Attendees: Bobbie Mack, Chair
David McManus, Vice Chair
Janet Owens, Member
Charles Thomann, Member
Linda H. Lamone, State Administrator
Nikki Charlson, Deputy Administrator
Donna Duncan Assistant Deputy for Election Management
Keith Ross, Assistant Deputy for Project Management
Shelly Holland, Director of Budget and Finance
Mary Cramer Wagner, Director, Voter Registration
Sarah Hilton, Director, Election Reform and Management
Jared DeMarinis, Director, Candidacy and Campaign Finance
Paul Aumayr, Director Voting Systems

Also Present: Ralph Watkins, League of Women Voters
Rebecca Wilson, SAVE Our Votes
Lewis Porter, Maryland 20-20 Watch
Mary Kiraly
Holly Joseph, SAVE Our Votes
Stan Boyd, SAVE Our Votes
John T. Willis, University of Baltimore's Schaefer Center for Public Policy
Dennis McGrath, University of Baltimore's Schaefer Center for Public Policy
Ken Weaver, University of Baltimore's Schaefer Center for Public Policy

DECLARATION OF QUORUM PRESENT
Ms. Mack called the meeting to order at 2:50 pm and declared that there was a quorum. Ms. Mack thanked everyone for their patience as the meeting was delayed because of the briefing in the Senate Education, Health and Environmental Affairs Committee.

RATIFICATION OF THE PRIOR BOARD MEETING MINUTES
In advance of the meeting, the minutes from the December meeting were reviewed by the board members and approved by the Chair. No changes to the minutes were presented. Mr. McManus made a motion to ratify the approval of the minutes, and Ms. Owens seconded the motion. The motion passed unanimously.

ADMINISTRATOR'S REPORT
1. Announcements & Important Meetings
Sad News - Former SBE Employee
On January 11, 2015, former SBE employee Jaimie Jacobs died of brain cancer. Ms. Jacobs was the Deputy Director of Election Reform from 2004-2008. After the birth of her second child, she left SBE to care for her children but continued as a member of our election family by conducting election judges' training for several local boards. Ms. Jacobs was 45 and is survived by her husband and two children.

Legislative Meetings and Briefings
From January 21st - 23rd, Ms. Lamone, Mr. DeMarinis and Ms. Wagner met with several new members of the House Ways and Means Committee and members of the Election Law Subcommittee. Vice Chairman Frank Turner is now the Chairman of that subcommittee.

On January 28th, Ms. Lamone gave a briefing to the House Ways and Means Committee and a similar presentation on January 29th to the Senate Education, Health, and Environmental Affairs Committee. She provided an overview of her briefing. At both hearings, the new voting system was available for the committee members to see and try.

Ms. Duncan provided an overview of introduced legislation.
- SB 5 (Election Law – Canvass of Votes – Public Observation) – require public observation of the tallying of early voting results. Some local boards may never have been asked to allow observers and may have concerns about where they perform these tasks with limited office space and security.
- SB 96 (Election Law – Early Voting Centers – Parking) – require sufficient on-site parking at early voting centers. Legislation is in response to a parking issue at a Harford County early voting center. Current early voting centers may not meet this standard and the local boards currently struggle to find locations for early voting.
- SB 97 (Election Law – Death of Voter Before Canvass – Counting of Ballot) – require a local board to count an absentee ballot from a voter who subsequently died before election day
- HB 85 (Montgomery County Board of Education – Primary Election Ballots) – require the name of each candidate seeking election to the Montgomery County Board of Education to appear on the primary ballot. Currently, if all of the candidates would automatically advance to the general election, the contest is not on the primary election ballot. This bill may have a fiscal impact as specimen ballots will need to be mailed to unaffiliated voters.
- HB 141 (Election Law – 2016 Presidential Primary Election – Early Voting) – remove Easter Sunday from the early voting calendar for the 2016 Primary Election.

A legislative tracking chart was provided in the board meeting folder and will be distributed weekly during the legislative session.

