

September 13, 2018

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

Attendees: Brenda Yarema, Board Secretary
 Laura Graham, Board Member
 Tryphena Ellis-Johnson, Board Member
 James Praley, Board Attorney
 Joseph A. Torre III, Director
 David Garreis, Deputy Director
 Sharon Thomas, Recording Secretary

Absent: William Voelp, Board President
 Jack Ensor, Board Vice President

Declaration of a Quorum Present

After establishing the presence of a quorum, Mrs. Yarema called the meeting to order at 8:40 A.M.

Approval of Board Meeting Minutes

Mrs. Ellis-Johnson made a motion to approve the minutes of the July 6, 2018 Board Meeting. Mrs. Graham seconded the motion and the motion passed unanimously.

Approval of Cancelled Meeting Notice

Mrs. Graham made a motion to accept the August 9, 2018 Cancelled Meeting Notice. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Additions to the Agenda

The Board reviewed the July and August 2018 Monthly Statistical Report and the July and August 2018 Political Party Report.

Election Director's Report

The Board reviewed the July and August 2018 Election Director's Report and discussed the following:

- **Administration**

In July, the Division conducted Post-Election Lessons Learned Meetings with each division to evaluate the performance of their teams during the 2018 Gubernatorial Primary Election and plan for how to conduct similar projects during the 2018 General Election more efficiently. The Division also submitted several 2018 Gubernatorial Primary Election audits to the Maryland State Board of Elections (SBE), including the Absentee and Provisional Ballot Audit, Voting System Verification Audit, Ballot Accounting Certificates from all polling places, and Polling Place Evaluations conducted by Election Field Support on Election Day and during Early Voting.

In August, the Division attended online cybersecurity training conducted by the Center for Technology and Civic Life with members of the Voting System and IT Divisions. The Division also prepared Year-end reports for FY18 and drafted the 2018 Gubernatorial General Election Specimen Ballots.

- **Absentee Voting Division**

In July, the Division updated 1,930 absentee voting records in MDVOTERS from received to accepted for the 2018 Gubernatorial Primary Election. The Division also assisted the Baltimore County Board of Elections with completing a hand-recount of election results for the Democratic County Executive contest. The Division also received and completed an Electronic Registration Information Center (ERIC) Report containing 7,757 voter records and returned it to SBE.

In August, the Division prepared the 3,305 absentee ballot applications on file for the first mailing of absentee ballots for the Gubernatorial General Election scheduled on September 13, 2018 by completing data quality checks. The Division also completed two petitions for candidates to appear on the 2018 Gubernatorial General Election Ballot and assisted the Frederick County Board of Elections with completing a charter amendment petition. The Division received and completed an August ERIC report containing 5,979 voter records and returned it to SBE.

- **Election Worker Division**

On July 23rd, the Division submitted the Election Judge Payroll for the Early Voting Election Judges to the Anne Arundel County Office of Personnel and the Election Day Election Judge Payroll to the Anne Arundel County Office of Finance. The payroll for the Early Voting Election Judges totaled \$243,175 and the payroll for the Election Day Election Judges totaled \$342,900, for a total Election Judge payroll of \$586,075 for the Gubernatorial Primary Election.

In August, the Division sent a reminder to all Election Judges about serving in the General Election, began scheduling refresher training for Chief Judges and Provisional Ballot Judges, and began hiring new Election Judges to fill vacant positions. As of August 31st, 2,226 Election Judges were scheduled to fill 2,489 Election Judge positions on Election Day and 285 Chief Judges and Provisional Ballot Judges had attended a refresher training class.

- **Voter Outreach Division**

The Voter Outreach Division has maintained the Board of Elections social media accounts and will be contacting Anne Arundel County High Schools in order to conduct Voter Registration and Election Judge Recruitment presentations before the October 16th Voter Registration Deadline. The Division was contacted by the Washington Adventist University and the Rockbridge Academy about conducting Voter Registration Volunteer Training and Election Judge Recruitment presentations. The Division is scheduled to conduct Voter Registration and Election Judge Recruitment at the Kunta Kinte Festival on September 29th in Annapolis.

