



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

Minutes March 28, ~~2107~~ 2017 *RMC*

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 28th day of March, 2017 in the office of the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland. Notice of the meeting was properly provided.

Board Members Present:

David Garreis, President (Anne Arundel County)
Alysoun McLaughlin, Vice President (Montgomery County)
Ruie Marie Lavoie, Secretary (Baltimore County)
Danna Archie-Williams, Treasurer (Baltimore County)
Alisha Alexander, Board Member (Prince George's County) – By Phone
Gail Hatfield, Board Member (Calvert County) – By Phone
Armstead B. Jones, Sr., Board Member (Baltimore City)
Mary-Frances Vavra-Alcoser, Board Member (Baltimore County)
Gilberto Zalaya, Board Member (Montgomery County)

Members and Guests Present:

Wendy Adkins, St. Mary's County
Lenice Austin, Baltimore County
Paula Bailey, Calvert County
Daneen Banks, Prince George's County (By Phone)
Katherine Berry, Carroll County
Katie A. Brown, Baltimore County
Jerri Cook, Talbot County
Gwendolyn Dales, Dorchester County
Tae Frere, St. Mary's County
Ben Frey, Somerset County
Abigail Goldman, Baltimore City
Teresa Goode, Talbot County
Stuart Harvey, Frederick County
Garrick Hendricks, Calvert County (By Phone)
Russell Hicks, State Board of Elections (By Phone)
Barry Jackson, Washington County
Christine Jones, Queen Anne's County
David Jones, St. Mary's County
Kim Jones, Dorchester County
Susan Julian, St. Mary's County
Kevin Keene, Harford County
Jane Lister, Queen Anne's County

Members and Guests Present, continued:

Dale Livingston, Harford County
Crystal McGuinn, Queen Anne's County
Guy Mickley, Howard County
Sarah Mohan, Harford County
Allison Murphy, Caroline County (By Phone)
Maggie Mundle, Harford County
Paul Noranbrock, Queen Anne's County
Paula Paschall, State Board of Elections
Kimberly Phillips, Howard County
Cathy Quesenberry, Queen Anne's County
Richard Siejack, Harford County
Ann Marie (Nancy) Stratton, Baltimore County
Amy Sullivan, Harford County
Jeff Stevens, Baltimore County
Stephanie Taylor, Harford County
Brandie Underwood, St. Mary's County
Jessica White, Montgomery County
Tammy Willis, Caroline County (By Phone)
Teresa Womble, Howard County

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:07. Quorum was established with seven (7) Board Members present in person and two (2) Board members present by phone. Introductions were made and roll call of those in attendance in person and by phone was taken.

AGENDA

Additions and changes to the agenda were requested. Ruie Lavoie requested the addition of reviewing insurance quotes be placed under new Business. Alysoun McLaughlin requested the addition of a discussion on the possibility of the Association becoming a nonprofit association. David Garreis requested the additional of a discussion on ways to modernize the absentee ballot process be placed under New Business. With a motion by Armstead Jones to accept the agenda with the three (3) additions and a second by Ruie Lavoie, the Board unanimously accepted the agenda with the above additions.

MINUTES

A special thank you was extended to Daneen Banks for taking the minutes during the last meeting. Minutes from the October 14, 2016 meeting were reviewed. There were no changes or additions requested.

MOTION: Danna Williams motioned to approve the Minutes of the October 14, 2016 meeting as written.

SECOND: Mary-Frances Alcoser

ACTION: Favorable and unanimous. The motion carried.

Minutes from the December 14, 2016 meeting were reviewed. There were no changes or additions requested.

MOTION: Mary-Frances Alcoser motioned to approve the Minutes of the December 14, 2016 meeting as written.

SECOND: Danna Williams

ACTION: Favorable and unanimous. The motion carried.

Minutes from the January 18, 2017 meeting were reviewed. There were no changes or additions requested.

MOTION: Armstead Jones motioned to approve the Minutes of the January 18, 2017, meeting as written.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous. The motion carried.

TREASURER'S REPORT

Treasurer Danna Williams presented the Treasurer's Report (attached to and made part of these Minutes) for the Period February 24, 2016 to March 28, 2017, which reflected Receivables in the amount of \$88,565.00. Total Receivables balance included \$46,585.00 in 2016 Conference Fees, \$9,810.00 in 2017 membership Dues, \$27,700.00 in 2017 Conference Fees, \$3,000.00 in Vender Fees and \$1,470.00 in 2017 Conference Fees-Guest. Total Expenditures were reflected in the amount of \$77,374.39. Total Account Balance as of March 28, 2017 is \$58,855.24 which reflects a Balance on Hand of \$50,890.59 and \$7,964.65 which is earmarked for Educational Grants.

