



MAEO Newsletter



Maryland Association of Election Officials

Communicate

Participate

Collaborate

Volume 1 Issue 2

March, 2017

Enjoying the Moment

"Past and future are in the mind only – I am now." Sri Nisargadatta Maharaj

It's an off-Election year; meaning no Presidential, no Gubernatorial. Enjoy it. Relish it. Savor every moment. This only comes once a year. Before you know it we're back to training judges, answering phone calls, testing machines, ordering supplies; I could go on and on. But not right now. At this moment, many of us are taking advantage of that available time. Taking off when needed, enjoying the sound of non-ringing phones and getting caught up on all that we missed.

Enjoy it.

Even the weather's been nice! Sure we can be concerned about the global climate patterns and the inevitable consequences. But that sort of cognitive dissonance is acceptable given the twister storm we just rose out of. Think of it as the calm after the storm. The dark cloud has removed and the sun is shining. It's a sign that we deserve NOT to be snowed in after 2016. We were already locked within the gates of Election anguish. Many of us didn't see the light of day since it was dark when most of us went home. January and February 2017 was a time for us to reap the fruits of our labor.

Relish it.

Let the current incumbents fight amongst themselves. Sure, some politicians are already planning for 2018. BUT NOT US!! Not now! We'll cross that bridge when we get to it. But we're not there yet. As far as I'm concerned, we're cruising on the sail ship riding off into the sunset on the water under that bridge. Take solace in knowing that we did our job! Nobody is thinking of us and as a result nobody is attempting to contact us.

Savor every moment.

Now before you say it, I know we still have Post Election Maintenance and other miscellaneous job duties that need to be handled. But those can be done at your own leisure. You can start it when you're ready. There is no hard deadline. Implementing a dilatory strategy at this time isn't the worst thing in the world.

So take a moment, if you haven't already. Freeze frame it and hang it on your wall. 2017 is still in its infancy. 2016 is the past and 2018 is the future, let's enjoy the now.

Shawn Larson, Baltimore City

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Closing of the EAC?

On February 7th, the House Committee on House Administration voted to send H.R. 634 – the **Election Assistance Commission (EAC) Termination Act** to the full House. This bill would defund and close the EAC. The EAC was created in 2002 as part of the Help America Vote Act (HAVA). The Election Assistance Commission is the agency responsible for testing and certifying, through accredited independent laboratories, all hardware and software that comprises a voting system. They also maintain the Voluntary Voting System Guidelines, administer federal funds to states to support HAVA requirements, and maintain the National Mail Voter Registration Form required by the National Voter Registration Act of 1993 (NVRA).

Along with statewide election organizations in many other states, the MAEO Board decided to voice their support for the EAC and sent a letter opposing H.R. 634 to Gregg Harper, Chairman, Committee on House Administration. **(A copy of the letter is available on the next page).**

MAEO has also been approached by Common Cause Maryland, regarding opposing H.R. 634. To date, numerous civic and election organizations from jurisdictions such as Maine, Georgia, Ohio and California have also opposed H.R. 634.

David Garreis mentioned that some members of the committee support the EAC. For instance, H.R. 794 The EAC Reauthorization Act of 2017 was filed on February 1st. It is intended to provide funds to states to make security upgrades to voter registration lists and processes. However, this bill has not yet been voted on by the Committee.

Trying to predict the impact of losing the EAC would be speculative, but it would certainly affect SBE, and by inference, the LBEs as well. The question would then be – Where would the functions of the EAC land? Would it be the Federal Election Commission, Homeland Security, another agency, or would the states and jurisdictions be left to create their own standards?

Ben Frey, Somerset County/

David Garreis, Anne Arundel County



MAEO Website



The MAEO website (<http://maeo.net/>) continues to evolve. There is now an “Upcoming Meetings” page that lists all scheduled Board and Committee meetings. The “See more details” link takes you to a Google calendar that displays the meetings and allows you to set reminders.

