



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES MARYLAND ASSOCIATION OF ELECTION OFFICIALS January 15, 2015

A meeting of the Board of Directors of the Maryland Association of Election Officials (MAEO) was hosted by the Howard County Board of Elections and held on January 15, 2015 in the Elections office located at 9770 Patuxent Woods Drive in Columbia, 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
Katherine Berry, Board Member, Carroll County
Katie A. Brown, Board Member, Baltimore County
Tracy Dickerson, Board Member, Charles County
David Garreis, Board Member, Anne Arundel County
Abigail Goldman, Board Member, Baltimore City

Board Members Absent:

Alisha Alexander, Board Member, Prince George's County
(Attending ES&S Kick-Off Meeting)

Guests Present:

Wendy Adkins, St. Mary's County
Lenice Austin, Baltimore County
Daneen Banks, Prince George's County
Fern Brown, Charles County
Jackie Bryley, State Board of Elections
Gail Carter, Carroll County
Dionne Church, Wicomico County
Charlotte Davis, Howard County
Janet Ferrell, Howard County
Tiffeny Ferrell, Howard County
Tae Frere, St. Mary's County
Sabrina Graves, Anne Arundel County
Stuart Harvey, Frederick County
Armstead Jones, Baltimore City
Stephon Jones, Kent County
Susan Julian, St. Mary's County
Shawn Larson, Baltimore City
Dale Livingston, Harford County
Diane Loibel, Allegany County

Guests Present, continued:

Alysoun McLaughlin, Montgomery County
Sharon Mackereth, Washington County
Val Patterson, Howard County
Kimberly Phillips, Howard County
Duane Powell, State Board of Elections
Joshua Ramos, Anne Arundel County
Christine Rzeszet, Montgomery County
Kaye Robucci, Washington County
Janet Ross, Montgomery County
Nicole Shifflett, Howard County
Paula Troxell, Carroll County
William West, Howard County
Tammy Willis, Caroline County
Rolf Wold, Anne Arundel County
Teresa Womble, Howard County
Mary-Frances Vavra-Alcoser, Baltimore County

Call to Order

The meeting was called to order by President Gail Hatfield at 10:15 am. Quorum was established. Ms. Hatfield welcomed the membership and guests, and thanked Guy Mickley and the Howard County Election staff for hosting the meeting and the MAEO Winter Celebration lunch social.

Agenda

Ms. Hatfield asked for changes or additions to the Agenda. Under Old Business, an additional Bylaw Amendment line will be added to allow time for the Chair of the Bylaw Committee, Charlotte Davis to provide a report and also for the Election Committee Chair, Jeff Stevens to outline his Bylaw amendment submission. With no further changes or additions, the Agenda was changed as stated above.

MOTION: Abigail Goldman motioned to accept the Agenda with additions.

SECOND: Tracy Dickerson

ACTION: Favorable and unanimous, the Motion carried.

Minutes

The Board reviewed the Minutes from the August 21, 2104 meeting and Ms. Hatfield requested additions or changes. There were no additions or changes.

MOTION: David Garreis motioned to approve the Minutes from the August 21, 2014 meeting as written.

SECOND: Guy Mickley

ACTION: Favorable and unanimous, the Motion carried.

The Board reviewed the Minutes from the September 8, 2014 meeting and Ms. Hatfield requested additions or changes. There were no additions or changes.

MOTION: Allison Murphy motioned to approve the Minutes from the September 8, 2014 meeting as written.

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, 2104 to January 13, 2015, which reflected Receivables in the amount of \$20,248.00. Total Receivables included \$14,935.00 in 2014 Conference Fees, \$283.00 from jacket, t-shirt and memory book CD sales, and \$5,000.00 in sponsorships and \$30.00 in Membership Dues. Expenditures were reflected in the amount of \$8,566.43. Total Account Balance as of January 13, 2015 is \$41,619.57 which reflects a Balance on Hand of \$31,891.28 and \$9,728.29 which is earmarked for Educational Grants.

Ms. Murphy reminded members of the 2015 Annual Membership Due date of February 27, 2015. Notice was sent to all MAEO members through County Support.

MOTION: Guy Mickley motioned to accept the Treasurer's Report for period ending January 13, 2015 as submitted.

