

# Connect 24



Communicate Participate

Collaborate

Volume 1 Issue 6

December, 2017

# **Biennial Briefing**

towards reducing and preventing. Something as simple as keeping your desk clear of clutter and critical documents when you're away can reduce the possibility of security violations. Mr. Newkirk then spoke about Disaster Recovery and Business Continuity. He touched on preparing a continuity

plan, then testing and rehearsing

that plan.

Next to speak was the very engaging and entertaining Matt Masterson, chairman of the Election Assistance Commission (EAC). He also spoke on the importance of having a Cyber Incidence Response and Recovery Plan (see a trend here?). Mr. Masterson pointed out that elections – the software, hardware, and people have been designated as Critical Infrastructure, and are part of the Government Facilities Sector. Yes, we and our work are vital to the country. He listed some of the various resources available to every state, county and election office through the EAC (eac.gov). They include security checklists, training

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and planning information, and various toolkits.

The next presentation was Be In**spired**. Kathryn Summers and Amy Pointer from the University of Baltimore presented some interesting information on literacy levels in Maryland, and creating more "readable" documents. Something we all may not be aware of is that 3.5 million adults in Maryland (43%) read at a basic or below standard level, and that 1/3 of adults in Maryland have a hard time seeing. This should be taken into consideration when creating documents the general public will be using.

Continued on the next page.

Although this year's SBE Biennial Meeting was separate from the MAEO Conference, it was no less critical, the topics no less useful than in years past. There is so much knowledge that election staff must absorb, and re-absorb, prior to every cycle, that meetings like this and the annual conference are vital components to the preparation for the next election. For those not in attendance, we've summarized the sessions and the topics covered.

First up was **Be Secure**, presented by Robert Sangster of The Canton Group and Glen Newkirk from InfoSENTRY Services. It was encouraging to know that, currently, Marvland's election infrastructure is one of the most secure in the nation. Mr. Sangster covered cybersecurity. He reviewed the current work being done to maintain Maryland's cybersecurity, such as monthly meetings to examine security issues and ongoing reviews of security logs. Mr. Sangster also reported on some of the threats and vulnerabilities we can all work

# **Biennial Briefing cont'd**

Some low literacy behaviors include:

- Reading every word slowly
- Acting on every word
- Interpreting words literally
- Skipping words, sentences, or paragraphs
- Getting distracted
- Stopping before important information is reached

Some suggestions for improving the readability of documents include:

- Keep text minimal and large
- Use visual hierarchy and white space to show relationships and flow
- Do not rely on working memory (i.e. Readers may not remember from paragraph to paragraph, or even sentence to sentence, what they have read)
- Spell out phrases (i.e. BMD should be Ballot Marking Device)
- Make words simpler (i.e. use "look over" instead of "review")
- When working in Microsoft Word, the presenters suggested the following formatting tips:
- Titles, subtitles and totals should be the heaviest visu-

ally

- Consistent and generous margins
- Implement tables, cell outlining, cell shading, and tabs (right aligned with underline leader)
- Use paragraph formatting, horizontal lines, and use color

The last segment of the Biennial Conference was *What's New*2018. Linda Lamone discussed items that would be decided upon at the next SBE Board Meeting, and went over a list of mandatory and optional actions regarding privacy at the Scanning Unit. A memo detailing these actions was sent prior to the Biennial Meeting.

Erin Perrone then went over upcoming deadlines for 2018, including some information on the January PPTP. The PPTP (Pre-Primary Testing Program) is scheduled to be held from January 16, 2018 to January 19, 2018. The objective is to brush up on election procedures, voting equipment/pollbook forms, and updates. It will be a "mini" election, including early voting, election day, election night reporting, 100% verification, and canvassing. L&A of the training equipment should be completed by the end



The staff of Washington County enjoying the festivities at the Biennial Conference.

of December. SBE will determine precincts, unless LBE's have a preference and let SBE know ASAP. There will be daily activity sheets, supplies, equipment documentation and a hour by hour schedule. SBE should have the data to LBE's in December.

Some of the topics covered are available, including Mr. Sangster's cybersecurity slides and the What's New document, in the Online Library under LBE Resources – 2017 Biennial Meeting.

As always, there is value in these types of state-wide gatherings.

