

December 10, 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 Yarema, Board Secretary
P. Tyson Bennett, Board Member
Tryphenia A. Ellis-Johnson, Board Member
James Praley, Board Attorney
Joseph A. Torre III, Director
David Garreis, Deputy Director
Nicole Brewer, 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 8:40 AM.

Approval of the November 15, 2015 Board Meeting Minutes

Mr. Bennett made a motion to approve the minutes of the November 15, 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 November. The Board reviewed a preliminary schedule of board Meeting dates in 2016.

Election Director's Report

The Board reviewed the November 2015 Election Director's Report and discussed the following:

- **Administration**

The Administrative Department continued the hiring process for the 2016 Presidential Election. Interviews for the Temporary Trainer Associate and Temporary Office Associate positions were conducted. Twelve candidates were hired for vacant Temporary Election Judge Trainer positions and three candidates were hired for vacant Temporary Office Associate positions.

The Division processed and submitted State and County employee payroll for the month of November. All Leave Balance reports for State employees were

generate and distributed to each employee and the final report submitted to the State Board of Elections. The Division distributed a copy of the new Citirix and MDVOTERS access forms to staff. All Citirix and MDVOTERS access forms have been completed and submitted to State Board of Elections

The Division met with Mr. Torre and Mr. Garreis to discuss requirements for the new phone system at the new Board of Elections Baymeadow location. A draft phone tree with scripts and possible features for the new phone system was created.

The Division assisted with User Acceptance Testing of the new voting systems at the State warehouse.

- **Absentee Voting Division**

The Absentee Division received and processed absentee ballot applications for nursing home residents and for voters who have requested an absentee ballot online. The total number of absentee ballot applications for both the Presidential Primary and General Elections to date is 1,570. This number includes 304 Nursing Home absentee ballot applications.

The Absentee Division sent worksheets to 92 Nursing Home and Assisted Living facilities with less than 50 beds. The facilities must update the worksheets so the Board of Elections can send absentee ballot applications to residents who request an absentee ballot.

The Division wrote, proofread, and revised the Standard Operating Procedures (SOPs). Each member of the Absentee Voting Division team now has a SOP for all processes. The Division conducted a Mock Election to test the receipt and packing of voted ballots and inventory control with the Lexicon. The Division has incorporated lessons learned from the Mock Election into these processes.

During the month of November, a total of 6 voters were inactivated. The Division will continue to do quality checks in MDVOTERS to assure that absentee ballot application information is entered correctly.

- **Election Worker Division**

The Election Worker Division continued the Election Judge Contact Program. To date, the Division has made 1,442 "soft" assignments, approximately 61% of the total number of election judges required. New applicants are processed on a daily basis into the MDVOTERS Election Module and all documents are scanned into the digital filing cabinet.

Division staff attended several Voter Outreach events, including:

- Annapolis Library;
- Odenton Library;
- Edgewater Library;
- Pasadena Library; and
- Severna Park Library.

The Division has given new Voting System demonstrations to:

- American Council of the Blind;
- Arundel Neighborhood Association;
- Annapolis Board of Supervisors of Elections; and
- Annapolis City Council.

The Division also gave a Voter Registration volunteer presentation to the West County Democratic Club.

The Division will continue the Voter Education Program, recruit election judges, and continue to edit and finalize the 2016 Election Judge Manual. The Election Judge Train-the-Trainer Program began on December 3, 2015.

- **Voter Registration Division**

The October Critical Data Monthly Audit was completed. The Division has received and processed the AOC and DHMH files for the month. The end of the month reports were printed and all merges processed. A list of renamed roads and street segments was received the process of updating the street files has been completed.

The Division will continue to perform required data quality checks and complete voter registration tasks on a daily basis.

- **Voting System and Polling Place Division**

The Division will continue to communicate with Merritt Properties on design modifications to the warehouse layout. The Division met with vendors regarding the design for the charging and packing tables that can accommodate the Ballot Marking Devices (BMDs), Ds200 Digital Scanning units, and the Electronic Polling Books (EPBs).

