

August 11, 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
- Tryphena A. Ellis-Johnson, Board Member
- James Praley, Board Attorney
- Joseph A. Torre III, Director
- David Garreis, Deputy Director
- Nicole Brewer, Recording Secretary

Absent:

P. Tyson Bennett, Board Member

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 8:30 A.M.

Approval of the July 14, 2016 Board Meeting Minutes

Mr. Ensor made a motion to approve the July 14, 2016 Board Meeting Minutes and the July 14, 2016 Board of Canvassers Minutes. Mrs. Yarema seconded the motion and the motion passed unanimously.

Additions to the Agenda

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

Election Director's Report

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

- **Administration**

The Division completed the 2016 Non-Capital Fixed Asset Inventory. All assets in the inventory were accounted for and updated in Enterprise One. The Division also inventoried office supplies and election supplies in preparation for the upcoming General Election. Additional supplies were ordered to accommodate the upcoming General Election and the Absentee and Provisional Ballot Canvasses. The Division completed the FY16 Expenses and Encumbrances Report. The Division also assisted with the Election Clerk III and Temporary Trainer Associate hiring processes. The Board of Elections is pleased to welcome thirteen new Election Clerk IIIs and two new Temporary Trainer Associates.

- **Absentee Voting Division**

The Division has processed a total of 6,707 applications for the 2016 Presidential General Election. The Division archived the canvassing documents from the 2016 Presidential Primary Election. The 2016 General Election Canvassing folders have been updated. The Division prepared enough folders for approximately 20,000 voted absentee ballots. The Division held a meeting to discuss increasing the number of bipartisan canvassing teams for the 2016 Presidential General Election, and decided to increase the number of bipartisan canvassing teams from twenty-five to fifty, and to add additional canvassing support staff.

The Division received the Electronic Registration Information Center (ERIC) Report from State Board of Elections (SBE) on July 21, 2016; the report had 4,249 records to review, process, and return to SBE by August 10, 2016. The Division continued to update Nursing Home Facility and Assisted Living worksheets with new residents and mailed correspondence to the families of deceased residents. The Absentee Ballot Division assisted the Election Worker Division with phone calls to recruit Election Judges and assisted the Voting Systems Division with Post-Election Maintenance (PEM) on the voting system.

The Division will continue to process absentee ballot applications, process returned mail until the August 10, 2016 Confirmation Mailing deadline, and prepare for increased staff for the General Election Absentee and Provisional Ballot canvasses.

- **Election Worker Division**

Training:

The Division began the Train-the-Trainer Program on July 25, 2016 with six new trainers and nine returning trainers. The Election Judge Training Program will begin on August 15, 2016 at Baymeadow Drive. A second training location is tentatively scheduled at the Roger "Pip" Moyer Community Recreation Center in Annapolis.

The Election Judge training syllabus has been revised and submitted to SBE. The Division is currently updating the Election Judge training schedule. All of the Election Judge training classes have been entered into Eventzilla and MDVOTERS.

Election Workers:

The Division completed the Election Judge Survey for the 2016 Primary Election. The Division could not reach approximately 3% of the Election Judges. In order to contact every Election Judge, these Election Judges were called twice and then they were sent an email if an email address was on file. New Election Judges will be hired to replace the Election Judges who could not be contacted. The Division organized three Voter Registration Volunteer classes and trained 21 individuals.

The Division also completed and submitted the SBE Election Judge Salary Survey.

The Division has been processing Election Judge Applications in MDVOTERS. The Division needs 2,895 Election Judges for the General Election. Currently, 1,884 Election Judges have been hired and assigned. There are 1,011 vacant Election Judge positions. The Division has 363 new Election Judge Applications on hand and will continue to recruit and hire new Election Judges to fill the remaining vacant positions.

- **Voter Registration Division**

The Division completed the June 2016 Monthly Critical Data Audit for the Montgomery County Board of Elections and the July 2016 Data Quality Checks. Administrative Office of the Court Potentially Identified Felon files and Department of Health and Mental Hygiene Deceased files were processed. The Division processed 2,916 voter registration applications and completed 1,200 party affiliation changes in the month of July. The Division assisted the Absentee Ballot Division with processing and proofreading the July ERIC Report.

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:

The Division completed the Electronic Pollbook (EPB) PEM. The Division charged the EPB CMOS batteries and prepared 20 electronic pollbooks and 20 Seiko printers for the Election Worker Division to use for Election Judge training.

