



MDVOTERS COMMITTEE

Meeting Minutes March 22, 2017

MEMBERS PRESENT:

Dale E. Livingston, Co-Chair – Harford County
Amy Sullivan – Harford County
Chrissy Jones – Queen Anne’s County
Lenice Austin - Baltimore County
Shekia Harding-Bey – Anne Arundel County

Jessica White, Co-Chair – Montgomery County
Brittany Phillips – Dorchester County
Cindy Woodward – Anne Arundel County
Roger Stitt – State Board of Elections
Tammy Willis – Caroline County

MEMBERS ABSENT:

Charlotte Davis – Howard County

MEMBERS CALLING-IN:

Kristen Scott – Calvert County

Paula Bailey – Calvert County

WELCOME GUESTS:

Allison Murphy – Caroline County
Mary Wagner – SBE

Stephanie Taylor – Harford County
Janet Smith - SBE

Old Business:

During the February, 2017 meeting there was a discussion of how best to address ways to enhance the Critical Data Auditing process and provide timely reports to the LBEs so they can address training issues with their staff. During that meeting Amy Sullivan suggested using Smartsheets for this purpose. During this meeting Dale Livingston presented an overview of the concept of a Smartsheet Reporting Process for the Critical Data Oversight. Ms. Livingston talked about the benefits of using Smartsheet which included: SBEs control over viewers and editors; training modules attached to each sheet for resource material; Audit Summary Reports, one for the LBEs - which is an anonymous report, and one for the SBE which shows all findings across the State; Janet will only have to go to one sheet to view all LBE findings for all audit reports each month instead o-f having to review Six (6) reports from twenty-four (24) jurisdictions (144 reports in all); the Smartsheet process is secure; LBEs have access to their findings report each month, and other benefits still to be discussed at future meetings.

After the overview Stephanie Taylor presented the mechanics of the Smartsheet process for the SBE and the LBEs and answered questions about its use. During the discussion Ms. Taylor adjusted the Smartsheets as ideas were offered and questions were raised. Ms. Smith will review the Smartsheet program, make her own adjustments and then get back with the committee for a final review.

The Smartsheet Audit Process was very well received by the members of the committee as well as Mary and Janet. A question was raised about security of the information to which Ms. Livingston said the only voter information in the Smartsheet will be a voter number and last name. Ms. Wagner was concerned about

anonymity of findings, to which Ms. Taylor said that the LBEs would not have access to each other's Smartsheet information and the Summary Report that the LBEs have access to is only the statewide findings for each part of the audit – no LBE names, voter numbers or voter names are in that report. The LBE report is basically a resource, or “library” if you will, for findings and notes.

Another concern was how to offer training for the LBEs. Ms. Taylor pointed out that the step by step guide is attached to each LBEs Smartsheet, along with other documentation for easy access. Ms. Livingston said that she would like to present this at the MAEO Conference during the MDVOTERS Committee break-out session and a training component could be incorporated at that time. Ms. Taylor went on to say that since Smartsheet is very much like Excel, the learning curve will be short.

New Business:

The next topic of discussion concerned the committee's next project - training modules for MDVOTERS. A copy of Harford County's Training Modules was emailed to each committee member as a starting point for review and comment. Alison Murphy also said she will share Caroline County's materials for review. Ms. Livingston said that the Harford County Smartsheet modules were created a while ago and are not up to date, but can serve as a template. Ms. Taylor said she would create a Smartsheet for each member of the committee so they could open the training modules to use as they would to try things out in the MDVOTERS “sandbox”. In this way, we can prepare for the discussion on statewide training at the next meeting. The main Smartsheet lists the modules and provides a “Comment” section for the members to make note of changes or enhancements they would like to see. Mr. Stitt said that this was a good place to start. Mr. Stitt is also the person to contact with any questions about MDVOTERS training since he was the originator of the MDVOTERS Self-Paced Training Guide, which can be found on the OnLine Library.

The MDVOTERS training modules will be the main topic of discussion at the next meeting, as well as the MAEO Conference topic for the break-out sessions.

The meeting adjourned at 11:33 AM. The next meeting of the MDVOTERS Committee is scheduled for April 22, 2017 at 10:00 AM at the Anne Arundel Board of Elections.

Respectfully,

Dale E. Livingston
Co-Chair