

January 11, 2018

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

Attendees:

William Voelp, Board President
 Brenda Yarema, Board Secretary
 Tryphena A. Ellis-Johnson, Board Member
 Laura Graham, Board Member
 James Praley, Board Attorney
 Joseph A. Torre III, Director
 David Garreis, Deputy Director
 Cheyenne Richards, Election Worker Division Supervisor
 Robert Brady, Election Judge Training Manager
 Maria Herndon, Recording Secretary

Participated via conference call:

John Ensor, Board Vice President

Declaration of a Quorum Present

Mr. Voelp called the meeting to order at 8:35 A.M.

Approval of Board Meeting Minutes

Mrs. Graham made a motion to approve the minutes of the December 14, 2017 Board Meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Additions to the Agenda

The Board reviewed the December 2017 Monthly Statistical Report, the December 2017 Political Party Report, and the January 10, 2018 Public Candidate List for the 2018 Gubernatorial Elections.

Election Director's Report

The Board reviewed the December 2017 Election Director's Report and discussed the following:

- **Administration**

During the month of December interviews were held to fill six vacant Temporary Office Associate positions for the Election Workers Division starting on January 11, 2018. In preparation for the June 2018 Gubernatorial Primary Election, the interview process will be on-going throughout the next several months to fill the Temporary Office Associate positions for the Voter Registration Division, Absentee Voting Division, and Voting System Division. The Division has been reviewing resumes, interviewing candidates, and the on-boarding new hires, including orientation, setting up PC access and MDVOTERS accounts, and issuing County badges.

The candidate filing process is on-going. During the month of January, candidates will receive several reminders by email, phone, and postcard to file their 2017 Financial Disclosure Statements prior to the February 27, 2018 Candidate Filing Deadline.

- **Absentee Voting Division**

The Absentee Division processed 1,263 applications for the 2018 Gubernatorial Elections, 790 for the Primary Election and 473 for the General Election. In December, 39 voters were inactivated, for a total of 15,190 in 2017. The Division updated the batch cover sheets for the 2018 Gubernatorial Elections and has prepared 800 canvassing folders. The folders will hold approximately 20,000 absentee ballots. The Division also received an Electronic Registration Information Center (ERIC) report with 11,783 records to review by January 31, 2018.

- **Election Worker Division**

The Division reviewed and edited chapters 1 through 4 of the 2018 Election Judges' Manual. As the State Board of Elections (SBE) posts additional chapters to the Election Judges' Manual on the online library, the Division will review and update the 2018 Election Judges' Manual. The Division also received 465 Election Judge Applications for a total to 1,404 Election Judges. The Division will begin sending text message reminders and making phone calls to approximately 900 Election Judges who served in previous elections who have not returned their 2018 Election Judge Application.

- **Voter Outreach Division**

The Division created a Smartsheet to track Voter Outreach events and participation statistics and has been in contact with the Board of Education regarding conducting Student Government Association elections as part of the Kids Vote Program, in addition to scheduling Voter Registration and Election Judge Recruitment events at the Anne Arundel County High Schools. The Division scheduled an outreach event at the Severna Park Elephant Club on February 15th at 7:15 p.m.

- **Voter Registration Division**

The Voter Registration Division processed a total of 91 batches of OLVRs, 2,109 pieces of mail, updated 446 Party Affiliations, and mailed 6,058 Voter Notification Cards. The Division also completed year-end data quality checks, the Critical Data Monthly Audit for the Howard County Board of Elections, a Department of Health and Mental Hygiene Deceased Voters Report and an Administrative Officer of the Courts Potentially Identified Felons Report.

- **Voting System and Polling Place Division**

- **Electronic Pollbooks:**

- The Division conducted beta testing on the latest version of the Electronic Pollbook software and is preparing for the 2018 Mock Election testing scheduled to begin on January 16, 2018.

Voting System:

The Division received 31 new Voting System Transport Carts, reimaged the SWEMS network server and CN workstations to improve performance when harvesting memory sticks on Election Night, and attended a ballot duplication hardware and software demonstration conducted by Runbeck Election Services. The Division has also attended training for the new SBE eEquip inventory systems and submitted a response to an SBE Ballot Stub survey.

Polling Place:

The Division completed polling place changes and early voting site updates in MDVOTERS, contacted the Anne Arundel County Public School Planning, Design and Construction Division regarding on-going school construction projects that may affect polling places in 2018, and finalizing the polling place list for the 2018 Gubernatorial Elections.

