

**MINUTES**  
Anne Arundel County Board of Elections  
6740 Baymeadow Drive  
Glen Burnie, MD 21060  
February 8, 2024 9:00 AM

**Attendance**

<b>Board Member</b>	<b>In-Person</b>	<b>Online</b>	<b>Absent</b>
Trudy McFall, Board President	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robert Atkins, Board Vice President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tryphena Ellis-Johnson, Board Secretary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edward Evans, Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Rheinstein, Board Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
James Praley, Board Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Garreis, Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Richard Siejack, Deputy Director	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REGULAR BOARD MEETING - Convened 9:00 AM**

- 1. Minutes - Approval of January 2024 Board Meeting Summary:** Mr. Atkins declared a quorum and the meeting convened at 9:00 AM. Mr. Evans made a motion to approve the January 2024 Board Meeting Summary. President McFall seconded the motion. The motion passed unanimously.
- 2. Additions To The Agenda –** No additions to the agenda.
- 3. Election Director's Report**

**A. 2024 ELECTION UPDATE**

**Dropboxes:** The office is working with the Anne Arundel County Purchasing Department and a vendor to finalize video surveillance details for 32 drop box locations in the county.

**UASI Grant:** Construction of the new Card Access Gate to the warehouse parking lot should begin in late February. All required documentation has been submitted to the Federal Emergency Management Administration (FEMA). The target date for final approval is February 10, 2024.

**B. BUSINESS OPERATIONS**

**Admin/Personnel:** Welcome to Duane Powell, SBE Regional Manager, and our newest state employees, Kim Durrant, Garret Newbill, Jack Durrant, and Francis Massaquoi.

**State Employment Recruitment:** Interviews are scheduled for the following state positions: E-Poll Book Supervisor, Polling Place Supervisor, Election Judge Training Supervisor, Election Worker Department Supervisor, and Election Worker Payroll Specialist. Temporary Employment Recruitment - Ten (10) Temporary Office Associates started this month in the Voter Registration and Vote-by-Mail departments. Election Judge Trainer recruitment continues.

**Candidate Filing:** One (1) new candidate filed this month for the Board of Education. Nine (9) candidates have filed as of January 31, 2024. One (1) in District 2, three (3) in District 3, one (1) in District 4, two (2) in District 5, one (1) in District 6, and one (1) in District 7. The deadline to file for candidacy is Friday, February 9, 2024.

**Election Judges:** Processed 76 applications for a total of 1,473. Coordinators assigned 1,215 election judges using the 2024 EJ Call Script and Smartsheet Assignments. 1,471 calls were made to election judge applicants to make assignments. Precinct assignments will continue. The Tri-Fold Brochure was revised for printing and the mailing list was completed for 100,000 registered voters in Anne Arundel County.

**Outreach/Social Media:** The Outreach/Social Media Department participated in an Elections Q & A at The Severn Center, attended OpenData Project meetings, VRV Training, and conducted regular reviews/updates to the website. Social media posts included recruitment for the Page Program, Judge Trainers, Election Judges (including Student Election Judges for 2024), and various weather-related notices. Future events: Black Women's Conference VRV Training, Election Q & A at The Severn Center, Baldwin Memorial Craft Fair (March), and Crofton Library Elections 101 (March).

**Specimen Ballots:** No bids were received on the 2024 Specimen Ballots Invitation to Bid process that closed on January 23, 2024. Our office plans to sole source the bid to CAC Direct Marketing Services.

**Election Judge Manuals:** The 2024 Election Judge Manual is in production.

## **C. VOTER SERVICES**

**Voter Registration:** The Voter Registration Department has completed the daily new registration and address update transactions, quality checks, and generated batch management letters for the month of January. The Monthly Critical Data audit for December for Baltimore County was completed. A pre-election review of the confidential voter list was completed; two additional voters requested confidential status for January.

Report Processing: AOC- 10 records DHMH- 341 records Jury List- 555

**Completed Application Processing:**

- Additions to County Registration: 2,519
- Subtractions from County Active Status: 1,161
- Affiliation changes: 1,483
- Address changes: 2,514
- Name changes: 3,399

**Street file records updated:**

- Streets added: 0
- Streets extended: 5
- Streets corrected: 1

**Mail-in Voting**

Mail-in Ballot requests for the 2024 Presidential Election processed in MDVOTERS:

Primary Election: 52,879 applications: 49,198 permanent; 3,680 non-permanent

- 31,046 Democrat
- 12,066 Republican
- 9,251 Unaffiliated
- 197 Libertarian
- 319 Other

General Election: 52,855 applications; 49,199 permanent; 3,656 non-permanent

- 31,016 Democrat
- 12,027 Republican
- 9,296 Unaffiliated
- 197 Libertarian
- 319 Other

**MDVOTERS Support and IT Development**

Set up new employee workstations, computers, and scanners as needed and trained. New employees were trained in the process of accessing computers, MD VOTERS, and general network/computer usage. New time clock system research is on-going.

**D. ELECTION OPERATIONS**

**Polling Places:** Updated the Geocortex map to current polling places and early voting locations. Submitted a list of alternate voting locations to SBE and updated the SBE Early Voting Dashboard with all of the required documentation. Began updating the Continuity of Operations Plan (COOP) document. Continued work on sign inventory and allocation. Began pre-election delivery check-ins with polling places.

