

July 14, 2016

Meeting of the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060

*Attendees:*

William G. Voelp, Board President  
John P. Ensor, Board Vice President  
Brenda Yarema, Board Secretary  
James Praley, Board Attorney  
Joseph A. Torre III, Director  
David Garreis, Deputy Director  
Nicole Brewer, Recording Secretary

*Participated via Conference Call:*

Tryphena A. Ellis-Johnson, Board Member  
P. Tyson Bennett, Board Member

**Declaration of a Quorum Present**

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

**Approval of the June 9, 2016 Board Meeting Minutes**

Mr. Ensor made a motion to approve the June 9, 2016 Board Meeting Minutes and the June 9, 2016 Board of Canvassers Meeting Minutes. Mrs. Yarema seconded the motion and the motion passed unanimously.

**Additions to the Agenda**

The Board reviewed the June 2016 Monthly Statistical Report and June 2016 Political Party Report.

**Election Director's Report**

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

• **Administration**

The Division completed the launch of the Workday Time-Entry system for all State Employees. The Division assisted with the End-Cycle Performance Evaluations for State Employees. The Division also performed the Year-End Procurement closing processes and tasks for the County Office of Finance and packed election documents for archive storage at Iron Mountain.

The Division also attended the following meetings in the month of June:

- Pre-Inventory Property Coordinator's Meeting;
- Provisional Canvass Lessons Learned Meeting; and
- Maryland Association of Election Officials (MAEO) Conference.

The Division will assist with the hiring process to on-board twelve new permanent Election Clerk III staff members.

- **Absentee Voting Division**

The Division received the June Electronic Registration Information Center (ERIC) Report and processed 4,166 records. The Division mailed 72 potentially deceased letters to the families of registered voters identified as potentially deceased on the ERIC Report and will cancel the voter registration records of these voters on June 29, 2016 if they do not respond to the confirmation mailing.

The Division continued to update the Nursing Home Facility and Assisted Living worksheets. The worksheets have been updated with new residents and the Division mailed correspondence to the families of deceased residents. The Division also assisted the Voter Registration Division with processing new registrations and voter record updates when MDVOTERS re-opened following the Primary Election.

Absentee ballot applications and returned mail will be processed on a daily basis and data quality checks will be completed on a weekly basis.

- **Election Worker Division**

The Division has been conducting a survey of the Election Judges who worked during the 2016 Primary Election. The purpose of the survey is to inquire if the Election Judge plans to return for the General Election, update their contact information if necessary, and to evaluate our Election Judge Training Program. To date, the Division has contacted 1,573 of the 2,292 Election Judges that worked during the Primary Election. The Division began identifying Election Judges who will not be returning for the General Election and are recruiting new Election Judges to replace them.

The Division has created the Election Judge training schedule for the General Election. Training documents such as syllabi, quizzes, and tests are being drafted and updated based on lessons learned from the Primary Election. The Train-the-Trainer program is scheduled to begin on July 12, 2016. The Division collaborated with the State Board of Elections (SBE) and the Montgomery County Board of Election on an Election Judge Retention presentation at the MAEO Conference.

The Division conducted outreach events for the Health Fair and Family Fun at the Eastwood Elementary School and the Linthicum-Shipley Improvement Association. The Division also conducted a Voter Registration Volunteer training session in the office.

- **Voter Registration Division**

The Division completed the May 2016 Monthly Critical Data Audit for Prince George's County Board of Elections and the June 2016 Data Quality Checks. AOC files and DHMH files have been processed. The Division has also completed processing voter registration

applications held during the period when voter registration was closed following the April 5, 2016 Voter Registration Deadline.

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

- **Voting System and Polling Place Division**

**Electronic Pollbooks:**

All Electronic Pollbook outer booth seals for the 2016 Presidential General Election have been scanned into the Electronic Pollbook database. The Division added labels to all of the outer Electronic Pollbook cases that state "Attention, All Electronic Pollbooks Must Be Returned on Election Night." Post-Election Maintenance (PEM) was completed on all Seiko thermal printers. The Division also reinstalled the operating system on six electronic pollbooks.

When the voting system is released, the Division will begin the Electronic Pollbook PEM.

**Voting System:**

The Division submitted the 2016 Primary Election Polling Place Evaluations to SBE. The Baymeadow Drive building layout was updated to add the locations of proposed security features such as card readers, motion sensors, and security alarm keypads. The Division attended the 2016 MAEO Conference and shared lessons learned about the Primary Election with other local election boards. The Division also reviewed a draft of the PEM documentation with the SBE Regional Manager and suggested updates and revisions prior to the publication. The Division also applied sealant to the voting system programming tables.

Once the voting units are released, the Division will begin the Voting System PEM. The Division will also begin to plan the Election Field Support and Polling Place Evaluator routes for the General Election, complete the SBE Voting Equipment Inventory, and charge the voting equipment.

**Polling Places**

The Division performed ADA surveys at four current polling places which will use new rooms for voting in the General Election:

- Taylor Avenue Fire Station;
- Eastport Volunteer Fire Department;
- Tracey's Elementary School; and
- South Shore Baptist Church.

The Division also created Polling Place Overview maps using Geocortex for all polling places from the 2013 Annapolis Municipal Election and created an Overview Map of Annapolis City that shows where each polling place is located within the city limits.

The Division plans to send a reminder to the polling places regarding the Presidential General Election, as well as to verify that all contact information on file is still current.

**Polling Place Supply:**

The Division re-organized the supplies and shelving in the warehouse to better accommodate the PEM process. The Division met with SBE to discuss the supply packing and equipment process in Anne Arundel County. The Division also attended the Annual MAEO conference.

The Division will continue to pack supplies for 2016 General Election Training Program, Early Voting, and Election Day. The Division will also assist with PEM and update the 2016 General Election smartsheets for the Polling Place Supply Division and Electronic Pollbook Division.

**Board Attorney's Report**

Mr. Praley discussed a charter amendment change being considered by the County Council for the 2016 Presidential General Election ballot.

The Board reviewed a May 20, 2016 memorandum from Nikki Charlson, Deputy Administrator, State Board of Elections, informing the Board that the State Board of Elections unanimously voted to approve the Anne Arundel County Board of Elections bylaws.

The Board also discussed a Memorandum of Understanding between the Anne Arundel County Board of Elections and the City of Annapolis regarding the conduct of the 2017 City of Annapolis Municipal Elections.

**Old Business**

Mr. Garreis updated the Board on the FY17 Budget.

Mr. Garreis also discussed the status of the Election Clerk III position recruitment process. The interview process to fill the 13 vacant Election Clerk III positions will begin after the Election Clerk III recruitment period ends on July 20, 2016.

**New Business**

The Board reviewed a summary of the June 2016 ERIC Report.

The Board discussed the 2016 Annual MAEO Conference. Mr. Torre and Mr. Voelp congratulated Mr. Garreis on his election as President of MAEO for the 2016 through 2018 term.

**August Board Meeting Date**

The next Board Meeting will be held on August 11, 2016 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060.

**Closed Meeting**

Mr. Ensor 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. Mr. Bennett seconded the motion and the motion passed unanimously. The closed session began at 9:30 A.M. The closed session adjourned at 10:05 A.M.

**Adjournment**

Mrs. Yarema made a motion to adjourn the meeting. Mr. Bennett seconded the motion and the motion passed unanimously. The meeting adjourned at 10:05 A.M.

Respectfully submitted,

*Nicole Brewer*

Nicole Brewer  
Recording Secretary

Approved:

*Tracy Honora Gebel-Johnson*  
*William J. Hill*

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