

November 20, 2003

State Board Meeting  
151 West Street, Suite 200, Annapolis, Maryland 21401

Attendees: Gilles Burger, Chairman  
Joan Beck, Member  
Mark Wittstadt, Member  
Susan Widerman, Member  
Linda Lamone, Administrator  
Ross Goldstein, Director, Candidacy and Campaign Finance  
Terry Holliday, Deputy Director, Candidacy and Campaign Finance

Division  
Pam Woodside, Chief Information Officer, IT Division  
Joe Torre, Voting Systems and Procurement  
David Heller, Project Manager, Voting Systems  
Donna Duncan, Director, Election Management Division  
Mary Cramer Wagner, Deputy Director, Election Management Division  
Joan Mobley, MARS Manager  
Ernestine Blake-Green, Personnel Officer  
Nikki Trella, HAVACoordinator  
Beth Buck, Budget Analyst  
Judith Arnold, Assistant Attorney General

Also Present: Ed Chojnowski, President, Anne Arundel County Election Board  
Molly Neal, Acting Election Director, Harford County Election Office  
Margaret Jurgenson, Election Director, Montgomery County Election Office  
Robin Downs, Election Director, Prince George's County Election Office  
Chris Hood, Diebold  
Tom Cross, BSC Systems  
Wally Coy, BSC Systems  
Michael Duck, Capital News Service  
Steve Hinz, Accenture  
Henry O. Marshall

Absent: Tim Augustine, Deputy Administrator

Chairman Burger asked that all attendees observe a moment of silence for Delegate Howard Peters Rawlings who passed away on November 14, 2003.

**DECLARATION OF QUORUM PRESENT**

After establishing the presence of a quorum, Mr. Burger called the meeting to order at 1:45 p.m.

**APPROVAL OF MINUTES OF MEETING OF OCTOBER 20, 2003**

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After review and discussion of the minutes of the October 20, 2003 meeting, the Board requested that the minutes be redrafted and resubmitted to include detailed discussions the Board had on policy, procedures and regulations.

**ADDITIONS TO THE AGENDA**

Ms. Widerman asked that Chris Hood from Diebold be permitted to discuss the status of the "Vote Where You Live" campaign. Also, Ms. Widerman asked that Mr. Hood be allowed to make his presentation at the beginning of the agenda.

Mr. Wittstadt asked that the Board discuss a meeting that was held with the Ways & Means Committee. He added that he and other Board members would like to have more input into meetings held with legislative representatives. Chairman Burger advised Mr. Wittstadt that this item will be discussed during the Administrator's portion of the agenda.

Mr. Wittstadt also asked that the Board discuss a memorandum from Mr. Augustine that was included in the Board members' folders relating to per diem charges. Mr. Burger advised that this item will be discussed in the New Business portion of the agenda.

**"Vote Where You Live" Campaign**

State Board adoption of the new Provisional Ballot guidelines included a public awareness campaign to promote maintaining a current voting address. Mr. Chris Hood, a representative of Diebold, is responsible for the mandatory voter outreach program for implementing the statewide voting system. The Board asked Mr. Hood to develop an additional proposal for the provisional voting public awareness campaign. Mr. Hood made a presentation to Mr. Burger, Ms. Widerman and SBE staff on Friday, October 31, 2003.

Mr. Burger and Ms. Widerman thanked Mr. Hood for his presentation, but indicated the proposal would be cost prohibitive and inquired as to the most effective steps to be taken within a limited budget. Considering budget constraints, the least expensive outreach method, according to Mr. Hood, is to publish a leaflet that would be foldable and on thin stock paper. Mr. Hood has not fully explored distribution of the leaflet through electricity bills and other household utility mailers. However, he believed it is possible that the leaflet could be distributed in this manner and another number of places at no additional cost. Mr. Burger stated that he does not know whether we can use HAVA funds to support these measures. Ms. Lamone added that the budget for this fiscal year leaves us no extra funding based on currently projected expenditures. Mr. Wittstadt asked if we could obtain additional State funding for this project. Ms. Lamone responded that the Governor is cutting back on funding.

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Ms. Widerman asked if we could incorporate printing into the general printing funding.

Ms. Lamone responded that the SBE budget is pretty well down to bare bones.

