

June 9, 2016

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

Attendees:

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

Absent:

William G. Voelp, Board President
P. Tyson Bennett, Board Member
James Praley, Board Attorney

Declaration of a Quorum Present

Mr. Ensor called the meeting to order at 8:40 AM.

Approval of the Board Meeting Minutes from April 7, 2016 and May 6, 2016

Mr. Ensor made a motion to approve the minutes of the April 7, 2016 Board Meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously. Mrs. Yarema made a motion to approve the minutes of the May 6, 2016 Board Meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Additions to the Agenda

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

Election Director's Report

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

- **Administration**

The Division performed the required State Board of Elections (SBE) audits and quality checks in accordance with the "State of Maryland Quality Checks of Data Before Closing" instructions. The Division also prepared and managed the Absentee 1 Canvass, Provisional Ballot Canvass, and Absentee 2 Canvass.

The Division also organized Early Voting and Election Day polling place documents for archive storage at Iron Mountain in accordance with the state record retention policies.

Election payroll for Nursing Home Representatives, Election Day Runners, and Election Night Supply Return staff has been completed. Rental fees for polling places located at private facilities and an election judge training site have been paid.

The Division oversaw the launch of the Workday time-entry system for state employees at the Anne Arundel County Board of Elections. All required assignments and training in preparation for the launch of Workday have been completed.

- **Absentee Voting Division**

The Division mailed 6,548 ballots during the Presidential Primary Election. A total of 4,733 voted ballots were returned. Of the returned ballots, 4,626 ballots were accepted and 106 were rejected. The Division canvassed 3,071 ballots at the Absentee 1 Canvass, 569 ballots at the Provisional Ballot Canvass and 1,093 ballots at the Absentee 2 Canvass. There were 430 ballots received from voters participating in the Nursing Home and Assisted Living Facilities Absentee Voting program.

The Division updated Nursing Home Facility and Assisted Living worksheets with new residents and mailed verification letters to the families of registered voters who were reported deceased. The Division also assisted with a precinct-level review for the Baltimore City Board of Elections.

The Division revised absentee canvassing forms, including prefilling dates and adding instruction lines for the Board to the canvassing teams. The Division participated in a Lessons Learned meeting with canvassing subject matter experts and discussed the canvassing plan for the 2016 Presidential General Election. The Division expects an 80-85% turnout, which equates to approximately 17,500 absentee ballots. Based on this projection, the Division will increase the number of canvassing teams to 50 bipartisan teams and will include additional runners and organizers.

When the election is certified and voter registration transactions are permitted, the Division will update voter registration records based on the changes received from absentee ballot applications received after the April 5, 2016 Voter Registration Deadline. The Division will also process mail returned by the USPS during the Primary Election.

The Division anticipates receiving a new Electronic Registration Information Center Report soon. The Division will also begin to prepare the absentee ballots and canvass documents from the Primary Election for archive storage.

- **Election Worker Division**

On Election Day, the Division completed the following tasks:

- Dispatched Floater Election Judges from the three Floater Staging Areas;
- Canvassed the voting units used during Early Voting;
- Delivered additional ballots to various polling places as needed;
- Assisted with polling place supply return; and
- Assisted with the retrieval of critical supplies from polling places as needed.

The Division investigated and responded to post-election incident reports. The Division also completed payroll processing for the Election Judges that served during Early Voting and Election Day. The Division will contact all election judges who served during the Primary Election to thank them for their service, conduct a lessons learned survey, and verify that they will be returning as an election judge for the General Election.

The Division attended an outreach event at the Military Spouse Job Fair at Fort Meade. The Division has scheduled two voter outreach events in June: the Health Fair & Family Fun Day at Georgetown East Elementary School and the Linthicum-Shipley Improvement Association meeting at Lindale Middle School.

The Division is also preparing for to update the election judge training program based on lessons learned from the Primary Election. The Train-the-Trainer program for the Election Judge Trainers is scheduled to begin on July 12, 2016.

- **Voter Registration Division**

The April Critical Data Monthly Audit was completed for Howard County. All duplicate voter registration record merges were completed. The Division sent out Specimen Ballots for all Confidential Voters. The Division processed 5,372 provisional ballot applications received during the Primary Election. When the Election is certified and voter registration reopens, the Division will:

- Complete all Party Affiliation changes received from Provisional Applications;
- Process voter update forms received from the polling places; and
- Process voter registration applications received after the April 5, 2016 Voter Registration Deadline.

The Division has scanned and attached Provisional Ballot applications to all provisional voter records. The Division assisted the Baltimore City Board of Elections with a precinct-level review. The Division completed Party affiliation changes received from Provisional Ballot applications.

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

- **Voting System and Polling Place Division**

Electronic Pollbooks:

The Division conducted the Logic and Accuracy testing and the bulk update for all Early Voting and Election Day Electronic Pollbooks (EPBs). Following the Election, voter check-in log files from the compact flash cards were sent to SBE.

