

September 10, 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
John P. Ensor, Board Vice President
P. Tyson Bennett, Board Member
Tryphina A. Ellis-Johnson, Board Member
James Praley, Board Attorney
David Garreis, Deputy Director
Reider White, Voting System Supervisor
Stacie Williams, Recording Secretary

Participated via Conference Call:

Joseph A. Torre III, Director

Guest(s):

Mary Wagner, Director, State Board of Elections Voter Registration and
Petition Division

Absent:

Brenda J. Yarema, Board Secretary

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 8:39 A.M.

Approval of the August 13, 2015 Board Meeting Minutes

Mr. Voelp made a motion to approve the minutes of the August 13, 2015 Board Meeting. Mr. Ensor seconded the motion and the motion passed unanimously.

Additions to the Agenda

The Board discussed changing the Board meeting start time from 9:00 A.M. to 8:30 A.M. After discussion, the Board unanimously agreed to begin the board meetings at 8:30 A.M. moving forward.

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

Election Director's Report

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

- **Administration**

The Administrative Division welcomed Shekia Harding-Bey as a new State employee in the Voter Registration Division. The Division met with all supervisors to discuss and draft a time line for hiring new temporary employees for the 2016 Presidential Election cycle. New hiring documents and procedures for temporary employees were developed and submitted for approval.

The Division processed and submitted all state and county payrolls for the month of August. Leave Balance reports for State employees were generated and distributed to each employee; the final Leave Balance report was submitted to the State Board of Elections. All Procurement Card logs were reconciled.

Division staff will test the Resume/Application Database for prospective temporary employees.

- **Absentee Voting Division**

The Division reviewed and updated the Absentee Ballot Application Processing manual and Absentee Ballot Label manual. The Ballot Receipt manual has been updated and checked against the Lexicon to assure its accuracy. The Division updated the instructions for packing ballots on a daily basis and an In-Person manual has been created.

Returned mail, absentee ballot applications and Online Voter Registration (OLVR) absentee ballot applications for the 2016 Presidential Primary Election are being processed on a daily basis. To date, 831 total applications for the 2016 Election have been received. A total of 22 voters have been inactivated in the month of August.

Quality checks on all issued and accepted applications in MDVOTERS have been completed. The Division reviewed and updated procedures for undeliverable absentee ballots.

Division staff continues to work on the Nursing Home Election Officials manual. To date, 708 absentee ballot applications have been mailed to nursing homes and assisted living facilities. Currently, 204 absentee ballot applications have been received and processed.

Division staff will continue to draft and review all operational manuals. Bi-weekly quality checks will continue on all procedures and there will be an inventory check of all canvass supplies. Division staff are preparing for the September Electronic Registration Information Center (ERIC) Report.

- **Election Worker Division**

The Election Worker Division continued their Election Judge Contact Program. There were 755 applications sent by email and 1,023 sent by USPS mail to prospective election judges. To date, the Division has received 1,218 election judge applications. The Division has made 1,068 "soft" assignments, approximately 45% of the total number of election judges required. Staff continues to process Election Judge Applications and has interviewed several Election Judges for Chief Judge positions.

Division staff reviewed the State Board of Election draft of the 2015 Mock Election Guidelines and the draft of the 2016 Election Manual.

The Division identified the Wiley H. Bates Legacy Center as a possible training location for election judge training classes in South County.

Several strategic voter outreach planning sessions were conducted with Konan, a local radio DJ, and members of other participating Local Boards of Elections to coordinate the "1 Vote Matters" voter registration effort. Staff launched their outreach program with a successful voter registration drive at the Maryland State Fair on August 28th. The next outreach event is scheduled for September 18th at the Anne Arundel County Board of Elections office.

Division staff will continue to review the draft of the 2016 Election Judge Manual, continue hardware training on new voting equipment, review high school outreach information, and continue voter outreach events.

- **Voter Registration Division**

The July Critical Data Monthly Audit was completed. The Division received new procedures for the Critical Data Monthly Audit, AOC, and DHMH lists which will be implemented for the August Audit. The end of the month reports have been printed and all merges processed. The street files are up to date. All voter registration work is being completed on a daily basis along with continuous data quality checks for voter registration accuracy.

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**

Voting System:

The Voting System Division completed stage two of the state inventory reconciliation and continues to work on updates for completing the states voting system inventory. Signal strength tests for the 3G modems were performed at two Early Voting sites and one Contingency Early Voting site.