Mr. Burger, in addressing perceived budgetary problems, believes we should attempt to do what we can with next to nothing. Accordingly, if problems occur in the primary election, we have a better justification to request funds specified for this type of campaign prior to the general election.

Ms. Widerman thanked Mr. Hood for his presentation and his time.

### **"Vote Where You Live" Campaign (Continued)**

Mr. Hood added that we might want to use recycled paper, which could reduce the cost.

Mr. Burger asked that Mr. Hood give the Board a proposal on what a "next to nothing" cost is and using a black and white document instead of color, to allow the Board to consider its options.

### **ADMINISTRATOR'S UPDATE**

#### **BSC Presentation**

Ms. Woodside introduced Tom Cross and Wally Coy, representatives from BSC Incorporated, which is the company hired to perform third-party independent acceptance testing of the Diebold voting system. Mr. Cross and Mr. Coy have experience in security with the U.S. Navy, the Department of Education, and other government agencies. Ms. Woodside stated that Mr. Cross and Mr. Coy were here to provide their perspective on the next phase of implementing security for the new voting system.

Mr. Coy gave an executive summary of where SBE is in relation to security of the new voting system. He explained that no system, manual or automated, can be fully secure and that trying to make a system flawless by focusing only on code and software is not adequate strategy. To address the security issues, you must develop overall architecture and track actions with a corrective action plan. Mr. Coy stressed that security documents should often not be available for public use and distribution.

Mr. Burger pointed out that DBM controls the SAIC risk assessment report. He added that a decision was made to redact portions of that report.

Mr. Burger added that, because of the redaction, the State Board is getting pounded in the press, and it looks like the State Board has something to hide. If there were something to do to soften the blow with a briefing he would be grateful.

Mr. Coy responded that, when his company found the SAIC report on the SBE website, they were concerned it was in public domain. He recommended that the public version be summarized.

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Mr. Burger feels that Maryland stuck its neck out by commissioning the SAIC study, the kind of study no one else in the election community has done. He added that people who are helping with the security program should have CISSP certification. Mr. Burger asked that he be provided with details of the action plan status. Ms. Woodside directed the Board's attention to a BSC handout in member packets.

Mr. Burger asked if BSC, being a woman-owned company, has a minority business enterprise certification. Mr. Coy responded that they are currently certified by the Federal Small Business Administration and are in the process of getting certified in Maryland.

Mr. Wittstadt asked how we get around the Public Information Act by only providing an executive summary. Ms. Arnold responded that there is an exemption in the PIA for documents related to security of an Information Technology system.

**BSC Presentation (Continued)**

Ms. Woodside gave the Board a copy of a status report on the Diebold Accuvote-TS Voting System Security Action Plan. Mr. Burger asked about the estimated completion date for the open items. Ms. Woodside responded that most of the remaining items are due to be completed in January, February and March.

Mr. Burger advised that he would like to see a status report on a weekly or biweekly basis as the status changes to enable him to answer questions on a moment's notice. Ms. Lamone advised that the status of the Action Plan is updated on the SBE website.

Mr. Wittstadt asked how information is disseminated to Members of the General Assembly other than to direct them to the SBE website. Ms. Woodside advised that copies of the Action Plan were distributed at the last Ways & Means Committee briefing. Mr. Wittstadt would like to have Members of the General Assembly on a specific briefing schedule.

Mr. Burger asked that this item be deferred for discussion later in the meeting.

Ms. Beck asked what happens to votes that have been cast in the voting machine if there is a massive power failure on election day. Ms. Woodside explained that the votes are not lost if there is a power failure. Mr. Heller added that, if there is a power failure, the voting units do not shut down, because they have battery terminals that will maintain power for five hours. Also, there are spare batteries that can be swapped during the power failure, if necessary, and there is a power management plan that establishes a process to run the majority of units for fifteen hours.

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Mr. Burger asked if there is any way of knowing, during an electrical outage, that the data has not been destroyed and changes have not been made. Mr. Heller explained that there is an audit log on every unit that can be used to audit the votes that were cast prior to the power outage.

Mr. Wittstadt referred to the recent account of voting system trouble in Fairfax, Virginia and asked if Mr. Heller has run every possible scenario on the voting units and thought through, with Diebold, every scenario that could possibly happen, to ensure that votes are not

lost. Mr. Torre responded that there are voting system standards issued by the FEC to make sure that votes are not lost on these machines.

