

# **Early Voting/Election Judge Committee Meeting Minutes**

**Hosted by Howard County Board of Elections  
Monday, October 30, 2017 \* 10:00 AM until 12 NOON**

## **I. Roll call**

Daneen Banks conducted a roll call. The following persons were present: Robert Brady, Cheyenne Richards, Diane Loibel, Samantha Logsdon, Susan Julian, Cortnee Bryant, Patricia Thorpe, Nicole Snifflett, Kimberly Phillips, Teresa Womble, Lora Walters, Leslie Woods, Ruie Lavoie (via tele-conference), Jessica Noranbrock, Erin Perrone, Dionne Church (via tele-conference), Mary Ann Mogavero (via tele-conference), LeNice Austin (via tele-conference), Tracy Dickerson, and Maggie Mundle.

## **II. Election Judge Training - SBE Requirements**

Cortnee presented information regarding the SBE Election Judge Training requirements. She informed everyone that the check list is on the on-line library. She passed around a copies of the checklist.

Erin- SBE will observe all 24 counties for an evaluation. Everyone should make sure that you include in the training the Check-in statement that judges are required to ask regarding the BMDs. The BMD policy is the same. There has to be a balance in using the check-in statement, for example an unintended consequence would be that the BMD lines would be too long because the emphasis on the statement.

## **III. Election Judge Training – Best Practices [discussion]**

How are LBE's balancing hands on training with ensuring enough time is dedicated to lectures?

Charles County – training set up like Mock Election, it went very well, class was about 2 ½ hours, they also scheduled training not in precinct order.

Howard County – scheduled training by Judge Type, 20 minute lecture using staff to re-inact different voter scenarios in line. They will do this and rotate until every step is covered, they also allow Judges to close down all equipment at the end. Class size range 16-25.

Some counties train judges by precinct.

How many LBE's change class rooms during, majority train in the same room?

St. Mary's lectures all together, take a break with goodies, than go to assigned rooms. The training cover chapter 1-4 in a video presentation during the lecture.

\* Susan will send Daneen copy of video presentation to disseminate.

Prince George's – Currently train all judges in one classroom. Spend 30 minutes on Chapters 1 – 4 and trains 25 to 30 judges per class. Prince George's spends time on e-poll books, paperwork and have limited hands on for the BMD and DS200. They surveyed the judges after the last election and ask them what could be done to improve training. The judges overwhelmingly requested additional hands on training, so this year Prince Georges will modify its training program to provide more hands on.

How Many Counties Test Judges?

Montgomery County – quiz Judges on chapters 1-4, this will ensure a person read, write and understand English, it is done on line before scheduling training, the no show count went down. The quiz is multiple choice, true and false, a workbook is also available for non-computer savvy.

As preparation for taking the online training quiz, Montgomery County asks the judges to view a disability video along with reading chapters 1 -4 of the manual. The judges take the disability quiz from SBE during the class. They take the multiple quiz on chapters 1 through 4 online.

Question asked was this a violation of the training requirements for SBE if this is done online and not in the classroom since Montgomery County does not use Judges that can't pass the test? Erin stated that it is not. She stated that originally it was considered as a problem in their audit, but added that after further thought, it is not a problem.

Harford and other LBE's noted that they quiz judges at the end or as they go along in training.

#### **IV. Election Day/Early Voting Comprehensive Audit**

*Common Errors/SBE Audit Findings (discussion/attachment-Cortnee)*

Missing the deadline, if you're going to be late let her know, if the deadline is on the weekend turn it in on Monday. Scanning the documents and e-mail is preferred. If you mail the documents, please make it to her attention.

Sending receipt does not mean she has all the materials and your package is complete, it only means that she received it. Precincts and Polling place are the same language she will just use Polling Place.

The Polling Place Summary and Polling Place Audit information is on the online library.

Send all Provisional certificates all complete pages front back, etc. Make sure they are signed.

If you use an Evaluator to conduct your polling place evaluations and you may miss the deadline because of them let SBE know. Make sure you complete the prerequisite number of polling places. For example, if you have 150 polling places or more, you must evaluate 25% of your polling places. You must also rotate your polling places. If you are not sure how many polling places you must evaluate, the information is in the online library.

Please make Judges aware of filling out completed ballot certificates... Key word communicate.

**Will there be a closing summary report for the audit?**

Erin – not needed, only ballot accounting report and ballot certification is needed.

**V. Online Library Update [discussion/attachment]**

Erin is working on adding the County Bulletin. As of November 2017, the County Bulletins have been updated on the online library.

**Election Judge Communication by some LBE's [discussion]**

Some LBEs use the following as forms of communicating:

- Eventbrite – Some counties still use Eventbrite; however it seems to be more difficult to use since they have upgraded their software.
- Text Messages
  - Anne Arundel – send texts by “Call Mall”
- Smart Sheet (a web link sent to Judges)
- Google forms – easy to use most LEB's communicate by Email
- Email blast to send, best practices/Newsletter etc.
- Facebook page for EJ's

**VI. Miscellaneous**

Do any LBE's proof Absentee labels?

Does anyone check to make sure that the address matches the label?

Most LBEs agreed that they proof absentee records against the applications, but don't proof labels.

Some LBEs do random checks on labels based on the batches to ensure everything printed.

Some LBEs do check Military and College applications

**VII. Next Meeting scheduled for January possibly via Conference call for all.**