

May 10, 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
 Laura Graham, Board Member
 Tryphena Ellis-Johnson, Board Member
 James Praley, Board Attorney
 Joseph A. Torre III, Director
 David Garreis, Deputy Director
 Alia Hachil, Recording Secretary

Absent: Jack Ensor, Board Vice President

Declaration of a Quorum Present

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

Approval of Board Meeting Minutes

Mrs. Graham made a motion to approve the minutes of the April 12, 2018 Board Meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously.

Additions to the Agenda

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

Election Director's Report

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

- **Administration**
 The Administrative Division drafted the 2018 Gubernatorial Primary Election Specimen Ballots and provided the content to the printer. The first set of voter registration information was provided to the printer on May 11th and the final specimen ballots will be shipped to USPS on May 31st. The Division also arranged to print backup paper Precinct Registers and Street Files Reports for all of the polling places on Election Day.
- **Absentee Voting Division**
 The Absentee Voting Division accepted 980 absentee ballot applications for the 2018 Gubernatorial Primary Election and 985 absentee ballot applications for the Gubernatorial General Election, including 248 applications from the Nursing Home and Assisted Living Facility Absentee Voting program. The Division has trained representatives for the Nursing Home and Assisted Living Facilities program who will conduct onsite visits to facilities with more than 50 beds.

- **Election Worker Division**

The Election Worker Division emailed the April 2018 Election Worker Newsletter to the Election Judges. The Election Worker District Coordinators are continuing to schedule Election Judge training, confirm assignments, and recruit new Election Judges. To date, the Division has assigned 169 of the 191 Election Judges needed for Early Voting and assigned 2,244 of the 2,480 Election Judges needed for Election Day and trained 1,502 Election Judges. Additionally, the Division has 127 Election Judge Applications submitted for 236 vacant Election Judge positions. In preparation for the Election Judge payroll process, the Division is also verifying that the Election Judges' addresses in the Enterprise One payroll system are correct.

- **Voter Outreach Division**

The Voter Outreach Division conducted the following outreach events:

- Voter Registration Drive and Election Judge Recruitment at South River High School on April 5th;
- Voter Registration Volunteer Training Class for the Anne Arundel County Democratic Central Committee on April 5th;
- Voter Registration Volunteer Training Class for the residents of Odenton Community on April 7th;
- Voter Registration Volunteer Training Class for Women Indivisible Strong Effective -WISE on April 9th at Anne Arundel Community College;
- Voter Registration Volunteer Training Class for the Alpha Kappa Alpha Sorority on April 13th;
- Voter Registration Volunteer Training Class for staff of the Police and Correctional Training Commissioners on April 17th;
- Voter Registration Drive and Election Judge Recruitment at Chesapeake High School on April 18th; and
- Voter Registration Drive and Election Judge Recruitment at St. Mark's United Methodist Church on April 21st.

- **Voter Registration Division**

The Voter Registration Division processed 117 batches of Online Voter Registration Applications, 1,604 pieces of mail, completed 420 Party Affiliation changes, mailed 4,986 Voter Notification Cards and 1,501 Address Change Notices. The Critical Data Monthly Audit for the Howard County Board of Elections was completed and a Department of Health and Mental Hygiene Deceased Voters Report was processed.

- **Voting System and Polling Place Division**

Electronic Pollbooks:

The Division formatted all of the compact flash cards in inventory and completed the Electronic Pollbook (EPB) software upgrade, and calibrated the EPB touchscreens.

Voting System:

The Division attended the DS850 refresher training conducted by Election Systems & Software (ES&S), completed statewide testing conducted on the EXP Utility on both the Certified Network and Election Night Reporting Network. The integrity reports for the Ballot Marking Devices and Scanning Units for Early Voting were created. The Division also participated in the Department of Homeland Security Protective Measures Awareness Online Training.

Polling Place:

The Division updated all polling place Visio maps to include the two foot privacy zone around the ballot scanner and updated all 'No Electioneering Zone' maps. The Division also completed the final proof of the 2018 County Polling Place map and sent it to the printer.

