

February 11, 2016

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
John P. Ensor, Board Vice President
P. Tyson Bennett, Board Member
Tryphenia A. Ellis-Johnson, Board Member
Joseph A. Torre III, Director
David Garreis, Deputy Director
Nicole Brewer, Recording Secretary

Absent:

Brenda Yarema, Board Secretary
James Praley, Board Attorney

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 8:45 A.M.

Approval of the January 14, 2016 Board Meeting Minutes

Mr. Ensor made a motion to approve the minutes of the January 14, 2016 Board Meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Additions to the Agenda

Mr. Garreis reviewed the January 2016 Monthly Statistical Report and January 2016 Political Party Report.

Election Director's Report

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

- **Administration**

The Administrative Division began the second phase of the hiring process for temporary employees for the 2016 Presidential Election cycle. Interviews will be held in February and March to fill vacant positions in the Voter Registration, Absentee Voting, and Voting System Divisions.

The Division conducted a pre-inventory of county fixed assets at the Annex and Hein Building in preparation for the office relocation. All assets were successfully located and identified.

All new temporary employees attended a Driving Safety training class held by Anne Arundel County Risk Management on January 13, 2016.

- **Absentee Voting Division**

The Absentee Voting Division completed the January 14, 2016 Electronic Registration Information Center (ERIC) report. The Division reviewed 2,601 voter records and mailed 1,586 address confirmation cards. The Division merged 21 voter records and mailed 112 letters to the families of potentially deceased voters. The Division will cancel the voter registration records of the potential deceased voters who do not respond by February 4, 2016.

The Division is receiving and processing absentee ballot applications from nursing home residents and from voters who have requested their absentee ballot online. To date, the Board of Elections has received 2,541 absentee ballot applications for both the 2016 Presidential Primary and General Elections.

During the month of January, the Division inactivated a total of 23 voters. The Absentee Division will continue to perform quality checks in MDVOTERS to ensure that the absentee ballot applications are being entered correctly.

- **Election Worker Division**

The Election Worker Division continued entering the 2016 Election Judge applications into the digital file, as well as entering new applicants into the MDVOTERS Election Judge module. To date, 1,857 applications have been received. The Division is working to recruit an additional 800 Election Judges for the Presidential Primary Election. Recruitment efforts include phone calls to registered voters, emails to voters who submitted an Election Judge application to SBE's website, a direct mail campaign, and Voter Outreach events.

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

- Anne Arundel County Council;
- Asbury Broadneck United Methodist Church;
- Crofton Community Library;
- Kingdom Life Church;
- Mt. Moriah Church; and
- Severna Park Republican Women.

The Division updated MDVOTERS with new Election Judge position titles based on the new voting system, including:

- Check-in Judges will now be known as Check-in/Ballot Area Judges to encompass new duties pertaining to ballot distribution;
- Unit Judges will now be known as Voting Area Judges; and
- A new position called the Escort Judge will ensure that voters at consolidated polling places receive their ballots from the correct ballot distribution area.

The final chapters of the Election Day Election Judges' Manual have been submitted and approved by SBE. The Division will continue to recruit and assign election judges, and will start scheduling Election Judges for training classes.

- **Voter Registration Division**

The December Critical Data Monthly Audit was completed. The end of the month reports were printed and all duplicate voter registration record merges processed. The Division will begin interviews for temporary Office Associates in mid-February. The new temporary employees will assist with the April 5, 2016 Voter Registration Deadline, Same Day Registration during Early Voting at the Early Voting sites, and process provisional ballot applications returned from the polling places after Election Day.

The Division will continue to perform data quality checks and complete voter registration tasks.

- **Voting System and Polling Place Division**

Electronic Pollbooks:

The Division revised and updated precinct names and labels on all the Electronic Pollbooks (EPBs) and finalized EPB polling place allocation in the EPB spreadsheet. The Division palletized all EPBs in preparation for the move to Baymeadow Drive facility. The Division also conducted Same Day Registration testing using new EPB Software.

Voting System:

The Division allocated and labeled the DS200 digital scanning voting units and Expressvote Ballot Marking Devices. After all voting system equipment deliveries have been completed, the Division will arrange and configure the Certified Network and the Election Night Reporting Network at the new Baymeadow Drive facility as well as the state firewall and the inbox/outbox. The Division will also complete ElectionWare Election Results Reporting training at SBE.

Polling Place Supply:

The Division packed the Electronic Pollbook room and the Secure Storage room at the Annex, including disassembling all shelving. The Division completed revisions to the Election Judges' Manual with the Election Worker Department.

The Division will begin to unpack and organize polling place supplies and EPBs at the new Baymeadow Driver facility. The Division will also finalize the arrangement of forms required for the Election Judges on Election Day with the Election Workers Division, and will assist with proofing the content of the 2016 Presidential Primary ballots.

Board Attorney's Report

There was no Board Attorney's Report.

Old Business

Mr. Torre provided an update to the Board regarding the status of moving the administrative offices to the new Baymeadow Drive facility. The administrative offices are projected to move to the Baymeadow Drive facility by February 20, 2016. When the administrative offices have moved, all Board of Elections operations will be conducted in one facility.

The Board reviewed a press release from the SBE regarding a change to the voting process for the 2016 Presidential Primary Election. SBE announced that during early voting, most voters will manually make their selections on paper ballots and feed the marked ballots into a digital scanner. Voters with disabilities may use an accessible ballot marking device at each early voting center to make selections independently. With this change, the voting process during early voting will be identical to the Election Day process.

Mr. Torre updated the Board regarding the status of the preparations for the Anne Arundel County Board of Elections to assist with conducting the 2017 City of Annapolis Municipal Elections.

Mr. Garreis updated the Board regarding the FY17 Budget request. The Board of Elections has a budget request review meeting scheduled with County Executive Steve Schuh and the Budget Office on April 5, 2016 at 10:30 A.M.

New Business

The Board reviewed the following:

- A courtesy reminder from SBE regarding the April 30, 2016 Deadline for 2015 Financial Disclosure Statements.
- Statistics for the January 2016 ERIC Report.
- A 2016 Primary Election Filed Candidates Report.
- A Petition Processing Statistics Report for a Primary Election Candidate Nomination Petition for Roque "Rocky" De La Fuente.

March Board Meeting Date

The next Board Meeting will be held March 17, 2016 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060.

Adjournment

Mrs. Ellis-Johnson made a motion to adjourn the meeting. Mr. Ensor seconded the motion and the motion passed unanimously. The meeting adjourned at 10:10 AM.

Respectfully submitted,

Nicole Brewer

Nicole Brewer
Recording Secretary

Approved:

William H. [Signature]
[Signature]

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