Meeting peers, sharing information and reinforcing our community always pay dividends. SBE, MAEO, we're all moving towards the same end zone.

-Ben Frey and Jessica Noranbrock

### **Maryland Early Voting...**

"If you can't be with the one you love,
love the one you're with!"

The 2016 Early Voting cycle began with the entire Maryland voting process embroiled in a good old fashioned brouhaha. A topic usually debated within the confines of your local grocery store, it surrounded that "age old question"...paper or plastic? Or in Maryland's election voting circles, the use of "paper" ballots versus the use of "plastic" encased electronic touch screens. Although this was NOT an issue exclusive to early voting, it was one that most definitely would be put to the test during the upcoming eight day early voting session of the 2016 Primary Election.

For the first time in more than a decade, Maryland voters would be casting their votes on paper ballots during a statewide election. Maryland voters had used paper ballots exclusively up until 2004, when the change was made to Diebold electronic touch screen voting machines. Unfortunately, it didn't take long for this new technology to begin to fall from favor. After just three short years of touch screen use, the General Assembly passed new legislation calling for a verifiable paper trail as for requirement all Maryland elections...something the Diebold equipment was illequipped to provide. Consequently, the purchase of machines that would both collect paper ballots, and tally the votes would be necessitated. The reversal back to paper ballots, however, would be almost a decade in the making.

Although a new and improved touch screen unit - the ES&S *ExpressVote* or *Ballot Marking Device*, aka the *BMD* - had been introduced as an alternative voting method, the vast majority of 2016 Early Voting and Election Day votes would still be



cast on paper ballots. All voted ballots were then scanned and tabulated by another new electronic device, the *DS200 Scanner*, also provid-

ed by ES&S. Clearly, electronic equipment was going to remain, at least in part, an important part of Maryland's voting process. This in the wake of a decision by Maryland elections officials to cancel the planned for, exclusive use of the BMD machines for early voting. The change was decided upon after elections officials realized that many primary contests might feature long lists of candidates that wouldn't all fit on one display screen. Consequently, some candidates, concerned that their name(s) might be overlooked, had threatened legal action if their name was going to end up on a second or third screen. "The fairest, most viable and reasonable solution is paper ballots," said Patrick J. Hogan, a former state senator who was vice chairman of the Maryland State Board of Elections. The board voted five to zero in favor of switching to paper ballots for early voting. A single BMD would still be made available at all early voting centers, statewide for use by special needs voters AND anyone who preferred casting their vote electronically. The die was cast, paper was back. So in spite of differing public opinion, the message to the voters regarding early voting's hoped for, continued success became..."If you can't be with the one you love, love the one you're with"!

Paper's return to prevalence, however, would not be without its own logistical challenges. One of the main tenets of Maryland's early voting philosophy was the ability for voters to vote anywhere within their registered jurisdiction, not just at their assigned district/precinct.

Continued on the next page

# Maryland Early Voting cont'd

Additionally, their vote could be cast at any Early Voting Center statewide, if the voter didn't mind voting only for statewide and national races. Subsequently, some of Maryland's voting jurisdictions would be required to stock literally dozens of different styles of paper ballots at all of their early voting centers. In Baltimore City, for instance, there were upwards of eighty plus ballot styles needed because of the number of city council and congressional district seats on the ballot. Thus it was incumbent upon every early voting election judge to insure the proper ballot was presented to each voter at every site. The BMD would have been preferred for early voting as it could easily store all of the various ballot styles...but it was not to be. In Maryland, paper was once again KING!

Craig Booth, Baltimore County



Coming next issue:

Early Voting...the lessons learned from the 2016 Presidential General Election!

# Yes, Virginia & Maryland extend past Allegany County

Ahhh....Garrett County (can you hear banjoes yet?). With over 647 square miles, it is the second largest county in Maryland. With such a large land mass, Garrett County is ironically the third least -populated county. It also has the distinction of having the least amount of population per square mile. We also get to experience all four seasons, although as you know, the winter season here sometimes spans six months of the year. Now that we have blown your mind with these tidbits- Onward and upward...

Garrett County is home to Deep

Creek Lake, Maryland's largest freshwater body of water. If you've ever ventured up through the mountains, you know this area is famous for activities like boating, camping, skiing, snowboarding, and hiking at several nearby state parks. Speaking of mountains, Backbone Mountain is the tallest one in Maryland, with an elevation of 3360 feet.