And the “Annual Conference” page will give you every nitty gritty detail you could possibly want about June’s big event. For questions, suggestions and submissions to the site, contact Hassan Aslam, the MAEO webmaster.

(hassan.aslam@maryland.gov)

Letter to the House of Representatives

February 24, 2017



Re: Opposition to H.R. 634, the "Election Assistance Commission Termination Act"

Dear Chairman Harper:

On behalf of the Maryland Association of Election Officials, I write today to oppose H.R. 634, which would eliminate the U.S. Election Assistance Commission (EAC). The EAC provides invaluable support and resources to election officials nationwide to assist us in ensuring the accuracy, integrity and accessibility of the elections that we are sworn to conduct.

At a time when the Department of Homeland Security has designated election systems as part of the nation's critical infrastructure, we feel that the United States Congress should not consider a proposal to eliminate the only federal agency that is in a position to help secure the election process as well as explain the myriad ways that elections are administered in the nation and serve as a liaison to election officials. During the recent presidential election, while election officials across the nation were engaged in the task of administering the election, the EAC was able to utilize the expertise of its personnel to provide accurate information to the media and voters to answer questions about how elections are run and secured from threats.

In addition to the important services that it provides as an information clearinghouse, the EAC accredits voting system test laboratories and certifies voting system hardware and software. In the decade since the EAC issued its first set of voting system guidelines, it has proven itself as a trusted partner to election administrators and manufacturers of election equipment in improving the capabilities, accessibility, and security of voting equipment. As more states upgrade and change their voting systems, the work that the EAC performs to certify new voting systems will become more critical.

The State of Maryland requires voting equipment to meet federal certification requirements, and modifications to the software we use are currently being reviewed to improve the usability of our accessible voting equipment. Abandoning or disrupting this testing program now would have serious negative consequences for Maryland taxpayers and for Maryland voters, especially voters with disabilities who require the use of an accessible ballot marking device.

We feel that now is not the time to do away with the EAC. We urge you to find ways to repair and reform the EAC in order to meet the emerging threats to voter registration systems and voting systems going forward. We urge you to reject H.R. 634 and to support the important work of the Election Assistance Commission.

Sincerely,

David Garreis , President

Maryland Association of Election Officials

The Election Technology Committee's New Troubleshooting Guide

During the most recent Election Technology Committee ("ETC") meeting we discussed issues that were experienced with the new election equipment. The discussion revealed that some equipment issues were state-wide and others occurred in one or several local boards of election ("LBEs"). In response to the issues identified at the meeting, a troubleshooting guide was developed using a Smartsheet. The Sheet is easy to use and available to all LBEs. The Sheet is comprised of the following columns: the Piece of Equipment; the Issue; the Solution; and Comments. See the sample below:

Equipment	Issue	Solution	Comments
DS850			
	Set the output trays	Line the top of the ballot to line on the right side of the output tray and adjust the guides accordingly (see attached photo)	
	Set the tension on the back rollers (the first set of rollers to the right of the camera head)	Using the screw driver from your tool kit adjust the tension (see attached photo)	
	Jammed ballots	<ul style="list-style-type: none"> Carefully remove the ballots - remove the front drive wheel guard if necessary If jamming is still occurring reduce the ballot count to be scanned 	

We are encouraging all LBEs to access the Sheet and contribute any additional issues. When reviewing the Sheet, please add a new item under the appropriate sub-heading if there are additional solutions or issues not addressed in the Guide. If you discover an error in a solution please note it in the Comments column so that it can be addressed at the next ETC meeting.

Our goal is to provide easy access to solutions for common issues with election equipment for Early Voting and Election Day. All issues and solutions were vetted to ensure that the work does not violate the Lease with ES&S or the warranty associated with the equipment.

If you would like access to the Troubleshooting Guide, please contact Stephanie Taylor at 410-809-6003 or at sltaylor@harfordcountymd.gov. Also, if you have any questions about this Sheet or Smartsheets in general, please do not hesitate to contact Stephanie at sltaylor@harfordcountymd.gov.

