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

November 12, 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
John P. Ensor, Board Vice President
P. Tyson Bennett, Board Member
Tryphenia A. Ellis-Johnson, Board Member
James Praley, Board Attorney
Joseph A. Torre III, Director
David Garreis, Deputy Director
Candyce Golden, Recording Secretary

Guest(s):

Cliff Myers, President, Annapolis Board of Supervisors of Elections

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 8:32 A.M.

Approval of the October 8, 2015 Board Meeting Minutes

Mr. Ensor made a motion to approve the minutes of the October 8, 2015 Board Meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Additions to the Agenda

Mr. Garreis reviewed the Monthly Statistical Report and the Political Party Report for October.

Election Director's Report

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

- **Administration**

The Administrative Division has begun the hiring process for temporary workers to assist with the 2016 Presidential Primary and General Elections. The Division conducted a recruiting program for twelve new staff members to become election judge trainers, including revising the temporary position description and posting on several job websites, at local universities, and in an e-mail to current/past election judges. The resumes that have been received are being entered into a database used to track the hiring process. Interviews for the temporary positions

will be conducted through November 13, 2015 and the new trainers will start on December 3, 2015.

The Division worked with the County Purchasing Agent to complete an Invitation for Bid for the 2016 Election Judges Manual and Early Voting Manuals. The Board of Elections will order 3,000 Election Judge Manuals and 300 Early Voting Manuals for the 2016 Presidential Elections. The bids are due back November 24, 2015.

All Mid and End Cycle Performance Evaluations for State employees have been completed and submitted to the State Board of Elections.

The Division will continue to hire new temporary staff members to help our office prepare for the 2016 Presidential Primary and General Elections. The Division is planning to hire fifty temporary employees in order to prepare for the April 26, 2016 Primary Election.

- **Absentee Voting Division**

The Absentee Division has received and processed 1,295 absentee ballot applications to date, including 282 absentee ballot applications from the Nursing Home and Assisted Living Facilities Program. Final drafts of the Absentee Division Standard Operating Procedures (SOPs) have been completed. The Division is working on proof-of-concept testing for the SOPs. Additionally, the Division inactivated 37 voters in October.

The Division will complete the proof-of-concept testing on the SOPs. The Division also anticipates receiving an Electronic Registration Information Center (ERIC) Report in November.

- **Election Worker Division**

The Election Worker Division continued the Election Judge Contact Program. To date, the Division has received 1,514 election judge applications. The Division has made 1,399 "soft" assignments, approximately 60% 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.

The Division created an Outreach Tracking sheet, as well as a script to be used by staff members during Voter Outreach Program. Division staff have been trained on giving Voter Outreach presentations. Division staff attended several Voter Outreach events, including the:

- Kiwanis Club of Crofton;
- Wiley H. Bates Legacy Center;

- Taxpayer Improvement Association at the Lloyd Keaser Community Center;
- Anne Arundel County Commission on Disability Issues;
- Glen Burnie Regional Library;
- Fall Festival in the Quad; and
- Boys and Girls Club of Pasadena.

The Division has scheduled outreach events at seven Anne Arundel County libraries from October 2015 to January 2016.

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

- **Voter Registration Division**

The September 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 and 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 lease agreement between Anne Arundel County and Merritt Properties has been signed for 6740 Baymeadow Drive. Permits for the new Board of Elections building have been obtained and remodeling projects will begin in November. The Division met with Merritt Properties project managers to discuss the new voting system workflow, layout plans, and the construction of programming and charging tables. The Division also met with County Information Technology Telecommunication project managers and vendors to begin planning the layout of the data and phone network.

Division staff will continue work on the warehouse floor plan at Baymeadow and monitor the progress of the remodeling project. The Division is incorporating ideas and lessons learned from other LBEs into the design of the Baymeadow warehouse in order to implement the most efficient workflow for our business processes.

Voting System:

The Voting System Division is updating the polling place layout Visios for the new voting equipment.

Division staff attended Electionware training at the SBE Central Warehouse. User Acceptance Testing was conducted on the DS200 Digital Scanning Units and ExpressVote Ballot Marking Devices used in the Mock Election. Logic and Accuracy Testing has been completed on all Mock Election equipment.