The Division proofed the ballot styles in MDVOTERS, updated and reformatted the Transportation Guide, revised the Site Security Plans for the 2018 Early Voting sites and submitted the plans to the Maryland State Board of Elections (SBE). The Division also revised and updated the Anne Arundel County Board of Elections Disaster Recovery Plan and submitted the plan to SBE. The Division programmed the iPhones, iPads, and Election Judge cellphones for Early Voting and Election Day, and has coordinated with SBE to transfer the main Board of Elections phone number to the 2018 SBE Election Call Center starting on June 4th.

The Division also worked with County GIS to compare the MDVOTERS street file records and GeoCortex Street Files. Based on the comparison, the Division updated street and address ranges and polling place assignments in MDVOTERS.

Polling Place Supply:

The Division completed the post-election verification of the voting booths, assisted with ballot proofing, packed the Election Day and Early Voting Transfer Carts, Provisional Voting Booths, No Electioneering Zone Signs, Voter Parking Signs, Voter Parking Van Accessible Signs, ADA leg adapter kits, and the Privacy Sleeve boxes.

The Division also attended an ElectionWare training with ES&S, and an eEquip Inventory Management System training at SBE. The Division has started to inventory state assets including the voting system and peripheral supplies using the eEquip Inventory application.

- **Information Technology and Website:**

The Division provided all Multi-State Information Sharing and Analysis Center notifications to the Office of Information Technology. The notifications include malicious IP addresses identified as having threat elements to the network security.

New patches were installed on all office computers on April 13th. The Division is also working with the County webmaster to ensure the website SSL certificate is updated before July 2018.

Board Attorney's Report

There was no Board Attorney's Report to present for May. Mr. Praley noted that pre-election conference calls with Board Attorneys, SBE, and the Maryland Attorney General's office would begin on May 23rd.

Old Business

The Board reviewed a copy of the 2018 Calendar of Board Meetings and Events. The Board also reviewed a copy of the 2018 Gubernatorial Primary Election Judge Hiring Statistics as of May 9, 2018. The Division hired 2,277 Election Judges to fill 2,474 Election Day positions in Anne Arundel County and hired 178 Election Judges to fill 186 Early Voting positions. The Division has trained 1,883 Election Judges.

The Board reviewed and discussed a letter addressed to candidates for office from Christopher Phipps, Director, Anne Arundel County Department of Public Works and Philip Hager, Anne Arundel County Planning and Zoning Officer, regarding County regulations applicable to campaign signs. The Board also received sample copies of the 2018 Primary Election specimen ballots, the 2018 Gubernatorial Primary Election Polling Place List in Alphabetical Order, and the 2018 Gubernatorial Primary Election Polling Place List in District-Precinct Order.

Mr. Torre and Mr. Garreis reviewed and discussed election legislation from the 2018 Legislative Summary with the Board.

New Business

The Board reviewed the Voting Supplies Checklists for Early Voting and Election Day and discussed the process for conducting the Voting Supplies Certification for Early Voting and Election Day.

June Board Meeting Date

The next Board Meeting will be held on June 7, 2018 at 8:30 A.M., at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, MD 21060

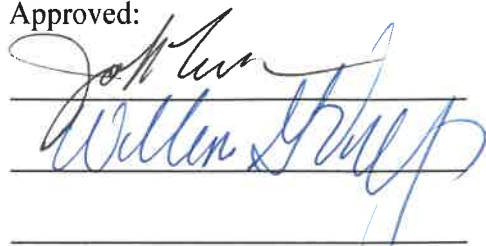
Adjournment

Mrs. Yarema made a motion to adjourn the meeting. Mrs. Ellis-Johnson seconded the motion and the motion passed unanimously. The meeting adjourned at 10:00 A.M.

Respectfully submitted,

Alia Hachil
Recording Secretary

Approved:



William G. King

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