Mr. Heller explained that the system used in Virginia was not a Diebold system; and he does not know the procedures Virginia uses; however, from what he understands, Fairfax did not lose votes.

Mr. Burger added that it was reported that Fairfax could not get the machines back up, so they were taken out of the polling places. Mr. Burger wants to make sure Maryland does not experience a similar problem. Mr. Torre assured Mr. Burger that voting equipment is not moved in Maryland once it is set up in polling places. Ms. Woodside added that Maryland has a disaster recovery plan that goes into effect if a power outage occurs. Voters would be moved to another polling place with a like ballot if the polling place were deemed unusable.

**BSC Presentation (Continued)**

Mr. Burger asked if SBE is behind schedule with anything. Ms. Woodside advised that SBE does not have an unredacted version of the SAIC report on file. Mr. Burger will speak with someone at DBM to secure a copy. Also, Ms. Woodside advised that comments on the BSC draft report are needed by Monday, November 24<sup>th</sup>.

Ms. Woodside advised the Board that a preliminary security report from BSC will be received in three weeks. However, certain information required for judges' manual will be provided by BSC on Monday. Mr. Burger would like to see the preliminary report added to the SBE website as it is now and then he would like to see an updated version added to the website to enable him to answer questions with accurate information. Also, Mr. Burger would like this information to be made public.

Mr. Wittstadt asked what efforts have been made to complete Item 17 of the status report, which concerns hiring a Chief Information Systems Security Officer (CISSO) and two support personnel. Mr. Burger asked if BSC could be used as the CISSO in the interim. Mr. Wittstadt asked if SBE staff should begin the interview process immediately. Ms. Woodside advised that Mr. Augustine has already submitted to DBM the documentation for a waiver of the hiring freeze. Mr. Wittstadt made a motion to direct

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the staff to begin immediately interviewing and posting these positions so that we can hire someone as soon as DBM grants the exemption. Ms. Beck seconded the motion. Motion unanimous.

Mr. Coy reminded the Board that his company will need an unredacted version of the SAIC report in order to make progress. Mr. Wittstadt made a motion that SBE, as a unified body, requests that DBM immediately provide an unredacted version of the report to SBE. SBE will then determine to whom the report should be distributed. Ms. Beck seconded the motion.

Ms. Beck questioned whether SBE could contact someone at DBM to lessen the lag time and tell them what needs to be done.

Ms. Widerman asked how the selection of BSC was made. In response to a question from Mr. Wittstadt, Ms. Woodside advised that the contract with BSC was signed on October 14, 2003.

Ms. Woodside explained that SBE was authorized by DBM to acquire assistance for implementation of the voting system security action plan and the SAIC report recommendations after DBM's acceptance of the Action Plan.

DBM's Procurement Office advised Ms. Woodside to use an emergency procurement. She added that three companies were contacted.

Mr. Wittstadt was reminded that the Board was informed about this at Ocean City during the Biennial Meeting in October. Mr. Wittstadt asked why the Board had not been asked to approve this contract. Ms. Arnold advised that it was not customary for procurement contracts to come before the Board. Ms. Arnold stated that the Board needs to make it clear how it wants issues presented, as this Board's preferences may be very different from those of previous Boards.

**BSC Presentation (Continued)**

Mr. Burger said that the Board members have legal obligations; they expect the staff to inform them of important decisions, and they want to provide guidance. The Board will discuss how it wants to operate as it moves forward. The Board expressed frustration that members are not more involved in decision-making.

**IT Projects Update**

Mock elections are being held, and election judges and local boards are being trained for the election with demonstration voting units.

Mr. Burger asked how we ensure that machines pulled for voter outreach or logic and accuracy tests are returned to inventory. Mr. Heller stated that certain units are designated for demonstration only, those will not be used in any election. Mr. Torre explained that all units used in an actual election go through logic and accuracy testing

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before the election. The units arrive on a cart, where 10 units are shrink-wrapped. They are removed and sealed after logic and accuracy tests are performed. Ms. Duncan added that the ballot certification deadline is January 20, 2004.

