

**MINUTES**  
**Howard County Board of Elections**  
**8900 100 Parkway**  
**Columbia, Maryland 21045**  
**July 28, 2008**

Present:

Board:

Ann Balcerzak, President  
Donna K. Thewes, Vice-President  
Raymond M. Rankin Member  
Donna L. Rice, Alternate  
Charles M. Coles, Jr., Alternate  
Michael S. Molinaro, Board Attorney  
Vivian L. Dixon, Board Secretary

Staff:

Betty L. Nordaas, Election Director  
Guy Mickley, Deputy Director

Guests: None

Ms Balcerzak called the meeting to order at 4:00 pm. All members were present, constituting a quorum. Pledge of allegiance was followed by:

**Approval of Minutes:** \_

Ms. Balcerzak asked if the board had any correction or additions to the minutes from the June 23, 2008 Board Meeting (advance copy provided). Ms. Thewes' motion for approval as presented, was seconded by Mr. Rankin and unanimously approved.

**Agenda Addition:** President and Director will brief on Save Our Vote Supporters.

**Correspondence:** Letter to Board President, dated July 20, 2008, received July 28, 2008 from Salvatore Cosentino, raised concerns over voting requirement to swear or affirm. Following limited Board discussion, Atty. Molinaro was asked to contact Ross Goldstein and prepare a definitive response for Board approval.

**President's Report:** Director, Nordaas has negotiated a "Kick-off" for implementation of the College Poll Worker Recruitment Program, for Wed, August 27<sup>th</sup>, from Noon to 2:00 PM, at Howard Community College's (HCC), during their Welcome Back Student Day. Board Members, Donna Rice and Charles Coles have agreed to accept the responsibility for establishing/coordinating "ongoing long term" Partnership with the HCC Administration.

**Ms. Nordaas**, provided a copy of the Guide for Recruiting College Poll Workers, developed by Elections Assistance Commission. Guide outlines ways and means for developing an ongoing partnership with colleges. Confirmed kick-off date is Wednesday, August 27, 2008 from 12:00 noon to 2:00 PM. Space has been assigned and Ms. Nordaas will provide name of her contact person. Contact with the Administration, to negotiate for students to be excused to serve as judges, should be done before Aug 27<sup>th</sup>. This type incentive would "feed into" what can be accomplished that day. *(HCC will provide set-up tables/chairs)*

**President cont'd:** Election Calendar, provided by Secretary, was addressed. Ms. Balcerzak noting the mandatory periods of time, Board Members, Counsel and Secretary are required to be present for Election Day, Absentee, Provisional and Canvass counting sessions.

President supported a suggestion to have Margaret Rapport, swear in the Canvassing Board on Monday, October 27, 2008, prior to Monthly Board Meeting. *Board Secretary will make necessary arrangements.*

President's call for additional volunteers for the HC Fair (Aug 2<sup>nd</sup> - 14<sup>th</sup>), was enthusiastically received, with Board Members, giving their "I Can..." dates to Ms. Nordaas. The President and Vice-President's "I can..." dates had been given to Mr. Mickley, last week.

**President** advised Board that the end of Director's evaluation cycle is September 29<sup>th</sup>, at which time an Executive Session, must convene.

Board Members were provided another copy of Attorney General's Task Force Report, (Issued at MARO Conference); The President noted that many of the deficiencies cited, did not apply to the HCBE and wants those facts to be a "matter of record". Board Members are asked to review Report, make a "Does Not Apply Synopsis" and Email it to Board Secretary. How those gleaned facts are will become a matter of record, will be discussed at next Board Meeting.

Having no other matters of discussion, Director's Report was called for.