Polling Place Supply:

The Division updated and labeled supply envelopes for the 2018 Gubernatorial Election Polling Place supplies, created Election Judge training class supplies, and updated the process for collecting and storing Voter Authority Cards (VACs) on Election Day by implementing the use of an expanding folder with sections labeled for each hour of the day. Following Election Day, having the VACs stored by hour will streamline the polling place reconciliation process. The Division also inspected and cleaned the polling place signage stored in the voting unit transfer carts.

IT/Website:

All workstations received Windows updates released on December 19, 2017. The IT Division is working with OIT to coordinate Windows updates for January 2018 and communicates with the Anne Arundel County Office of Information Technology regarding Multi-State Information Sharing and Analysis Center bulletins and updates. The Division also installed new Dymo Label Printers for the Absentee, Election Workers, Voter Registration, and Voting System Divisions.

Board Attorney's Report

There was no Board Attorney's Report to present at this time.

Old Business

Mr. Torre and Mr. Garreis will attend an Annapolis City Council work session to debrief the Mayor and City Council on the conduct of the 2017 City of Annapolis elections. The Board received a copy of the Anne Arundel County Board of Elections Bylaws.

New Business

The Board discussed two proposed 2018 Gubernatorial Election polling place changes:

- District 06 – Precinct 006: Tyler Heights Elementary School is unavailable to serve as a polling place due to construction. The precinct will be moved to the Roger “Pip” Moyer Recreation Center. The change will effect 1,249 registered voters.
- District 07 – Precinct 005: Edgewater Elementary School is unavailable to serve as a polling place due to construction. The precinct will be moved to South River High School and will create a double polling place. The change will effect 3,474 registered voters.

Mrs. Yarema made a motion to approve changing the polling place for precinct 06-006 from Tyler Heights Elementary School to the Roger “Pip” Moyer Recreation Center and to approve changing the polling place for precinct 07-005 from Edgewater Elementary School to South River High School for the 2018 Gubernatorial Elections. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

The Board reviewed the following legislation:

- Senate Bill 49 Anne Arundel County Board of Elections – Salary;
- House Bill 53 Election Law – Private Loan to Campaign Finance Entity of Candidate – Prohibited
- House Bill 63 Elections – Ballots – Random Ordering of Names

The Board reviewed Proposed FY19 Budget Summary Report. The Board of Elections is requesting \$5,186,495 in FY19. In FY18, the Board of Elections received \$4,832,500. The increase in funding is due to higher costs to produce specimen ballots county-wide for the General Election, compensation for Election Judges and canvassers for the General Election, and increases in state personnel costs. After discussion, Mrs. Ellis-Johnson made a motion to approve the FY19 Budget request as proposed. Mrs. Yarema seconded the motion and the motion passed unanimously.

The Board discussed the inclement weather policy and the 2018 Maryland Association of Election Officials conference. The Board reviewed the 2016 Presidential Election – Election Judge Party Stats Report and discussed strategies for recruiting more Election Judges for the 2018 Gubernatorial Elections, in particular Republican Election Judges. The Board would like to have more bipartisan representation at each of the polling places on Election Day.

Closed Session

Mrs. Brenda Yarema made a motion for a closed session in order to protect the privacy or reputation of individuals concerning a matter not related to public business; and to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public

disclosures about a particular proceeding or matter. Mr. John Ensor seconded the motion, and the motion passed unanimously. The closed session began at 10:20 A.M. The closed session adjourned at 10:30 A.M.

February Board Meeting Date

The next meeting of the Anne Arundel County Board of Elections will be held on February 8, 2018 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, Maryland 21060.

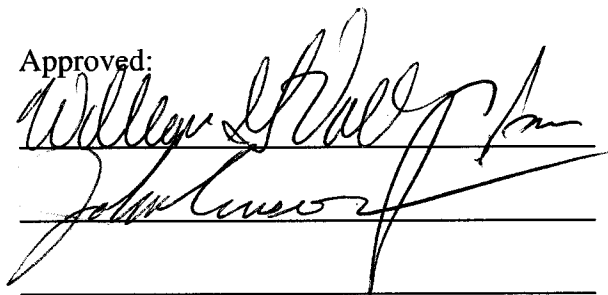
Adjournment

Mrs. Graham made a motion to adjourn the meeting. Mrs. A. Ellis-Johnson seconded the motion and the motion passed unanimously.

Respectfully submitted,

Maria Herndon
Recording Secretary

Approved:



Two handwritten signatures are present. The first signature, 'Willem Staley', is written in cursive and is positioned above a horizontal line. The second signature, 'John Ensor', is also in cursive and is positioned below the first signature, also above a horizontal line.

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