Attachment A – May 24, 2021 HoCo Board Meeting Minutes

Director's Report- May 24, 2021

1. Continuing Items
   a. General Office Update: We have accomplished and will be working on several things here in the office and the warehouse as we work on cleaning up from the General Election and start gearing the office for the 2022 elections. The items are broken down as follows:

   aa. Voter Registration/ Office Work- registration numbers for the month have returned to pre-election cycle numbers- we can anticipate this to continue for the rest of this year.

   1. Street Maintenance- A few of the IT folks here in the office and the Director are taking a look at the information received from GIS about the streets and doing some initial comparisons to ready the entire staff for the full process. This includes making specific instructions as to how the process will be conducted.

   2. Warehouse- The warehouse continues to act as the mail house for the office to send out Voter Notification Cards. The inventory system and all labeling of shelving is now complete. The ballot clean-up is also complete. We will be hosting the State and ES&S in our warehouse for several months as they do upgrades to all the servers for the voting system. AS the director garners more information on how this process will be implemented, he will keep the board appraised.

   3. In general, the staff is keeping up with the daily work, and then going back and doing verifications not only on that day's work but continuing to go backwards in time to ensure our records are consistently clean and correct.

2. Budget- The director met with the County Council on May 7 in a work session to discuss the budget. There were a few questions about Early Voting and Mail-in ballots, but nothing that affected the budget. The budget that the director submitted continues to stay intact.

3. Telework- The office continues to do mostly telework. Supervisors and management continue to monitor the work that is being done. The warehouse, as there are more hands-on items to be done, is in several days a week, but continues to practice social distancing while working. As the County and the State of Maryland start to "reopen", management will continue to revisit our teleworking and in-person schedules.

4. New Pollbooks- Process is still on-going. We will provide more updates as we are continuing through the process.

5. New Software for Voting System- The State is in the process of testing new software for the DS200's, BMDs, and servers for reporting and tallying. As we receive more information on if it is a go, and the

timeline associated, we will alert the board.

6. Mock Election- The state has a mock election scheduled for the November- January timeframe that would, at this time, include the new software for the voting system and the new pollbooks. As we receive more information on this event, we will alert the board.

7. State TTX- The State is planning another tabletop exercise for some time in the last quarter of this year. Several staff members are helping with the effort as in the past. More details will be distributed to the board at a later date.

8. Legislation- The legislative session is over and the key changes are listed below. (This is repeated from April to remind the Board of what passed.)

   Early Voting- All early voting days will be 7 am to 8 pm and Howard County will have five (5) early voting centers.

   Mailing Out Mail-In Ballot Applications/Permanent Mail-In List- We will mail out ballot applications to all registered voters in 2022 and 2024 and create a permanent mail-in voter list from the receipt of the applications. I do not have any further information on how this works right now, as I expect there to be more information on the procedures forthcoming.

   Drop Boxes- Are here to stay. We may end up with more than we had this past election, but will find out in the future.

   Student and Military Voter Empowerment Act- When LBE is establishing precinct boundaries and designating the locaion of polling places, LBE shall contact and obtain input from large residential institutional communities including institutions of higher education, continuing care retirement communities, senior communities and military installments, SBE shall add and maintain on it's website information that explains requirements for students enrolled in institutions of higher education to register to vote in the State and includes links to information regarding requirement for registering and voting by absentee ballot in other States. SBE shall establish a process for accepting FPCA app electronically and use the Common Access Card to sign the FPCA. A public institution shall designate a staff member as the Student Voting Coordinator. They shall develop and implement a student voting plan to increase student voter registration and voting in collaboration with faculty, staff, recognized student organizations, and other appropriate stakeholders at the institution. The plan shall include wide dissemination of information about voter registration and voting opportunities to all students including the voter registration process and deadlines, the process and deadlines for requesting and returning a ballot by mail, etc etc. Reasonable accommodation and collaboration with the LBE regarding the placement of an early voting center or precinct polling place on campus if requested by the local board, parking, campaign signs, voter access to campus without ID, polling place space requirements in compliance with State Board regulations, public education campaign, ballot drop box siting and any other factors relating to the conduct of an election, etc etc

   Teleworking- Generally, will continue, under new law.

9. Candidate Filing- Candidate filing has started, but there have not been any candidates to file locally. Candidates, for the time being, can make an appointment to file on Wednesdays between 9AM and 4PM.