**Director Provided:** Informational copies of: FY09 Budget, and correspondence

**Director's Report:**

- Response to non-citizen inquiry to be addressed in Executive Session
- Radios acquired for use as part of County's Emergency Management Plan (HCEM), will be used by Director, Guy Mickley and Walter Maddox on Election Day. An additional fifteen (15), Radios will be borrowed from HCEM, for 2-weeks, to be used by our Rovers, in addition to Cell Phones. Radios will allow a quick response to, and resolution of emergencies. Additional 2-phones will be permanently placed at warehouse. (Office also has a Shelter in Place Tool Kit)
- Randy Clinton, Warehouse and Charlotte Davis, completed CPR Refresher Training, and remaining staff will complete theirs before the Election.
- Carol Hart has completed required Certified Elections and Registration Administrators, required 12-classes and will graduate in August. Val Patterson, Mattie Striven Kim Phillips and Janet Ferrell currently attending classes in Annapolis. Their completion will bring the total number of State CERA in HCBE to nine out of 12.  
*(Board President thanked Director for being committed to using Available "staff development tolls")*
- HCBE has a County Van that will be used extensively during election and eight (8) employees will receive County Sponsored Drivers Training. Those employees may use personal cars and/or vehicles rented for Election Day.
- Compressed Work-Week is going well and staff is pleased. It will be suspended from the

end of August to the Election. Continuation will be reviewed at that time.

- Copy of The Poll Watcher, a news letter shared with Board. Quarterly news letter will be a means of communicating with Election Judges. Due to printing cost however, future editions will not be in color.
- Director shared copy of request made to Aaron Greenfield, Chief of Staff, proposing administrative leave for County employees to serve as Election Judges. Mr. Ullman, County Executive, has approved the proposal. A Global Email draft was submitted for approval. Hopefully it will soon be disseminated.
- The July 10<sup>th</sup> Release of Voter Registration System has been received. The Release insures that no changes will take place until after Election. Next Release due December 4<sup>th</sup>, 2008.
- Director asked Board Members to note the DRE setup in lobby with a “foam board” intended to increase a voter’s sense of privacy.
- Received request from Leadership Howard County on how persons could earn Community Service hours through Election process. Advised that persons may serve as Election Judge following 2-hour training, with a minimum of 4-hours of service.
- Voter Outreach Participation: Coverage needed for International Day, with Long Reach (Sep), Oakland Mills, Wilde Lake 50+, and Laurel River Fest (Oct), are on the calendar. Donna Thewes requests that Bowling Brook Community be added to Sep.
- Democratic Judge Recruitment: in “great shape” all have been assigned, including 23 alternates and 107 to be processed. On the other hand, 61 Republican Judges are needed. Five (5) alternates are assigned with 50 cards being processed. Some long-time Judges have cancelled. Negative media may be a contributor. Judges are able to schedule their training on line and 50% of Judges are scheduled, training begins September 22<sup>nd</sup>.
- Director received Freedom of Information Act request from Save Our Votes that will be addressed immediately.

#### **Save Our Vote Discussion: President/Director**

Negative Media articles raising concern of possible long lines and machine malfunction has led efforts to provide Emergency Paper Ballots for General Election. Ballots, although similar, are different from Provincial and/or Extended Voting Ballots. SBE policy is; “It’s too late, the train has left the station”. Manual have been printed and training starts in August. Any change, would require: changing process, security and polling space. Addressing this matter however rests with the State. Copy of MAEO prepared Press release, provided.

The President expressed her confidence in the Staff and urged Members to share their confidence and reassure any County residents they talk to, while urging them to read the Referendums ahead of time.

**Attorney's Report**

- 1 To date no action has been taken, State/Local level, on Double-Voting Issue. Shelly Glenn, SBE currently handling matter. (President asked Counsel to continue follow-up)
- 2 2008 Election Law Changes: 1) Technical corrections, 2) Statute adjustment to conduct special election for 4<sup>th</sup> Congressional Dist. Vacancy, in effect April 4th to December 31, 2008 and 3) Use of electronic signatures for Campaign Finance Reports.
- 3 There were no changes affecting HCBE.

**Actions:** Personnel matter to be reported in Executive Session Minutes.

The next meeting of the Howard County Board of Elections is scheduled for September 22, 2008 at 4:00 PM in the Howard County Board of Elections Boardroom. Board Closed and Convened in Executive Session at 5:35 PM. At 5:53 PM a motion to reconvene was made, seconded and agreed upon. There being no further business, a motion to adjourn was made, seconded and unanimously agreed upon. Meeting Adjourned at 5:54 PM.

Respectively submitted,

*Vivian L. Dixon* 9/29/08  
Vivian L. Dixon, Board Secretary

Ann Balcerzak 9/29/08  
Board President