Election Directors' Meeting
On January 29th, SBE held an election directors' meeting. Topics included an update on the new voting system project, the proposed FY 2016 budget, the re-organization of the regional managers, and other topics. A summary of the meeting will be provided when it is complete.

2. **FY2016 Agency Proposed Budget**
On January 22, 2015, SBE received the FY2016 budget allowance. The General Fund budget allowance is $6,202,949, which is $402,158 less than FY2015 due to the budget cuts for all State Agencies. The Special Fund budget allowance for the counties is $5,960,751, which is $552,704 more than FY2015. The increase in the counties' special funds is due to the implementation of same day registration and address changes during early voting, upgrading MDVOTERS, and increased costs in IT technology and network security.

The FY2016 budget allowance for the new voting system is $13,786,597, which is generally similar to SBE's request. The costs of this project are shared equally between the State and county governments. The most significant difference between our request and the proposed budget is that the FY 2016 budget contemplates that we will finance servers, carts, and booths. This financing decision moves into future fiscal years expenses SBE anticipated in FY2016. SBE

has submitted a deficiency request in FY2015 to cover the cost of the two lease payments that are due this fiscal year.

3. **Election Reform and Management**
2014 General Election Data
The U.S. Election Assistance Commission's 2014 Election Administration and Voting Survey is due February 2nd. Ms. Charlson and Janet Smith are compiling the data and expect to submit it on time.

Ms. Charlson reviewed election data from the 2014 General Election. Overall turnout was low, but the percentage of voters who voted during early voting continues to increase since its introduction in the 2010 election. The percentage of early voters varies greatly by county, with 7% of Allegany County voters voting during early voting and almost 32% of Talbot County voters voting during this time.

Absentee voting continues to hold steady – as a percentage of total voter turnout – at about 3-4%, and likewise, provisional voting turnout continues at about 2%. About 15,700 absentee voters received their ballots via SBE's website and about 11,000 of them returned their ballots. In response to a question, Ms. Charlson stated that about 1,800 voters used the online ballot marking tool to mark their ballots. Ms. Charlson will provide additional information on the usage of the online ballot marking tool. For UOCAVA voters, the return rate for ballots delivered via SBE's website was 6% higher than ballots delivered by mail.

The most common rejection reason for provisional ballots was "not registered to vote," which is typical for a general election. Due to the redesign of the provisional ballot application (only one signature is now required), far fewer provisional ballots were rejected for this reason.

Election Judges
The first meeting of the New Voting System Replacement (NVSR) Project Election Judges' Workgroup was held last week. The workgroup consists of local board staff with experience with polling place operations, preparing election documents, and training election judges. At this meeting, they were briefed on the software changes to the electronic pollbook and tried out the new voting system. The workgroup is in the process of reviewing and revising the Election Judges' Manual, training material, and election day forms and will also review current and proposed regulations. The goal of the workgroup is to have all materials ready by June 30, 2015.

4. **Voter Registration**
Green Party Petition
On December 30, 2014, the Green Party submitted 17,828 signatures for verification. To retain their recognized party status, 10,000 signatures must be valid. The final count is 13,274 valid signatures and 4,827 rejected signatures.

Electronic Registration Information Center (ERIC)
Membership in ERIC continues to grow, with Montana joining as the 13th state.   The seven states that pioneered the formation of ERIC in 2012 are: Colorado, Delaware, Maryland, Nevada, Utah, Virginia, and Washington. Washington D.C., Oregon, Connecticut, Louisiana, and Minnesota joined in 2014.   More states are anticipated to join in 2015.

SBE has received the latest ERIC reports and will distribute them shortly to the local boards for review and processing.   The counts for these reports are:
- Cross-State Report (another state has newer information than Maryland): 36,294

- Deceased (according to the Social Security Administration): 6,520
- Potential Duplicates: 610
- In-State Updates (more recent information at MVA): 58,616

Since August 2013, Maryland's participation in ERIC has lead to over 93,000 updates to voter records and over 87,000 confirmation mailings sent (used to confirm address)

With the passage of Chapter 467 (Senate Bill 15 - Statewide Voter Registration List - Removal of Deceased Voters) of the 2014 Legislative Session, the local boards can now remove from the statewide voter registration list voters identified from the Social Security death records after mailing one notification. This new law will streamline the removal process for these voters. New procedures will accompany the report.

