



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

January 16, 2019

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 16th day of January 2019 in the office of the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive in Glen Burnie, Maryland. Notice of the meeting and the agenda was properly provided.

Officer and Board Members Present:

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)

Members and Guests Present:

Wendy Adkins, St. Mary's County
Lenice Austin, Baltimore County
Daneen Banks, Prince George's County
Katherine Berry, Carrol County (By Phone)
Katie Brown, Baltimore County
Jerri Cook, Talbot County
Gwendolyn Dales, Dorchester County (By Phone)
Fred Gleockler, Talbot County
Gail Hatfield, Calvert County
Stuart Harvey, Frederick County (By Phone)
Barry Jackson, Washington County
Christine Jones, Queen Anne's County (By Phone)
Kim Jones, Dorchester County
Jayne Lister, Queen Anne's County
Crystal McGinn, Queen Anne's County
Alysoun McLaughlin, Montgomery County
Jose' Morales, Howard County
Catherine "Maggie" Mundle, Harford County
Jessica Newby, Montgomery County
Jessica Noranbrock, Dorchester County (By Phone)
Erin Perrone, State Board of Elections
Brittney Phillips, Dorchester County (By Phone)
Kristen Scott, Calvert County
Richard Siejack, Harford County
Towanna Simms, Baltimore County
Dawn Sinclair, Howard County

Members and Guests Present continued:

Kim Spence, Queen Anne's County
Stephanie Taylor, Harford County
Joe Torre, Anne Arundel County
Mary Cramer Wagner, State Board of Elections (By Phone)
Marc Welsh, Frederick County (By Phone)

CALL TO ORDER

President David Garreis called the meeting to order at 10:07 am. Quorum was established with nine (9) Board Members present in person. Introductions were made and roll call of those in attendance in person and by phone was recorded.

PRESIDENT'S REMARKS AND AGENDA

David Garreis welcomed everyone and requested additions or changes to the agenda. Having no additions or changes, the board unanimously accepted the agenda as written.

TREASURER'S REPORT

Treasurer Danna Williams presented the Treasurer's Report (attached to and made part of these Minutes) for the Period February 27, 2018 to January 16, 2019, which reflected Receivables in the amount of \$43,440.00 and Expenditures in the amount of \$71,132.40. The Balance on Hand as of January 16, 2019 is \$13,955.66. The annual membership dues update report was provided indicating that membership dues have been received from 20 out of 24 local jurisdictions. The due date is February 28, 2019.

MOTION: Kimberly Phillips motioned to accept the Treasurer's Report for period ending January 16, 2019 as submitted

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, Motion carried.

COMMITTEE REPORTS

Absentee Voting – Barry Jackson, Cochairman gave a brief report on the progress the Committee has made. Discussion was held and the Board determined the proposed Resolution requires edits before being sent to the State Board of Elections for action.

MOTION: Alisha Alexander motioned to send the Resolution, with edits, to the State Board of Elections.

SECOND: Joshua Ramos

ACTION: Favorable and unanimous, Motion carried.

A second discussion was held regarding the Committee name.

MOTION: David Garreis motioned to change the Committee name to Absentee Voting.

SECOND: Danna Archie-Williams

ACTION: Favorable and unanimous, Motion carried.

Audit – No report at this time. Audit to be conducted in accordance with the Bylaws, two (2) weeks prior to the Annual Meeting. A report and the findings will be provided to the Board and the Membership.

Awards – Catherine "Maggie" Mundle, Chair reported that the Committee has met and determined a timeline until the conference, deadline dates for award nominations and a proposed budget.

Constitution and Bylaws Committee – Alisha Alexander, Chair reported that the Committee is scheduled to meet on January 22, 2019 by telephone at 10:00 am. More information to come.

Early Voting/Election Judges – Daneen Banks, Chair reported that she is organizing a Lessons Learned meeting and will advise the Board of the date and time.

