

April 7, 2016

Meeting of the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060.

Attendees:

William G. Voelp, Board President
John P. Ensor, Board Vice President
Brenda Yarema, Board Secretary
Tryphena A. Ellis-Johnson, Board Member
James Praley, Board Attorney
Joseph A. Torre III, Director
David Garreis, Deputy Director
Nicole Brewer, Recording Secretary

Absent:

P. Tyson Bennett, Board Member

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 8:50 AM.

Approval of the March 17, 2016 Board Meeting Minutes

Mrs. Yarema made a motion to approve the minutes of the March 17, 2016 Board Meeting. Mr. Ensor seconded the motion and the motion passed unanimously.

Additions to the Agenda

The Board reviewed the March 2016 Monthly Statistical Report and March 2016 Political Party Report.

Election Director's Report

The Board reviewed the March 2016 Election Director's Report and discussed the following:

- **Administration**

The Division completed online training for Workday, a new state time-keeping process. State employees are scheduled to begin submitting their timesheets using Workday on April 13, 2016. The Division has also verified that all county fixed assets were successfully transferred from the Hein Building and Annex to the new Baymeadow Drive facility.

State and County employee payrolls for the month of March were processed and submitted. All Leave Balance reports for state employees were generated and

distributed to each employee and the final Leave Balance report was submitted to the State Board of Elections (SBE).

- **Absentee Voting Division**

The Division accepted 1,810 applications for absentee ballots to be delivered by mail and 1,302 applications for absentee ballots to be delivered via the internet. Runbeck Election Services began mailing absentee ballots on March 6, 2016. To date, the Division has received 370 voted absentee ballots.

The Division has trained the Nursing Home and Assisted Living Facilities Program Representatives and has scheduled all in-person Nursing Home and Assisted Living Facility visits for facilities with more than 50 beds. The last visit is scheduled on April 15, 2016. The Division expects to deliver approximately 350 absentee ballots to these facilities and to mail 35 absentee ballots to residents at facilities with less than 50 beds.

The March Electronic Registration Information Center (ERIC) report has been received, processed, and submitted to SBE. The Division will cancel any registered voters who do not respond to the potentially deceased voter letters that were generated due to the ERIC report.

The Absentee Division will continue to process absentee ballot applications, issue absentee ballots, and receive voted absentee ballots. The Division will also continue to perform quality checks in MDVOTERS to ensure that the absentee ballot applications are being entered correctly.

- **Election Worker Division**

The Division is entering new election judge applicants into the MDVOTERS Election Judge module, conducting Election Judge Training classes, and conducting Voting System Demonstrations. To date, a total of 2,326 Election Judges have been assigned to work during Early Voting and on Election Day. The Division has trained a total of 1,777 Election Judges as of March 29, 2016. Additionally, the Early Voting Election Judge Manual has been completed.

Division staff conducted several New Voting System Demonstrations and Voter Outreach events, including:

- Anne Arundel County NAACP at St Philip's Episcopal Church;
- Antioch Youth Senate;
- District 33 Democratic Club;
- Ebenezer AME Church;
- Heritage Community Church;
- Mt. Olive AME Church;
- Payne Memorial AME Church;
- Severandale Community Association;

- Silver Sages at Glen Burnie Baptist Church; and
- St Mark's United Methodist Church.

The Division will continue hiring Election Judges, scheduling Election Judges for training, and performing voter outreach events upon request.

- **Voter Registration Division**

The February Monthly Critical Data Audit for Baltimore County was completed and submitted to SBE. All duplicate voter registration record merges were completed. Five new Voter Registration temporary employees have been trained and are processing standard voter registration applications and Online Voter Registration transactions. The Division has completed a DHMH List and continues to enter new streets into the street file.

The Division will continue to perform data quality checks and complete voter registration tasks. The Voter Registration Deadline is 9:00 P.M. on April 5, 2016. The deadline to complete all voter registration data entry is April 10, 2016. After the Voter Registration Deadline, the Division will begin preparing to receive and process Same Day Registration transactions from Early Voting and Provisional Ballot Applications from Early Voting and Election Day.

- **Voting System and Polling Place Division**

Electronic Pollbooks:

The Division changed all electronic pollbooks (EPBs), adjusted the clock settings to account for daylight savings time, and updated the EPB software. All compact flash cards have been cleared and all supervisor cards have been tested and packed. The Division has also revised and finalized the Electronic Pollbook Step-by-Step Guide. The Division will complete a new software update on all Early Voting EPBs. The Division is also preparing for the EPB Logic and Accuracy test.