Voting System:

The Division completed the PEM on all Voting Units and Ballot Marking Devices (BMDs). All memory sticks used for training, Election Day and Early Voting have been cleared and formatted. SBE was on location to update the Statewide Election Management network. The update consisted of changing the router password on the uncertified network and the hibernation settings on both the certified and uncertified networks. The Division also helped conduct the annual state inventory.

Quarterly charging was completed on all voting units and BMDs. All Election Day and Early Voting voted ballots were packed for 22-month storage at Iron Mountain. The Division also setup and tested the voting units and BMDs needed for Election Judge training and outreach programs.

The Division will verify and update all voting unit labels and file all PEM forms. The Division will also prepare the voting unit seals for Logic and Accuracy testing and update Election Field Support routes for the General Election.

Polling Places

The Division met with representatives from the City of Annapolis regarding the 2017 Annapolis Municipal Election. The Division provided a copy of the Anne Arundel County Board of Elections Polling Place Contract to the City of Annapolis. The Division met with representatives from the Department of Aging to review lessons learned from the 2016 Presidential Primary Election for the Senior Centers used as polling places. Polling Place visits were conducted at the O'Malley Senior Center and the Arnold Senior Center to review General Election procedures with the facility managers. The Division met with representatives from Anne Arundel County Public Schools and Office Movers to coordinate the repair of floor damage at Rolling Knolls Elementary School.

The Division drafted a General Election Reminder Letter to be sent to all polling places to remind them of the November 8, 2016 Presidential General Election. Provisional Canvassing Folders have been inventoried in preparation for the General Election Provisional Canvass. The Division reviewed procedures and set-up for the General Election Election Day Helpdesk. The Division also coordinated with the County Office of Information Technology for additional programming for the office voicemail system.

The Division will conduct polling place visits at South County Senior Center and Annapolis Senior Center. The Division will also mail the General Election Polling Place Reminder Letter to all polling place points of contact.

Polling Place Supply:

The Division completed the SBE state asset inventory and assisted with packing the voted ballots from the Primary Election for 22-month archive storage at Iron Mountain. The Division also submitted an ADA supply order to SBE. Training supplies for the Election Judge Training program were prepared and packed.

The Division will continue to pack supplies for the General Election and Early Voting and continue to update the Polling Place Supply and Electronic Pollbook smartsheets. The supply contents and signs transported in the Voting System Transfer Carts will be verified and finalized.

Board Attorney's Report

Mr. Praley and Mr. Torre updated the Board regarding a Memorandum of Understanding between Anne Arundel County, the City of Annapolis, and the Anne Arundel County Board of Elections concerning the 2017 Annapolis Municipal Election.

Old Business

Mr. Garreis updated the board on the Election Clerk III recruitment process. Thirteen new Election Clerk III's were hired by the Board of Elections.

Mr. Torre updated the Board regarding the installation of a new security system at the Board of Elections office and warehouse.

New Business

The Board reviewed the Anne Arundel County certified local Ballot Questions, submitted by Mrs. Nancy Duden, County Attorney. The ballot questions will appear on the November 8, 2016 General Election ballot. The Board also reviewed the July 2016 ERIC Processing Summary Report.

Mr. Garreis informed the Board that the Board of Elections passed two SBE audits: the Potentially Identified Felon Report Processing Audit and the DHMH Death Notice Cancellations Audit and noted that no variances were found in either audit.

September Board Meeting Date

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

Adjournment

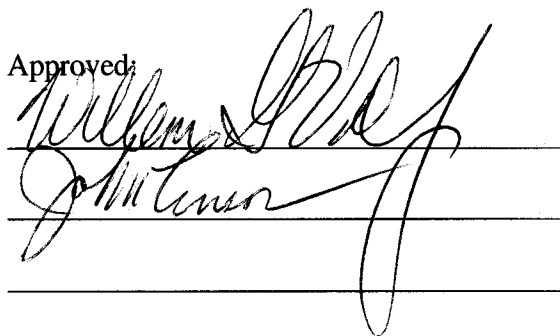
Mr. Ensor made a motion to adjourn the meeting. Mrs. Yarema seconded the motion and the motion passed unanimously. The meeting adjourned at 9:50 A.M.

Respectfully submitted,



Nicole Brewer
Recording Secretary

Approved:



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