



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES **April 23, 2015**

A Meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was held on April 23, 2015 at the Charles County Board of Elections located at 201 East Charles Street in La Plata, Maryland.

Board Members Present:

Gail Hatfield, President (Calvert County)
Guy Mickley, Vice President (Howard County)
Ruie Marie Lavoie, Secretary (Baltimore County)
Allison Murphy, Treasurer (Caroline County)
Alisha Alexander, Board Member (Prince George's County)
Katherine Berry, Board Member (Carroll County)
Katie A. Brown, Board Member (Baltimore County)
Tracy Dickerson, Board Member (Charles County)
Abigail Goldman, Board Member (Baltimore City)

Board Members Absent:

David Garreis, Board Member (Anne Arundel County)

Members and Guests Present:

Daneen Banks, Prince George's County – By Phone
Mary DePelteau, Calvert County – By Phone
Tae Frere, St. Mary's County
Ben Frey, Somerset County – By Phone
Desvin Gabbidon, State Board of Elections
Anthony Gutierrez, Wicomico County
Stuart Harvey, Frederick County
Russell Hicks, State Board of Elections
Armstead Jones, Sr., Baltimore City – By Phone
Christine Jones, Queen Anne's County
Cliff Jones, Harford County – By Phone
Susan Julian, St. Mary's County
D. Shawn Larson, Baltimore City
Jayne Lister, Queen Anne's County
Alysoun McLaughlin, Montgomery County – By Phone
Kim Meiklejohn, State Board of Elections
Sarah Mohan, Harford County – By Phone
Maggie Mundle, Harford County – By Phone
Paula Paschall, State Board of Elections
Duane Powell, State Board of Elections
Dawn Sinclair, Howard County

Members and Guests Present, continued:

Kim Spence, Queen Anne's County
Amu Sullivan, Harford County – By Phone
Stephanie Taylor, Harford County – By Phone
Brittani Thomas, Queen Anne's County
Debbie Towery, Cecil County – By Phone
Rena' Waggoner, Baltimore County
Lori Walters, Cecil County – By Phone
Courtney Warner, Harford County – By Phone
Teresa Womble, Howard County

CALL TO ORDER

The meeting was called to order by President Gail Hatfield at 10:32 am. Quorum was established with nine (9) Board members present in person. It was noted that David Garreis was absent due to a conflicting schedule. He is attending the Anne Arundel County Election Board meeting. Ms. Hatfield welcomed the membership and guests and thanked Charles County for hosting the meeting.

PUBLIC NOTICE OF BOARD MEETING

Ruie Lavoie noted that public notice of this Board meeting was announced and that the meeting information and agenda was provided by posting on the Maryland Association of Election Officials (MAEO) website and by electronic distribution to all MAEO Members.

AGENDA

Ms. Hatfield asked for changes or additions to the Agenda. There were no changes or additions.

MOTION: Tracy Dickerson motioned to accept the Agenda as presented.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, the Motion carried.

MINUTES

The Board reviewed the Minutes from the March 25, 2015 Board meeting and Ms. Hatfield requested additions or changes. There were no additions or changes.

MOTION: Alisha Alexander motioned to accept the Minutes of the March 25, 2015 Board meeting as presented.

SECOND: Guy Mickley

ACTION: Favorable and unanimous, the Motion carried.

TREASURER'S REPORT

Treasurer Allison Murphy presented the Treasurer's Report (attached to and made part of these Minutes) for the period April 21, 2014 to April 22, 2015, which reflected Receivables in the amount of \$45,548.00. Total Receivables included \$14,935.00 in 2014 Conference Fees, \$283.00 from Jacket Sales, Game Night and Donations, and \$5,000.00 in 2014 Sponsorships, \$30.00 in 2014 Membership Dues, \$9,210.00 in 2015 Membership Dues and \$16,090.00 in 2015 Conference Fees. Expenditures were reflected in the amount of \$14,269.52. Total Account Balance as of April 22, 2015 is \$53,088.19 which reflects a Balance on Hand of \$61,216.48 and \$8,128.29, earmarked for Educational Grants.

MOTION: Abigail Goldman motioned to accept the Treasurer's report as presented.