All three sites passed.

Staff reviewed two locations for new warehouse space. The first location was in Crownsville that did not meet the Board of Elections space needs for the new voting system. The second location was 760 Generals Highway, Millersville, which was better suited to meet the Board of Elections space needs for the new voting system. Staff also met with a county space planner to review the warehouse and storage requirements for the new voting system.

Voting equipment allocation was finalized for each precinct and shared with the Election Worker Division in order to coordinate the number of election judges to assign to each district and precinct.

Division staff will attend training on the DS850 high speed scanner, test the remaining early voting sites for signal strength and receive the first Electionware workstation in early October. The staff will also receive an election network set-up along with a firmware update and outreach database installation for the acclimation equipment.

Polling Place Supply:

The Polling Place Division attended a meeting with the Anne Arundel County Public Libraries to discuss the upcoming 2016 Election. The Annapolis Senior Center agreed to become Early Voting Site 4 for the 2016 Election. The Division also visited two potential warehouse locations.

The remaining ADA supply orders have arrived, including: 506 orange cones, 352 "Voter Parking" cone cap signs and 174 "Voter Parking Van Accessible" cone cap signs. All "Election Official" name tags have been printed in-house for the 2016 Primary Election. The Division is in the process of purchasing 40 additional Electronic Pollbooks (EPBs) and printers through ES&S. All EPB printers have been verified, self-tested and transferred into the new EPB printer boxes, and 700 transcend compact flash card adapters have been unpacked in preparation to be placed in the secondary slot of the electronic pollbooks.

The Division is preparing to send out all Polling Place Agreement Letters and Contracts for the 2016 elections. Staff will complete the necessary Early Voting site selection forms and security plans. The Division will visit Montgomery County Board of Elections to discuss voting system supply packing. The EPB printers will be palletized and shrink wrapped for the anticipated warehouse move and the EPBs will be charged.

Board Attorney's Report

Mr. Praley stated that a draft of the new By-laws will be sent to the Board prior to the October

Board Meeting. The Board will review the By-laws at the October Board Meeting.

Old Business

Mr. Garreis reviewed three Jury List Non-Citizen Reports the Board requested during the August Board Meeting. Mr. Garreis and Mrs. Wagner discussed the reports and the citizenship verification process.

The Board reviewed a Warehouse Update. Mr. Voelp and other Board members discussed questions for the staff to ask the property realtors to assist with the decision making process.

Mr. Garreis updated the Board on the state Voter Education Program. Mr. Voelp suggested the Board of Election staff conduct a demonstration of the new voting system to the Anne Arundel County Republican and Democratic Central Committees and other county elected and administration officials.

Mr. Garreis discussed comments by the Maryland Associate of Election Officials State Regulation Review Committee regarding new regulations for COMAR Title 33, Subtitle 21, Special Elections by Mail with the Board.

New Business

Mary Wagner, Director, SBE Voter Registration and Petition Division gave an in-depth overview of the voter registration process and conducted a demonstration of MDVOTERS.

The Board discussed the upcoming new voting system Mock Election in October.

Mr. Garreis informed the Board that a meeting was scheduled with County Executive Steve Schuh to discuss the 2017 Annapolis City Elections.

October Board Meeting Date

The next Board Meeting will be held on October 08, 2015 at 8:30 A.M., at the Anne Arundel County Board of Elections, 7320 Ritchie Highway, Glen Burnie, Maryland 21061.

Adjournment

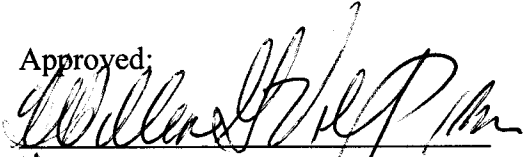
Mr. Ensor made a motion to adjourn the meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously. The meeting adjourned at 10:50 A.M.

Respectfully submitted,

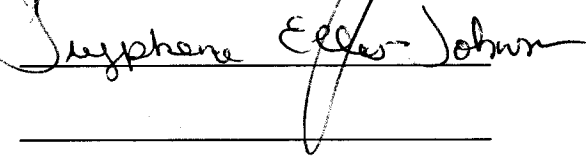

Stacie Williams

Recording Secretary

Approved:



Handwritten signature of William H. P. Mc



Handwritten signature of Stephanie Egger-John

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