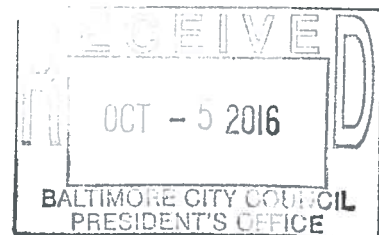

Baltimore City Board of Elections

CORRECT ACTION AND LESSONS LEARNED

2016

Presidential/Mayoral Primary and General



Presented
September 30, 2016

Armstead B. Crawley Jones, CERA
Election Director

OVERVIEW

- I. The Baltimore City Board of Elections was tasked with viewing the entire 2016 Presidential/Mayoral Primary Election.
- II. In this report you will receive a detail update of our findings.
- III. This document gives some of the issues and problems that occurred in the 2016 Primary Election and an overall view of the entire election process in Baltimore City.
- IV. Some of the issues/findings which occurred in Baltimore City was a statewide issue and had to be resolved with the assistance of the State Board of Elections.
- V. The document will give the issues/problems that occurred in the 2016 Primary Election with a plan to resolve each problem.
- VI. The preparations for this election cycle are moving forward with emphasis on lessons learned in the primary election.

Provisional Ballots

Problem Identified

Some Provisional Ballots were not readily accessible for auditing because they could not be located.

Action Plan

Baltimore City has reviewed the training procedures as well as extended the provisional ballot process where judges review the process and practice filling out provisional ballot. The new process the state has instituted is to track a provisional votes from the time they enter the door until they leave. The provisional ballot and the regular ballot still have the same appearance. However, the VAC will be highlighted to show that this is a provision voter. A provisional judge has been assigned to each precinct with support from the Chief Judge and all the judges. All judges will receive training in the provisional ballot process.

The responses from the post-election survey validated what was already known by the State. The regular ballots and provisional ballots looked identical (no visible difference). Some judges also mentioned the confusion created by the language on the orange provisional ballot sleeve. The language was "After you mark your ballot, place your ballot in this folder. Take this folder to an election judge. ***Do not take this folder to a scanning unit***". We have worked with the State Board on the problem.

ELECTION JUDGES RESPONSILITIES

Problems Identified

Some Voter Authority Cards (VACs) were not readily accessible during the audit because procedures for aggregating and returning them were not followed.

Action Plan

BCBOE has reviewed some of the elements of the training given in the 2016 Primary Presidential/Mayoral Election. It was determined that election judges needed more detailed hands on training in the correct method of handling the Voter Authority Cards. To further correct this identified problem new procedures have been instituted to address this situation. All judges are being trained on using quick reference sheets on how to enhance the handling of VAC's during Early Voting and Election Day.

New procedures have been developed at the Election Board Warehouse for accounting for VACs immediately upon arriving at the warehouse. Using a checklist we will account for all VACs the night of the election.

Warehouse

Problems Identified

There was no full-time supervisor for the Election Warehouse facility. Much of the managerial responsibility was assumed by a part-time third party contractor. The day to day management of operational tasks for this facility was at times assumed by this contractor when present, but there was no clearly designated onsite management outside of that done by the contractor. The warehouse staffing was inadequate in size for the volume of equipment and activity required. The responsibilities assigned to those individuals on staff were not clearly delineated.

The IT Support staff and the three warehouse helpers take direction from the LBE Deputy Director and LBE Director, both of which are remotely located at the LBE offices at 417 E. Fayette Street. All employees take directions from the part-time contractor when he is present. In his absence, they report to the LBE Deputy Director and Director for directions, both of whom are remotely located as noted previously.

Action Plan

It is recommended that the BCBOE provide a temporary full-time Facility Supervisor and organizational oversight for the immediate future through the election and post-election cycle tasks. It is further recommended to provide a full-time Supervisor for equipment organizational oversight for the immediate future through the election and post-election cycle tasks. The BCBOE has agreed to partner with SBE to bring the addition staff to the warehouse to assist. There will be other staff from SBE that will also assist.

The BCBOE will need to enhance the staff to a higher number of employees. It has been recommended that full-time staff be increased by seven (7) employees in order to maintain the current work load at the BCBOE Warehouse. With the enhancement of the warehouse staff this would give us a better organized facility at the BCBOE Warehouse.

