

APPROVED

July 19, 2010

MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS
18753-210 North Frederick Avenue, Gaithersburg, Maryland

In Attendance:

Board Members:

Jerrold Garson, President
John Sullivan, Vice President
Nahid Khozeimeh
Mary Kiraly
Lucia Nazarian

Staff:

Margaret Jurgensen, Director
Sara Harris, Deputy Election Director
Elizabeth Bogovich, Election Aide
Susan Campbell
Linda Caro, Office Service Coordinator
John Chapman, Supply Clerk
Aarti Chumble, Principal Administrative Aide
Reiva Dausener, Election Aide
Laletta Dorsey, Program Specialist
Frank Haentschke, Election Aide
Deborah Hamer, Election Judge Recruiter
Ellie Jespersen, Office Service Coordinator
Jessica Jones, Election Judge Recruiter
Betty Ann Lucey, Voter Registration Manager
Brian McKevitt, Principal Administrative Aide
Philip Olivetti, Office Services Coordinator
Kenneth Perschau, Principal Administrative Aide
Jerry Quarshie, Acting IT Specialist III
Marjorie Roher, Management and Budget Specialist III
Janet Ross, Election Aide
Christine Rzeszut, Operations Manager
Shafiq Satterfield, IT Technician I
Wilda Tashof, Election Aide
Gilberto Zelaya, Outreach Coordinator
Kevin Karpinski, Legal Counsel
Renee Adams, Election Aide

Guests:

Bryan Hunt, Office of Management and Budget
Holly Joseph, Save our Votes
Kate Rhudy, Montgomery County Democratic Central Committee
Barbara Saunders, League of Women Voters of Montgomery County
Tom Smith

Mr. Garson called the meeting to order and declared a quorum present at 2:32 p.m.

In Memoriam

Staff remembered IT Specialist Edward O'Neill who passed away suddenly in June. Ms. Jurgensen, Mrs. Caro, and Mr. Satterfield spoke about Mr. O'Neill and his impact on the department. Mr. Garson offered a moment of silence in memory of Mr. O'Neill and thanked staff for their comments.

Ms. Bogovich, Ms. Campbell, Mrs. Caro, Mr. Chapman, Mrs. Chumble, Mrs. Dausener, Ms. Dorsey, Mr. Haentschke, Ms. Hamer, Mrs. Jespersen, Ms. Jones, Mr. McKevitt, Mr. Olivetti, Mr. Perschau, Mrs. Ross, Mr. Satterfield, and Mrs. Tashof left the meeting at 2:38 p.m.

Public Comments

Ms. Roher stated that no one requested to address the Board.

Additions/Changes to the Agenda

Ms. Jurgensen stated that there is an addition of an Executive Session to discuss minutes and the County Executive's 2012 budget.

Approval of June 14, 2010, Minutes

Minutes from the June 14, 2010, meeting were distributed for review. A motion was made by Mrs. Khozeimeh to approve the June 14, 2010, minutes as submitted. The motion was seconded by Mr. Sullivan and carried unanimously.

Election Director Status Reports

Budget

Ms. Jurgensen reported that the FY10 budget was closed out. She stated that for FY11, purchasing supplies will continue throughout the Elections, and noted that issues regarding overtime from other agencies needs to be resolved.

Ms. Jurgensen reported that Susan Campbell will assist the IT staff during this election cycle. Jerry Quarshie and Shafiq Satterfield will assume certain duties related to elections and Janet Ross will be working with DTS regarding the functions of the three election modules: Election Judge, Future Vote, and Polling Place.

Ms. Roher discussed the FY10 operating budget and noted that year end figures are not yet available. She also explained that FY11 expenditures will be difficult to report due to the County's newly implemented financial management system and current reporting limitations.

Voter Registration

Ms. Jurgensen reported that the Independent Party was dissolved and staff was required to send 10,000 letters to persons declaring affiliation to this party. She stated that the issue is confusing to voters because they do not read the document carefully and previously would choose Independent Party, thinking it was unaffiliated to a political party. Ms. Jurgensen stated that if voters failed to respond in two weeks they would be moved to unaffiliated status.