Special Thanks to Erin Perrone

In the first issue, we neglected to thank Erin Perrone at SBE for her assistance early on in the planning of the MAEO newsletter. As the idea of the newsletter was still taking shape, Erin generously gave her time in providing insight into the steps and processes. By answering many questions for one who had never created a newsletter, she provided numerous lessons learned and valuable insights.

Thank you Erin!



Minutes from the ETC Meeting

Introduction

2 new members in the ETC, Leah Mooney (Harford) and Brandi Underwood (St. Mary's).
Thanks to Kevin Gibson and Jim Gross SBE Central Warehouse for allowing us to use their conference area.

Post-Election Maintenance Practice

EPB Bulk Update

Using 2014 or 2016 file.

To prevent from using corrupted files, use the Master CF cards from SBE to create new cards to use during PEM.

Recreating equipment problems during Early Voting and/or Election Day on EPB, BMD and BSU before sending out for service.

Some LBEs are performing PEM while doing inventory on equipment, voting booths and updating smartsheets.

Sending repair tags out on Election Day to label damaged voting booths.

Write-in Process

Spreadsheet or tick marks, which process was easier to use.

Was there a way to speed this process up?

DS850

Paper quality may have been the cause of jams (Runbeck vs Provisional).

Several complaints about ABS (Runbeck) and having to batch up 20-30.

Quicker to use DS200 in conjunction with DS850.

Batch Management:

Folding ballots opposite direction of creases.

Frequent detection of double ballots.

Removing outfeed plate on the bottom tray to reduce jamming.

Pre-processing ABS before Canvass.

Election Day / Early Voting

EV connectivity issues due to heavy lag time.

Clock syncing and search screen not updating.

Not showing ABS issued (same VAC issued for 2 voters).

Having to redo harvesting CF cards because primary election files were not moved.

BSU (DS200) battery at 25% after overnight charging it was recommended to turn the unit on while charging.

BMD have newer batteries, not a problem.

Slow to charge or does not hold charge due to age of battery.

Is there a case of replacing DS200 batteries?

Continued on the Next Page

Minutes from the ETC Meeting (Cont'd)

Known Problems

DS200 freezing while scanning a ballot, and ballot was counted.

Solution #1: disconnect battery from inside rear panel.

Solution #2: close lid on BSU, wait for BSU to power off.

LBE's, unhappy with the amount of knowledge, hands on troubleshooting they possess and what they are allowed to do with the equipment given that it's leased equipment.

Double ballot feeding issues on DS850

Recommendations

Inquire on the DS450

Stephanie is creating a sharable "troubleshooting" smartsheet for all equipment between counties.

Google Drive App (**Text GBlast**) recommended by Shawn

Update the precinct numbers

Last minute reminders for election judges by text and/or email

Address verification VAC – has extra space so not to rip

Next Meeting Date and Location

March 2017 TBD

Submitted by: Garrick Hendricks, MAEO Election Technology Committee Chair

Date: January 26, 2017

MAEO Early Voting & Election Judges Committee Report


On January 31, 2017, the Early Voting and Election Judges Committee met. The following counties had representation during the meeting: Anne Arundel, Harford, Baltimore County, Dorchester, Prince George's and Wicomico. During this meeting we discussed which topics we want to cover during our Lessons Learned, which was held on Friday March 3, 2017 at the Anne Arundel County Board of Elections. We further discussed how

to approach our breakfast session for the upcoming MAEO meeting. We decided that we will open up to the membership to get buy-in for topics that they would like to discuss. The Committee will be sending out the survey soon.

The Committee also decided on some long-term projects. We will work on establishing standards for selecting early voting sites and hope to provide a single document that will inform

LBEs of the timeline for submission of EV materials to SBE and identify the requirements for approval of new early voting sites.