SECOND: Katherine Berry

ACTION: Favorable and unanimous, the Motion carried.

Old Business

1. Audit Recommendations

- a. Bylaw Amendment for Expenditures – Allison Murphy and Paula Troxell are developing an administrative policy for Board review and adoption. The Bylaw Committee is writing the amendment to remove the current restrictions and allow the expenditure practice to be dictated by an administrative policy. The amendment will be voted on by the membership at the next annual meeting. The Administrative Policy will be adopted by the Board as soon as possible.

2. **Membership Bylaw Amendment** – Jeff Stevens presented a proposed bylaw amendment regulating membership dues to be annual from the due date. The amendment will be voted on by the membership at the next annual meeting.
3. **Election Tie Bylaw Amendment** – The Bylaw Committee is writing an amendment to address how to proceed when an election results in a tie. This amendment will be voted on by the Membership at the next annual meeting.

Charlotte Davis, Chair of the Bylaw Committee presented a committee report which is attached to and made part of these Minutes.

The Board discussed the options of continuing to amend the Bylaws or rewriting to make amendments as needed. The Board agreed this is a huge undertaking which would require the expertise of an attorney. Rewriting the Bylaws is tabled indefinitely.

4. **Parliamentary Vacancy** – Tabled.
5. **2015 MAEO Conference** – June 9, 2015 through June 12, 2015 (Tuesday to Friday) at the Grand Hotel & Spa in Ocean City, Maryland. The State Board Biennial with required EPPD classes will take place during the conference.

Shawn Larson, Conference Planner, provided the following information:

- a. Room rate will be \$129.00 per night for the conference nights. The rate for nights before or after the conference are not yet available and may not be offered at the conference rate.
- b. To have dinner at Phillips Restaurant again this year will cost \$36.00 per person. After discussion, the Board unanimously agreed the event was successful last year and the dinner buffet will be offered this conference. Mr. Larson will finalize the details with Phillips.
- c. ES&S is tentatively scheduled to attend and speak on the new voting system.
- d. Mr. Larson is considering contacting Fairfax County in Virginia to request their attendance since they currently use Express Vote.

Other conference discussion held as follows:

Alysoun McLaughlin, Conference Planning Committee Chair explained the Committee will meet within the next few weeks. She asked the Board if funds were available to fly in host speakers for the conference. Ms. McLaughlin was asked to investigate the cost and provide all the information to the Board for discussion and approval. Ms. Hatfield requested the Committee submit conference topic suggestions to the Board which will enable the Board the opportunity to develop the agenda accordingly.

New Business

1. **2016 Presidential Dates** – Due to the Primary date of April 5, 2016, the Early Voting dates are during several holidays. A bill to change the date of the Primary to April 12, 2016 is possible. Stuart Harvey will follow-up and provide an update.

Discussion was held regarding the Senate Bill 279 which dictates the times and days of Early Voting. Further discussion held on the cost of compared to the turnout.

2. **Legislation** – Mr. Harvey provided an update on several bills (House Bill 29 and Senate Bill 5) currently being considered and will be heard on February 5, 2015. More information to follow.
3. **Personnel** – Jackie Bryley, Human Resources Administrator from State Board of Elections provided information for the new Maryland State Personnel System (SPS) and explained the importance of registering and creating a password. She asked everyone to verify and proof the information and contact her with updates or correction. A copy of the handouts are attached to and made part of these Minutes. Ms. Bryley also reminded all Directors to submit PEP's no later than January 31, 2015 but [prefers to have them as soon as possible.

Discussion held about the possible budget cuts after the new Governor and his Administration is in place in January. At this time, there is no information.

The Board thanked Ms. Bryley for attending the meeting and providing valuable information.

4. **Floor Discussion** – Ms. Hatfield opened the meeting to the Floor and asked for questions and concerns.

Discussion as follows:

- a. New Voting System Replacement (NVSR) – There is a “parking lot” available to anyone with a Maryland.gov email.
- b. NVSR work groups have been formed with three “leaders”, two representatives from local boards and one representative from State Board of Elections. The work groups are:
 - Project Management
 - LBE Requirements
 - Polling Place Logistics
 - Communication
 - Election Judges
 - Voting Systems
- c. In an effort to ensure everyone is informed of progress of the work groups and the roll out of the new voting system, at the next “Workgroup Leaders” meeting, Guy Mickley will request periodic updates be provided to all Directors.

