

February 19, 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  
Michael Malone, Board Vice President  
K. Jill Barr, Board Secretary  
William Voelp, Board Member  
John Ensor, Board Member  
James Praley, Board Attorney  
Joseph Torre III, Director  
David Garreis, Deputy Director  
Christopher Clark, Recording Secretary  
Cindy Woodward, Absentee Supervisor

*Absent:*

### **Declaration of Quorum**

Barbara Fisher, Board President, called the meeting to order at 9:12 A.M.

### **Board of Canvassers**

Ms. Woodward, Absentee Department Supervisor, presented two absentee ballots to the board that were received on January 27, 2015 and February 10, 2015, well after the November 14, 2014 deadline for local boards to receive absentee ballots by mail. Mr. Voelp made a motion to reject the absentee ballots for being untimely. Mr. Ensor seconded the motion, and the motion passed unanimously.

### **Approval of Minutes**

Ms. Barr, Board Secretary, made a motion to approve the minutes of the December 11, 2014 Board of Canvassers Post-Certification Canvass Meeting. Mr. Malone seconded the motion and the motion passed unanimously. Mr. Voelp made a motion to approve the minutes of the December 11, 2014 Board Meeting. Mr. Malone seconded the motion and the motion passed unanimously. Mr. Voelp made a motion to approve the January 8, 2015 Canceled Board Meeting Notice. Ms. Barr seconded the motion and the motion passed unanimously.

### **Additions to the Agenda**

The Board reviewed the Political Party Report and Monthly Statistical Reports for January and February 2015.

Mr. Garreis presented the Board with a Confidential Voter request. After review, Mr. Malone motioned to approve the confidential voter request. Mr. Voelp seconded the motion and the motion passed unanimously.

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

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

- **Administration**

The Administration Division established new accounts with Rudolph's Office & Computer Supply Inc. and Staples Advantage. Reconciliation for the 2014 Non-Capital Fixed Asset Inventory was completed and certified. Additionally, the Division received and processed the 2015 Statewide Green Party petition. Of the 519 signatures submitted with the petition, 372 were accepted and 147 were rejected.

The Division will continue working on their Standard Operating Procedures (SOP) and processing their daily work.

- **Absentee Voting Division**

The Absentee Voting Division continued processing NVRA Returned Mail. Additionally the Division has drafted SOPs for both processing Absentee Ballot Applications and Canvassing. The Division also received an Electronic Registration Information Center (ERIC) report and processed it in full. Absentee Ballot requests for the 2016 Presidential Election have begun arriving and are processed as received.

The Division will continue to update and revise their SOPs for Absentee Ballot Applications and Canvassing, as well as draft an SOP for their Front-Desk and In-Person Absentee Ballot requests.

- **Election Worker Division**

The Election Worker Division interviewed Chief Judges that worked during the 2014 General Election and other Local Boards of Elections to assess best practices for polling places on Election Day. Incident Reports from the 2014 General Election were processed and a review of Election Judges who were unable to work the 2014 General Election but expressed interest in working the 2016 Election has begun. Division staff also drafted SOPs for Election Judge Training, Assigning Election Judges, Administration, and Payroll.

The Division will continue to process the remaining incident reports from the 2014 Election. Additionally, Division staff will work on a public education program for the new voting system and draft a proposal for an Election Judge Recruiting Program at local high schools.

- **Voter Registration Division**

The Voter Registration Division continued processing voter registration work including updating street files and completing the monthly audit report. Division staff also submitted the Critical Data Monthly audits. The merger of duplicate registrations has been completed and both the AOC and DHMH Deceased Lists have been completed in a timely manner.

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

- **Voting System and Supply Division**

Voting System

The Voting System and Supply Division completed the Post-Election Maintenance on the Electronic Pollbooks and the Touchscreen Voting Units (TS Units). Staff then focused on preparing the TS Units for decommission and storage. To date all TS Units have been packed on carts and prepped for shipping. Units will be kept in storage at the SBE warehouse until the new Voting System is in place in the event of a special election.

The Voting System and Supply Division will complete packing the remaining legacy voting system supplies, including memory cards, Voter Access cards, and the GEM system.

Polling Place & Supply

The Polling Place & Supply Division began a review of all 160 polling locations. Reviews will cover ADA compliance, photo documentation, and Visio updating.

**Board Attorney's Report**

The Board discussed Election Judge Incident Reports being reviewed by the Election Worker Department. Mr. Praley advised Mr. Torre that the Board should review the incident reports of any Election Judges that the Election Worker Department recommends that the Board not reappoint for the 2016 elections.

The Board received a letter from the new board members of the City of Annapolis Board of Supervisors of Elections. The new board requested a meeting to introduce themselves to the Anne Arundel County Board of Elections. After discussion, the Board decided to invite the Annapolis City Board to attend their next scheduled Board Meeting.

**Old Business**

The Board discussed the following:

Mr. Torre reviewed new voting system brochures with the Board and answered questions regarding the planned number of machines, estimated cost, and the public education program for the new system.

**New Business**

Mr. Garreis informed the Board that Mr. Hassan Aslam and Mrs. Sabrina Graves were hired to fill two vacant State Election Data Application Specialists II positions.

Mr. Torre reviewed the FY2016 Budget Submission with the Board.

Mr. Torre reviewed the State Legislation report. Focus was given to the proposed date change for the 2016 Primary Presidential Election. Board discussed the implications of the date changing and the changes that would have to be made to the contracts with polling places, schools and libraries for the Primary Election.

Mrs. Woodward reviewed the ERIC statistics with the Board.

Mr. Garreis reminded the Board members that the deadline to submit their 2014 Financial Disclosure Statements to the State Ethics Commission is April 30, 2015

Mr. Garreis reported that the Green Party Petition collected enough signatures to be certified and that the Green Party would retain its recognition as a political party in Maryland.

**March Board Meeting Date**

The next Board Meeting will be held on March 12, 2015 at 9:00 AM, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.

**Adjournment**

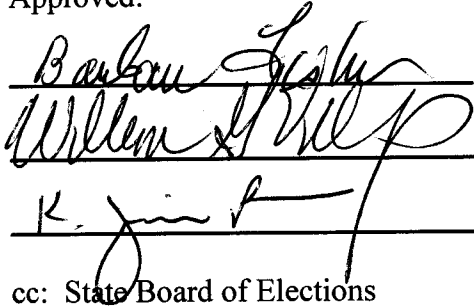
Ms. Fisher made a motion to adjourn the meeting, Mr. Ensor seconded the motion. The Board adjourned at 10:30 A.M.

Respectfully Submitted,



Christopher Clark  
Recording Secretary

Approved:



Barbara Lester  
William A. Hill  
K. Jim P.

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