

April 23, 2015

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

Attendees: 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

Guest(s) Brenda Yarmena, Board Member Designate
Norman O'Brian, Election Integrity Maryland

Absent: Barbara Fisher, Board President

Declaration of Quorum

Ms. Barr called the meeting to order at 9:01 A.M.

Approval of Minutes

Mr. Ensor made a motion to approve the minutes of the February 19, 2015 Board Meeting. Mr. Voelp seconded the motion and the motion passed unanimously. Mr. Voelp made a motion to approve the March 12, 2015 Canceled Meeting Notice. Mr. Ensor 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 March 2015 and April 2015 Election Director's Reports and discussed the following:

- **Administration**

The Administration Division completed several re-organization projects. An update to the state and temporary employee digital filing cabinet, current employee contact information, and all hiring documents and forms has been completed. Standard Operating Procedures (SOP) were also written for E-40/Multiple Status Reports, Petitions, and Candidate filing. In addition to the routine procurement tasks, 249 boxes of 2014 General Election documents were shipped to Iron Mountain for 22 month storage in accordance with federal law.

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

- **Absentee Voting Division**

The Absentee Voting Division completed the NVRA Returned Mail project and two Electronic Registration Information Center (ERIC) reports, resulting in 3,468 confirmation cards mailed in March and 4,592 mailed in April. Division staff completed drafts of SOPs for Processing Absentee Ballot Applications, cutting Absentee Labels to SBE, Canvassing, and In-Person Absentee Ballot Requests. Members of the Division also continued their work with the Department of Aging on the voter outreach and education program.

The Division will continue to process absentee ballot applications for the 2016 Presidential Election and will complete the voter inactivation process on a weekly basis. The review and revision process for the SOPs will continue, and further work on the Canvass revision will be completed pending review from Division heads.

- **Election Worker Division**

The Election Worker Division processed Incident Reports from the 2014 General Election, researched Washington DC BOE's mobile polling place wait time app, and began work on a public education program for the new voting system. Division staff also sent out emails to election judges who worked the 2014 General Election to determine the viability of a paperless system. Of the emails sent, 82% of the Election Judges responded confirming their email account was correct and active.

The Division will continue work on the Election Judge's Manual for the 2016 Election cycle. Additionally staff will continue to develop the High School Election Judge Recruitment and Voter Registration program.

- **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. Additionally the Division has drafted SOPs for printing Voter Notification Cards and Polling Place Assistance labels.

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 shrink-wrapped the legacy voting system and shipped it to the SBE warehouse. An acclimation unit for the new voting system arrived and has been set up in the main office for demonstration purposes. Staff Division leaders attended meetings in Prince George's County and Baltimore County regarding the new voting system equipment.

The Voting System and Supply Division will continue to review the new voting system manuals and voting system equipment allocation for each polling place and early voting center.

Polling Place & Supply

The Polling Place & Supply Division continued their review of polling places for the 2016 Presidential Election. To date 38% of all polling places have been surveyed. Of those, 8 locations require replacements, 5 schools and 3 churches.

Division staff will continue surveying the remaining polling places.

Board Attorney's Report

Mr. Pralley, Board Attorney, requested a closed session to discuss a personnel matter and a confidential voter request.

Old Business

Mr. Torre updated the Board regarding the Budget Review meeting with the County Budget Office and County Executive Schuh.

Mr. Garreis invited the Board to attend the May 12, 2015 County Council Budget Review.

New Business

Mr. Garreis and Mr. Torre discussed the new space requirements for the new voting system with the Board. The current voting system warehouse lacks sufficient space to store the new voting equipment and its associated peripherals. After discussion, the Board asked Mr. Torre to contact Mr. Dug Jones, Central Services Officer; Mr. Chris Flynn, Real Estate Manager; and John Hammond, Budget Officer to discuss the Board's new warehouse space requirements for the new voting system.

Mr. Garreis reviewed the following items with the Board:

- A letter from Linda Lamone to County Administrators detailing the new voting system fiscal impact for local boards and the County Administration.
- A summary of changes to election laws passed during the 2015 Legislative Session
- The draft Agenda for the 2015 Maryland Association of Election Officials annual meeting and the State Board of Elections Biennial meeting.

May Board Meeting Date

The next Board Meeting will be held on May 14, 2015 at 9:00 AM, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.


Closed Session

Mr. Voelp made a motion to meet in a closed session to discuss a personal matter and a confidential voter request. Mr. Ensor seconded the motion and the motion passed unanimously.

Adjournment

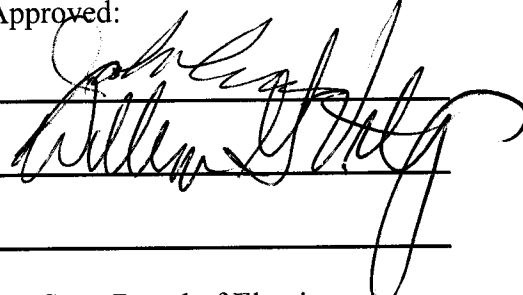
Mr. Voelp made a motion to adjourn the meeting, Mr. Ensor seconded the motion and the motion passed unanimously. The Board adjourned at 10:15 A.M.

Respectfully Submitted,



Christopher Clark
Recording Secretary

Approved:



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

FORM OF STATEMENT FOR CLOSING A MEETING

Location: 7320 Ritchie Hwy, Rm 200
Glen Burnie, MD 21061

Date: 4/23/2015
Time: 10:00 AM

Motion By: William Voelp

Seconded By: John Ensor

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Barbara Fisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
K. Jill Barr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
William Voelp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John Ensor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STATUTORY AUTHORITY TO CLOSE SESSION

State Government Article § 10-508 (a):

- (1) To discuss:
- (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluations of appointees, employees, or officials over whom it has jurisdiction; or
 - (ii) Any other personnel matter that affects one or more specific individuals.
- (2) To protect the privacy or reputation of individuals with respect to a matter that is not related to public business.
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto.
- (4) To consider a preliminary matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State.
- (5) To consider the investment of public funds.
- (6) To consider the marketing of public securities.
- (7) To consult with counsel to obtain legal advice on a legal matter.

- (8) To consult with staff, consultants, or other individuals about pending or potential litigation.
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations.
- (10) To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans.
- (11) To prepare, administer or grade a scholastic, licensing, or qualifying examination.
- (12) To conduct or discuss an investigative proceeding on actual or possible criminal conduct.
- (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.
- (14) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiation strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

TOPICS TO BE DISCUSSED:

REASON FOR CLOSING:

K. Jim B.

 Signature of Presiding Officer