MDVOTERS
The final release of 2014 – version 5.6 – was implemented December 20th and included improvements to the Candidacy module and Reports & Labels. User testing for release 5.7 is expected to begin in February.

From January 13-16th, the voter registration team held the annual Joint Application Design session with its two vendors - The Canton Group and the Sidus Group. During this meeting, the team coordinates system development and design for the year. All development time for calendar year 2015 has been designated, and there is no room for any additional development. Candidacy continues to be the lead area of development.

5. **Candidacy and Campaign Finance (CCF) Division**
Candidacy
Candidate filing for the 2016 Presidential Election is open. To date, two candidates have filed.

Campaign Finance
January 1, 2015, started a new election cycle. An election cycle is a four year period, and this cycle will run through December 31, 2018.

On January 21st, the 2015 Annual Campaign Finance Report was due for all political committees. Over 82% filed the report timely. Committees that did not timely file are being fined $10 per day, up to $500. Late fees must be paid by campaign funds now.

Campaign Finance Reform Act of 2013
Beginning January 1st, the remaining provisions of the Campaign Finance Reform Act are now effective. There are new disclosure requirements for independent expenditure entities, participating organizations, Super PACs, new contribution limits, and closing of the LLC loophole.

Filings by Persons doing Public Business
On February 5th, every vendor with contracts of $200,000 or more with a governmental entity must file a contribution statement. The new electronic Business Contribution Disclosure System is live and accepting filings. The system is very similar to MD CRIS with PCC as the lead vendor on the project. The system will also accept filing for person employing a lobbyist.

6.   **Project Management Office (PMO)**
New Voting System Replacement (NVSR) Project
Since the last SBE meeting, a number of major project tasks and milestones have been reached.

The contract for the new voting system solution with Election Systems & Software (ES&S) was approved by the Board of Public Works at the December 17th meeting. SBE issued the Notice to Proceed, and the contract started January 1, 2015.

On January 15th, SBE hosted the official kickoff meeting with ES&S. Over 40 individuals were in attendance, including more than 10 individuals from ES&S and ES&S' President, Tom Burt. There was discussion about the logistics and schedule for the delivery of equipment. Anticipating the eagerness of SBE, the local boards, and other stakeholders to learn as much as they can about the system as soon as possible, SBE is working with ES&S to borrow demonstration equipment for a period of time. In addition to the borrowed equipment at SBE, some equipment will be used during this week's legislative briefings. As a result of this meeting, several action items were assigned and recurring weekly meetings with the ES&S project team were established.

SBE is also working with ES&S to make available what is being termed as "acclimation equipment" for each of the local boards. Each local board is expected to receive up to five sets of precinct equipment (ballot marking device and tabulator) so that they can better acquaint themselves with the equipment. Other types of equipment and supplies will be included in this request.

SBE is actively working with the Departments of Information Technology (DoIT), General Services (DGS), and Budget and Management (DBM) to address all the other procurement requirements. This includes the specific requirements for a number of other sub-projects, including booths, carts, ballots, and transportation. SBE is nearly complete with the Request for Proposal (RFP) for a vendor to provide the management and execution of a statewide voter education campaign.

As shared in the last Administrator's report, SBE created six workgroups – Project Management, Voting System, Polling Place Logistics, Election Judges, Communications, and LBE Requirements – to engage the management and staff of the local boards. Each workgroup is lead by three or four representatives from SBE and one or two local boards, and additional SBE and local board management and staff are on each team. These teams are responsible for working with SBE's PMO and the NVSR Project team to gather the information, specifications, and assist with the requirements for the numerous procurements. In addition, the workgroups are a critical part of responding to the many questions and issues being raised about the voting system equipment, business processes, polling place workflows, local board administration, and many other areas. In addition, segments of the workgroups are assisting with the review and update of the State regulations. The workgroup model helps promote project ownership, better communication and collaboration, and increase the likelihood that we are covering every aspect of the project - no matter how small or large.

