


Adjournment

Ms. Yarema made a motion to adjourn the meeting. Mr. Ensor seconded the motion and the motion passed unanimously. The meeting adjourned at 11:07 A.M.

Respectfully submitted,


Stacie Williams
Recording Secretary

Approved:



Stephen E. Johnson

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