Oakland is the County Seat and home to the annual Autumn Glory Festival. This occurs right as the leaves begin to change and show their beautiful hues of orange, yellow, and red. The Festi-



Backbone Mountain (left side); looking farther is part of West Virginia.

val is a five-day celebration, with events like antique and craft shows, dinners, concerts, band competitions, art exhibits, fireman's parade, and a Main Fea-

Continued on the next page

### **Garrett County cont'd**

ture Parade.

Garrett County has approximately 20,000 registered voters. There are two Early Voting sites - one at the northern and one at southern part of the county, not because of the number of voters (obviously), but because of the distance between those parts of the county. There are 19 precincts. Much to the dismay of SBE's Street Files Department, we have three towns with the same zip code (and some streets with the same names). About half of our voters reside in these three towns, which are within a fivemile radius of Oakland and contain seven precincts. Our smallest precinct is called 'The Elbow,' with a massive 100 registered voters.

Managing these 20,000 voters is our vast staff of three. Steve,

the Election Director attempts to guide his employees Chrissy (Election Supervisor) and Diana (Election Clerk). Our office is in a County Office Complex about two miles from Oakland. This complex is also home to our equipment warehouse. Our office is so small, our server is located in the restroom! (Don't ask where we have our desks).

During the 2012 Hurricane Sandy "incident" that dumped four feet of snow in Garrett County, our office was without power during early voting. While without power, Steve and the county tech ran the office with generators and Chrissy travelled down the mountain to Allegany County to process absentees (and to get a shower). About two days later when power was finally restored to Oakland, the office was temporarily relocated to the Garrett County Courthouse. Power was



Garrett's main office in Mountain Lake Park



Jennings Randolph Lake

restored to almost all Garrett
County residents within one
week. Keeping calm during this
fiasco earned Steve his Golden
Star, which you will find proudly
displayed on his desk.

Chrissy Sharpless, Garrett Co.

# **Member's Portal for MAEO Website**

The MAEO website (<a href="http://maeo.net/">http://maeo.net/</a>) has a password-protected Members Portal. If you haven't accessed it yet, please contact Amy Sullivan – <a href="https://example.com/410">(410) 809-6008</a>, Stephanie Taylor – <a href="https://example.com/410">(410) 218-6305</a> or Hassan Aslam – <a href="https://example.com/410">(410) 222-0449</a> for the password. In the portal, you'll find the MAEO Member Input Form. This is where to submit your ideas and questions for the MAEO Board and the various committees. What should MAEO be working on? Why can't MAEO have ----? What's the best way for MAEO to ----?

Fill in the form, ask the question, and set who it should go to. We will respond. Amy, Stephanie or Hassan can also make sure that the Input Smartsheet (the Suggestion Box) is shared with you so you can keep up with the suggestions.

### Wave of the Future??

For Caroline and Charles County, 2018 will see an introduction of the new E-Pollbook tablets. In usage, they will perform similar to the current pollbooks; however, in physical appearance, they couldn't look more different.

The tablet slides into a custom made metal pedestal which is secured with an additional bracket which holds the top into place, leaving very little (if any) wiggle room. The compartment is internally hardwired and connects

Tablets will be used for pre-primary testing in Charles & Caroline Co.

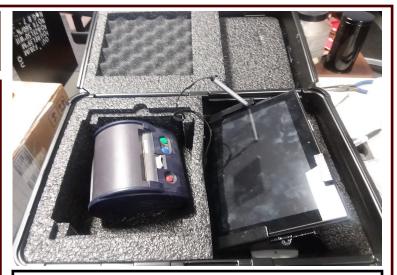
to the tablet via a USB plug. The internal portion of the tablet compartment contains two CF card slots as well as a smart card reader in the pedestal.

There will be three external USB slots on the pedestal, one for the

Seiko Printer, the second for a barcode scanner and the third to accommodate the ExpressPass printer, if needed. There is also an external Ethernet connection to maintain hardwired connectivity (SBE does not want to do wireless\Bluetooth connections, foreseeing that such a scenario would be a tech support nightmare).