**Introduction of New Staff Member**

Ms. Lamone introduced John Clark, the newest SBE staff member, who came on board on November 10, 2003 as the Voter Registration System Project Manager. Mr. Clark brings over 12 years of IT project management experience. He worked on healthcare information systems when

he was in the Navy, and on financial management information systems when he was with the Maryland Department of Housing and Community Development and the Comptroller of the Treasury. He earned his Bachelor of Science degree from the U.S. Naval Academy and a Master's degree in public administration, specializing in public budgeting and finance, from George Washington University.

Ms. Lamone also introduced Wendy Woodside, who is the new assistant for Mr. Heller and Mr. Torre. Ms. Woodside replaces Bill Lawrence.

**Contractual Positions**

Ms. Lamone advised the Board that six contractual employees will be hired to work with HAVA implementation: 3 for technical support; 1 to work with the voting system; 1 to work with the voter registration system; and 1 to work with the election management system. In addition, one contractual person will act as deputy director of HAVA and another will be involved in communications. The Department of General Services is attempting to find office space for the additional staff. They are primarily focusing on space available at 151 West Street.

The vacant receptionist position has not been filled. In response to an ad in the local newspaper and on the website, we received approximately 43 resumes. Also, Sebastien Biot, the SBE Webmaster, will be leaving the staff possibly at the end of December. Mr. Augustine has submitted documentation for a hiring freeze exemption for Mr. Biot's position, requesting that we keep Mr. Biot on a contractual basis to work directly on several special projects.

**Contractual Positions (Continued)**

Hiring freeze exemption requests were also submitted for the Chief Information Systems Security Officer and two security support staff positions.

**IT Positions**

DBM is working with Ms. Woodside to finalize position descriptions for information technology positions for the local election offices.

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### **Election Calendar**

An updated election calendar has been distributed to the Board members. Ms. Lamone explained that a few changes have been made to the calendar, such as the deletion of references to the Baltimore City Election and the change in the date of the Provisional Ballot canvass.

### **Petitions**

Ms. Wagner advised the Board that the first Libertarian Party petition filing does not contain a sufficient number of petition signatures to gain ballot access. Ms. Wagner explained that a number of signatures were disqualified because only the month and day, and not a year, was provided for the signatures. Ms. Wagner advised that possible litigation may follow this determination. Mr. Wittstadt asked how many signatures were disqualified. Ms. Wagner responded that approximately 5,091 petition signatures were deemed invalid and 6,665 signatures were validated.

### **Executive Session**

Mr. Burger stated that an executive session had been scheduled for 3 p.m., and since those scheduled to participate had arrived he would like to use his privilege and move the executive session up on the agenda. He advised that the Board would resume with the agenda at the conclusion of the executive session.

The State Board voted to hold a closed session to meet with members of the Howard County Board of Elections, its legal counsel, and representatives of the Office of the Attorney General to discuss pending litigation and a personnel matter. On a motion by Ms. Wideman, seconded by Ms. Beck, the State Board convened in executive session. Motion unanimous.

Following the executive session, the State Board of Elections' public meeting resumed at 4:35 p.m.

### **Evaluation Form**

The Board was provided with a summary of the 2003 Biennial Conference evaluations received to date.

### **Judges Manual**

Ms. Trella continues to work on the Election Judges Training and Procedures Manual. Howard County is having a mock election today and they are testing the manual.

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### **ES&S Status Report**

ES&S has been asked to provide a status report on the PowerProfile voter registration project, which is expected in December.

### **Voter Registration Training**

Ms. Lamone advised that voter registration training for PowerProfile counties will be held in December.

### **Voting System Implementation**

Ms. Lamone reported that the voting system implementation is going reasonably well. Several municipal elections were held the first week of November and were observed by SBE members and staff.

### **Election Judges Training Session**

Ms. Widerman reported that she attended a Rockville (Montgomery County) election judge training session and that it went well. She reported that all material was easy to understand and the election judges were excited and seemed to understand the training. Diebold had technology personnel there to assist with the training.

### **Municipal Election – Montgomery County**

Ms. Widerman visited Belle Elementary School between 7 a.m. and 8 a.m. during the municipal election in Montgomery County. She stated that she was most pleased with the reaction from voters. The voters were at ease using the system and they seemed thrilled with how easy it was.

Ms. Widerman mentioned several areas of possible improvement: the voting units could have been set up better, since all the screens were facing incoming public; turning the units slightly could have solved this problem. The closing process went quickly and smoothly, except for one machine where a Diebold representative placed an accumulator card in a machine upside-down. At the election office, one precinct was late arriving. All materials were hand carried to the election office.