Division staff conducted a Mock Election at the Annex from October 19th to October 26th. Lessons Learned sessions with the State Board of Elections occurred between October 28th and October 30th.

The Division will conduct User Acceptance Testing on the complete inventory of Anne Arundel County's DS200 Digital Scanning Units and ExpressVote Ballot Marking Devices located at SBE's warehouse.

Polling Place Supply:

The 2016 Presidential Election Polling Place Letters and Contracts were audited. MDVOTERS has been updated with the new early voting site in Annapolis and with new polling places as changes occur.

Division staff inventoried all election signage. The signs were then stenciled with the Board of Elections address and contact information. In addition, the Division began packing stationery supplies for the polling places.

The Division will continue to assist the Election Worker Division in editing the Election Judge Manual and the Early Voting Manual. The Division will also continue to assemble polling place supplies and support the Voter Outreach Program.

Board Attorney's Report

Mr. Praley reviewed the new proposed bylaws with the Board and reviewed the process of submitting the approved bylaws to the State Board.

After discussion, Mr. Ensor made a motion to accept the proposed bylaws as drafted. Mr. Bennett seconded the motion and the motion passed unanimously.

Mr. Praley said he would provide an execution copy of the new bylaws at the December Board Meeting. The signed bylaws will then be submitted to the State Board of Elections.

Old Business

Mr. Torre provided an update regarding the office and warehouse relocation to the new facility.

Mr. Torre discussed the details of the Open House and Voting System Demonstration for the Central Committees on January 5, 2016. The event will be held from 7:00 P.M. until 9:00 P.M.

Mr. Torre will draft a flier for the event and send it to the Board for approval. The flier will be used to invite the Central Committees and Elected Officials to the Open House.

The Board reviewed a letter dated October 26, 2015 from Nancy McCutchan Duden, Anne Arundel County Attorney, to Linda Lamone, Administrator, Maryland State Board of Elections, regarding 2017 City of Annapolis Municipal Election assistance. Mr. Praley will take the lead in discussions with the State Board, County, and City on behalf of the Board of Elections regarding the Board of Elections' proposed roles and responsibilities for the 2017 City of Annapolis Municipal Elections.

The Board discussed procedures for conducting a Performance Evaluation for Mr. Torre.

New Business

The Board reviewed questions regarding the new voting system submitted by Mrs. Yarema and Judge Cathy Vitale to the Anne Arundel County Board of Elections. In response to the concerns raised by Judge Vitale, the State Board will require voters to view all screens with candidate names in a contest before moving to the next contest on the ballot.

Mr. Garreis reviewed a schedule of upcoming voting system demonstration outreach events including:

- A voting system demonstration at the Annapolis City Council Chambers for the Annapolis City Board of Elections at 7:00 P.M. on November 19, 2015.
- A voting system demonstration for the County Council at 9:00 A.M. on December 15, 2015 at the Arundel Center.

The Board discussed separating 36 consolidated polling places on Election Day in order to mitigate potential problems and Election Judge confusion. After discussion, Mr. Ensor made a motion to separate the consolidated polling places into 36 individual polling places on Election Day. Mrs. Yarema seconded the motion and the motion passed unanimously.

December Board Meeting Date

The next Board Meeting will be held on December 10, 2015 at 8:30 A.M, at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.

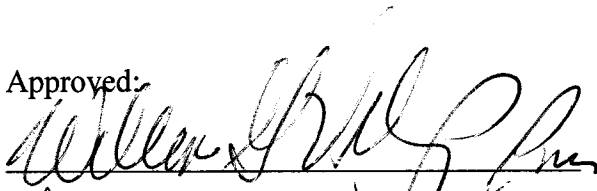
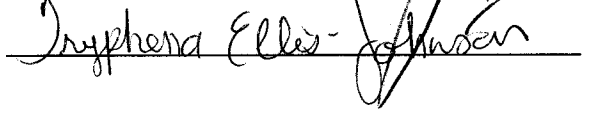
Adjournment

Mrs. Yarema made a motion to adjourn the meeting. Mr. Bennett seconded the motion and the motion passed unanimously. The meeting adjourned at 10:07 A.M.

Respectfully submitted,

Candyce Golden
Recording Secretary

Approved:

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