The Division conducted the following outreach events:

- August 7th: Voter Registration and Election Judge Recruitment at the National Night Out in Severna Park; and
- Five Voter Registration Volunteer Training Classes at the Anne Arundel County Board of Elections for six total voters.

- **Voter Registration Division**

In July, the Division processed 166 batches of online voter registration (OLVR) applications, 999 pieces of mail, 1,271 party affiliation changes, and mailed 3,138 voter notification cards. The Division completed a Critical Monthly Audit Data Quality Check for Baltimore County, processed a Department of Health and Mental Hygiene Deceased Report, and completed an Administrative Office of the Courts Potentially Identified Felon Report.

In August, the Division processed 382 batches of OLVR applications, 1,779 pieces of mail, 1,092 party affiliation changes, and mailed 13,560 voter notification cards. The Division completed a Critical Monthly Audit Data Quality Check for Montgomery County, processed a Department of Health and Mental Hygiene Deceased Report, and completed an Administrative Office of the Courts Potentially Identified Felon Report.

- **Voting System and Polling Place Division**

Electronic Pollbooks:

In July, the Division prepared for the Post-Election Maintenance (PEM) of the Electronic Pollbooks (EPBs) by inventorying the EPBs and peripheral equipment.

In August, the Division conducted PEM on the EPBs, tested all peripheral equipment, and packed the EPB Supply Bags for the General Election. The Division also completed a test of the compact flash card uploading process with SBE.

Voting System:

In July, the Division updated the master copies of Early Voting and Election Day digital forms in preparation for the General Election and prepared for the PEM of the Voting System.

In August, the Division conducted the Voting System PEM on all DS200 scanning units, DS850 High Speed Scanners, and Ballot Marking Devices, reformatted the memory sticks used in the Primary Election in preparation for the General Election, and participated in two table-top exercises geared toward preparing election officials for worst-case scenarios during an Election. The Division also completed ballot proofing for the 2018 General Election Ballots and will submit a ballot order to SBE.

Polling Place:

In July, the Division updated polling place diagrams based on feedback from the Election Judges and polling place layout photos taken by Election Field Support during the Primary Election, registered with Apple's Device Enrollment Program in order to manage the Board of Elections inventory of iPhones and iPads more efficiently.

The Board discussed the MVA issue affecting approximately 16,000 Maryland voters statewide. SBE has created a work group comprised of highly-skilled Voter Registration specialists to evaluate and update voter records as needed based on the MVA records.

New Business

The Board reviewed the update 2018 Board of Elections Calendar of Events. The Board of Canvassers will be sworn-in for the 2018 Gubernatorial General Election on Thursday, October 18th. The Board will also conduct the Public Demonstration of the Voting System and the Early Voting and Election Day Supply Verification on October 18th as well.

Mr. Garreis updated the Board that as of September 13th 3,764 absentee ballots have been requested. The Board also reviewed the 2018 Gubernatorial General Election Judge Statistics report, as of September 12, 2018 and a draft copy of the 2018 Gubernatorial General Election Official Specimen Ballot. The Specimen Ballots are scheduled to be mailed on September 25, 2018.

Mrs. Graham discussed the permissibility of hosting a party supporting Tim Walters, a House of Delegates candidate Legislative District 32 prior to Election Day. Mr. Praley said while this is permissible for an Election Board member, should Mr. Walters contest require a post-election recount, Mrs. Graham would need to recuse herself, and the Board of Canvassers could potentially risk not having a quorum.

October Board Meeting Date

The next Board Meeting will be held on October 18, 2018 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, MD 21060.

Adjournment


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


Respectfully submitted,




Sharon Thomas
Recording Secretary

Approved:







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