To date, all local Boards have paid their annual membership dues. The annual charge for goto meeting s is \$468.00 which has been paid.

MOTION: Mary-Frances Alcoser motioned to accept the Treasurer's Report for period ending March 28, 2017 as submitted.

SECOND: Alysoun McLaughlin

ACTION: Favorable and unanimous, the Motion carried.

COMMITTEE REPORTS

Audit – The committee will meet two (2) weeks prior to the Annual Meeting (in accordance with the Bylaws) to conduct the audit.

Awards and recognition – The Committee drafted an updated policy and submitted to the Board for review and approval. A copy is attached to and made part of these minutes.

MOTION: Armstead Jones motioned to approve the Awards and recognition Policy as submitted.

SECOND: Mary-Frances Alcoser

ACTION: Favorable and unanimous. The motion carried.

Ruie Lavoie will send notice to all members of the approved policy and a call for nominations for awards during the conference will be held. The Board will meet in closed session with the Awards Committee to review and discuss nominations on May 8, 2017 in the Anne Arundel County Board of Elections. An awards and retirement budget was submitted to the Board for approval. The Board increased the retirement funding and approved the budget.

Early Voting/Election Judge – Daneen banks, Chair, provided a written report to the Board. A copy is attached to and made part of these minutes.

Education and Grants – The committee will meet directly after this meeting.

Election Technology – The Board receives routine correspondence, meeting minutes and updates from Garrick Hendricks, Chair. No additional report at this time.

Legislation – Stuart Harvey, Chair provided a verbal report.

Personnel – A written report was provided to the Board and a copy is attached to and made part of these minutes.

Regulations review – Alysoun McLaughlin provided a verbal report regarding possible changes in legislation for election observers and the absentee process. The committee has not yet met but she asked for areas of interest.

Standards and Voter Registration – Dale Livingston and Jessica White provided a verbal report.

NEWSLETTER

The newsletter editors solicited ideas for the name and the Board reviewed the submissions. Discussion was held.

MOTION: Danna Williams motioned to name the newsletter Connect 24 with a tag line.

SECOND: Alysoun McLaughlin

ACTION: Favorable and unanimous. The motion carried.

Chrissy Sharpless from Garrett County submitted the winning name.

OLD BUSIENSS

2017 Annual Meeting and Conference

The conference will be held from June 6, 2017 to June 9, 2017 at the Clarion Resort in Ocean City, Maryland with Cecil County and Harford County hosting. David Garreis provided a conference update for Brittani Thomas. A walk thru of the hotel and meetings rooms has been scheduled for May 9, 2017. Discussion was held regarding the contract signed with Tippy Martinez for his appearance during lunch at the conference. He will be paid \$600.00 and provided with a hotel room. The Board asked that no other contracted be signed without the acknowledgement and approval from the entire Board. Discussion was held regarding the cost of the entertainment – the movie,

Days of Thunder. The cost for the movie copyright is \$300.00 which has been paid. This cost does not include the screen set-up and bonfire costs.

NEW BUSINESS

Proposed Smartsheet Web Forum

Amy Sullivan and Stephanie Taylor provided an overview on their idea of a "suggestion box" which will provide MAEO members an avenue to submit questions and concerns. The Board expressed appreciation for their idea and offer to develop the forum and unanimously approved the process.

Conference Insurance

The Board reviewed and discussed the two (2) proposals received for insurance during the annual meeting and conference. The Board agreed to table this decision until after clarifications of insurance quotes were made.

Modernizing the Absentee Ballot Process

Discussion was held. A subcommittee has been established with Alysoun McLaughlin the Chair. She will set a meeting date and advise the membership.

Non-Profit Status

Discussion was held regarding the process to become a not-for-profit or non-profit association. To be further investigated. Tabled at this time.

OPEN FORUM

The Floor was opened for comments and questions.

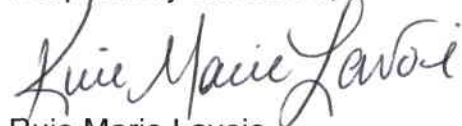
NEXT MEETING

The next meeting will be held on May 8, 2017 at 10:00 am at the Anne Arundel County Election office. Meeting information will be provided to the membership.