The carrying case will house both the pollbook and the printer, which will certainly make packing and storing much more compliant. The new case weighs slightly more than the pollbook cases that we currently use, with the printer included.

The tablet will only recognize hardware that SBE approves, so no one can plug any random USB device into those external ports. The tablet will run the exact same EzRoster build as the EP5000, which works with the current Seiko printer. The launch screen will now have three button options: *Launch*, *Maintenance* and *Shutdown*. The tablets are built for Windows 10 instead of CE



The inside of the case will house both the printer and tablet.

(which runs on the current EPBs, but the difference is negligible).



Slots for the CF Card holder. The adapter will no longer be needed.

Charging the new EPB tablets will certainly differ from what we're accustomed to. The case doesn't contain an outlet to charge externally, so SBE is exploring the idea of ac-

quiring a multiple tablet charging cart which will allow anywhere from 20-40 tablets (depending on the model chosen) to be charged at a time.

Tracy Dickerson, Election Director for Charles County, is expected to receive 10 tablets for the initial shipment, with Caroline County receiving six and the State Board getting four. The remainder are not expected to arrive until March.

Shawn Larson, Baltimore City

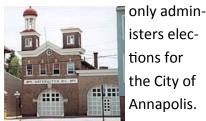


St. Mary's Co. will be using the newer Seiko model since the current one is no longer available. St. Mary's current inventory of printers will be distributed throughout the state to LBEs that need them.

### **Municipal Matters**

#### Big Fish....

Anne Arundel County has two municipalities, Annapolis and Highland Beach, but the LBE



the City of Annapolis. At approximately 8

square

**Water Witch Fire** Hall in Annapolis.

miles, Annapolis is small in size, but packed with history, buildings, and people! The county seat incorporated in 1708 and grew quickly and tremendously over the years. According to their official results posted online, the total number of registered voters in Annapolis on election day, November 7, 2017, was over 25,000.

#### .... Little Fish

On the opposite end of the



spectrum is Dorchester County. Within its 540 square miles, Dorchester County contains nine mu-

Old City Hall in Cambridge.

nicipalities; two of which

the LBE administers elections for, the City of Cambridge and How they compare...

of Hur- tion
,
<b>o</b>
Coun- oer
(

the Town of Hurlock. Cambridge, the county seat, formed in 1793, with Hurlock forming nearly 100 years later, in 1892. The most recent Municipal election was in Hurlock on Saturday, November 4, 2017.

Whether you're a "Big Fish" or "Little Fish" we all swim the same. We all have the same goals in mind...to administer successful elections. In order to accomplish this, we must do what has to be done, and "just keep swimming."

Jessica Noranbrock, Dorchester County

\*Information in this article was contributed by/obtained from the following sources:

Reider White, II (Anne Arundel Board of Elections)

msa.maryland.gov and https://www.annapolis.gov/420/Elections



### **Around the State**



#### Allegany - Samantha Logsdon

Following Mr. Newkirk's presentation on Disaster Recovery at the SBE Biennial Meeting, the Allegany County Board of Elections decided to conduct roundtable discussions pertaining to possible disaster scenarios that may occur at a polling place. After each monthly board meeting the staff will join the board members and director to discuss potential situations and offer possible solutions. We had our first discussion following the November board meeting. Our board president presented us with a particular scenario where we discussed how to provide safety for all the election judges on site, how to establish clear communication channels, and how to best resolve the situation in a timely manner. This exercise provided us with an opportunity to think outside the box and provided us with a well -thought-out plan if this situation should occur in the future. So far, this seems to be a fun, productive activity that will hopefully aid us in the future if a problem would present itself during the election cycle.

#### Calvert - Gail Hatfield

Big events are happening in Calvert County on the personal side of things! First, congratulations to Sarah Godwin, formerly known as Sarah Duval! That's right, Sarah tied the knot on September 30! We wish her and her husband Zach a wonderful journey, as they build their lives together.

Additional congratulations are in order for Gail Hatfield and Paula Bailey, both of whom will become Grandparents, with this being Paula's first! It gets better, both grandchildren will be girls and both are due on April 15th!

Lena Faye will be the name of Gail's first granddaughter (she currently has three grandsons). She plans to call her Lee Lee. Again, congratulations to Gail, Paula and Sarah. May the years ahead be filled with lasting joy.

