

Maryland Association of Election Officials

2019 Annual Meeting of the Membership

Clarion Resort Fontainebleau Hotel
10100 Coastal Hwy, Ocean City, Maryland 21842
Phone: 410.524.3535

AGENDA

Revised: 3/14/2019 3:25:51 PM
Draft - Subject to Change

Tuesday, May 21, 2019

Terrace Lobby
Vendor Set-Up

2:00 pm

Conference Room 3
MAEO Board of Directors' Meeting

3:00 pm -- 5:00 pm

Conference Room 6
Conference Registration – Hosts: Allegany, Garrett and Washington Counties
Door Prize Drop-Off (Each County/SBE to donate 2 door prizes)
MAEO Feud Signup

4:00 pm

Hotel Check-In

5:00 pm

Crystal Ballroom
MAEO Business Meeting
Call to Order and Introductions – David Garreis, President (Anne Arundel County)
Roll Call, Establish Quorum – Ruie Marie Lavoie, Secretary (Baltimore County)
Welcome Address – Thomas Hicks, Commissioner, US Elections Assistance Commission
Approval of Minutes – Ruie Marie Lavoie
Guest Speaker: Celebrating 100th Anniversary of Woman's Suffrage – The Honorable Mary Washington, Maryland State Senate
Theme Winner Announcement – Catherine "Maggie" Mundle, Awards Committee Chair (Harford County)
General Information and Housekeeping – David Garreis
Adjournment

6:00 pm – 8:00 pm

Terrace Lobby
Trade Show and Reception
Vendor Introductions, Gail Hatfield, Vendor Coordinator (Calvert County)
Appetizers and Hors d'oeuvres
Vendor Scavenger Hunt – Instructions in Attendee Folders

Dinner & Entertainment on Your Own – Information in Attendee Folders



Wednesday, May 22, 2019

Terrace Lobby

Vendor Display – Vendor Scavenger Hunt – Instructions in Attendee Folders

7:00 am – 8:30 am

Horizons Restaurant

Breakfast Buffet

Must Display MAEO Name Badge and Buffet Ticket

7:30 am – 8:45 am

Conference Room 6

Conference Registration – Hosts: Allegany, Garrett and Washington Counties

Door Prize Drop-Off (Each County/SBE to donate 2 door prizes)

MAEO Feud Sign Up

9:00 am

Crystal Ballroom

2019 Annual Meeting of the Membership, Opening Ceremony

Call to Order & Welcome – David Garreis, President

Roll Call, Establish Quorum – Ruie Lavoie, MAEO Secretary

Prayer for Deceased Members – Bruce Field, Board President (Washington County)

Pledge of Allegiance – Garrett County

Welcome Address – The Honorable Brandon Butler, Allegany County Executive

Guest Speaker: Celebrating 100th Anniversary of Woman's Suffrage – The

Honorable Kathy Szeliga, Maryland House of Delegates

Approval of 2018 Annual Meeting Minutes – Ruie Marie Lavoie, Secretary

Treasurer's Report (Included in Attendee Folder) – Danna Archie-Williams, Treasurer

Committee Reports (Included in Attendee Folders) – Committee Chair listed below

*Absentee Voting – Alysoun McLaughlin (Montgomery County) and Barry Jackson (Washington County)

*Audit – Gail Hatfield (Calvert County)

*Awards & Recognition – Catherine "Maggie" Mundle (Harford County)

*Conference Planning – Ruie Lavoie (Baltimore County) and Abigail Goldman (Baltimore City)

*Constitution & Bylaws – Alisha Alexander (Prince George's County)

*Educational Grant/Continuing Education – Armstead B. Jones, Sr. (Baltimore City)

*Elections – Stephanie Taylor (Harford County)

*Election Judges/Early Voting – Daneen Banks (Prince George's County)

*Election Technology – Garrick Hendricks (Calvert County)

*Legislative – Stuart Harvey (Frederick County) and Katherine Berry (Carroll County)

*Newsletter – Ben Frey (Somerset County)

*Outreach – Joshua Ramos (Anne Arundel)

*Parliamentarian – Richard Siejack (Harford County)

*Personnel – Katherine Berry (Carroll County)

*State Regulations Review – Jessica Newby (Montgomery County)

*Voter Registration – Kimberly Phillips (Howard County)

*Website – Hassan Aslam (Anne Arundel County)

9:15 am

Opening Remarks

Linda Lamone, Administrator, State Board of Elections (SBE)

9:25 am

2019 MAEO Bylaws Election Information

Stephanie Taylor, Election Committee Chair (Harford County)