ADJOURNMENT

There being no further business, on a motion made by Danna Williams and a second by Gail Hatfield, the Meeting was adjourned at 12:20 pm.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 2nd day of August, 2017

Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

REPORT OF THE TREASURER

For the Period

February 24, 2016 to March 28, 2017

Balance on Hand June 6, 2016 Audit

\$ 47,664.63

Receivables:

2016 Conference Fees	\$ 46,585.00
2017 Membership Dues	\$ 9,810.00
2017 Conference Fees	\$ 27,700.00
2017 Vendors Fees	\$ 3,000.00
2017 Conference Fees-Guest	\$ 1,470.00

Total Receivables:

\$ 88,565.00

Audit Balance & Total Receivables:

\$ 136,229.63

Expenditures:

2016 Conference Expenses

Hotel/Meals/Audio	\$ 62,349.60
Conference Planner Pay/ Mileage	\$ 798.18
Name Tags/Folders	\$ 63.69
Awards/Giveaways	\$ 2,958.74
Retirement	\$ 575.00
Refunds	\$ 670.00

\$ 67,415.21

Other Expenses 2017

Meeting Refreshments	\$ 172.77
Web-Site Membership/Webpage Design/Go ToMeeting	\$ 890.06
2016 Holiday Party	\$ 557.93
Office Expenses	\$ 37.03

2017 Conference Expenses

Speaker Deposit	\$ 5,175.00
Entertainment	\$ 300.00
Giveaways	\$ 2801.51
Silent Auction Supplies	\$ 24.88

\$ 9,959.18

Total Expenditures

\$ 77,374.39

Total in Account as of March 28, 2017

\$ 58,855.24

Minus Balance of Educational Grants

\$ (7,964.65)

Balance on Hand March 28, 2017

\$ 50,890.59

Maryland Association of Election Officials

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Membership and Conference Breakdown

As of March 27, 2017

Membership:

24 LBE's (327 members) are complete with listings of members and payments

Conference:

12 LBE's (126 attending)

7 Guest in with paperwork and payments

6 Vendors (9 Reps) in with paperwork and payments

www.maeo.net

Do To

49th monthly = 588 savings of 120th yearly

Invoice No. 94426497

Danna Archie-Williams
Baltimore County Board of Elections
11112 Gilroy Road, Ste 104
Hunt Valley, MD 21031
United States
katherine.berry@maryland.gov

Dear Danna Archie-Williams,

We appreciate your business. Your receipt is below.

Plan Purchased Mar 24, 2017



1 organizer seat of GoToMeeting Annual Plan with
25 attendees starts Mar 24, 2017 EDT extends
through Mar 24, 2018 EDT

\$468.00 USD

Charged to Visa – 3991

(\$468.00) USD

Balance due:

\$0.00 USD

At the end of each billing cycle, your services will be automatically renewed. To manage your account or turn off renewal, please visit **My Account**. If you have any questions, please contact Global Customer Support.

Again, thank you for using our services.


Regards,

Global Customer Support

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3/17/17

INVOICE

March 3, 2017

Cindy Woodward
P.O. Box 490
Glen Burnie, MD 21060

RE: Maryland Association of Election Officials

The Maryland Association of Election Officials (MAEO) agrees to pay Tippy Martinez for his speaking engagement at the MAEO conference luncheon on June 8, 2017, to be held at the Clarion Resorts Hotel in Ocean City, MD.

Compensation is \$600.00 and one night's stay, June 7, 2017, at the Clarion Resorts Hotel. The MAEO will book the room for Mr. Martinez and his wife, Carol.

The Orioles will provide player photo cards for autographs, as well as pens and Sharpies for signing.

Total: \$600.00

Please make check payable to Tippy Martinez.

Check may given to Mr. Martinez at the time of his appearance, or mailed in advance to:

Bill Stetka
Director of Alumni
Baltimore Orioles
333 W. Camden St.
Baltimore, MD 21201

For questions, contact Bill Stetka, 410-547-6156 or bstetka@orioles.com.



Awards and Recognition Policy

Call for Nominations deadlines will be strictly enforced.

Retirement of MAEO Members

When a **MAEO member** retires from active government service, he or she shall receive an appropriate and monetary gift not to exceed \$110.00 dependent on longevity in membership, activity in the organization, and upon the Board's approval. When possible, the presentation shall take place at the Annual Meeting of the Membership.