Daneen Banks, Committee Chair



Greetings from Kaye, Barry, Teresa, Sherrie, and Tammi in Washington County! Our county is a popular destination for nature and history enthusiasts, with six state parks and four national parks, including Antietam National Battlefield and the C&O Canal National Park. The Battle of Antietam (or Sharpsburg) was the scene of the bloodiest single day in American history, with nearly 23,000 casualties. It was also the battle that gave Abraham Lincoln the victory he needed to issue the Emancipation Proclamation.

In the eastern border of Washington County with Frederick County is the 70 mile South Mountain range, which completes the northernmost portion of the Blue Ridge Mountains. The Appalachian Trail runs along South Mountain. To the west is the Allegheny Mountain range, which contains Sideling Hill. If you've driven to Allegany or Garrett Counties, you remember the cutout in the top of Sideling Hill, displaying the sedimentary layers in the rock. In between is the Hagerstown Valley, where the bulk of the population of Washington County reside. Hagerstown is the county seat and largest city in the county, with a population around 40,000. But also spread throughout the county are many "Main Street" small towns, such as Boonsboro, Funkstown, Clear Spring, Hancock, Keedysville, Sharpsburg, Smithsburg, and Williamsport.

In election news, Washington County topped 100,000 registered voters last year. You may also be aware that the City of Hagerstown underwent a recount on November 30th-December 1st. The separation of votes between the fifth and final



city council spot and the sixth spot was 10 votes after the absentee and provisional canvasses. The format was manual recount of all city paper ballots. We had 10 teams of 4 recounting nearly 15,000 ballots, in some cases twice! After all that, the final difference was 7 votes, but it did not change the outcome. Thank you so much to all the MAEO members who came to Hagerstown and helped with the recount. We couldn't have done it without you, and it made us proud to see folks from around the state come together to work as a team.

Also, we are in the process of finding a new consolidated home for our office/warehouse/early voting center. It's all a big mystery, but we'll keep the membership informed when plans move forward. In the meantime, if you visit Washington County or are driving through, make sure to come visit us at 35 W. Washington Street in Hagerstown!

Barry Jackson, Washington County



Sideling Hill, looking west in to Allegany County.

MAEO Standards Committee Meeting Minutes - February 15, 2017

Present: Dale E. Livingston, Chair – Harford County; Cindy Woodward – Anne Arundel County; Chrissy Jones – Queen Anne’s County; Amy Sullivan – Harford County; Shekia Harding-Bey – Anne Arundel County; Lenice Austin - Baltimore County; Roger Stitt – State Board of Elections

Welcome Members and Guests: There were no guests present at the meeting. Welcome to our new member, Roger Stitt from the State Board of Elections.

Old Business: Dale Livingston reported that Mary Wagner of SBE sent her the 2014 State Legislative Auditor’s Audit of the State Board of Elections. This document will help the committee gain a little insight on what the State Legislative Auditors are looking for from SBE, and how that may or may not relate to what SBE asks of the LBEs regarding the Critical Data Audit.

In Box/Out Box: At the initial meeting in January, Cindy Woodward raised a question about the security of sending the Critical Data Audit to SBE via email and whether it wouldn’t be more secure to use the LBE’s Out Boxes for this communication since there is some very sensitive information in the audit documents. Dale will contact Mary Wagner and Janet Smith about using the Out Box for this communication.

New Business: Monthly Audit Reports – there was a lot of discussion about ways to help SBE in getting timely audit reports to the LBEs concerning findings so that they can make needed adjustments to their training, or processes and procedures which will help them assure their voter registration records are more accurate. The general consensus of the group was that we would like timely monthly reports of our findings, if any, so that we can make the adjustments necessary and not have repeated mistakes in our voter records.