Next Meeting

The next MAEO Board meeting will be held on February 18, 2015 at 10:00 am at the Anne Arundel County Board of Elections in the main office. Ruie Lavoie will send notification, including the address, to all MAEO members.

Adjournment

Ms. Hatfield invited everyone to join the festivities, have lunch and enjoy the delicious treats after the meeting ends.

There being no further business, on a motion made by Abigail Goldman and a second by Tracy Dickerson, the meeting was adjourned at 12:05 pm.

Respectfully submitted,


Ruie Marie Lavoie
Secretary

Approved this 18th day of February 2015

REPORT OF THE TREASURER
Maryland Association of Election Officials
For the Period
April 21, 2014 to January 13, 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

Total Receivables:	\$ 20,248.00
Audit Balance +Total Receivables:	<u>\$ 50,186.00</u>

Expenditures:

Association Expenses	\$ 1,790.42
Go To Meetings	\$ 441.00
Education Grants	\$ 400.00
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

Total Expenditures:	\$ 8,566.43
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Total in Account as of January 13, 2015	\$ 41,619.57
Minus Balance of Educational Grants	\$ (9,728.29)

Balance on Hand January 13, 2015	\$ 31,891.28
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MAEO BYLAWS REPORT

January 15, 2015

TOPICS OF DISCUSSION

MAEO officer's Election Tie Votes

Suggested Options: (used in other states (Maryland) for a tied election)

Coin Toss – clear directions in the Bylaws as to who would toss the coin – one of the candidates or someone else and let each candidate choose heads or tails. Problem would develop if there was a three way or more tie.

Names of tied candidates are written on a piece of paper and one name is drawn – who would draw the name?

Another election for that particular office is held.

Maryland Election Law provides that the existing county state central committee choose the nominee for the party from among the candidates who were tied (Section 5-1004, Election Law Article, Ann. Code of Md.) Ex: A Maryland county central committee conducted a secret ballot process on July 10, 2014, and let the two candidates open the envelopes.

Information as to possible options from the Election Administration Reports July 21, 2014

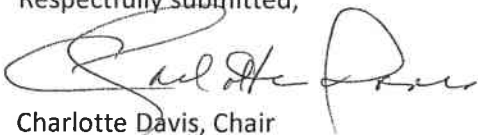
OLD BUSINESS:

The Bylaws Committee has not followed up on a change in status of association as there did not appear to be a great deal of interest in making a change at this time. Let me know if you want the Committee to research further a status change to "educational" association status or another status. Non-profit does not appear to be the way to go as we do not raise money for anything other than the association's needs. Maybe, information should be gathered as to how MAEO could become registered with the State to create an "organization" for liability purposes. Otherwise, individual members might be able to be sued. We would need legal guidance on these angles.

MAEO is obtaining insurance to protect the officers and members at the annual conference. This is a protection that has been long in coming, but is very important.

Also, as we continue to make changes to the MAEO Bylaws by way of revisions, changes and additions, it might be wise to look at the Bylaws as a whole and completely rework them for the 21st Century. The membership could then vote on the new Bylaws and we would be done for a while.

Respectfully submitted,



Charlotte Davis, Chair

SPS Alert 13: Shared Services Support Tickets

Release date: 1/8/2015

This SPS Alert includes important information on submitting support tickets.

The Statewide Personnel System (SPS) Shared Services Support team has identified issues that slow down or prevent resolutions to tickets HR users are submitting. In order to ensure that your requests for assistance are handled quickly and effectively, it is imperative that the following three items are addressed.

Description

Work cannot be started on a ticket if Shared Services Support does not have adequate information on the issue. Please be as detailed as possible when filling out the Description field. If possible, provide a screenshot of the issue as well.

