

March 8, 2018

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

Attendees:

William Voelp, Board President
John Ensor, Board Vice President
Laura Graham, Board Member
James Praley, Board Attorney
Joseph A. Torre III, Director
David Garreis, Deputy Director
Alia Hachil, Recording Secretary

Participated via Conference Call:

Brenda Yarema, Board Secretary
Tryphina A. Ellis-Johnson, Board Member

Declaration of a Quorum Present

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

Approval of Board Meeting Minutes

Mr. Ensor made a motion to approve the minutes of the February 8, 2018 Board Meeting. Mrs. Graham seconded the motion and the motion passed unanimously.

Additions to the Agenda

The Board reviewed the February 2018 Monthly Statistical Report, the February 2018 Political Party Report, and a courtesy reminder to file their 2017 Financial Disclosure Statement by April 30, 2018.

Election Director's Report

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

- **Administration**

The Administrative Division has successfully completed the Candidate Filing process for the 2018 Gubernatorial Primary Election. The Candidate Filing deadline was Tuesday, February 27th and 96 candidates filed for office at the Board of Elections.

The Request for Proposal (RFP) for the 2018 Election Judge Manuals was awarded to Ed Early Printing. The RFP for the 2018 Primary Election and General Election Specimen Ballot has been completed and will be released by the Anne Arundel County Procurement Division.

The Division met with Raymond Hanna, Protective Security Advisor, Department of Homeland Security (DHS), on February 12th to conduct a DHS Physical Security Facility

Assessment. The Board of Elections will work with the County to improve the physical security of the Board of Elections office based on the results of the assessment.

- **Absentee Voting Division**

The Absentee Voting Division processed 1,547 absentee ballot applications for the 2018 Gubernatorial Elections, including 929 for the Primary Election and 618 for the General Election. The Division also inactivated 1,420 voters.

- **Election Worker Division**

The Election Worker Division is continuing to conduct the Train-the-Trainer program for the Gubernatorial Primary Election and Early Voting. The Election Judge trainers will begin Election Judge training classes on March 26th.

The Division received 1,977 Election Judge applications for the 2018 Gubernatorial Elections and continues outreach efforts to Election Judges who served in 2016 Presidential Election that have not returned their 2018 Election Judge Application. The Division has also mailed Election Judge Recruitment Brochures in order to recruit additional Election Judges.

- **Voter Outreach Division**

The Division has the following outreach events scheduled:

- Voter Registration Volunteer Training Class for the Democratic Women's Organization on March 1st at the Anne Arundel County Board of Elections;
- Voter Registration and Election Judge Recruitment for the National Coalition of 100 Black Women on March 3rd at the Pasadena Police Station;
- Voter Registration Drive and Election Judge Recruitment at Broadneck High School on March 7th;
- Voter Registration and Election Judge Recruitment at Southern High School on March 8th;
- Voter Registration and Election Judge Recruitment at Severna Park High School on March 12th;
- Voter Registration and Election Judge Recruitment at South River High School on April 5th;
- Voter Registration Volunteer Training for representatives of the Democratic Central Committee on April 5th at the Village of Waugh Chapel; and
- Voter Registration and Election Judge Recruitment at Chesapeake High School on April 8th.

- **Voter Registration Division**

The Voter Registration Division processed 90 batches of Online Voter Registration Applications, 1,273 pieces of mail, completed 318 Party Affiliations changes, and mailed 13,389 Voter Notification Cards. The Division also completed the Critical Data Monthly Audit for the Howard County Board of Elections, and processed a Department of Health and Mental Hygiene Deceased Voters Report.

- **Voting System and Polling Place Division**

Electronic Pollbooks:

The Division conducted additional electronic pollbook (EPB) software testing at the request of the Maryland State Board of Elections (SBE).

Voting System:

The Polling Place List and Contest List have been proofed in preparation for ballot proofing and ElectionWare set up. Three members of the Voting Systems teamed assisted SBE staff at the state warehouse with acceptance testing new voting equipment ordered by the local boards of elections in preparation for the 2018 Gubernatorial Elections.