Wednesday, May 22, 2019, continued

- 9:30 am **General Information and Reminders**
David Garreis, President
- 9:45 am – 10:45 am **Crystal Ballroom**
Be Recount Ready
Andrew Bailey Board Counsel, Baltimore County
Katie A. Brown, Director, Baltimore County
Guy Mickley, Director, Howard County
Kaye Robucci, Director, Washington County
Moderator: Tucker Cavanaugh, Deputy Director of Government Reform and Strategic Initiatives at Baltimore County
- 10:45 am – 11:00 am **Terrace Lobby**
BREAK Coffee, Tea and Water
Vendor Scavenger Hunt
- 11:00 am – 12:00 pm **Crystal Ballroom**
Same Day Registration (SDR) and Address Change
Amber MacReynolds, Former Elections Director, City/County of Denver, Colorado
Policy Advocate, National Vote at Home Institute
Moderator: Armstead B. Jones, Sr., Director, Baltimore City
- 12:00 pm **Grand Ballroom** – *Please arrive promptly at 12 Noon*
Lunch Buffet – Pizza Shop
Must Display MAEO Name Badge
Sit at Table Number Printed on Back of Name Badge***
Door Prizes – Must be present to win
Vendor Scavenger Hunt
- 12:30 pm – 1:25 pm **Grand Ballroom**
Team MAEO: Preparedness Challenge
Moderator: Christine Jones, Director, Queen Anne’s County

Breakout Sessions: 6 Sessions, Each Offered Twice at Different Times

- 1:30 pm – 2:25 pm **Conference Room 6**
Complying with Maryland’s Open Meeting Act
Ann MacNeille, Esq. Attorney General’s Office
Mike Molinaro, Esq. Board Attorney, Howard County
Andrea Trento, Esq., Assistant Attorney General for State Board of Elections
Moderator: Nikki Charlson, Esq., Deputy Administrator, State Board of Elections
- Conference Room 2**
2019 Legislation Update – What’s New and Coming for 2020 Elections
Jared DeMarinis, Director, Candidacy & Campaign Finance Division, State Board of Elections
Stuart Harvey, Co-Chair, Legislative Committee (Frederick County)
The Honorable Anne R. Kaiser, Chair, Ways and Means Committee, Maryland House of Delegates
Mary Cramer Wagner, Voter Registration Division Director, State Board of Elections



Wednesday, May 22, 2019, continued

Conference Room 1

Hands Only CPR Certification Training – “Stayin Alive”

Gregory Wm. Branch, M.D., MBA, CPE, FACP

Director of Health and Human Services and Health Officer for Baltimore County

Moderator: Cathy Quesenberry, Administrative Assistant, Queen Anne’s County

Crystal Ballroom, Hall 2A

#SocialMedia4Elections: Mastering the Art of Social Media and Communication

Sarah Mohan, Social Media & Outreach Program Manager (Harford County)

Moderator: The Honorable Kathy Szeliga, Maryland House of Delegates

Crystal Ballroom, Hall 1 – Directors, Deputy Directors, Administrators, Supervisors

5 Stages of Rock Solid Leadership in Elections

Liz Weber, CMC, CSP, Weber Business Services, LLC

Moderator: The Honorable Mary Washington, Maryland State Senate

Crystal Ballroom, Hall 2B

Personnel Power Hour

Katherine Berry, Personnel Committee Chair (Carroll County)

Sylvia Brown, Human Resources Director, State Board of Elections

Christina Lohr, Human Resources Officer, State Board of Elections

Moderator: Danna Archie-Williams, Supervisor, Baltimore County

Breakout Sessions: 6 Sessions, Each Offered Twice at Different Times

2:30 pm – 3:30 pm

Conference Room 3

Complying with Maryland’s Open Meeting Act

Ann MacNeille, Esq. Attorney General’s Office

Mike Molinara, Esq. Board Attorney, Howard County

Andrea Trento, Esq., Assistant Attorney General for State Board of Elections

Moderator: Nikki Charlson, Esq., Deputy Administrator, State Board of Elections

Conference Room 2

2019 Legislation Update – What’s New and Coming for 2020 Elections

Jared DeMarinis, Director, Candidacy & Campaign Finance Division, State Board of Elections

Stuart Harvey, Co-Chair, Legislative Committee (Frederick County)

The Honorable Anne R. Kaiser, Chair, Ways and Means Committee, Maryland House of Delegates

Mary Wagner, Voter Registration Division Director, State Board of Elections

Conference Room 1

Hands Only CPR Certification Training – “Stayin Alive”