Central Warehouse
SBE now has possession of the central warehouse after the successful build-out of the facility by the landlord and DGS' approval of the modifications. SBE's PMO and the NVSR project team are now procuring the additional equipment, supplies, and services, such as telecommunications and alarm and monitoring systems. Delivery and installation of the monitoring system is expected in February. All these efforts are in preparation for the anticipated receipt of the new equipment and supplies and the return of the existing voting equipment and supplies. This is scheduled to begin within the next couple of months.

New Inventory System
SBE cancelled for financial reasons the previous RFP for a new inventory system and is now pursuing a more cost effective approach using the options available with the Purchase Order RFP procurement vehicle.

Project Resources
The nine NVSR project team members continue to execute the many requirements for the many aspects of the project. We are now at a point in the project where the previously identified resources will start within the next couple of months. These resources include testers, training coordinators, and other project resources. Contract project staff will work out of SBE's main office and SBE's Central Warehouse.

Other
Mr. Ross participated in the first ever project management scope-a-thon as part of the National Day of Service on Martin Luther King Day. There were over 400 project management professionals providing pro bono project management advice and assistance to over 100 non-profit organizations helping them with challenges and issues they were experiencing in their organizations.

7. **Voting Systems**
Post Election Maintenance.
Following the certification of the 2014 General Election, the local boards have been performing post election maintenance on the equipment. Despite being withdrawn from use, the voting units are being inspected for damage and each unit's archives are being cleared. The voting units will be maintained at the new central warehouse in case they are required for a special election prior to the new system being ready for use. Ancillary items, such as voter access cards and TS memory cards, must also be cleared. The electronic pollbooks and pollbook printers are also undergoing post election maintenance, and these will be used in the 2016 elections.

Pollbook Software
SBE is continuing its work on implementing same day registration and address changes for early voting for the 2016 elections. The team has been working with ES&S defining requirements, creating test cases and scripts, and performing testing on interim software releases.

Voting Unit "Flipping" Issue
SBE and the local boards tested a total of 35 voting units for allegedly "vote flipping" during early voting and on Election Day. These 35 units were all removed from service following the allegations. In testing, 20 units passed tested, and 15 failed. Of the 15 which failed, 11 had calibration issues and four units had other issues – primarily unresponsive spots on the screen.

8. **Information Technology**
New Installed Fiber-based Circuits
The offices of the Cecil County Board of Elections and Somerset County Board of Elections recently had new fiber-based data communication circuits installed. The DoIT/NetworkMD team provisioned and installed the circuits and SBE's IT personnel conducted the migration to the new circuits. Connectivity tests were conducted and were successful.

End-of-Life for Microsoft Windows Server 2003.
Microsoft has announced that the end of life for Windows Server 2003 is July 14, 2015. This means that there will be no patches or security updates after that date, putting applications and

systems hosted on affected servers at risk from new security threats after the above date. SBE's IT Division is putting a plan in place to upgrade all eight of its Windows 2003 servers to newer compliant Microsoft Server systems to mitigate the above mentioned security risks.

NEW BUSINESS
Ms. Mack invited Mr. Willis and Dr. McGrath to present their report on wait times in the 2014 General Election.

Mr. Willis stated that there were no line problems in the 2014 General Election. The length of the ballot was shorter and turnout was lower than in the 2012 General Election. For this study, the research team identified the 30-60 precincts with the longest lines in the 2012 General Election and observed and timed voting in many of these locations. There were long lines, however, at two early voting centers – the Wayne Curry Center in Prince George's County and Randallstown Senior Center in Baltimore County – on the last day of early voting. (only?)

Mr. Willis stated his concern for the 2016 election as there will be 1 million more voters participating than in the 2014 General Election. He recommended a careful evaluation of voting locations, conducting a mock election, collecting data on the number of voters in line when voting begins and ends during early voting and on election day, and research on how long it takes a voter to mark a ballot by hand.

