

January 14, 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
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

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 8:40 A.M.

Approval of the December 10, 2015 Board Meeting Minutes

Mr. Ensor made a motion to approve the minutes of the December 10, 2015 Board Meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Additions to the Agenda

Mr. Garreis reviewed the December 2015 Monthly Statistical Report and December 2015 Political Party Report with the Board.

Election Director's Report

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

- **Administration**

The Administrative Division completed the first phase of the hiring process for temporary employees for the 2016 Presidential Election cycle. The Division hired twelve temporary Election Judge Trainers, two temporary Voting System Technicians and three temporary Office Associates.

The Division assisted with the completion of the state employees FY16 Performance Evaluation Program. The Division is preparing for the implementation of the new state employee online timesheet module in Spring

2016. All state employees have logged into the State Personnel System Workday to verify and update their personal information.

In preparation for the January 5, 2016 Board of Elections Open House and Voting System Demonstration, the Division developed summary overviews and bullet point documents of the Board of Elections responsibilities and procedures by program. The Open House showcased the new voting system and gave a general overview of election processes, procedures, and programs.

- **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 applications for both the Presidential Primary and General Elections to date is 1,817. This number includes 307 Nursing Home Absentee applications for the Primary Election and 304 Nursing Home Absentee applications for the General Election.

The Absentee Division sent Absentee Voter Request worksheets to a total of 120 Nursing Home and Assisted Living facilities in Anne Arundel County: 28 facilities with more than 50 beds, and 92 facilities with less than 50 beds. The response rate is 27% for facilities with less than 50 beds and 89% for facilities with more than 50 beds. The Absentee Division will continue to inquire about the status of worksheets that have not been returned.

During the month of December, a total of 46 voters were inactivated. The Division will continue to perform data quality checks in MDVOTERS to assure that absentee ballot application information is entered correctly.

- **Election Worker Division**

The Election Worker Division continued scanning and tagging the 2016 Election Judge applications into the digital file, as well as entering new applicants into the MDVOTERS Election Judge module. To date, there have been approximately 444 new applications processed.

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

- Anne Arundel County NAACP
- Broadneck Library;
- Deale Library;
- Eastport Library;
- Linthicum Library;
- Maryland City Library;
- Mt. Moriah AME Church;

- Rivera Beach Library;
- Severn Library; and
- Severna Park Library.

The Division held two New Voting System Open House Demonstrations at the Anne Arundel County Board of Elections office.

The Division held a meeting regarding polling place changes due to the deconsolidation of 38 polling places. The Division also discussed mitigation strategies for ballot distribution at the remaining 16 consolidated polling places. The Division concluded that there will be a need for additional Election Judges, and possibly a new type of Election Judge to escort voters from the check-in station to the correct ballot distribution station at consolidated polling places.

The Division will continue to recruit and assign Election Judges, edit and finalize the Election Judge's Manual, and will start scheduling Election Judges for training classes.

- **Voter Registration Division**

The November Critical Data Monthly Audit was completed. The end of the month reports were printed and all duplicate voter registration record merges were processed. The Division completed a jury list, proofread the 2016 Polling Place List, and has entered new streets into the street files.

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

- **Voting System and Polling Place Division**

Electronic Pollbooks:

The Division completed scheduled charging of all Electronic Pollbooks. The Division also allocated and labeled Electronic Pollbooks, printers, and hubs for newly unconsolidated precincts. The Division assigned, configured, and delivered seven Electronic Pollbooks and printers to the Election Worker Department for the Election Judge Train-the-Trainer program.

Voting System:

The Voting System Division conducted additional load testing on the DS850 high speed scanner and DS200 digital scanning voting unit to determine how long it would take each system to load ballot image data from the unit to the memory stick. The Division allocated spare voting system equipment to unconsolidate 38 consolidated polling places. The Division also reviewed the Early Voting

chapters of the Conducting Election Guide to provide feedback and updates to the State Board of Elections.

Polling Place Supply:

The Division delivered voting system workbenches and assembled shelves at the new warehouse. The Division also reviewed and edited the Election Judge's Manual with the Election Worker Division.

The Division will continue preparations for occupying the new Board of Elections facility in January and will continue to review the Election Judge's Manual with the Election Worker Division.

Board Attorney's Report

There was no Board Attorney's Report.

Old Business

Mr. Torre provided an update to the Board regarding relocating the current offices and voting system warehouse to Baymeadow Drive. Equipment for the new voting system will be delivered from the State Board of Elections warehouse to Baymeadow Drive the week of January 25th. The Annex will be moved to Baymeadow Drive on January 26th and 27th. The Board of Elections is planning to move the administrative offices located at 7320 Ritchie Highway to the new facility by the last week of February 2016.

The Board was debriefed on the January 5, 2016 Open House and Voting System Demonstration, as well as a voting system demonstration to the County Council on January 12, 2016.

Mr. Garreis reviewed the FY17 Budget Request with the Board. After review, Mr. Voelp made a motion to approve the FY17 Preliminary Budget as presented. Mr. Ensor seconded the motion and the motion passed unanimously.

The Board reviewed a timeline of key election dates for the 2016 Primary Election.

New Business

Mr. Torre discussed efforts to coordinate the installation of the NetworkMD data network at Baymeadow Drive with the Maryland Department of Information Technology. Mr. Torre noted that NetworkMD must be installed at Baymeadow Drive before the administrative offices can be relocated to the new facility since the Absentee Division, Voter Registration Division, and Election Worker Division cannot perform their essential job functions without access to MDVOTERS. MDVOTERS requires the installation of NetworkMD in order to operate.

February Board Meeting Date

The next Board Meeting will be held February 11, 2016 at 8:30 AM, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.

Adjournment

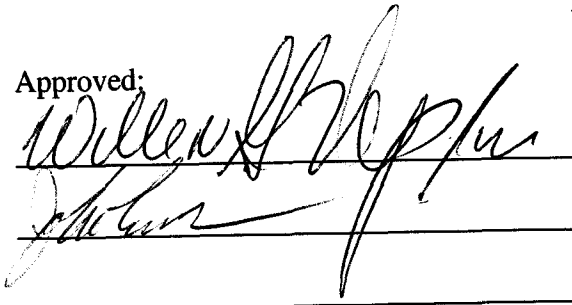
Mrs. Ellis-Johnson made a motion to adjourn the meeting. Mrs. Yarema seconded the motion and the motion passed unanimously. The meeting adjourned at 10:10 A.M.

Respectfully submitted,



Nicole Brewer
Recording Secretary

Approved:



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