Ms. Jurgensen responded that there are site maps for various polling places. In the City of Rockville, the election judges were told how to set up the polling places. This was their first election using the system.

Ms. Trella stated that the election judges' manual instructs election judges to make sure the machines are positioned so that privacy is not compromised.

### **Diebold**

Ms. Lamone reported that SBE has been trying to work with the top officials at Diebold to get additional resources for the State and to try to get Diebold to pay more attention to

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the needs of the client, SBE. Mr. Heller stated that Tim Cheater was able to make progress in getting experienced people assigned to Maryland.

**Distribution of Voting Units**

Mr. Wittstadt asked about the distribution of 16,000 units for the primary election and the security measures necessary. Mr. Heller and Mr. Torre advised that this is a responsibility of Diebold.

**Distribution of Voting Units (Continued)**

Mr. Wittstadt asked how SBE can ensure that the companies Diebold hires to transport voting units do not compromise security. Mr. Heller and Mr. Torre responded that SBE can mandate that background checks are performed for all subcontractors.

Mr. Wittstadt stated that he would like to see Diebold subcontractors guarantee to SBE, in writing, that their employees meet requirements that each precinct will get the machines that have been assigned to that precinct. Mr. Heller assured the Board that drivers do go through a background check and that procedures are in place to ensure proper distribution of the machines.

Mr. Burger asked whether the local election board staff oversees the delivery of the machines. Ms. Downs responded that Prince George's County does not have personnel to follow the truck; Diebold does. Mr. Burger also asked Mr. Heller if there has been any thought or conversation about assuring voters that at no time do election officials lose control of the machines. Mr. Burger questioned whether there is assurance that Diebold cannot get into the machines and alter the software. Ms. Lamone responded that if a seal is broken, the election judges are instructed not to open and use the voting unit.

**Voting System Paper Trail**

Ms. Lamone hopes that the NIST conference next month will provide some guidance on the verifiable paper trail issue.

**State Workers as Poll Workers**

Ms. Lamone advised the Board that she has written to the Comptroller and asked if he would be the honorary chair of a campaign to get State workers to serve as election judges. No response to the letter has been received.

**Congratulations**

Ms. Lamone congratulated Molly Neal on her appointment as acting election director in the Harford County election office.

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Ms. Lamone reported that she recently received a public service award from the American Federation of the Blind of Maryland.

**General Assembly Committee Meeting**

Mr. Burger stated that the Board was upset that the members were not given prior notice of the House Ways and Means Committee briefing. Ms. Lamone responded that it is customary to provide a briefing on the agency's activities prior to each legislative session. Mr. Burger feels the Board should have attended the meeting to talk with the legislators, and that this may have avoided some of the negative press accounts. Mr. Burger wants to respond to the Sun editorial and asked Ms. Lamone to draft a response. Mr. Burger also requested that meetings be set up with the legislative leadership to discuss the status of the security action plan. This will provide the leadership with confidence of our plan for success, rather than a feeling of hesitation, and allow Mr. Burger the opportunity to address their concerns in an official capacity.

**General Assembly Committee Meeting (Continued)**

Mr. Burger would like to touch base with the legislators by the end of the year. He would also like to provide DBM and the Governor's office with a security update.

Mr. Burger would like to get decision makers away from relying on the press, and have them receive information from SBE directly. Ms. Beck stated that it is critical for Board members to be apprised of what is going on, because they have an interest as well as the staff. She added that the Board wants to know where the meetings are and what time, so that at least one Board member can be there.

Ms. Lamone responded that in the past Board members did not particularly want to be involved in General Assembly briefings. Mr. Burger stated that the Board members care and want to actively participate to help facilitate work and make SBE more effective.

Mr. Wittstadt stated that he does not purport to know everything on how the election system is operated and he does not have time to know all about security measures. But, he feels the Board

needs to be informed. He added that the Board runs the company; Ms. Lamone is the president who has been designated by SBE to run the company. He continued that the Board should be consulted on major decisions, especially in this time.

Ms. Widerman added that she has conferred with her colleagues and feels more Board involvement is absolutely necessary.