SECOND: Katherine Berry

ACTION: Favorable and unanimous, the Motion carried.

Committee Reports

Ms. Hatfield again reminded all Committee Chairs to provide Ruie Lavoie with all committee information (meeting dates, minutes, etc.) as she is the Board/Committee Liaison. She further advised that all committee members must complete the required form and submit to Ms. Lavoie to ensure inclusion on the committee list. Committee Chairs are asked to verify the procedures have been followed by all committee members.

- **Education Grant** – Armstead Jones, Chair provided a written report to the Board. A copy is attached to and made part of these Minutes. Two (2) Grants in the amount of \$400.00 have been approved for Kimberly Jones, Dorchester County and Gwendolyn Dales, Dorchester County.
- **Legislative** – Stuart Harvey, Co-Chair provided the Legislative update and will send a summary report to all Directors and Deputy Directors through email. The Primary Election date is on track to be changed to April 26, 2016. Mr. Harvey will provide the Board with information as it becomes available.
- **Election Judge & Early Voting Committee** - Discussion was held regarding the objectives of the Election Judge Committee and the Early Voting Committee. Both Committees seem to now have the same purpose. The Board unanimously agreed to combine the Committees and establish meeting attendance guidelines. Katherine Berry will Chair the new Election Judge/Early Voting Committee. In an effort to be as productive as possible, the Board requests each County send no more than two (2) members to committee meetings. The members can be rotated and be the liaison to distribute information from the meeting back to their County. Mrs. Berry will notify all members of both committees of the changes and will hold a meeting in the next few weeks.

Guy Mickley recommends a sub-committee be established for Same Day Registration once the procedures are made available. Discussion and decision to be held at a later date.

No further Committee reports were provided.

OLD BUSINESS

Draft Association Expenditure Policy

To be adopted by Board Resolution after the proposed Bylaw Amendment is voted on at the Annual Meeting.

Proposed Bylaw Amendments

- **Election Tie** – The Board reviewed the draft proposed amendment submitted by the Bylaw Committee. After discussion, the Board unanimously agreed to delete all wording except a statement indicating a tie election will be decided by a coin flip. As previously decided, the Board instructed Ruie Lavoie to write explanations for each proposed amendment and give to Jeff Stevens, Election Committee Chair. The explanations will be sent to all members with the ballot and provided in the registration packet at the conference.
- **Association Expenses** – The Board reviewed the proposed wording and unanimously agreed it was sufficient and will be included on the ballot.

- **MAEO Membership Voting Rights** – The proposed amendment allowing SBE to vote will be on the ballot for vote by the membership.

The Board will ensure Mr. Stevens has all information and materials needed for the election. A special thank you is extended to Walter Maddox and Guy Mickley for providing the needed ballot envelopes.

2015 Annual Conference/SBE Biennial

Ruie Lavoie distributed the updated draft conference agenda to all MAEO Members and Election Officials. Shawn Larson explained the situation with the hotel overbooking rooms and asked for everyone's patience and understanding. This error is not on the Board and was made by the hotel. At this time, all twenty-four (24) jurisdictions and State Board of Elections (SBE) have reservations at the Grand Hotel & Spa or at the Days Inn which is located directly next to the Grand Hotel & Spa.

Mr. Mickley informed the Board of the entertainment planned for each night of the conference. He also explained the new "Center Piece Contest" and other contests that will be held. He will send entertainment information to Mrs. Hatfield to include in the letter she will send all members outlining conference details. The letter will also include door prize information.

All local jurisdictions and State Board will be asked to donate two (2) door prizes to be given out throughout the conference.

Mr. Larson is in the process of making presentation arrangements for each speaker and has requested the requirements for sound, projectors, etc., be provided as soon as possible. All speakers and presenters are asked to provide Ruie Lavoie with electronic copies or paper copies of all handouts no later than June 2, 2015. All handouts will be provided to all attendees so all information is available for review. If a member attends one session, the information from a concurrent session will still be provided to them. The registration packet will also include the final agenda, menu, seating schedule for Phillips, all Committee reports and other pertinent information.

