

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

Updated: 4/29/2019 11:42:33 AM

Tuesday, May 21, 2019

Terrace Lobby and Convention Center 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, MAEO Secretary (Cecil 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 and Convention Center Lobby

Reception and Trade Show

Appetizers, Hors d'oeuvres and Soft Bar

Vendor Introductions

Gail Hatfield, Vendor Coordinator (Calvert County)

Vendor Scavenger Hunt – Instructions in Attendee Folders

Dinner & Entertainment on Your Own – Information in Attendee Folders



Wednesday, May 22, 2019

Terrace Lobby and Convention Center 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 Ticket Required

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 (Cecil County)

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

Pledge of Allegiance – Paul Kolb, Board Member, 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

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

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

*Absentee Voting – Tiffany Ferrell (Howard County)

*Audit – Gail Hatfield (Calvert County)

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

*Conference Planning – Ruie Lavoie (Cecil 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 H. Lamone, Esq. Administrator, State Board of Elections



Wednesday, May 22, 2019, continued

- 9:25 am **2019 MAEO Election Information – Proposed Bylaw Changes**
Stephanie Taylor, Election Committee Chair (Harford County)
- 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 and Convention Center Lobby**
Vendor Scavenger Hunt
- Terrace Lobby**
BREAK Coffee, Tea and Water
- 11:00 am – 12:00 pm **Crystal Ballroom**
Same Day Registration (SDR) and Address Change
Amber McReynolds Kiesey, Former Election Director, County/City of Denver, Colorado and 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
- Terrace Lobby and Convention Center Lobby**
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 4 & 5**
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



Wednesday, May 22, 2019, continued

1:30 pm – 2:25 pm

Conference Room 2

2019 Legislation Update – What's New in 2020

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, Director, Voter Registration Division, State Board of Elections

Crystal Ballroom, Hall 2A

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

Conference Room 1

#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)

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 4 & 5

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

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



Wednesday, May 22, 2019, continued

2:30 pm – 3:30 pm

Crystal Ballroom, Hall 2A

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

Elyn Garrett-Jones, Public Information Officer for Baltimore County

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

Conference Room 1

#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

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Crystal Ballroom, Hall 2B

Personnel Power Hour

Katherine Berry, Personnel Committee Chair (Carroll County)

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

Terrace Lobby and Convention Center Lobby

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

Cross Training: Same Day Registration and Provisional Election Judges

Katherine Berry, Director, Carroll County

Ruie Lavoie, Director, Cecil County

Best Practice: Early Voting and Election Day Reporting System

Richard Jerscheid, Information System Specialist, Anne Arundel County

Best Practice: Part-Time Election Judges

Jessica Jones, Lead Election Judge Recruiter, Montgomery County

Best Practice: Accessing Your Data’s Potential

Zachary Howe, Election Information Systems Specialist, Frederick County



Wednesday, May 22, 2019, continued

- 4:15 pm to 5:00 pm **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)
- 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, Dancing and Light Snacks

Thursday, May 23, 2019

- 7:00 am – 8:30 am **Horizons Restaurant**
Breakfast Buffet
Must Display MAEO Name Badge and Ticket Required
- 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 **Grand 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 Walsh Gouge, Former Commissioner, Carroll County
Opening Remarks – Nikki Charlson, Deputy Administrator, State Board of Elections
General Information and Reminders – David Garreis, President
Table Top Exercise Instructions – Guy Mickley, Director, Howard County



Thursday, May 23, 2019, continued

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

Conference Room 1 & 2 – By Invitation Only
Election Preparedness and Professional Development Program
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, State Board of Elections
Moderator: Bruce Harris, Board Secretary, Baltimore County

10:30 am – 11:45 am **Terrace Lobby and Convention Center Lobby**
Vendor Scavenger Hunt

Terrace Lobby
BREAK Coffee, Tea and Water

10:45 am – 12:15 pm **Crystal Ballroom** – Directors, Deputy Directors, Administration and Staff
Table Top Exercise (TTX) – Ready for Anything – Phase 1 and 2

Conference Room 1, 2 – By Invitation Only
Election Preparedness and Professional Development Program
How to Conduct a Table Top Exercise – Phase 2

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 3**
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

Terrace Lobby and Convention Center Lobby
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
Election Preparedness and Professional Development Program
How to Conduct a Table Top Exercise – Phase 3 and 4



Thursday, May 23, 2019, continued

- 1:30 pm – 3:30 pm **Conference Room 4 & 5** – Board Member and Attorney Breakout Session
Roundtable Discussion: 2020 Election Ready
Dorothy “Dopper” 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
- Terrace Lobby and Convention Center Lobby**
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
Election Preparedness and Professional Development Program
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, Director, Harford County
Bruce Robinson, Board Vice President, Baltimore County
Andrea Trento, Esq., Assistant Attorney General for State Board of Elections
Moderator: Mary-Frances Alcoser, Data Application Specialist, Baltimore County
- 5:15 pm – 5:30 pm **Crystal Ballroom**
MAEO Election Results and Announcements
2019 Annual Meeting Adjournment
David Garreis, President
- 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



Thursday, May 23, 2019, continued

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 and Light Snacks

Friday, May 24, 2019

Breakfast on Your Own

10:00 am **Conference Room 3**
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 (Cecil 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 (Cecil County)
Abigail Goldman, Vice Chair (Baltimore City)