Many suggestions were made to help mitigate repeated findings, for example Amy Sullivan suggested using SmartSheets to report findings so everyone can get their audit report immediately. Amy and Dale will work on this project and have a draft for the next meeting. Chrissy Jones is going to look at the Audit process in general and investigate other ways to get the information SBE needs to satisfy the requirements of the State Legislative Auditors. Cindy and Shekia will also look at ways for SBE to provide timely audit reports to the LBEs. It was also requested that the LBEs receive notification of a “No Findings” report for any given month.

There was a discussion about the deadlines for the Critical Data Audit and when SBE receives certain information that the LBEs need to perform the Audit. Roger said that there is a date certain for the AOC list, for example, and this is received by SBE on the same day every month. That is not true, however, for the DHMH list. The group believes that these lists should be timely and that SBE should have a deadline of when they send the information. It creates a futile situation when an LBEs’ critical data pro-

MAEO Standards Committee Meeting Minutes (Cont'd)

cessor is on vacation and a list comes out – for example what happened with the DHMH list which came right before Christmas. This creates a no-win situation for the LBEs, as they will always have a finding on an audit when this occurs.

The committee believes that the Audit should be a mechanism to assist the LBEs become more efficient and accurate with their voter data, rather than a punitive measure without an opportunity to improve. We would also suggest that the LBEs be given a 10 business day window for processing of the AOC and DHMH lists instead of a 5-day window, which is presently given. In MDVOTERS “Messaging” it would help to have a due date in the message when the lists are loaded, for example: “Please process the DHMH files under the DHMH Interface. This process must be completed by the close of business on (Date).

Another topic that came up was about a Criminal Absentee Program similar to the Nursing Home Program. Cindy Woodward asked Roger if this might be a requirement in the future. Roger said he did not know of anything on the horizon, and that people who are incarcerated, other than Felons of course, currently have an opportunity to request an Absentee Ballot.

The meeting ended at 11:25 AM. The next meeting of the Standards Committee is scheduled for March 22, 2017 at 10:00 AM at the Anne Arundel Board of Elections.

Respectfully,

Dale E. Livingston, Chair

FROM THE LOWER SHORE TO THE MID-SHORE

Jeri Cook will be leaving us in Wicomico to become the Talbot County Election Director, beginning March 15. Jeri has 12 years of state service, including 5 years with the Wicomico Board of Elections as our Election Judge Coordinator.

She also has 20 years’ experience as a Chief Judge. Her mother was also an Election

Judge for over 20 years, so it runs in the family!

One of Jeri’s goals for her new office is to work effectively with the Talbot County Board of Elections as well as other Talbot County officials in making the best elections possible for the voters of Talbot County. She also wants to continue to be active in meetings and com-

mittees to gain knowledge and insight on how to conduct a successful election. Finally, she looks forward to getting to know the election judges in Talbot County to create the same camaraderies that she currently has in Wicomico.

We wish her the best of luck in 2018!

Anthony Gutierrez, Wicomico Co.

Legislative Committee

I review bills as they are introduced, and make a preliminary decision on whether to support/oppose/no position. Those that merit support tend to be bills I think will improve the election process, like HB 73. Those we oppose are either costly and/or burdensome, like SB 960. I then take those decisions to all counties (directors and deputies) with my suggestions. Each county has one vote, so we may vote on a position. If the feedback I get agrees with me, or I get no feedback, that becomes MAEO's position. If the majority has a different position, that then becomes MAEO's position. MAEO has a long-standing policy to take "no position" on bills that relate to campaign finance or are constitutional amendments (since those are up to the voters). I provide written testimony on the bills we do take positions on, and testify before the House and Senate committees in Annapolis. If I cannot appear, I ask others if they can take the time to testify on MAEO's behalf. I also meet with individual legislators to outline our support/opposition on various bills, or to suggest amendments to the legislation. SBE is also very helpful in keeping me informed of the progress on various bills, since I cannot be in Annapolis full time, and in putting together fiscal notes on various legislation.

*Stuart Harvey, Chair
MAEO Legislative Committee*

SUPPORT

HB 73 – lowers the age of election judges to 16. Has passed the House.