Discussion was held regarding the Phillips Dinner on Thursday. The cost is included in the registration costs for Thursday and cannot be reduced if a member opts out. Guests are permitted to attend Phillips at cost of \$45.00. Attendees will be asked to arrive to Phillips at a scheduled time to allow for proper food preparation. A full menu and the seating schedule will be provided to all attendees in the conference registration information.

Discussion held regarding a reduction in registration costs and rooms that will be compensated. Mrs. Hatfield will work with each speaker and SBE to determine the reduced or free rate.

David Garreis is currently working with vendors for a sponsorship of the MAEO Luau and other entertainment. Discussion was held regarding vendors and sponsorships. Katie Brown recommended all sponsorships be paid directly to the hotel. Mr. Garreis will work with the sponsors to that end. As of this date, three (3) vendors have registered to attend.

New Voting System Replacement, Allocation and Provisional Voting Procedures

An In Person Directors' Meeting was held on April 1, 2015 at the request of the MAEO Board. A list of questions, concerns and issues regarding the implementation of the new voting system was submitted to SBE. SBE will provide written responses by April 30, 2015. The Board will continue to keep all Directors and Deputy Directors updated.

REPORT OF THE TREASURER
Maryland Association of Election Officials
For the Period
April 21, 2014 to April 22, 2015

Balance on Hand March 12, 2014 Audit **\$29,938.00**

Receivables:

Education Fund	
(Jacket Sale, Game Night, Donations)	\$ 283.00
2014 Membership Dues	\$ 30.00
2014 Sponsorship	\$ 5,000.00
2014 Conference Fees	\$ 14,935.00
2015 Membership Dues	\$ 9,210.00
2015 Conference Fees	\$ 16,090.00
Total Receivables:	\$ 45,548.00
Audit Balance + Total Receivables:	<u>\$ 75,486.00</u>

Expenditures:

Association Expenses	\$ 2,369.70
Go To Meetings	\$ 637.00
Emergency Hardship Fund	\$ 1,000.00
Education Grants	\$ 2,000.00
2014 Conference Expenses	
Hotel/Meals	\$ 2,952.23
Awards	\$ 626.56
Entertainment/Prizes	\$ 560.00
Insurance	\$ 398.00
Conference Planner Pay/Mileage	\$ 948.22
Refund	\$ 450.00
Retirement Gifts	\$ 250.00
2015 Conference Expenses	
Conference Planner Mileage	\$ 194.35
Entertainment/Prizes	\$ 1,114.62
Decorations	\$ 768.84

Total Expenditures: **\$ 14,269.52**

Total in Account as of April 22, 2015	\$ 61,216.48
Minus Balance of Educational Grants	\$(8,128.29)
Balance on Hand April 22, 2015	\$ 53,088.19

Armstead Jones, Chair
Baltimore City

Members

Gail Hatfield
Calvert County

Guy Mickley
Howard County

Joshua Ramos
Anne Arundel

Rochelle Lucas
Baltimore City

Dawn Sinclair
Howard County

MAEO MEETING
Baltimore County Board of Elections

Educational Grant Committee Report

Wednesday, April 15, 2015

- I. The Educational Grant Committee received two requests for a \$400.00 grant. All committee members were emailed a scanned copy of the forms for review. After reviewing the two grant request the members of the committee voted to approve them. The two recipients of the grants were Kimberly Jones, EISS and Gwendolyn Dales, Election Director both from Dorchester County. Both candidates were approved for \$400.00 each to attend CERA classes in Chicago, Illinois. Congratulations!
- II. The committee had a meeting scheduled for April 6, 2015. The meeting was canceled for lack of a declaration of quorum present. We will be rescheduling the meeting.

Submitted by,

Armstead Jones
Educational Grant Committee, Chair



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

Committee Membership

To: MAEO Members
From: Gail Hatfield, President
Date: May 15, 2014

We are seeking Members interested in serving on a Committee or as a Committee Chair for a two (2) year term, 2014 -2016. A list of our Committees with a brief description of functions and duties is provided on the back of this form. **If you would like to serve on a Committee**, please indicate by placing an [✓] in the space provided before each Committee name. You are eligible to join as many committees as you wish to participate and your supervisor approves.