Past Presidents' Award

The Board of Directors shall grant a suitable plaque to members who, in past years, served as President of the Association. When possible, the plaque shall be presented to the recipient at the Annual Meeting of the Membership.

Robert J. Antonetti, Sr. Award

In honor of MAEO's longest-serving President, the Board of Directors may grant a special award to one (1) MAEO member annually who has rendered **outstanding service** to the organization. A call for nominations shall be conducted by the Awards Committee. Nominations must include a brief description of why the person is deserving of this prestigious award. After the Awards Committee reviews the nominations to verify all qualifications are met, the Board shall vote on the annual recipient. When possible, a plaque shall be presented to the recipient at the Annual Meeting of the Membership.

Board and Committee Chair Service Recognition

Service recognition certificates shall be given to each Board member and Committee Chair after their term is complete. The Board, at their discretion or at the recommendation of the Awards Committee, may grant a suitable plaque for MAEO members who serve on the Board or as a committee chair more than one (1) term. When possible, the presentation will take place at the Annual Meeting of the Membership.

Shining Star Award

In honor of MAEO members who **go above and beyond their normal duties** as election officials, **provide outstanding service to MAEO and the local board**, a shining star award may be presented at the Annual Meeting of the Membership. The Awards Committee shall conduct a call for nominations and all nominees will be reviewed by the Committee to verify the qualifications have been met. Nominations must include a brief description of why the person is deserving of this award. In a closed session of the Board, the list of shining star nominees will be submitted to the Board for final approval. The person who made the nomination shall present the award. When possible, the presentation will take place at the Annual Meeting of the Membership.

Hall of Fame

A Hall of Fame for members of the election community has been established. All past and future recipients of the Robert J. Antonetti, Sr. Award for Achievement shall be included as members of the Hall of Fame. All other potential members shall be nominated by the Board or nominated by members in good standing and voted on by the full membership at the annual conference and approved by a simple majority. Induction shall take place at the next scheduled annual conference.



2017 AWARDS & RETIREMENT BUDGET

Amounts are approximate and based on best estimate as of 3/27/2017.

1. Retirement	
5 retirees @ \$100 per)	\$ 500.00
2. Robert J. Antonetti, Sr. Award	\$ 75.00
3. Hall of Fame	
Plaque Name Plate, 2 names	\$ 40.00
1 Glass Award	\$ 75.00
4. Shining Star Awards	\$ 35.00
TOTAL	<u>\$ 725.00</u>

Committee Schedule & Time Line

- 3/31/17 Send out call for Nominations & Retirements – Due no later than 4/28/17
- 5/5/17 Awards Committee Meeting – Review nominations and qualifications
- 5/8 - 5/12 Closed Session with Board (Board to choose date)
- TBD Awards Committee Meeting – Design/Print certificates and place orders

in AACounty

Awards Committee Members

Katie Brown, Ruie Lavoie and Maggie Mundle

Early Voting/Election Judge Committee Report

March 28, 2017

The Committee met for a Lesson's Learned session on Friday, March 3, 2017. We had representation from 15 counties. There were great ideas shared during the lessons learned that we will share with everyone at the MAEO Conference. The Committee also conducted a survey to solicit input from the LBEs for topics they would like to see covered during the MAEO Conference Breakout Session. We will go over the results of the survey and begin organizing our breakout session topics. We will also share the responses of how various LBEs recruit their EV Judges in the near future.

Our next meeting is scheduled for Friday, March 31, 2017 in Baltimore County. Thank you to all of the LBEs that have responded to our surveys. I would also like to thank my entire committee and a special thank you to Ruie, Lenice, Mary Ann and Leslie for their work on the surveys and committee minutes.

MAEO PERSONNEL COMMITTEE

March Meetings Summaries.

The MAEO Personnel Committee ("Committee") met on March 1, 2017 and again on March 17, 2017 at 10:00 a.m. at the Anne Arundel County Board of Elections. The purpose of the meetings was to finalize the Program structure of the Elections Classification and Compensation System. Attached is the Program structure and associated functions of each of the Elections Programs developed by the Committee. The design and structure is flexible for use by all Local Boards of Election ("LBEs").

The next task was to look at all the current job specifications and determine their applicability to the revamped classification system. The Committee, Sylvia and the Director of State Personnel Classification and Compensation all agreed that the current and any newly created classes would remain in the Elections classification to ensure that the State Board of Elections ("SBE") and the LBEs maintained control of staffing and Position Identification Numbers ("PINs").