#### **Garrett – Chrissy Sharpless**

Downtown Oakland has a festival on December 8-9 called "A Great Small Town Christmas." There is a tree lighting ceremony, sleigh rides, Santa, music, and more.

#### **Harford County— Sarah Mohan**

We'd just like to give a shout out to CTCL (Center for Technology and Civic Life) and their team. Kurt Sampsel and Whitney May trained us on effective methods for website design and social media engagement. They fine-tuned a lot of things we already had in motion and gave us ideas for bigger and better ones! One result is Harford County's mention in ElectionLine Weekly. <a href="http://www.electionline.org/index.php/2017/2326-electionlineweekly-october-19-2017">http://www.electionline.org/index.php/2017/2326-electionlineweekly-october-19-2017</a>

#### Somerset - Ben Frey

Diane Hinks (Election Supervisor) is retiring. Her last day was November 30th. (See larger article on page 11).

#### Worcester - Patti Jackson

Karen Timmons (Administrative Assistant) fell in August and broke her arm. She had to have surgery

to put in a and didn't end of Nocurrently in We missed

The MSRP

plemental

plate and screws, return until the vember. She is physical therapy. her!

(Maryland Sup-Retirement Plan)

Workshops we have been hosting for the past year will be taking a break. Our last workshop was November 20th but will return after the elections.

### Around the State (cont'd) with St. Mary's Brandi Underwood

I attended an Election Software Course that ES&S conducted on November 14th. The trainer was Sheldon Walter and Vicki Crosby was there as well, both from ES&S. This course went over ElectionWare, Election Reporting Manager (ERM), and EXP Utility. We started learning what each application was used for and then we simulated a "mock" election, so we could get some hands on experience. There were only 2 trainees in this course so it was very one-

on-one with the trainer and I feel I learned a great deal from it.

On November 24<sup>th</sup>, Leonardtown (St. Mary's County) hosted its annual Christmas on the Square and Annual Tree Lighting Celebration. Santa and Mrs. Clause were there. Sleigh rides and a live nativity all took place in this little historic town where small town and big crowds come together simply to enjoy this wonderful time of year. Happy Holidays from us here in St. Mary's County!





### **Washington Co. Cares**

On September 28th, as part of the United Way of Washington County's Day of Caring, Director Kaye Robucci and Deputy Director Barry Jackson helped out at a Habitat for Humanity project in Hagerstown. The house was nearing completion, so Kaye and Barry helped with installing door knobs, painting, installing railings, and generally cleaning up the place. Over 1,000 volunteers spread throughout Washington County in support of the United Way to help with various projects. On October 4th, Director Kaye Robucci, Deputy Director Barry Jackson, and Mary Cramer Wagner, Director of Voter Registration and Petition Division of SBE were invited to speak at the Hagerstown Tea Party Dinner, held at Cancun Cantina West. The topic that the tea party wanted the election officials to address was how Maryland ensures election integrity. Mary Wagner discussed the state of Maryland's involvement with the **Electronic Records Information** Center (ERIC) and how it tremendously helps with list maintenance. Kaye Robucci talked about the new paper ballot voting system, implemented in 2016, and how it allows for a paper trail. Barry Jackson informed the group of the 100%, independent, electronic audit of the ballot images conducted after





Kaye Robucci (Pictured above) applying the finishing touches while Barry Jackson waves from above.

election night that ensures that votes were tabulated accurately.

Barry Jackson, Washington Co.

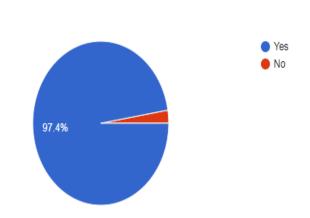
### **Connect 24 Survey Summary**

In an effort to detect and assess the pulse of the readership of the MAEO Connect 24 Newsletter, a survey was created and distributed to the entire MAEO membership. As of this writing, 80 responses have been received, representing somewhere between 30 and 40 percent of our members. The findings were as follows...