HB 143 – various changes requested by the State Board. Has passed the House.

HB 169/SB 91 – requires the State Board live stream and archive their meetings. In Senate, Chair wants Senator Kagan and the Administrator to work together and come up a solution on video/audio of the board meetings. The Chair prefers no legislation. The bill was held.

HB 1605 – two scanners in Baltimore County polling places. Not assigned for a hearing as yet.

HB 1626 – corrects the problem with providing proof of address changes at early voting. Committee hearing 3/14 at 1 p.m.

SB 406 – two scanners in Prince George's County polling places. (amendment by Sen. Peters to make it an option for counties that want more but with a 50-50 split in the cost) Amended to include an option for all counties, 50/50 split, the option must be exercised 12 months before the election unless good cause, and requires an independent automated audit of the ballot images. Also changed the effective date to July 1, 2017.

OPPOSE

SB 64 - would allow party changes for unaffiliated voters at early voting. Withdrawn by sponsor.

SB 960 – would require early voting and absentee ballot returns be reported by precinct. Still in committee.

NO POSITION

HB 345/SB 423 – allows same day registration on Election Day. Constitutional amendment for the 2018 ballot. Moving through the Senate.

HB 529 – makes changes requested by the State Board for third parties and independent candidates. Has passed the House.

HB 619/SB 882 – alters the time for beginning posting campaign signs at the polls from 7 p.m. to 5 p.m. Has passed the Senate and moving through the House.

HB 741/SB 938 – automatic voter registration at various agencies. Still in committee in both houses.

SB 141 – changes the criteria for polling places on college campuses. Still in committee.

SB 711 – elections by mail. Major revisions to the bill expected by the sponsor. Still in committee.

SB 58 – election observers at polling places – withdrawn by sponsor.

MAEO Meeting – 1/18/17 – Queen Anne’s County LBE

Roll call of in-person and phone attendees was conducted, Minutes from previous meetings were approved, Treasurer’s Report was approved.

The meeting featured a guest speaker, Cameron Sasnett, the General Registrar of the Fairfax County, VA election office. He spoke in great detail about pre-processing of Absentee ballots prior to Election Day. This is a standard practice in Fairfax County and allowed election officials to scan 30,000+ absentee ballots *on* Election Day. Cameron laid out the differences between Maryland and Fairfax County in the requirements and handling of Absentee ballots. They are allowed to open, stack and securely store the ballots ahead of the election. As the ballots are flattened and creases lessened, this helps reduce the incidence of ballots jamming in their DS850s. Cameron fielded many questions from meeting attendees – there was quite a bit of interest in the processes and implications of pre-processing of ballots. It was also made clear that any changes to these processes in Maryland would require legislative action.

There were brief presentations from a number of committee chairs. Armstead Jones updated the meeting on work of the Educational Grants/Continuing Education Committee. Daneen Banks spoke of her Early Voting & Election Judges Committee upcoming meeting at the end of the month. Kevin Keene presented work that the Personnel Committee was doing regarding reclassifications of election positions - Sylvia Brown at SBE is on board but DBM is rejecting the reclassifications. Dale Livingston and the Standards Committee will be working with Jessica White of the Voter Registration Committee to address issues with Critical Audits. The 2 committees are working with Mary Wagner at SBE to produce a Critical Audit manual. Stuart Harvey of the Legislative Committee gave a preview of the just-begun General Assembly session.

Brittani Thomas presented a thorough tour of the MAEO Conference planning work. She distributed a draft agenda, including general and breakout sessions, and proposed speakers. She also discussed menus, social activities, and registration and accommodation costs. There was some discussion as to the fees and costs of the speakers. Brittani made clear that all costs would be covered with adequate conference registration and attendance. It was decided that Brittani would do further research and provide more details at a special meeting a week hence.