The Division adjusted the Electronic Pollbook shelves to better accommodate the pollbook cases. The Division has updated the Electronic Pollbook Software Update Sheet from SBE and has prepared the Electronic Pollbook Logic and Accuracy forms for archive storage.

When the EPBs are released, the Division will conduct the Post-Election Maintenance process on all of the EPBs.

Voting System:

The Division packed and verified the Election Day ballot transfer bins after a ballot allocation increase prior to Election Day. Logic and Accuracy Testing was completed on the DS850 High Speed Scanner for the Absentee 1 Canvass, Provisional Ballot Canvass, and Absentee 2 Canvass. Logic and Accuracy Testing was also completed on the Ballot on Demand printers. After the Election, the 100% verification of results audit was conducted on the election results. The Division also completed the voting system audit and verification process prior to certifying the election results in Anne Arundel County on May 6, 2016.

The Division conducted the Absentee I, Provisional Ballot, and Absentee II canvasses. The Division participated in lessons learned sessions for canvassing, election judge training and Election Day. The Division also attended a meeting with the Anne Arundel County Board of Education to discuss how to improve the return of critical election supplies on Election Night. Post-election maintenance on all voting privacy booths has been completed. A quality check to verify that MDVOTERS correctly imported data from Electionware was completed as well. The Polling Place Evaluation forms have been reviewed and will be sent to SBE.

The Division also began a preliminary ballot order for the General Election based on an 85% turnout estimate and lessons learned from the Primary Election. When the voting units are released, the Division will start the post-election maintenance process. The Division will also review and update voting equipment allocations for the General Election.

Polling Places

The Division completed transportation delivery schedules and polling place contact lists for Election Day. The Division completed Early Voting Site Procedures to be used by staff members during Early Voting. The iPhones and iPads were configured and distributed to staff for use during Early Voting and Election Day. The Division used the StreetSmart Fleet Force Manager app to track the real-time location of all election field support personnel on Election

Day. The Division managed the retrieval of critical supplies from polling places on Election night. The Division also managed the preparation of canvassing folders for the Provisional Ballot Canvass.

Following the election, the Division met with representatives from Anne Arundel County Board of Education regarding lessons learned for retrieval of missing supplies on Election night. The Division will begin to update polling place layouts and maps according to edits provided by election field support staff and Election Judges.

The Division uploaded and organized site evaluation photos from every polling place on Election Day. All iPhones, iPads, and associated supplies have been inventoried and prepared for deployment in the General Election. The Division assisted the Baltimore City Board of Elections in preparing provisional ballot materials for a precinct-level review.

The Division will begin to review and improve processes and procedures for provisional canvassing, review and submit polling place change request forms, and review and update contact information for the polling place point of contacts for the General Election.

Polling Place Supply:

The Division prepared for the Board to conduct the Early Voting and Election Day Supply Verification process on April 7, 2016. The Division distributed Election Day supplies to the Chief Judges the day before the Election, and managed the supply return process after the polls closed Election night. The Division reviewed the returned supplies to ensure that no voted ballots or provisional ballots were misplaced in the supply bags. The Division also assisted with conducting the Absentee 1 Canvass, Provisional Ballot Canvass, Absentee 2 Canvass, and several post-election audits. The Division will unpack and inventory all supplies and forms from Early Voting and Election Day in preparation for the General Election.

All supply boxes, provisional supply bags, black supply bags, green Voter Authority Card bags, and red Tamper Tape and Security Seal bags have been unpacked and inventoried. Contingency bags have been verified and repacked. All Forms Binders for the General Election have been assembled.

The Division will continue to inventory and prepare supplies for the General Election and will conduct the post-election maintenance process on the voting system.

Board Attorney's Report

No Board Attorney's Report was presented at this time.

Old Business

Mr. Garreis provided an update to the Board regarding the FY17 Budget Request and the certification of funding for twelve new permanent state employees by the County Council.

The Board reviewed the agenda for the 2016 Maryland Association of Election Officials Conference scheduled for June 19, 2016 through June 22, 2016 in Cambridge, Maryland.

New Business

No New Business was presented at this time.


July Board Meeting Date

The next Board Meeting will be held on July 14, 2016 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060.

Adjournment

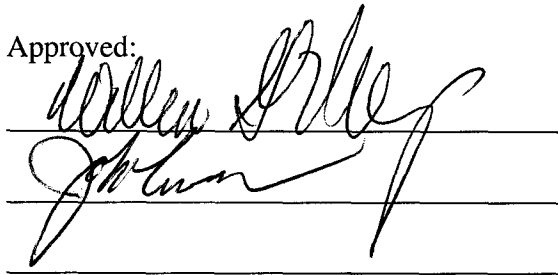
Mr. Ensor made a motion to adjourn the meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously. The meeting adjourned at 9:50 AM.

Respectfully submitted,



Nicole Brewer
Recording Secretary

Approved:



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