Dr. McGrath stated that the average time to vote during early voting was 5 minutes, while the average time to vote on election day was 3 minutes. He noted that adding an additional 100 words to a ballot results in a 22 second increase in time to vote.

Mr. Willis stated that Baltimore City and Montgomery and Prince George's Counties have never used an optical scan voting system for in-person voting. He stressed the importance of voter education and noted his concern about capturing fewer votes on the second and subsequent pages of the ballot. Adding municipal offices to the ballots will increase the length of the ballots and including in the presidential election cycle the Baltimore City municipal election will increase turnout in the presidential primary election and ballot length.

In response to a question from Ms. Mack, Mr. Willis stated that the first and last days of early voting are the busiest. Turnout on the Saturday and Sunday of early voting are not the highest days. Ms. Charlson stated that SBE's report in response to the 2014 Joint Chairmen's Report was included in the board meeting folder. The University of Baltimore's report accompanied SBE's report.

ASSISTANT ATTORNEY GENERAL'S REPORT
There was no Attorney General's Report.

APPROVAL OF CAMPAIGN FINANCE WAIVER REQUESTS
Mr. DeMarinis presented 28 requests for waivers of campaign finance reporting late fees.

1. Aloi, Shelley Friends of
2. Alsobrooks, Angela Friends Of
3. August, Lou Citizens For
4. Blasey, (Michael) Nomocracy for
5. Coldren, Dale for DCRCC
6. Dennis, Peter for Maryland
7. District 47 Team Slate
8. Dorchester County Republican Central Committee
9. Dove, Spencer Friends Of
10. Farrell, Lorelee Friends of
11. Glass, Evan Friends of

12. Gustus, Angela Baltimore for
13. LaPin, Rob Friends of
14. Li, Rose Maria Friends of
15. Nixon, Diane People For
16. Oliver, Kenneth N. Committee To Elect
17. Podiatric Medical Association PAC, Maryland
18. Prince George's County Democratic Central Committee
19. Ready Mix Concrete Association PAC, Maryland
20. Rhodes, Kevin Citizens for
21. Ryan, John for Sheriff
22. Smith, Carin Friends of
23. Smith, Will for Delegate
24. Still, Brian, The Election, Committee
25. Tripp, Jerry Committee to Elect
26. Tucker, Clarence Campaign Committee
27. Whitney, David, Citizens for
28. Young, John for Commissioner

Mr. McManus made a motion to accept staff's recommendations on the waiver requests, and. Ms. Owens seconded the motion. The motion passed unanimously.

REQUEST FOR ADMINISTRATIVE CLOSURE
Mr. DeMarinis presented Vricelle, Rob Friends of for administration closure. After discussion about the amount of funds remaining in the account, the request was tabled until the February information when more information could be presented.

FINAL ADOPTION OF REGULATIONS
Ms. Charlson presented for final adoption new regulations to COMAR 33.13.17 and proposed changes to COMAR 33.13.10. Both of these changes were published in the *Maryland Register* and no public comments were received.

Mr. McManus stated his desire to request the Attorney General for an opinion on the regulations related to fundraising during the legislative session and suggested tabling these changes until the opinion could be requested. There was discussion about the consequence of delaying these changes and that SBE's Assistant Attorney General previously approved the regulations.

Mr. McManus made a motion to approve the new regulations to COMAR 33.13.17 and table the proposed changes to 33.13.10, and Mr. Thomann seconded the motion. The motion passed unanimously.

OLD BUSINESS
There was no old business.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS
No campaign contributions were disclosed.

SCHEDULING OF NEXT MEETING
The next meeting was scheduled for February 26, 2015, at 2:00 pm. Ms. Mack requested that the annual review of the by-laws be added to the February meeting agenda.

ADJOURNMENT
Ms. Owens made a motion to adjourn the open meeting, and the motion was seconded. Ms. Mack adjourned the meeting at 4:20 pm.