Ticket Priority

It is important to assign the proper priority level to a ticket. Please select the priority level based on how urgent the issue is, using the list below as a guide:

- **Emergency:** resolution in less than 24 hours. Example: An employee not getting paid or who needs to be hired on the same day.
- **Urgent:** resolution in 1-3 business days. Example: An issue with an employee who needs to be hired within 3 business days.
- **Normal:** resolution in 3-5 business days. Example: Security tickets and questions about The HUB.
- **Low:** resolution in 7-10 business days. Example: A request to create a new enhancement in SPS Workday.

Your response time

Often, in order for Shared Services Support to assist you additional information is required. When you receive an **"Information is requested"** email you must provide Shared Services Support with the information requested within **3 business days**. If the information is not supplied in that time, **the ticket will be closed**. To prevent this and ensure that you get the help you need, be sure to read any mail you receive from

SPS Shared Services Support and supply any information requested as quickly as possible.

How to provide information requested

- Reply to the email that you receive, or
- Click the link in the email, which will open your ticket. You can then input the information requested in the "Add Message" field in the ticket.

Ruie Lavoie - Fwd: Mid-Cycle Evaluation Only

From: Jacqueline Bryley -SBE- <jacqueline.bryley@maryland.gov>
To: Ruie Lavoie <rlavoie@baltimorecountymd.gov>
Date: 1/14/2015 2:23 PM
Subject: Fwd: Mid-Cycle Evaluation Only

PLEASE PRINT COPIES FOR MAEO MEETING

If, in the supervisor's opinion, the employee's overall performance during this time has been Satisfactory or better, the supervisor need not complete a full evaluation using the PEP instrument, but need only document in writing (i.e.: e-mail or memo to the employee with a copy to personnel file) that the mid-cycle meeting occurred, and that the employee's overall performance was Satisfactory or better.

This is acceptable, but you need to give me a copy of the correspondence. The correspondence must tell them that they are either satisfactory or outstanding. Their score will be the beginning of the rating scale for either satisfactory or outstanding.

--

Jacqueline L. Bryley

Human Resources Administrator

MD State Board of Elections

151 West Street, Suite 200

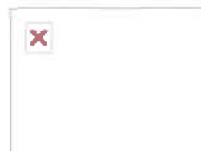
P. O. Box 6486

Annapolis, MD 21401-0486

(410) 269-2866 - Phone Number

(410) 974-5126 - Fax Number

jacqueline.bryley@maryland.gov



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How to create a password for SPS

Release date: 11/14/2014

This SPS Alert clarifies the password creation process.

The Statewide Personnel System (SPS) is now live, and all employees will need to create a new password when logging into the system. The instructions for accessing SPS are located on the [home page of the SPS website](#), and repeated here below. Please ensure that your agency employees are clear on how to access SPS.

Passwords from other systems, such as **POSC** or **The HUB** will not work when logging into SPS. Employees must create a new, unique password when logging in for the first time, following the instructions below and/or on the site.

User ID

Log in with your SPS Employee ID that starts with a "W". If you don't have your SPS Employee ID, [log in to POSC](#). Once in POSC, click "View SPS Employee ID." Make note of your SPS Employee ID, also called your "W number."

Password Guide

Please use the following password formation to make up your initial password:

Enter: Capital first letter of first name.

Enter: Lower case first letter of last name.

Enter: 4 digit birth year.

Enter: Last 4 digit of social security number.

Enter: '!' special character by using the shift key and selecting number 1 above the letter 'Q' on the keyboard.

For example: Name: **John smith**; DOB: 09/09/**1980**; SSN: 9867-65-**4321** -
Your Password will be: **Js19804321!**




Start Performance Review for an Employee

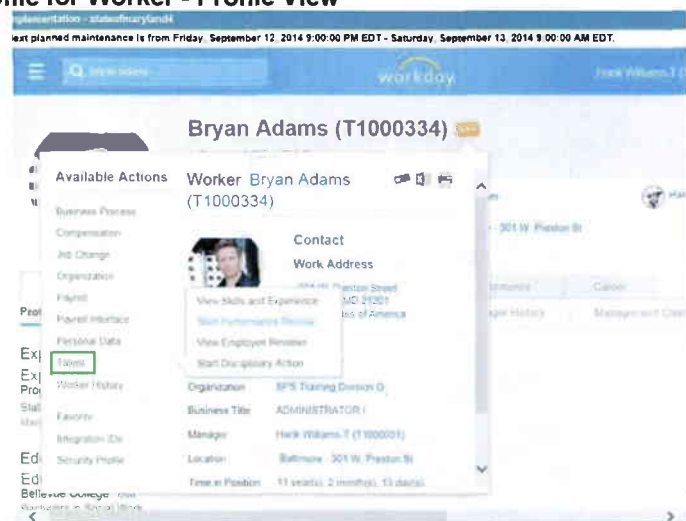
Use the procedure below to record enter the end-of-cycle or mid cycle Performance Evaluation Plan (PEP) rating for an employee for the fiscal year. Employees hired between January and June are due for an Annual PEP and employees hired between July and December are due for a Mid Cycle PEP.