Polling Place:

The Division completed scaled versions of polling place layout maps for new and unconsolidated polling places, as well as "No Electioneering Zone" maps. The Division is creating special signs for voters whose polling place relocated to a new location and directional signs for voters at polling places that contain multiple precincts at one location. The Division attended a meeting with the Americans with Disabilities Act (ADA) County Liaisons to discuss the ongoing countywide ADA review. Precinct boundary maps and legal descriptions for each precinct in the County were shared with the Maryland Department of Planning in preparation for the Voting District Project for the 2020 Census Redistricting Program.

The Division completed Polling Place Surveys at St. Mark's United Methodist Church in order to relocate District 01 - Precinct 006 Fire Station #21 and the Fort Smallwood Elementary School Gym in order to relocate District 03 - Precinct 019 VFW Post #2462.

Polling Place Supply:

The Polling Place Supply Division assisted the Election Workers Division with edits to the Early Voting Election Judge Manual, forms, and signs. The Election Day Step by Step Guides for the Scanning Units, Ballot Marking Devices, and EPBs have been revised, proofed, and printed.

IT/Website:

The secure Election Judge Training Module went live on the Board of Elections website. The training module will provide Election Judges with a one-stop

resource for online training materials.

The Division coordinated with the County Office of Information Technology (OIT) to install the February 20th Windows patch, conducted the February Monthly Computer Assessment Audit with the SBE Regional Manager, and installed Citrix Receiver ver. 4.10 on all PCs in the office. A new firewall was installed at the Board of Elections office by the County on February 22nd.

The Division also emailed all Multi-State Information Sharing and Analysis Center notices to County OIT.

Board Attorney's Report

There was no Board Attorney's Report to present for March.

Old Business

The Board reviewed the 2018 Gubernatorial Primary Election Judge Hiring Statistics as of March 7, 2018. Of the 2,475 Election Judges required for the 2018 Primary Election, 1,989 Election Judges have been hired. There are currently 477 vacant Election Judge positions.

Mr. Garreis reviewed recruitment plans to fill the vacant positions with the Board of Elections, including: mailing "Be An Election Judge" brochures to 77,000 registered voters, attending voter outreach events, posting on social media, and mailing a "Be An Election Judge" Application with each new Voter Notification Card.

The Board also reviewed the copy of Public Candidate List for Board of Education in Districts: 1, 4, 5 and 7.

Mr. Torre informed the Board the FY19 Budget Review Meeting with the County Executive is scheduled on March 26th at 4:00 P.M.

New Business

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

- District 03 – Precinct 019: VFW Post #2462 declined to use their facility as a polling place in 2018. The precinct must be moved to Fort Smallwood Elementary. The change will effect 1,987 registered voters.
- District 01 – Precinct 006: Anne Arundel Fire Station #21 is undergoing renovations and will be unavailable. The precinct must be moved to St. Mark's United Methodist Church. The change will effect 2,221 registered voters.

Mrs. Yarema made a motion to approve relocating the following precincts:

- District 03 – Precinct 019 VFW Post #2462 to Fort Smallwood Elementary.

- District 01 – Precinct 006 Anne Arundel Fire Station #21 to St. Mark’s United Methodist Church.

Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously. New voter notification cards will be mailed to all voters effected by the changes once the changes have been completed in MDVOTERS.

Closed Session

Mrs. Ellis-Johnson 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. Ensor seconded the motion, and the motion passed unanimously. The closed session began at 9:07 A.M. The closed session adjourned at 9:15 A.M.


April Board Meeting Date

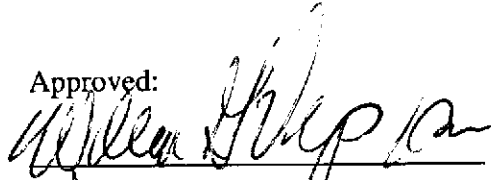
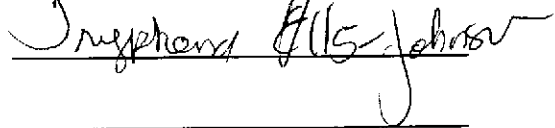
The next Board Meeting will be held on April 12, 2018 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Dr. Glen Burnie, MD 21060.

Adjournment

Mr. Ensor made a motion to adjourn the meeting. Mrs. Graham seconded the motion and the motion passed unanimously. The meeting adjourned at 9:15 A.M.

Respectfully submitted,


 Alia Hachil
 Recording Secretary

Approved:



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