

July 9, 2015

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

Attendees:

John P. Ensor, Board Vice President
Brenda J. Yarema, Board Secretary
P. Tyson Bennett, Board Member
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:

William G. Voelp, Board President
Tryphina A. Ellis-Johnson, Board Member

Absent:

James Praley, Board Attorney

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 9:01 A.M.

Approval of the June 4, 2015 Board Meeting Minutes

Mr. Bennett made one correction to the June minutes. Mr. Ensor made a motion to approve the minutes of the June 4, 2015 Board Meeting as corrected. Mrs. Yarema 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 and June 2015 Election Director's Reports and discussed the following:

- **Administration**

The Administrative Division, in addition to routine procurement tasks, completed the final draft of the new General Hiring System. This system will assist with the hiring process for the 2016 Election year for temporary employees. Division representatives

attended the Maryland Association of Election Officials (MAEO) 2015 Annual Conference and State Board of Elections Biennial Meeting in Ocean City, MD.

The Division assisted Reider Bennett-White, Voting Systems Manager, in updating the State Asset Inventory. The Division also assisted with the transport of surplus equipment to the county warehouse.

Division Staff will continue to prepare for the annual County Fixed Asset Inventory process.

- **Absentee Voting Division**

The Absentee Voting Division received an Electronic Registration Information Center (ERIC) Report on May 4, 2015, containing 1,574 voter records. Division staff processed the report and returned it to SBE on May 12, 2015.

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.

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, and a quarterly review process for the Nursing Home Program will continue. Division staff are preparing for the July ERIC Report.

- **Election Worker Division**

The Election Worker Division continued their Election Judge Contact Program. The Division sent 1,738 applications to judges who worked in the 2014 General Election, 1,605 applications via email and 133 via USPS mail. 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.

Division staff has begun to review polling places to determine Election Judge allocation. In preparation for 2016 Election Judge assignments a new Election Judge Vacancy Detail Book has been created based on the projected number of election judges for each precinct. There have been 112 soft assignments made thus far in the Election Judge Vacancy Detail Book.

Division staff will continue to study the Election Judge requirements for the new voting equipment, improve training manuals and public education materials, and continue to develop the High School Election Judge Recruitment and Voter Registration program. Members of the Division are preparing to attend New Voting System hardware training.

- **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 submit their June Critical Data Audit report using the new MDVOTERS procedures and continue to complete voter registration tasks on a daily basis.

- **Voting System and Polling Place Division**

Voting System:

Division representatives attended a meeting with the Board of Elections Budget Analyst to discuss the inadequate Annex storage space for the new voting equipment. Division staff also held a meeting to discuss the impact of the new voting equipment on the Division's roles and responsibilities.

The Division completed part one of the State Board of Elections (SBE) Voting System inventory and returned it to SBE upon completion for their review. The DS850 high capacity scanner was delivered to the Annex.

Members of the Division met with representatives of Signature Space, an SBE contractor, to conduct a space, power, and climate control evaluation of the Annex.

Division staff will continue to support the polling place Visio drafting process and testing of the new voting units. Work will continue on resolving the warehouse space for the new voting equipment.

Polling Place Supply:

The Polling Place and Supply Division continued surveying all polling places. Teams scouted potential locations for Early Voting Site Four located in Annapolis. Polling place survey team members have replaced 8 Election Day voting sites that needed to be relocated.

The Division will continue work on the warehouse space issue, the Polling Place Survey Project, and securing a new Early Voting site for the Annapolis area.

Board Attorney's Report

In the absence of the Board Attorney, Anne Arundel County Board of Elections Bylaws were reviewed by the Board Members. Mr. Voelp stated that the Board should review the bylaws again and bring all comments to the next Board meeting. The bylaws and any questions pertaining to changes in the bylaws will be addressed at the August Board meeting.

Old Business

Mr. Garreis gave a summary of the Signature Space analysis for the Annex.

Mr. White, Mr. Muir and Ms. Williams shared their analysis regarding the Annex space requirements for the new voting system. After discussion, the Board asked for one comprehensive document for the new voting system space requirements.

New Business

Mr. Garreis and Mr. Torre gave an update on the status of the New Voting System Voter Education Program.

Mr. Muir shared his analysis regarding a new Early Voting Center location within the Annapolis area. After discussion, additional locations will be reviewed by Mr. Muir and an Early Voting Site recommendation will be made at a future Board meeting.

Mr. Garreis reviewed the FY16 Budget with Board Members. After discussion, Ms. Yarema proposed to have a quarterly review of the budget moving forward. The next budget review will be at the October Board meeting.

Closed Session

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

August Board Meeting Date

The next Board Meeting will be held on August 13, 2015 at 9:00 AM, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.

Adjournment

Mr. Bennett made a motion to adjourn the meeting. Mr. Ensor seconded the motion and the motion passed unanimously. The meeting adjourned at 11:37 A.M.

Respectfully submitted,



Stacie Williams
Recording Secretary

Approved:

[Handwritten signature]
[Handwritten signature]

- cc: State P
- Board
- County
- County
- County
- Budge

FORM OF STATEMENT FOR CLOSING A MEETING

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

Date: 07/09/2015
Time: 11:27 AM

Motion By: Tyson Bennett

Seconded By: John Ensor

Vote to Close Session:

| | AYE | NAY | ABSTAIN | ABSENT |
|------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|
| William Voelp | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Brenda Yarema | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tyson Bennett | <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"/> |
| Tryphena Ellis-Johnson | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

STATUTORY AUTHORITY TO CLOSE SESSION

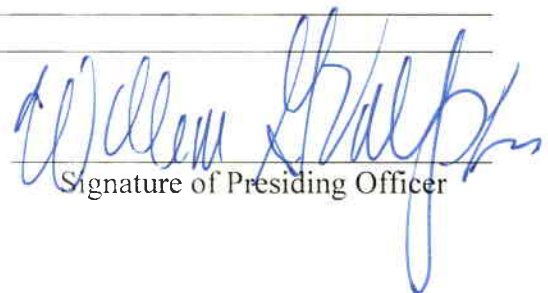
State Government Article § 10-508 (a):

- (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:


 Signature of Presiding Officer