Education and Grants – Armstead Jones, Chair reported that he is communicating with a possible speaker for the conference to help prepare us for Same Day Registration on Election Day. The Committee is meeting directly after this meeting.

Election – Stephanie Taylor, Chair announced that she has received a Bylaw proposed change that will be on the ballot for membership vote during the Annual Meeting. She is working with the Conference Planner, Ruie Lavoie on the details of the election.

Legislation – The Committee will meet directly after this meeting. All Directors and Deputy Directors were asked to follow the google document that is tracking proposed legislation.

A discussion was held regarding the implementation of Same Day Registration on Election Day in 2020. Many concerns were expressed and it was determined that David Garreis would write a letter to the State Board of Election, on behalf of MAEO and the 24 jurisdictions expressing these concerns.

Newsletter – Ben Frey, Chair, reported that the next issue to be distributed in February.

Personnel – Katie Berry, Chair provided an update on the progress to implement new election series and that they will continue to work with the State Board of Elections and the Department of Budget and Management.

The Director and Deputy Director Job Specifications were revised (attached to and made part of these Minutes) to include current responsibilities and duties. The Department of Budget and Management (DBM) has approved the new specifications.

MOTION: Ruie Lavoie motioned to accept and approve the new Director and deputy Director Job Specifications, pay scale and grades.

SECOND: David Garreis

ACTION: Favorable and unanimous, Motion carried.

State Regulations and Review – Jessica Newby reported that the Committee is meeting directly after this meeting to discuss the use of ballot stubs in 2020.

Voter Outreach – Joshua Ramos, Chair reported that a call for committee members will be distributed and he is hoping to have a representative from every jurisdiction become involved.

Voter Registration – Kimberly Phillips, Chair, reported that the committee will meet on January 28, 2019 at 10:00 am in Howard County.

Website – David Garreis reported that MAEO will no longer use GoTo for conferencing meetings. At a savings to MAEO, Google Hangouts Meets will be used. Questions regarding the new conferencing can be directed to Hassan in Anne Arundel County

OLD BUSINESS

2019 Annual Meeting and Conference

Ruie Lavoie, Conference Planner provided a detailed report. The Annual Meeting and Conference will be held from May 21, 2019 to May 24, 2019 at the Clarion Resort Fontainebleau Hotel in Ocean City, Maryland. The conference theme is "MAEO: Future Ready." Several suggestions for possible sessions and events were received and will be discussed with the Conference Planning Committee at their next meeting.

The Board reviewed the revised Vendor Packet, attached to and made part of these Minutes. Gail Hatfield explained the updates and changes, including the higher vendor fees.

MOTION: Ben Frey motioned to approve the revised Vendor Packet as written.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, Motion carried.

The conference registration fee was discussed. Ruie Lavoie provided the Board with a budget. After careful consideration, the Board fee at \$250.00 - full and \$190.00 per day. The Board unanimously approved a strict no refund policy.

MOTION: Alisha Alexander motioned to set the 2019 Conference registration fee at \$250.00 for Full registration and \$190.00 approve the revised Vendor Packet as written.

SECOND: Kimberly Phillips

ACTION: Favorable and unanimous, Motion carried.

NEW BUSINESS

Maryland Association of Counties (MACo) Conference – Ruie Lavoie attended the conference and provided the Board with a detailed report on the sessions and overall conference experience.

iGo Conference – Crystal McGinn provided a summary of the benefits of attending an iGo conference and a summary of her recent experience.

OPEN FORUM

The floor was opened for comments and questions.

NEXT MEETING

The next meeting will be held on February 15, 2019 at the Harford County Board of Elections in March 15, 2019 at 10:00 at the office of the Anne Arundel County Board of Elections in Glen Burnie, Maryland. Proper notice and the agenda will be provided.

ADJOURNMENT

There being no further business, on a motion made by Abigail Goldman and a second by Joshua Ramos. The meeting adjourned at 12:07 pm

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 5th day of April, 2019