Upon review, the committee determined that the Clerk III, the Clerk Lead Advanced, the Administrative Assistant, and the Election Data Application classes would remain with some cleaning up of the language and qualifications if necessary. The Clerk and the Clerk Lead Advanced positions will be retitled to Trainees. The Data Application and Administrative Assistants will also be cleaned up and be titled Assistant I and II. Retitling of the positions is to create consistency with comparable State positions. This step is important for compensation comparison and setting salaries based upon duties performed and level of importance.

The Election Information Specialist will include the current position with any revisions to duties, qualifications, and functions performed; and a newly added ability to identify other specialty classes. The class will be titled Specialist and will have four class, I-IV. The purpose of this revision is to include a career latter other than requiring staff to move into supervision, a technical career path. Staff may take on significant responsibilities but not necessarily have employees to supervise and should be compensated for higher levels of responsibility. This is important for smaller LBEs where staff are required to perform the same duties and functions that supervisors or program managers perform in larger LBEs. Since there are only 3 or more staff including the Director at some LBEs, these higher level performing positions still require equitable compensation.

The Election Supervisor I and II will remain and language and qualifications reviewed and updated.

The Program Manager is a new position and will include positions that not only have duties and function(s) it is responsible for but may also have supervision of one or more supervisors. It is particularly important for equity in larger LBEs. The new system needs to eliminate the current inequities that exists where subordinate staff make more than their supervisors, managers, deputy directors and in some cases Directors.

The next meeting is scheduled for April 4, 2017, 10:00 a.m. at the Anne Arundel County Board of Elections.

Column1 PROGRAMS	Column2 FUNCTIONS	Column3 FUNCTIONS	Column4 FUNCTIONS	Column5 FUNCTIONS	Column6 FUNCTIONS	Column7 FUNCTIONS	Column8 FUNCTIONS	Column9 FUNCTIONS
Voter Registration	OLVR	FRONT COUNTER (Training)	JURY	MAIL	MERGE	NEW REGISTRATION	NVRA	PENDING
	PROVISIONAL (Training)	RECORD RETENSION ARCHIVES	STREET FILES	Same Day Registration				
	CANDIDATES (Training)	CONFIDENTIAL	CRIMINAL	CRITICAL AUDIT	DECEASED	DHMH	ERIC (Electronic Registration Information Center)	
ABSENTEE								
Judges Elections Mgmt.	BALLOT PREP	CANVASS	EDSS	ELECTION CALENDAR	ELECTION DAY	ELECTION PREPARATION	ELECTIONWARE (Training)	MUNICIPALS
	POST ELECTION							
Outreach	NURSING HOMES	PUBLIC SERVICE REQUESTS	VRV PROGRAM	COMMUNITY OUTREACH	Kids Voting: High School Voter Registration Program/Election Judge Recruitment			
Election Equipment	EQUIPMENT INVENTORY & MAINTENANCE	WAREHOUSE		Voting System (PEML&A/Charging/ repair)	Electronic Pollbooks (PEML&A/Charging/ Repair)	Polling Place Supplies	Voting Booths (PEM/Repair)	Redistricting
Polling Places	POLLING PLACE MANAGEMENT	POLLING PLACE COMMUNICATIONS	POLLING PLACE SIGNS	POLLING PLACE LIST	Redistricting	Polling Place Management (Surveys/MDVOTER SVios/Trouble- shooting-POC)		
Project Management/QC	PROJECT MGMT. SMARTSHEETS	QUALITY CONTROL	Personnel					
Office Administration	BOARD MINUTES	BUDGET	COUNTY BULLETIN & REGISTRAR	COUNTY SUPPORT & E.A.R	FAMIS/ADPICS	FORM REVISION	LEAVE MANAGEMENT	NEWSLETTER
	OFFICE CALENDAR	OFFICE EQUIPMENT	OFFICE INVENTORY	POLICY & PROCEDURE	SUPPLIES	TIMESHEETS	TRAINING	WEBSITE (Training)

Election Program:

Trainee (Clerk III/Lead Advance)

Assistant I-II (Data Application/Administrative Assistant)

Specialist I-IV (New/Information System Specialist)

Supervisor I-II (Election Supervisor)

Manager (New)

Senior Manager (Deputy Director)

Administrator (Election Director)