Ms. Jurgensen discussed a letter received from SBE regarding an audit of MDVoters that discussed the following:

- Issues regarding cancelled voters
- Issues related to moving active voters to inactive voter status
- Missed deadline date

State Board of Elections

Pilot Absentee Project

Ms. Jurgensen reported that the only counties participating in the pilot project are Baltimore County, Anne Arundel County, and Worcester County.

Ms. Rhudy and Mr. Smith entered meeting at 2:52p.m.

Early Voting Security Plan

Ms. Jurgensen stated that the early voting security plan has been submitted to the SBE. She noted that the SBE deadline to respond is August 14, 2010. Ms. Jurgensen reported that repairs to the EPBs have been initiated. There were nineteen that need repairing and noted that staff is waiting to get a cost estimate to repair and if it exceeds value will request permission to replace them instead.

Ms. Jurgensen stated that SBE announced new requirements that LBEs need to alarm and add cameras to their warehouses; Montgomery County already complies. She reported that information regarding the contingency plan for the EPBs is coming soon. Ms. Jurgensen reported that the Election Director's phone conference is July 20 and noted that ballot proofing is expected to begin on July 23rd or 24th.

Legislation

Ms. Jurgensen stated that there was nothing new to report on the State level. She reported that Federal Legislation HR 1719 implementing on-line voter registration is not expected to move prior to August recess.

Facility Issues

Ms. Jurgensen reported that this is the first time the building is in full use, and the only issue is with the air conditioning. Ms. Roher discussed air conditioning issues with the Board. She noted that there are some plumbing issues and she is working with staff to resolve them. Mr. Sullivan asked who is responsible for building maintenance and Ms. Roher responded that as of July 1st, everything inside the building transitioned to the County.

Board Attorney Report

Mr. Karpinski reported that Patricia Rogers filed a petition last week to be a candidate for Council District 3 for the General Election. He discussed that staff had a training session on how the petitions should be handled. Mr. Karpinski briefly updated the Board on the status of other petitions.

Old Business

MC 311

Ms. Roher stated that there were no noticeable changes since 311 went live. She reported that there is a meeting this week regarding flow charts and interaction with the BOE call center.

New Business

Election Day Preparations

Election Judge Update

Ms. Jurgensen stated that information is provided in the packet regarding the placement of election judges. She announced that there is a great need for Republican and non-affiliated judges. Ms. Jurgensen stated that a letter went out from CAO Tim Firestine to all employees requesting the need for Republican and non-affiliated judges. Ms. Jones reported on the status of returning and non-returning election judges. She stated that immediately after Mr. Firestine sent out the email, she received phone calls and faxes from several individuals expressing interest in becoming an election judge.

Ms. Jones left the meeting at 3:11p.m.

Section 203 Update

Mr. Zelaya discussed his Section 203/Outreach report with the Board that detailed Future Vote, Spanish speaking election judges, voter registration/outreach training, media outreach, DRE demonstrations, registration drives, and documents available in Braille (English and Spanish).

Ballot Preparations

Ms. Jurgensen reported that the first ballot proof is expected to be delivered July 23-24.

Polling Places

100 Foot Electioneering Recommendations

The Board discussed polling places they visited and, after a lengthy discussion, recommended moving the 100ft electioneering signs at the following sites: Precincts 5-11, 13-37, 13-49, 13-64, and requested that staff re-evaluate 5-20. Ms. Jurgensen reported that precincts with double polling places will have greeters in the morning and during the afternoon/evening rush.

Sample Ballot Update

Mrs. Harris reported that the contract is signed by all parties, staff met with the vendors to review the calendar and action items, and the layout is prepared and awaiting ballot screenshots.

Early Voting Plan Update-Mock Election

Ms. Jurgensen reported that numbers are being validated from the EPB daily and staff is testing the phone lines at the Early Voting sites.

Absentee Voting

Ms. Jurgensen stated that there are 4668 ballot requests of which 4471 are military/overseas/federal ballot only and 196 are domestic.

Election Task Force

Ms. Jurgensen stated that there was an Election Task Force meeting on July 14th to discuss deadlines, County employee overtime, school system participation, and traffic on Election night. Mrs. Harris and Ms. Jurgensen discussed the traffic pattern at BOE on Election night.