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**ASSISTANT ATTORNEY GENERAL'S UPDATE**

Ms. Arnold advised the Board that her primary effort has been to address the Green Party case. The Court of Appeals remanded for further proceedings in Anne Arundel County Circuit Court. A new declaratory judgment is to be crafted and filed by the Circuit Court after SBE has had an opportunity to demonstrate any circumstances where there is an irreconcilable conflict between the Maryland Constitution and mandates of federal law. The Circuit Court has requested that both parties file proposed orders and supporting memoranda by December 1, 2003. Ms. Arnold added that the Attorney General's Office is seeking federal assistance, with little success. A proposed order and memorandum will argue in support of existing voter registration list maintenance procedures.

Mr. Burger asked Ms. Arnold to explain an item on her report about allowing challengers to observe zero totals at the opening of the polls. Ms. Arnold explained that, because of the new machines, election judges would have to start running zero reports before the normal time for challengers and watchers to be admitted to the polling place. The law states the challengers have a right to enter the polling places one-half hour before the polls open. She recommended the challengers be allowed to enter the polls before then so that they can witness the zero report. Mr. Wittstadt asked if something should be sent to the local board to advise them of this.

**REQUEST FOR WAIVER OF LATE FEES**

The Board was given 24 waiver requests for consideration. Ms. Widerman made a motion, seconded by Ms. Beck, that the Board accept all 24 recommendations by the Administrator. Motion unanimous.

In response to a question raised by Ms. Widerman, Mr. Goldstein advised that statistics are maintained on the types of waiver requests. Ms. Holliday added that the requests are handled on a case-by-case basis.

**PROCEDURES FOR THE ADMINISTRATION OF ABSENTEE VOTING**

Ms. Trella distributed procedures for the administration of absentee voting by the local boards of elections and a summary of the purpose of each section. The procedures are authorized by the Election Law Article and are necessary to implement the Help America

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Vote Act of 2002. On a motion by Mr. Wittstadt, seconded by Ms. Widerman, the Board approved the procedures for the administration of absentee voting.

**VOTER REGISTRATION RECORDS/DATE OF BIRTH**

Ms. Lamone requested that the Board establish a policy that the local boards, upon discovery of a voter's missing birth date, shall follow specific procedures. After review of the procedures, Ms. Beck made a motion that the Board adopt the recommendations of the Administrator. Motion seconded by Mr. Wittstadt, and approved by the Board. Motion unanimous.

**OLD BUSINESS**

None

**NEW BUSINESS**

Mr. Wittstadt advised that he has spoken with the chairman concerning documents sent to the Board members prior to each meeting. He asked that information be sent by email to each member, saving money for the State. He suggested that a scanner be purchased to scan local board minutes and they be included in email sent to Board members. Chairman Burger suggested staff start with emailing basic material and perhaps scan local board minutes and other items in the future.

**Per Diem Memorandum**

The Board was given a status report on their per diem and mileage payments. Following discussion, the members were asked to consider methods by which over expenditure could be avoided.

**Per Diem Memorandum (Continued)**

Mr. Wittstadt stated that he understands that SBE is under budget constraints and doubts the budget took into consideration the climate that we are now in. He congratulated Ms. Widerman on her visits to local boards. He added that the chairman has to attend meetings. He would rather deal with a little heat and go over budget.

Ms. Widerman stated that the way the memo was written, it is based on other year's travel expenses. She feels that the Board needs to revisit the way expenditures are calculated, adding that she is sure there has been no abuse. She stated that she is insulted by the memorandum and feels that the Board is not doing any duplicative work. Ms. Widerman suggested that minimally a budgeted amount of 5 board members time 12 board meetings at \$100 each, equals \$6,000, noting that this does not include mileage for anyone.

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Mr. Wittstadt added that those expenses are the Board's responsibility. He is confident that every expense is completely justifiable. He also added that there would be more travel expenditures for the Board in the future, because the Board is going to be more involved.

Mr. Burger stated that this memo was not appreciated.

**Montgomery County Complaint Letter**

Ms. Beck asked Ms. Lamone and Ms. Hejl if they received a letter from Ms. Jurgensen and if they have addressed issues contained there. Ms. Lamone responded that a draft response has been completed; the final letter is expected to be sent on Friday.

**SCHEDULING OF DECEMBER MEETING**

The next meeting of the State Board will be held December 15, 2003 at 1:30 p.m.

**ADJOURNMENT**

The State Board adjourned its regular meeting at 5:46 p.m.