Overall, the responses were very favorable. The respondents, for the most part, like the newsletter in its current format and are reading it, with the vast majority reading all or most of each issue, usually right off the screen instead of printing it. The printing schedule received favorable marks with approximately 85% liking the frequency of when the newsletter is released. About half of the readers are pleased with the current content of the newsletter, while the remaining 50 % are divided with half asking for

### Do you read the newsletter?



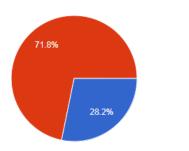


more election related articles, and the rest looking for lighter, more current interest reading. Most of those responding were in favor of the creation of an "Events Page" that would detail what's happening in all of the reporting counties. A few readers submitted ideas for topics to be featured in upcoming issues, but it appears that the readers like what we, the staff, are presenting in the newsletter.

Print

Read onscreen

Do you print the newsletter or read it on screen? 78 responses



A recent addition to the publication are contributions we are receiving from each office's Point Of Contact, or P.O.C. The survey asked for volunteers, who might be interested in joining the ranks, but the response was less than enthusiastic.

The final segment of the survey sought suggestions on how to improve our product. Here again, the comments were mostly favorable, but the negatives ex-

pressed have been noted with corrective action already in place. The future of the Connect 24 Newsletter is bright and we look forward to serving you, our readers, in the future. For those of you who participated in the survey...thank you! Your voice has been heard. For those of you who didn't, check us out next time... we're listening. Here's to enjoyable, enlightening, and informative reading!

Thank you for supporting our efforts, The Connect 24 Newsletter Staff

# A Star(s) is Born!

This past June a group from our office participated in the tradition of "Manic Monday". This is the 20<sup>th</sup> year that the Baltimore CBS affiliate, WJZ has been doing this. Groups from around the area show up at Baltimore's Fells Point to perform the song "Manic Monday" live on TV. There have been many different types of performances through the years. Our group gave it our best! We came in full costume with props. Everyone had pajamas on, along with three "Valentinos"! Our group included Craig Booth, Rita Walczyk Evans, Lenice Austin, Danna Williams, Dave Rhinehart, Lucretia Latham, Diana Moran, Eduardo DeLima, Mary and Dorothy Alcoser. Our performance earned us a spot in the top five groups of the year! We came back to join with the other four finalists, singing at the end of year "Mammoth Manic Monday Meltdown" this past November. For those of you who did not get a chance to see us, you can click here:

Manic Monday: Baltimore County Board of Elections

Mary-Frances Vavra-Alcoser, Baltimore County

### **Somerset Retiree**

Diane Hinks has called it a day after 19 years in the Somerset County LBE. She finished her tenure on November 30th.

When she started at the Princess Anne office, Maryland elections were still practically in the dark ages. No digital voting in any form. Pollbooks were just that – books. Diane has seen elections come, figuratively and literally, into the 21st century.

Diane started in elections because of her mother, Adelean Hinks, who was the Election Director in Somerset County for 40 years. Growing up, Diane helped her mother in the election office. When 18 year-olds gained the right to vote, she became the first 18 year-old to register in Somerset County. The very first.

Prior to elections, Diane worked in the Somerset County public schools, teaching 3rd-5th grades for 14 years. She moved on to the HR department of Sisk Mailing Services in Stevensville, MD, and even spent 2 years working in a call center, and enjoying it (!)

When her mother retired in 1998, Diane came into the election office and worked part-time, but was soon hired as Election Supervisor. In 19 years, she has had a hand in just about everything administrative – voter registration, ERIC, data entry, helping to create the county's first street files. But Diane feels her time has been best spent training the judges. She is a teacher, after all. When the Judges' Manual comes down from SBE, Diane is the one who tweaks and localizes it. Then she teaches the rules and regs, the processes, the forms. Every election judge in Somerset County has had to go through and "graduate" from Diane's classes. And it's the judges' training that Diane says she'll miss most. That, and the daily, ever-changing, buffet feast provided to the office by the Early Voting judges crew.

What's next? Diane says she might eventually keep busy with part-time work. "The sky is the limit," she declares. But short-term, Diane says, "For at least the winter, I plan to enjoy the snow and not worry about having to go out in it."

Ben Frey, Somerset County



# Happy Holidays (Pics from the MAEO meeting/holiday party)



\*\*REMINDER\*\*

MAEO membership dues must be paid in full prior to the end of February. Anyone who does not pay their dues will NOT be able to vote in the upcoming Board Elections at the 2018 MAEO Conference.

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