Alysoun proposed drafting a letter to be sent to SBE on behalf of MAEO, addressing the possibility of performing manual audits on Election Day Audits. She believed that the point needed to be made, from a jurisdictional perspective, that requiring such an audit at a time (just after Election Day) would not be wise when taking into account the myriad other tasks being performed at the same time.

After a brief discussion, the meeting was then adjourned.

At the Supplemental meeting on 1/23, further details of the speaker costs were presented. Brittani made the case for the relevancy of the proposed speakers and their topics. The goal was to ensure compelling reasons for the broad, state-wide attendance of MAEO members, including local Board members and attorneys. After further discussion, the agenda was approved as presented.

Baltimore City: A Tale of Two Facilities

3.4 miles is the distance between our warehouse located on Franklintown Rd, which stores all of our voting equipment along with other supplies, and the main office downtown on Fayette St. In the grand scheme of things, the distance may not seem too daunting when needing to drive to either location. However, consider that what lies between point A & point B is an endless stream of eye rolling traffic, never ending road work and daredevil pedestrians. It becomes more of a daring venture than a simple trip. We might as well be driving through Death Valley National Park.

Such an arrangement can be characterized as the best of times and the not so best of times.

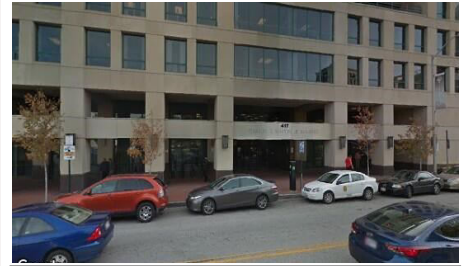
The good (or best): Each side holds down the fort. The warehouse staff maintains the equipment, handles deliveries of supplies, provides technical support and keeps the place in order. The office staff takes care of voter registration, customer support, the media, etc. Any paperwork that needs to go from the warehouse to downtown or vice versa is done through fax. In a non-Election year, there isn't much need to travel back and forth.

The not so best: If someone from

the office has a computer issue, they'll call the Mayor's Office of Information Technology (MOIT) which is a lot closer than their warehouse co-workers on the other side of town. Having to load equipment into the van and take it from the warehouse to the office and back can also be challenging, especially in tough weather conditions.

The Election: This time period requires constant trips back and forth. Whether it's L&A at the warehouse where we keep our Certified Network, or uploading results at the office where we have our Election Night Reporting Network. Whether we're loading chairs, tables and traffic cones to take downtown for judges, canvasses and media, respectively, or sending office staff to the warehouse to pack ballots; it is a burden we would much rather do without if we had the choice.

Judges training takes place at other facilities such as Morgan State University, Univ. of Baltimore and a local high school building. Equipment is loaded and delivered by the warehouse crew. When trainers run low on manuals or other supplies; one call and we're loading up the van and/or trailer and hitting the road.



Our office on Fayette St.

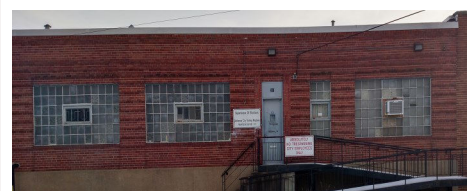
We have plenty more challenges that we face with having two facilities, too many to be detailed here.

The solution? Locate a facility that can work as both our main office and warehouse as well as conduct judges training.

The challenge? Finding the ideal building in the ideal location. Not so easy a task in a city where a lot of vacant buildings are old and not up to standard and any newly renovated buildings are already rented out to other suitors.

This is our goal, however. We hope sometime in the near future this goal will be attainable. The stress of an Election is enough, but to reduce that stress by 3.4 miles would be the ultimate achievement.

Shawn Larson, Baltimore City



Our warehouse on Franklinton Rd

MAEO Meeting – 2/24/17 – Prince George’s County LBE

MAEO will draft a letter regarding the proposed elimination of the Election Assistance Commission (EAC). It will be sent to the congressional committee responsible for the proposal. The letter will address EAC’s critical role in voter registration standards and voting system certifications (*A separate, more in-depth article regarding this issue appears elsewhere in this newsletter*).

