

March 17, 2016

Meeting of the Anne Arundel County *Board of Elections*, 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
 Tryphenia A. Ellis-Johnson, Board Member
 James Praley, Board Attorney
 Joseph A. Torre III, Director
 David Garreis, Deputy Director
 Nicole Brewer, Recording Secretary

Participated via Conference Call:

Brenda Yarema, Board Secretary

Absent:

P. Tyson Bennett, Board Member

Declaration of a Quorum Present

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

Approval of the February 11, 2016 Board Meeting Minutes

Mrs. Ellis-Johnson made a motion to approve the minutes of the February 11, 2016 Board Meeting. Mr. Ensor seconded the motion and the motion passed unanimously.

Additions to the Agenda

Mr. Garreis reviewed a memorandum from the Gail Hatfield, President, Maryland Association of Election Officials (MAEO) regarding the annual MAEO conference to be held from June 19, 2016 through June 22, 2016 with the Board. Mr. Garreis also reviewed the February 2016 Monthly Statistical Report and February 2016 Political Party Report with the Board.

Election Director's Report

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

- **Administration**

The Administrative Division completed the final phase of the hiring process for temporary employees for the 2016 Presidential Election cycle. A team of ten temporary employees has been selected to conduct the Voting System Logic and Accuracy testing as well as to serve as Early Voting and Election Day Field Support.

The Division supervised the processing of a statewide Candidate Nomination Petition for President of the United States. The petition was successfully completed and the candidate will be on the ballot for the Primary Election.

All vendors, county agencies, and state agencies that the Board of Elections regularly conducts business with were notified of the new shipping address at the Baymeadow Drive facility. Forms and documents that contain the Board of Elections address were also updated to reflect the new address.

A template for the 2016 Primary Election Specimen Ballot was drafted and submitted to the State Board of Elections for approval. Specimen Ballots for the majority of Anne Arundel County residents will be mailed by March 31, 2016. Any Anne Arundel County resident with an address change or any new registrants received by the Board of Elections after March 11, 2016 will be mailed a specimen ballot by April 7, 2016.

- **Absentee Voting Division**

The Absentee Division received and processed 612 absentee ballot applications in February. The Division has processed a total of 4,181 absentee ballot applications: 2,131 for the Primary Election and 2,050 for the General Election.

Absentee Voting Nursing Home and Assisted Living Facility Representatives have been selected and are being assigned a schedule to conduct on-site voter registration and absentee voting visits at each nursing home with more than 50 beds in Anne Arundel County. The Division will begin training the Nursing Home Representatives in March.

The Absentee Division will continue to perform quality checks in MDVOTERS to ensure that the absentee ballot applications are being processed correctly.

- **Election Worker Division**

The Election Worker Division worked with the County Office of Information Technology to launch a re-designed Board of Elections webpage in February. The new webpage features easier user navigation and a responsive display which will adjust to fit any screen size or device.

The Division has continued entering new applicants into the MDVOTERS Election Judge module. To date, a total of 1,924 Election Judges have been assigned. The Division conducted several New Voting System Demonstrations and Voter Outreach events, including:

- 33rd District Democratic Club;
- Alpha Kappa Alpha Sorority;
- Anne Arundel Community Service Fair;
- Antioch Youth Senate;
- Brooklyn Park Senior Center;
- Ebenezer AME Church;
- Jack and Jill of America;

- Korean Americans at Brooklyn Park Senior Center;
- Mt. Olive AME Church;
- St Mark's United Methodist Church; and
- West County Democratic Club.

The 2016 Election Judge's Manual has been completed and submitted to a vendor for printing. The Division began Election Judge training classes on February 16th. To date, there have been a total of 477 election judges scheduled for training and 280 election judges trained.

The Division will continue scheduling Election Judges for training and will continue to perform voter outreach events and new voting system demonstrations.