Precinct Map Notebooks

Ms. Jurgensen discussed the proposed price change for precinct map notebooks. She stated that staff is proposing an increase from \$30.00 to \$40.00 to cover the cost of copying, materials and preparation. Mrs. Rzeszut discussed the proposal further with the Board. A motion was made by Ms. Kiraly to approve the proposed cost for precinct map notebooks. The motion was seconded by Mrs. Khozeimeh and carried unanimously.

Mr. Hunt, Ms. Joseph, Mrs. Lucey, Mr. Quarshie, Ms. Rhudy, Mrs. Rzeszut, Ms. Sanders, Mr. Smith, and Mr. Zelaya left the meeting at 4:09 p.m.

Report on the Executive Session

The Montgomery County Board of Elections convened in Executive Session at 4:10 p.m., pursuant to State Government Article, Sections 10-508(a), 10-508(a)(13), and 10-508(a)(14) to review minutes from the previous Executive Session, FY12 budget recommendation, and petitions.

The Montgomery County Board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Jerrold Garson, John Sullivan, Nahid Khozeimeh, Mary Kiraly, Lucia Nazarian, Margaret A. Jurgensen, Sara Harris, Marjorie Roher, Kevin Karpinski, and Renee Adams.

Executive Session Minutes

Ms. Roher distributed minutes from the June 14, 2010, Executive Session for review.

FY 12 Budget Recommendation

Ms. Roher presented the Board with a recommendation for their FY12 salary.

Petitions

Legal Counsel updated the Board on petitions.

There were no other items discussed in Executive Session.

A motion was made by Mrs. Khozeimeh to adjourn the Executive Session and reconvene in regular session. The motion was seconded by Mr. Sullivan and carried unanimously, with the Board reconvening in regular session at 4:41 p.m.

Executive Session Minutes

A motion was made by Mr. Sullivan to approve the Executive Session Minutes from the June 14, 2010, meeting as submitted. The motion was seconded by Mrs. Khozeimeh and carried unanimously.

FY12 Budget Recommendation

A motion was made by Mr. Sullivan to approve the FY12 budget salary recommendation. The motion was seconded by Mrs. Khozeimeh and carried unanimously.

Future Meetings

- A. August 13, 2010 – 10:00 a.m. - Early Voting Public Testing
- B. August 16, 2010 – 2:30 p.m.
- C. August 31, 2010 - 9:00 a.m. – Candidate and Media Briefing
- D. August 31, 2010 – 10:00 a.m. – Public Testing
- E. September 3-9, 2010 – Early Voting
- F. September 10, 2010 – 4:00 p.m. – Supply Bag Check
- G. September 13, 2010 – Polling Place Supply Check
- H. September 14, 2010 - Election Day
- I. September 16, 2010 - 10:00 a.m. - Absentee Canvass
- J. September 22, 2010 - 10:00 a.m. - Provisional Canvass
- K. September 24, 2010 – 10:00 a.m. - Absentee II Canvass
- L. September 24, 2010 – Board meeting to follow Canvass
- M. October 15, 2010 – 10:00 a.m. - Early Voting Public Testing
- N. October 18, 2010 – 2:30 p.m.
- O. October 22-28, 2010 – Early Voting
- P. October 25, 2010 – 9:00 a.m. – Candidate and Media Briefing
- Q. October 25, 2010 – 10:00 a.m. - Public Testing
- R. October 29, 2010 – 4:00 p.m. - Supply Bag Check
- S. November 1, 2010 – Polling Place Check
- T. November 2, 2010- Election Day
- U. November 4, 2010 – 10:00 a.m. - Absentee Canvass
- V. November 10, 2010 – 10:00 a.m. - Provisional Canvass
- W. November 12, 2010 – 10:00 a.m. – Absentee II Canvass
- X. November 12, 2010 - 2:30 p.m. - *tentative*
- Y. December 13, 2010 - *tentative*

Adjournment

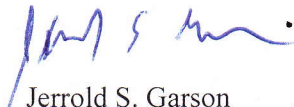
With no further business, a motion was made by Mrs. Khozeimeh to adjourn the meeting. The motion was seconded by Mr. Sullivan and carried unanimously. The meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Marjorie M. Roher

Marjorie M. Roher
Management & Budget Specialist III

APPROVED BY THE BOARD:


Jerrold S. Garson
Board President

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