It was also determined that our current warehouse is not adequate in size to accommodate the supplies, equipment and the other necessary items that must be stored at the warehouse. It is our recommendation that the warehouse and office be combined in one central location which would optimize the efficiency of the Baltimore City Board of Elections. However, the location must be accessible with free parking available. This has been an ongoing issue since the new equipment.

NUMBER OF ELECTION JUDGES

Problems Identified

Recruitment of Election Judges

Action Plan

Baltimore City made a robust effort to recruit individuals who want to serve as an election judge. In the primary election BCBOE recruited 2800 election judges and for the general election we have recruited

approximately 3600 hundred judges. The total amount of judges will always be greater than the number needed to staff the polling places. We will also have judges available downtown to serve as substitute judges. An additional amount of judges will be recruited and trained in case of no-shows. We will make every attempt to recruit and train additional judges to bring in as substitute judges. This is an increase of approximately 150 substitutes over what we had for the primary. Substitute judges are used to cover for judges recruited and trained but do not show up Election Day.

ELECTION JUDGES

Problems Identified

Election Judges Scanned 1188 provisional Ballots

Action Plan

After the 2016 Primary Election a post-election meeting was called to address concerns that occurred during Early Voting and Election Day. There were approximately one thousand judges that reported to four separate sessions. The majority of the judges that were required to attend the conference were from those precincts that had a large number of provisional ballots scanned. The four conferences were conducted with approximately 200 attendees each time.

At each meeting each judge was given as survey to capture information about various issues that occurred on Election Day. These issues included scanning ballots, not performing their job duties and other polling place concerns. The most frequent responses by the judges on the survey or through conversations were that they should not have been two paper ballots that looked exactly alike, last minute changes to the process and incorrect instructions on the orange provisional ballot sleeve. Other comments from the judges can be found in the survey spread sheet that is provided to you. We worked with the State Board to address these issues.

At each meeting the election judges were informed of how essential the election process was and how imperative it was to follow directions, by utilizing their training and the judge's manual. The groups were informed that they were taught in training that the provisional ballots were not to be scanned and that the overall process had not changed. At the conclusion of the conference, I stated that we need to move forward and we must do a better job for the general election.

To help resolve these issues the training has been enhanced and the classes are longer than they were in the primary election. The Friday and Saturday before the general election every trained judge will have the opportunity to revisited any portion of the training. The OPEN HOUSE will be held at the University Baltimore.

	Total Class Enrollmen t	DEM Class Enrollmen t	REP Class Enrollmen t	# of Recruits in database	# of DEM Recruits in database	# of REP Recruits in database
NEW	2081	1806	275	2630	2256	374
RETURNIN	1062	962	100	1102	993	109
CHIEF	455	272	183	473	276	197
TOTAL REG	3598	3040	558	4205	3525	680
EARLY VOT	206	155	51	211	160	51
TOTAL ALL	3804	3195	609	4416	3685	731

Before Refusals						
	Judges that have not signed up	DEM Judges that have not signed up	REP Judges that have not signed up	Total Refusals	DEM Refusals	REP Refusals
NEW	549	450	99	72	63	9
RETURNIN	40	31	9	13	11	2
CHIEF	18	4	14	4	3	1
TOTAL REG	607	485	122	89	77	12
EARLY VOT	5	5	0			
TOTAL ALL	612	490	122	89	77	12

TOTAL % SIGNED UP	DEM % SIGNED UP	REP % SIGNED UP
79%	80%	74%
96%	97%	92%
96%	99%	93%
86%	86%	82%
98%	97%	100%
86%	87%	83%

After Refusals		
Judges that have not signed up	DEM Judges that have not signed up	REP Judges that have not signed up
477	387	90
27	20	7
14	1	13
518	408	110
5	5	0
523	413	110

July 27, 2016

Election Judge's

Classes are set to probably start the first weekend in August (per our meeting with John).

As we discussed also in the meeting, we had not firmed up the second location for training. I am scheduled to meet with the staff of BCPSS on July 26, 2016 to look at the location.

		2016 PRIMARY		2016 GENERAL
JUDGES NEEDED		2635		2931
JUDGES RECRUITED		3198		3095
JUDGES REGISTERED FOR TRAINING		2652		
JUDGES TRAINED		2090		
				Notes
				- Waiting on responses from 590 returning judges
				- Sent out 20333 postcards, have received 180 applications