**Voting Systems:** Completed charging of the voting equipment on schedule. No issues with DS200 units, ES&S completed repairs on eight (8) BMDs. Harford County BOE picked up five (5) DS200s and Howard County BOE picked up twenty-five (25) DS200s. SWEM passwords have been updated. All memory sticks for the 2024 Election (ED &

EV) have been allocated and labeled. Seals for the Logic & Accuracy process (ED & EV) are scanned and packed. BMD Electronic Integrity Reports for Early Voting have been completed and verified. Prepping Electronic Pollbook, DS200 Integrity Reports, and Ballot Transfer Carts seals for Early Voting Sites. ES&S training dates have been scheduled for March. Preparing equipment for 2024 SBE EQuip Inventory Audit. The Division would like to welcome Jack Durrant as our new Server Room technician.

**Electronic Pollbooks:** New 2024 Primary Database has been created for training. All training EPB 's have been updated and bulk updated performed. Preparing the electronic pollbooks for the upcoming CMOS battery replacement. The Division would like to welcome Garret Newbill as our new Electronic Pollbook technician.

**Polling Place Supplies:** Verified EV Voter Authority Card (VAC) Expanding folders. Completed ED & EV green Voter Authority (VAC) bags. Checked for damage and verified Provisional Voting sign posts. Assembled 48 voting booths with the new boxes. Verified tamper tape, security seals, and prepared memory stick return bags for election day. Signs and cones packed in transfer carts. Preparation of Early Voting ballot transfer carts for all ballot styles. Assisted with FY25 budget spreadsheets. Attended EQuip refresher training. Supply packing is ongoing. The Same Day Registration Manuals have been edited, finalized, and printed in-house. The new revised SBE Provisional Voter Sign-In Sheet has been printed and packed. The Division would like to welcome Francis Massaquoi as our new Polling Place Supplies specialist.

#### **4. Board Attorney's Report:**

- A. Pending Litigation:** Immediately after the Board of Elections was served, the county law office filed the notice of intent to file a dispositive motion to dismiss the suit.
- B. 2025 Annapolis Election:** Started making some suggested revisions to the Memorandum of Understanding with the City of Annapolis.

#### **5. Old Business –**

- A. By-laws SBE feedback:** Received revised by-laws back from Cyril Comp at SBE with annotated discrepancies. President McFall suggested to redline the Board approved Bylaws document based on what SBE requires. Mr. Rheinstein suggested we keep taking full meeting minutes in accordance to current by-laws as well as posting the board meeting recording and writing up a board meeting summary.
- B. Annapolis Election Task Force Report:** Mr. Garreis summarized the conclusions of the Annapolis Election Task Force Report for the Board. President McFall made a motion to draft a letter that is supportive of combining Annapolis Elections with the State Election schedule as outlined in the report. As we proceed in this direction there will be administrative and policy details to work out and we would work cooperatively with the City of Annapolis to solve these issues. Mr. Evans seconded the motion. The motion passed unanimously.

- C. **Voter Engagement Survey:** The Board has invited Dr. Scala and Dr. Dehlinger, of the Towson University School of Business and Economics, will make a presentation at the March meeting. They will talk about their methodology, findings, and potential next steps and other avenues of election research.

## 6. New Business

### A. FY25 Base Budget Request Overview:

<u>FY25 Board of Elections Budget Base Request:</u>		
	<u>FY25 REQUEST</u>	<u>FY24 ACTUAL</u>
1631.7001 Personal Services	\$3,388,000.00	\$2,747,600.00
1631. 7200 Contractual Services	\$2,952,700.00	\$2,747,600.00
1631.8000 Supplies & Materials	\$355,460.00	\$355,460.00
1631.8400 Business & Travel	\$37,500.00	\$37,500.00
1631.8500 Capital Outlay	\$14,900.00	\$14,900.00

Increases in Personal Services will fund step increases for state employees as well a filling vacant permanent positions. Contractual Services will increase to fund additional Canvassers to perform sixteen scheduled days of Pre-Election canvassing prior to the General Election.

The office has a meeting scheduled with the County Executive to discuss the FY25 Budget Request on March 18<sup>th</sup>. The board is welcome to attend.

### B. 2024 Legislative Session Update:

Mr. Siejack provided an overview of 2024 Legislation related to elections:

- HB 585 Protecting Election Officials Act
  - Creates a misdemeanor for threatening Election workers and staff, including the Board, in the performance of their duties.
- Numerous bills regarding post-election audits and recount procedures
- Legislation addressing issues such as:
  - Public entities to be available for purposes of early voting.
  - Administrative leave for state workers and county employees who serve as Election Judges.
  - An additional performance evaluation by the State Administrator to Election Directors.

- C. **Confidential Voter Review:** The Board of Elections contacted confidential voters in compliance with Maryland Election Law requiring a verification of confidential voter status prior to the Primary Election. Mr. Rheinstein motioned to approve 29 voters requesting renewal of confidential voter status. Mr. Evans seconded the motion. The motion passed unanimously.

## 7. Disclosures:

President McFall disclosed she attended Jared Lippman's kick-off campaign for Mayor of Annapolis 2025. No money involved.

Mrs. Ellis-Johnson received complimentary tickets to attend a Martin Luther King Jr. dinner where the Governor was a guest speaker.

Mr. Praley disclosed that John Robinson, a partner at his firm, is running on the ballot as a judge.

- 8. Confirmation of Next Meeting:** The next meeting is scheduled on March 14th at 9:00 AM at the Anne Arundel County Board of Elections, 6740 Baymeadow Drive, Glen Burnie, MD 21060.
- 9. Closed Session -** There was no closed session
- 10. Adjournment –** Mr. Rheinstein made for a motion to adjourn. Mr. Evans seconded the motion. The motion passed unanimously. The meeting adjourned at 10:58 am.3

Respectfully Submitted,

  
Kim Durrant, Recording Secretary

Approved:

  
Trudy McFall, Board President

  
Robert Atkins, Board Vice President

cc: State Board of Elections  
Board Members  
County Executive  
County Council Members  
County State Delegation  
Budget Office