- **Voter Registration Division**

The December Monthly Critical Data Audit for Prince George's County was completed. The end of the month reports were printed and all duplicate voter registration record merges processed. The Division hired five Temporary Office Associates to assist with the April 5, 2016 Voter Registration Deadline, Same Day Registration during Early Voting, and to 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 programmed 21 Electronic Pollbooks (EPBs) to use for Election Judge training classes. The Division completed a software update on all EPBs and received 45 new EPBs and 37 printers. The EPB allocation for each polling place was proofed and finalized. The Division attended Election Night Reporting Manager training. The Division also delivered training equipment to the Bates Legacy Center for South County Election Judge training classes.

Voting System:

The Division received, arranged, and charged all DS200 digital scanning units and ExpressVote Ballot Marking Devices at the new Baymeadow Drive facility. The Division has also setup and calibrated the DS850 High Speed scanner. The Certified Network and the Election Night Reporting Network have been setup and updated by Election Systems & Software. The Division participated in additional ElectionWare training at the State Board of Elections. The Division reviewed changes to the Conducting the Election Guide. The Division also proofed and certified the content and arrangement of the 2016 Primary Election ballots.

Polling Place Supply:

The Division conducted a meeting with Verizon Wireless Representatives regarding Early Voting and Election Day communication plans. A schedule was created for programming and activating the Election Day phones and tablets for Election Field Support, as well as for the Chief Judges at each polling place.

Precinct supplies have been ordered and are being packed. The Division has also drafted and printed signs for the Early Voting sites and Election Day polling places.

Board Attorney's Report

Mr. Praley discussed changes to the Board bylaws suggested by SBE with the Board. Mr. Praley will present the revised bylaws at the April Board Meeting. Mr. Praley also discussed the draft of 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 status of the FY17 Budget proposal to fund 12 new permanent state positions at the Anne Arundel County Board of Elections. There will be a Budget Review with the County Executive and the Budget Office to discuss the FY17 Budget request on April 5, 2016 at 10:30 A.M.

Mr. Garreis reviewed important election dates with the Board from the 2016 Presidential Election Calendar.

New Business

Mr. Torre updated the Board regarding House Bill 1007 and Senate Bill 350 which will enact universal voter registration in the state of Maryland. The Board reviewed a written copy of testimony from Stuart Harvey, MAEO Legislative Committee Co-Chair, and Katie Berry, MAEO Legislative Committee Co-Chair regarding the legislation. If passed, the legislation will have a significant fiscal impact on the Board of Elections as voting equipment, polling places, election judges, ballots, and specimen ballots are allocated based on active voter registration, which will increase if legislation authorizing universal voter registration is enacted.

Mr. Voelp discussed holding a grand opening event for the new Board of Elections Baymeadow Drive offices and warehouse.

Closed Session

Mrs. Ellis-Johnson made a motion to enter closed session to review confidential voter registration records in accordance with the Code of Maryland Regulations (COMAR) Title 33.04.02.06A which states that "the Board shall review all records designated as confidential under this chapter on a regular basis, at least once before each Statewide primary election." Mr. Ensor seconded the motion and the motion passed unanimously.

The closed session began at 10:00 AM. The closed session adjourned at 10:10 A.M.

April Board Meeting Date

The next Board Meeting will be held on April 7, 2016 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060.

Adjournment

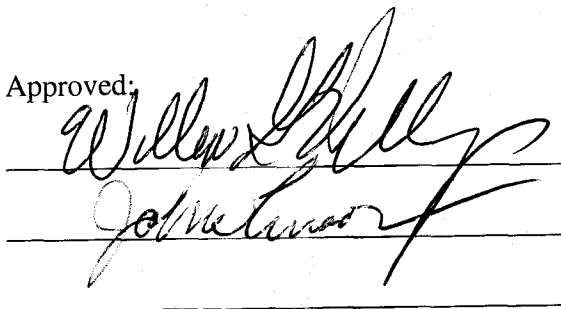
Mrs. Yarema made a motion to adjourn the meeting. Mr. Ensor seconded the motion and the motion passed unanimously. The meeting adjourned at 10:10 A.M.

Respectfully submitted,



Nicole Brewer
Recording Secretary

Approved:



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