No employee or manager acknowledgment is required in the system after the rating is entered; however, each employee can review their PEP rating on the **Performance** tab of their Worker Profile. Supporting documents for the employee's rating can be uploaded, if needed.

Procedure:

1. Search for the employee.
HINT: Type the employee's name or employee ID ("W" number) in the search field and hit enter or search for the employee's supervisory organization and click the **Members** tab.
2. Click the Related Actions and Preview icon  next to the employee's name.

Professional Profile for Worker - Profile View



3. In the menu, hover over the Talent hyperlink and then click Start Performance Review.

Start Performance Review for Employee

Implementation - stateofmaryland
next planned maintenance is from Friday, September 12, 2014 9:00:00 PM EDT - Saturday, September 13, 2014 9:00:00 AM EDT.

workday Hank Williams-T (T1000334)

Start Performance Review for Employee

Employee * Bryan Adams (T1000334)

Review Template *

Period Start Date *

Period End Date *

System Status: The next Weekly Service Update will be on Friday, September 12, 2014 from 8:00 p.m. PDT (GMT -7). © 2014 Workday

4. Type or use the prompt to select the appropriate review template (i.e., the Annual (End) or Mid Cycle PEP for the employee based on the employee's hire date).



Information: The **Period Start Date** and **Period End Date** fields populate from the template selected.

5. If needed, enter a comment in the field.
6. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also

- Click **Cancel** to cancel the process and start at another time.

Start Performance Review for Employee

Implementation - stateofmaryland
next planned maintenance is from Friday, September 12, 2014 9:00:00 PM EDT - Saturday, September 13, 2014 9:00:00 AM EDT.

workday Hank Williams-T (T1000334)

Start Performance Review Confirmation FY 2014 Annual PEP: Bryan Adams (T1000334)

Up Next

Hank Williams-T
Complete Manager Evaluation
Due Date: 09/14/2014

Do Another
Start Performance Review for Employee

Details and Process

System Status: The next Weekly Service Update will be on Friday, September 12, 2014 from 8:00 p.m. PDT (GMT -7). © 2014 Workday

7. Click the **Open** button.



STATEWIDE PERSONNEL
SYSTEM

Title: Start Disciplinary Action on a Worker
Functional Area: Performance Management




Information: The next step in the process is the Complete Manager Evaluation.

Complete Manager Evaluation

8. Click the **Go to Guided Editor** button.

Complete Manager Evaluation

9. Click the Edit  icon to add the employee PEP rating.
10. Type the employee rating (from 1-3) that appears on the form from the manager in the Rating field.

Complete Manager Evaluation

workday

Manager Evaluation Manager Evaluation: FY 2014 Annual PEP: Bryan Adams

Summary

Manager Evaluation

Rating 3

Back Next

Service Update will be on Friday, September 12, 2014 from 6:00 p.m. PDT (GMT -7)

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11. Click the **Next** button.

Complete Manager Evaluation

Implementations - Summary/Details

Next planned maintenance is from Friday, September 12, 2014 9:00:00 PM EDT - Saturday, September 13, 2014 9:00:00 AM EDT.

workday

Complete Manager Evaluation Manager Evaluation: FY 2014 Annual PEP: Bryan (T1000334)

Review Period
07/01/2013 - 06/30/2014

Overall Annual PEP

Manager Evaluation

Rating 3

Comment

Submit Save for Later Close

12. Enter a comment in the Comment field, if applicable.

13. Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit.
- Click **Close** to cancel the process and start at another time.

14. Click the **Done** button.

15. The System Task is complete.