Voting System:

The Voting System Division conducted User Acceptance Testing on all of Anne Arundel County's DS200 Digital Scanning Units, ExpressVotes, and ExpressPass printers. Units that did not pass were repaired by Election Systems & Software and passed upon retesting. The Division also conducted an EPB Mock Election. Testing of ballots produced by different methods was conducted with DS850

High Speed Scanner. The Division also tested how the High Speed Scanner read provisional and non-provisional ballot activation cards.

Polling Place Supply:

The Division updated and revised the 2016 Polling Place Supply Lists for Election Day and Early Voting. The Division also tested all outlet testers provided to the polling places and allocated and packed the privacy sleeves in polyvinyl bags for Election Day and Early Voting.

The Division will continue to review the Election Judge Manual with the Election Workers Department.

Board Attorney's Report

Mr. Praley distributed a copy of the bylaws approved at the November Board Meeting for the signatures of the Board Members.

Mr. Praley reviewed an opinion from the State of Maryland Open Meetings Compliance Board regarding the *Board of Elections, Montgomery County – Open Meeting Act Complaint* with the Board.

Mr. Praley updated the Board on discussions with the City of Annapolis regarding the Board of Elections roles and responsibilities for the 2017 Annapolis City Municipal Elections.

Old Business

Mr. Torre provided an update to the Board regarding the office and warehouse relocation to the new facility. Construction fit-up of the Baymeadow facility is on-going. Merritt Properties will install a transfer switch for emergency backup power. Due to a delay in the procurement process, the installation of the NetworkMD data network at the new facility may be pushed back. This delay may affect the Board of Elections ability to move the administrative offices to the new facility. Since the delay may impact the Board of Elections occupancy date, the issue has been escalated to Linda Lamone, Administrator, Maryland State Board of Elections. However, the voting system and polling place supply programs would be able to occupy the new facility by mid-January. Mr. Torre also reviewed progress construction prototype voting system work-tables with the Board.

The Board reviewed a flyer for the January 5, 2016 Open House and Voting System Demonstration. The Board will invited members of the Anne Arundel County Republican and Democratic Central Committees as well as Anne Arundel County elected officials.

The December 15, 2015 County Council Voting System Demonstration has been canceled and will be rescheduled.

Mr. Garreis reviewed the status of the 2016 Polling Places with the Board. Mr. Garreis explained that 19 consolidated polling places will be unconsolidated utilizing existing spare

voting equipment in the Board of Elections inventory. The Board of elections will continue to have 16 consolidated polling places. However, the Board of elections is developing mitigation strategies in order to prevent any voters from receiving the wrong ballot style on Election Day. The mitigation strategies for the consolidated polling places include distribution different ballot styles at separate tables in the polling room, utilizing an Escort Judge to guide voters from the Check-in Station to the Ballot Distribution Station, and assigning a pair of election judges to each Ballot Distribution Station to issue and verify that the correct ballot style has been provided to each voter.

The Board reviewed a letter from Albert Bullock, Chief of Staff, Maryland Department of Information Technology, (DoIT) to David Garcia, Secretary, DoIT, expressing concerns regarding the implementation of the new voting system and reviewed a memo from Linda Lamone to Members of the Maryland State Board of Elections addressing the concerns raised by DoIT.

New Business

The Board reviewed the FY17 Preliminary Budget Funding Request for 12 new permanent State positions. Mr. Garreis reviewed the job titles, job duties, and cost of salaries and benefits for the new permanent positions compared with the cost of temporary positions with the Board.

After discussion, Mrs. Yarema made a motion to approve the proposed funding request for the 12 new permanent State Positions. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Closed Session

Mr. Bennett made a motion for a closed meeting in order to discuss the appointment, employment, assignment, promotions, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this body has jurisdiction; or any other personnel matter that affects one or more specific individuals. Mrs. Yarema seconded the motion and the motion passed unanimously. The closed session began at 10:40 A.M. The closed session adjourned at 11:25 A.M.

January Board Meeting Date

The next Board Meeting will be held on January 14, 2016 at 8:30 AM, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.

Adjournment

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

Respectfully submitted,

Nicole Brewer

Nicole Brewer
Recording Secretary

Approved:

William J. Kelly Jr.
John R. ...

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