If you are interested in serving as a Committee Chair or are currently serving as a Committee Chair and would like to continue your service, please complete this form and submit with a brief statement of your qualifications/interest.

Please note, to ensure our Committee Membership list is current, if you are now serving on a Committee and wish to continue, you must complete and return this form.

Completed forms can be returned by email to ruie.lavoie@maryland.gov or by regular mail to Baltimore County BOE, 106 Bloomsbury Avenue, Catonsville, MD 21228, to the attention of Ruie Lavoie. Committee Membership forms must be received by June 2, 2014. The Committee Chair will contact you.

Name: _____
Board: _____
Phone: _____ Fax: _____
Email: _____
Supervisor Approval: _____ Phone: _____

**Note - Committee meetings may be held by teleconference in lieu of on-site meetings.*

Thank you for your contributions to MAEO!!

PLACE A CHECK MARK NEXT TO THE COMMITTEE(S) OF YOUR CHOICE:

✓	Committee	Purpose/Responsibilities
	Audit	The Committee shall audit the Association's financial records no later than two weeks prior to the Annual Meeting and report findings to the general membership at the Annual Meeting.
	Awards	The Committee shall be responsible for seeking nominations for special service awards for presentation at the Annual Meeting, as well as presentation of retirement recognitions.
	Conference Planning	The Committee shall be responsible for assisting with planning the conference agenda, topics, and possible seminars to be approved by the Board.
	Constitution & Bylaws	The Committee shall receive and/or initiate proposed amendments to the bylaws and present to the general membership at the Annual Meeting for consideration and vote.
	Early Voting	The Committee shall be responsible for facilitating implementation of Early Voting between State Board and local jurisdictions.
	Educational Grant	The Committee shall be responsible for reviewing grant applications to assist qualified members with funding classes.
	Elections	The Committee shall be responsible for distributing candidacy filing forms and absentee ballot applications prior to an election; preparing and distributing a specimen ballot; and canvassing of election results, including certification.
	Election Judges	The Committee shall be responsible to provide best practices for judge recruitment, MDVoters, judge training and any other item deemed important in an Election cycle.
	Election Technology	The Committee shall be responsible to provide a forum for communication, development and sharing of technology and related issues between State Board and local jurisdictions.
	Entertainment	The Committee shall be responsible for planning, orchestrating and assisting with MAEO entertainment, including but not limited to conference entertainment.
	Legislative	The Committee shall be responsible for reviewing and/or proposing legislation that impacts statewide elections and processes. Note: Directors and Deputies are automatically members. Each LBE is entitled to one vote when considering legislation.
	Personnel	The Committee shall be responsible for reviewing job specifications and salaries for election personnel and act as a liaison with State Board to ensure pay parity with surrounding jurisdictions.
	Standards	The Committee shall be responsible for implementing written documentation for data entry in MDVoters to ensure the local jurisdictions have the tools necessary to pass audits.
	State Regulations Review	The Committee shall be responsible for reviewing pending State regulations and providing feedback to State Board from MAEO.
	Voter Registration	The Committee shall be responsible for identifying issues in the voter registration system to improve processes.

COMMITTEE CHAIR - If you are interested in serving as a Committee Chair or would like to continue your service as a Committee Chair, please submit a brief statement of your qualifications and interest with your completed form.

Armstead Jones, Chair
Baltimore City

Members

Gail Hatfield
Calvert County

Guy Mickley
Howard County

Joshua Ramos
Anne Arundel

Rochelle Lucas
Baltimore City

Dawn Sinclair
Howard County

MAEO MEETING
Baltimore County Board of Elections

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- II. The committee had a meeting scheduled for April 6, 2015. The meeting was canceled for lack of a declaration of quorum present. We will be rescheduling the meeting.