Dr. Gregory Wm. Branch, M.D., MBA, CPE, FACP

Director of Health and Human Services and Health Officer for Baltimore County

Moderator: Cathy Quesenberry, Administrative Assistant, Queen Anne’s County

Crystal Ballroom, Hall 2A

#SocialMedia4Elections: Mastering the Art of Social Media and Communication



Sarah Mohan, Social Media & Outreach Program Manager (Harford County)
Moderator: The Honorable Kathy Szeliga, Maryland House of Delegates

Wednesday, May 22, 2019, continued

Crystal Ballroom, Hall 1 - Directors, Deputy Directors, Administrators, Supervisors
5 Stages of Rock Solid Leadership in Elections
Liz Weber, CMC, CSP, Weber Business Services, LLC
Moderator: The Honorable Mary Washington, Maryland State Senate

Crystal Ballroom, Hall 2B
Personnel Power Hour
Katherine Berry, Personnel Committee Chair (Carroll County)
Sylvia Brown, Human Resources Director, State Board of Elections
Christina Lohr, Human Resources Officer, State Board of Elections
Moderator: Danna Archie-Williams, Supervisor, Baltimore County

3:30 pm – 3:45 pm **Grand Ballroom Lobby**
BREAK – OC Boardwalk
Vendor Scavenger Hunt

3:45 pm – 4:15 pm **Crystal Ballroom**
How Secure is Maryland's Election System?
Nikki Charlson, Esq., Deputy Administrator, State Board of Elections

4:15 pm – 5:00 pm **Crystal Ballroom**
Innovations in Elections – Be 2020 Ready
Moderator: Steve Fratz, Director, Garrett County
Best Practice: TBD
Sabrina Graves, Election Supervisor II, Baltimore City
Cross Training: Same Day Registration and Provisional Election Judges
Katherine Berry, Director, Carroll County
Ruie Lavoie, Administrator, Baltimore County
Best Practice: Part-Time Election Judges
Jessica Jones, Lead Election Judge Recruiter, Montgomery County
Best Practice:
Zach , Frederick County

Conference Room 1 & 2 – Directors, Deputy Directors and Administrators
Build Depth and Plan for Succession in 8 Easy Steps
Liz Weber, CMC, CSP, Weber Business Services, LLC
Moderator: Alisha Alexander, Director, Prince George's County

5:00 pm **Crystal Ballroom**
2019 Annual Meeting of the Membership
Announcements, Election Results, Reminders and Recess, David Garreis

5:30 pm – 7:00 pm **Grand Ballroom**
Dinner Buffet – OC Boardwalk
Must Display MAEO Name Badge
Door Prizes – Must be present to win

6:00 pm **Grand Ballroom**



MAEO Shining Star Awards

Catherine "Maggie" Mundle, Awards Committee Chair (Harford County)

Katie Brown, Awards Committee Member (Baltimore County)

Wednesday, May 22, 2019, continued

6:30 pm – 10:30 pm **Grand Ballroom Lobby**
Cash Bar

7:00 pm – 10:30 pm **Grand Ballroom**
MAEO FEUD
Host: Guy Mickley, Director, Howard County
DJ: The Sound Booth
Music and Dancing

Thursday, May 23, 2019

7:00 am – 8:30 am **Horizons Restaurant**
Breakfast Buffet
Must Display MAEO Name Badge and Buffet Ticket

8:00 am – 8:45 am **Conference Room 6**
Conference Registration – Hosts: Allegany, Garrett and Washington Counties
Door Prize Drop-Off (Each County/SBE to donate 2 door prizes)

9:00 am – 9:30 am **Crystal Ballroom**
2019 Annual Meeting of the Membership, Day 2
Reconvene, Welcome & Introductions – David Garreis, President
Roll Call – Ruie Marie Lavoie, Secretary
Guest Speaker: Celebrating 100th Anniversary of Woman's Suffrage – The Honorable Julia Gouge, Former Commissioner, Carroll County
Opening Remarks – Nikki Charlson, Deputy Administrator, State Board of Elections

9:30 am – 10:30 am **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff
Table Top Exercise (TTX) – Ready for Anything – Phase 1

Conference Room 1 & 2 – By Invitation Only
How to Conduct a Table Top Exercise – Phase 1

9:30 am – 10:30 am **Conference Room 4 & 5** – Board Member and Attorney Breakout Session
Must Haves in Polling Place Surveys & Electioneering Do's and Don'ts
Cortnee Bryant, Deputy Director of Election Reform, State Board of Elections
Jared DeMarinis, Director, Candidacy & Campaign Finance Division, SBE
Moderator: Bruce Harris, Board Secretary, Baltimore County