Committee chairpersons presented their reports:

Early Voting/ Election Judges Committee – Daneen Banks stated that a survey would soon be distributed regarding their Committee breakout session at the Conference.

Personnel Committee – Kevin Keene – The committee discussed classifying employees by general emphasis of work (i.e. Election Tech/IT, Voter Registration, etc.). They met with DBM to discuss these classifications. The committee will seek to compare Maryland’s personnel structure with other states and jurisdictions. The committee may make a presentation at MAEO.

Ruie Lavoie will be conducting an Awards Committee meeting on 3/8.

Jessica White will be conducting a Voter Registration Committee meeting on 3/8, as well.

Stuart Harvey gave an extensive Legislative Committee report. Stuart’s reporting and summary can be found elsewhere in this newsletter.

Standards Committee – Dale Livingston spoke of a number of issues discussed at the recent Standards Committee meeting. Her report is included in this newsletter.

Conference Planning – Brittani Thomas gave a short presentation, noting that room registrations were quite active, and that conference registrations were moving ahead. She discussed conference staffing. Brittani also reported that she had commitments from 5 vendors, with more to come.

Alysoun McLaughlin complemented Natasha Walker on her presentation to the Technical Guidelines Development Committee of the National Institute of Standards and Technology. The presentation topic was Post-election Audits, covering both the pilot audits done after the Primary and the Clear Ballot audits done after the General.

Countdown to the Conference



Conference Planner:
Brittani Thomas
Dates: June 6-9, 2017
Hotel: Clarion Resort
Phone: **800-638-2100**



ALL reservations must be made before May 9, 2017.

Conference Theme:
MAEO: Driven to Succeed

Address: 10100
Coastal Hwy
Ocean City, MD
21842

Go to <http://maeo.net/annual-conference/> for the full conference agenda, menus, hotel information and registration forms .

Best Practices: Tracking Ballot Bins & CF Cards

If you've had trouble tracking which ballot bins & CF Cards have been returned on Election Night, here's a practice that we've used that has helped us tremendously. By using Barcodes for our Ballot Bins, and QR Codes for our CF Cards, it has helped us to better organize and monitor the mass volume of supplies as they come in. For each item, we create spreadsheets in Google Drive and have designated staff ready to scan them in as the judges/techs are

dropping the off. You'll also be able to share this sheet to be viewed by others as items are returned. As seen in the CF Card diagram below, once the items have been scanned, the sheet will immediately display what has returned and what is still out. This process is simple and comes at no cost. It involves having access to Google Drive and an Avery.com account.



QR Codes on the CF Cards

If you feel this might prove helpful, contact Shawn Larson via email at shawn.larson@maryland.gov for more info.

District - Precinct	Polling Place	Status	Total	Returned	Out	Return %	Memory Stick - Electic Night (Serial)
001-001	SCHOOL #47 HAMPSTEAD HILL ELEM	Out	654	3		0.4587155963	001-004-1
001-001	SCHOOL #47 HAMPSTEAD HILL ELEM	Out			651		001-004-2
001-002	ENGINE HOUSE #5	Out					001-002-2
001-002	ENGINE HOUSE #5	001-002-2 Returned					
001-003	SCHOOL #47 HAMPSTEAD HILL ELEM	Out					
001-003	SCHOOL #47 HAMPSTEAD HILL ELEM	Out					
001-004	ENOCH PRATT LIBRARY- CANTON BRANCH	001-004-1 Returned					
001-004	ENOCH PRATT LIBRARY- CANTON BRANCH	001-004-2 Returned					

Results of scan are shown here.

Cursor is placed here to scan.

Contributors

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COMING NEXT ISSUE (MAY) – THE MAEO CONFERENCE SPECIAL. ALSO, WE GET AN OFFICIAL NAME!