Submitted by,

Armstead Jones
Educational Grant Committee, Chair

MAEO EARLY VOTING COMMITTEE

Meeting Minutes: March 24, 2015

Location: Baltimore County Board of Elections

Meeting Facilitator: Lenice Austin, Baltimore County

Members Present:

Ruie Lavoie (Baltimore County), Mary-Frances Alcoser (Baltimore County), Kimberly Phillips (Howard), Teresa Womble (Howard), Nicole Shifflett (Howard), Cheemoandia Blake (Kent), Joshua Ramos (Anne Arundel), Roger Shreeve (Anne Arundel), Nancy Rzeszut (Montgomery), Stephanie Taylor (Harford), Maggie Mundle (Harford), Russell Hicks (SBE)

Members on speaker phone: Dionne Church (Wicomico), Katherine Berry (Carrol)

Meeting was called to order at 10:00AM:

Russell Hicks from SBE reported:

1. SBE is in the process of picking up old equipment from the LBEs and delivering them to the SBE warehouse in Glen Burnie.
2. Ballots are on order and will be distributed shortly.
3. Activation Cards will be distributed shortly.
4. Work groups are continuing to meet. Voting Systems group are working on L & A as they study the new equipment. Work groups may start to have sub-groups.
5. Some of the issues at hand are falling behind.

Election Judges

1. Anne Arundel County stations Sub EJs at various locations around their county and assigns them throughout the day. If there are some that have not been assigned than they are sent to busier precincts as added help.
2. EJ position descriptions are prepared by Nikki C. – MAEO & LBEs are awaiting her decision.
3. On the State's Election Judge Application can we link address change to it?
4. A question was asked, "Is it legal to send a letter/notification to a judge who will not be rehired?"
5. When discussing county to county communication it was brought up a possible utilization of the 'Smart Sheet' to be posted so that other counties can look up Election

Proposed NVSR Provisional Voting Process Changes

For both Early Voting and Election Day, it has been proposed to change the provisional voting process from standard paper ballots to voter activation cards requiring a ballot marking device. This wholesale change in provisional voting is believed to be unwarranted at this time for the following reasons:

1. The current process in use for 12 years, while not perfect, has served the provisional voter and subsequent canvassing of provisional ballots satisfactorily.
2. A new provisional voting process would require an entirely new training curriculum for all Election judges as the proposed change effects each judges' specific training. With Election Day proposed change, the training nightmare is compounded due to the higher number of judges impacted.
3. Post Election canvass procedures would have to change due to the use of activation cards vs. paper ballots. What would be the process for ballots accepted in part? Is there a defined process in place for recreating these ballots?
4. During Early Voting, how would out of county registered or non registered voters be handled? Are we even going to register new voters across Counties; i.e. Ho Co. registering AA Co. new voters? Currently there is a defined process to determine the most appropriate ballot style to issue for these voters. Has that process been defined since with proposed change would exclusively be done on pollbook? Early voting provisional, check-in and chief judges not to mention staff have just now (albeit not entirely) learned the present process.
5. For Early Voting and assuming pollbook software can produce a provisionally defined activation card (not capable of being scanned), a BMD dedicated to Provisional voting would still most likely be necessary. Otherwise, would provisional judge escort voter to an unoccupied BMD or would voter wander off to any BMD available? Thus, a dedicated BMD for provisional voting would be necessary taking away from an already shallow pool of much needed BMDs.
6. The use of BMDs for all "normal" voters during Early Voting under the current provisional process inherently serves to protect OS unit scanning of provisional ballots; i.e. paper ballots vs. activation cards. Judges stationed at OS Units would screen against voters having a regular paper ballot.
7. During Early Voting with the use of all BMDs what will happen when a "normal" voter requests the use of a paper ballot as they don't want to use BMD (MD now has 2 methods of voting: BMD and paper ballot). Are we going to deny that request where the current provisional process may afford that possibility?
8. For Election Day, the proposed change would require provisional voters to use BMD along with voters requesting their use and accessibility voters. Equipment allocation as it stands now for 99% of precincts is one BMD. Is adding a provisional voter to use already limited resources a wise decision considering the ramifications associated with upcoming Election; i.e. high turnout?

The most important reason for not making change for this Election:

9. Implementation of a new voting system and the associated process changes are more than a enough for Local BOE' to swallow at this time. In considering past process changes; i.e. pollbook implementation, local BOEs fully expect the finalization of processes, equipment etc. to occur at the last hour or if lucky when training has started. Let's focus on perfecting the implementation of new voting system and same day voter registration before tackling another process change that already works (maybe 2018 might work).