10:30 am – 10:45 am **Terrace Lobby**
BREAK Coffee, Tea and Water
Vendor Scavenger Hunt

10:45 am – 12:15 pm **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff
Table Top Exercise (TTX) – Ready for Anything – Phase 2



Conference Room 1, 2 – By Invitation Only
How to Conduct a Table Top Exercise – Phase 2

Thursday, May 23, 2019, continued

10:45 am – 12:15 pm **Conference Room 4 & 5** – Board Member and Attorney Breakout Session
Jurisdictions, Large and Small; Differences and Similarities in Administration
Wendy Adkins, Director, St. Mary's County
Tracy Dickerson, Director, Charles County
Alysoun McLaughlin, Deputy Director, Montgomery County

12:15 pm – 1:30 pm **Conference Room 6**
MAEO Election Canvass
Stephanie Taylor, Election Committee Chair (Harford County)

12:15 pm – 1:30 pm **Grand Ballroom**
Lunch Buffet – Harvest Table
Must Display MAEO Name Badge
Vendor Scavenger Hunt

1:30 pm – 3:30 pm **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff
Table Top Exercise (TTX) – Ready for Anything – Phase 3 and 4

Conference Room 1 & 2 – By Invitation Only
How to Conduct a Table Top Exercise – Phase 3 and 4

1:30 pm – 3:30 pm **Conference Room 4 & 5** – Board Member and Attorney Breakout Session
Roundtable Discussion: 2020 Election Ready
Dorothy C. Duffield, Board Member, Charles County
Ben Frey, Election Information System Specialist, Somerset County
Moderator: Bill Voelp, Board President, Anne Arundel County

3:30 pm – 3:45 pm **Grand Ballroom Lobby**
BREAK – Sweet Break
Vendor Scavenger Hunt

3:45 pm – 5:00 pm **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff
Table Top Exercises – Ready for Anything – After Action Review

Conference Room 1 & 2 – By Invitation Only
How to Conduct a Table Top Exercise – After Action Review

3:45 pm – 5:15 pm **Conference Room 4 & 5**
Board Member and Attorney Breakout Session
Canvass: Absentee, Provisional and Early Voting Results
Manual Audit of Election Results: Basic Outline of Staff Procedures
Cindy (Allred) Remmey, Acting Director, Harford County
Bruce Robinson, Board Vice President, Baltimore County
Andrea Trento, Esq., Assistant Attorney General for State Board of Elections

5:15 pm – 5:30 pm **Crystal Ballroom**



MAEO Election Results and Announcements
2019 Annual Meeting Adjournment
David Garreis, President

Thursday, May 23, 2019, continued

- 6:00 pm **Grand Ballroom**
Vendor Scavenger Hunt Deadline to Enter
- 6:00 pm – 7:30 pm **Grand Ballroom**
Dinner Buffet - Little Italy
Must Display MAEO Name Badge
Vendor Scavenger Hunt Winner – Must be present to win
Door Prizes – Must be present to win
Grand Prize Drawing, 2 Night Stay in Ocean City – Must be present to win
- 6:30 pm **Grand Ballroom**
MAEO Awards and Retirement Presentations
Catherine “Maggie” Mundle, Awards Committee Chair (Harford County)
Katie Brown, Awards Committee (Baltimore County)
- 7:00 pm – 11:00 pm **Grand Ballroom Lobby**
Cash Bar
- 7:30 pm – 11:00 pm **Grand Ballroom**
MAEO FEUD Playoffs
Host: Guy Mickley, Director, Howard County
Futuristic Theme Dance – Dress to Impress and Win!
DJ: The Sound Booth, Music, Dancing, Karaoke, Photo Booth, Prizes

Friday, May 24, 2019

Breakfast on Your Own

- 10:00 am **Conference Room 6**
MAEO Board of Directors’ Meeting
- 11:00 am Hotel Checkout – Safe Travels





Board of Directors

David Garreis, President (Anne Arundel County)
Alisha Alexander, Vice President (Prince George's County)
Ruie Marie Lavoie, Secretary (Baltimore County)
Danna Archie-Williams, Treasurer (Baltimore County)
Ben Frey, Board Member (Somerset County)
Abigail Goldman, Board Member (Baltimore City)
Armstead B. Jones, Sr., Board Member (Baltimore City)
Kimberly Phillips, Board Member (Howard County)
Joshua Ramos, Board Member (Anne Arundel County)

Host Counties

Allegany County Board of Elections
Garrett County Board of Election
Washington County Board of Elections

Conference Planners

Ruie Marie Lavoie, Chair (Baltimore County)
Abigail Goldman, Vice Chair (Baltimore City)