Voting System:

The Division has completed the ballot quality control process and submitted approval forms to SBE. All USB memory sticks have been labeled to correspond with the correct District-Precinct and voting unit. The Division has completed Logic and Accuracy testing for all Early Voting and Election Day equipment. Election Day ballots have been sorted and packed into the ballot transfer bins for Election Day and all privacy booths have been labeled with "Property of Anne Arundel County Board of Elections." The Division will complete the Logic and Accuracy test on the DS850 High Speed Scanner.

Polling Places

The Division toured the four Early Voting sites located at public libraries to review Early Voting requirements, receive facility keys, and receive facility access codes. The Division met with Verizon Wireless representatives regarding

iPhone, iPad and Election Day cellphone delivery, inventory, programming, and activation. Early Voting contracts for the Department of Aging, Public Libraries and Roger W. "Pip" Moyer Community Recreation Center have been signed. Polling Place "No Electioneering Zone" maps and Polling Place Visio maps have been updated. The Division worked with County OIT and GIS to update the District-Precinct maps for each polling place. The Countywide Polling Place map has been updated and is available for sale. The Division has also updated the Precinct by Legislative District Chart.

Polling Place Supply:

The Division completed packing several key items, including: Voter Authority Card bundles, clear Supply Boxes, "Contents-To-Be-Posted" folders, Provisional Ballots, Election Judges' Checklists, Voter Registration Applications, and Line Place Holder Instructions and Cards. The Division has finalized the Ballot Marking Device and Scanning Unit Step-by-Step Guides for Election Day and Early Voting. The Division assisted the Election Worker Division with revising and finalizing the Early Voting Manual. Additionally, all ballots have been delivered, proofed, and allocated.

Board Attorney's Report

Mr. Praley presented to the Board a revised copy of the Board bylaws. Mr. Ensor made a motion to approve the revised Board bylaws. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Mr. Praley also discussed the 2017 City of Annapolis Municipal Elections with the Board. The Board reviewed preliminary estimates for Voter Registration, Voter Turnout, Election Judge requirements, and voting equipment allocation.

Old Business

Mr. Garreis provided the Board with an update regarding the FY17 Budget proposal. On April 5, 2016 Mr. Torre, Mr. Garreis, Mr. Voelp, and Mrs. Ellis-Johnson attended a meeting with the County Budget office regarding funding 12 new permanent state positions. Based on the results of this meeting, the Board of Elections submitted a revised FY17 personnel budget proposal featuring a budget-neutral plan to fill the 12 new permanent positions.

Mr. Garreis also provided the Board with updates regarding election judge recruitment, voter registration, and absentee voting statistics for the 2016 Primary Election.

The Board reviewed the April 10, 2016 Senate and House Bill Report from SBE regarding the 2016 Legislative Session.

New Business

The Board reviewed the March 2016 ERIC Processing Report.

Public Demonstration of the Voting System

Mr. Garreis explained the Logic and Accuracy process used to test each of the 10 DS200 Precinct Vote Scanner and Tabulator voting units and 5 ExpressVote Ballot Marking Devices used during Early Voting and the DS200 Precinct Vote Scanner and Tabulator voting units and 178 ExpressVote Ballot Marking Devices used on Election Day. The Logic and Accuracy paperwork for each voting unit was available for public inspection.

Early Voting and Election Day Polling Place Supply Verification

The Board verified the supplies packed for all five Early Voting Centers and twenty polling places in accordance with the State Board of Elections Early Voting and Election Day Polling Place Supply Verification Procedures.

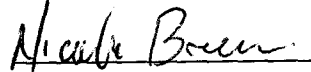
May Board Meeting Date

The next Board Meeting will be held on May 6, 2016 at 10:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060.

Adjournment

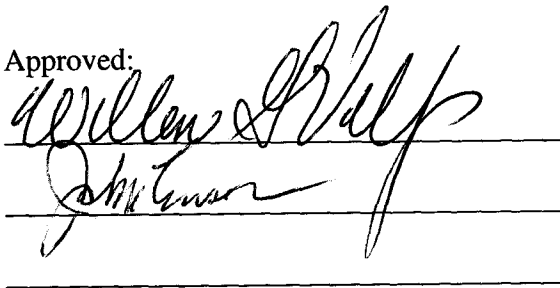
Mrs. Yarema made a motion to adjourn the meeting. Mr. Ensor seconded the motion and the motion passed unanimously. The meeting adjourned at 11:35 A.M.

Respectfully submitted,



Nicole Brewer
Recording Secretary

Approved:



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