

**APPROVED**

August 16, 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  
Nancy Dacek, Secretary  
Rosalyn Pelles  
Nahid Khozeimeh  
Mary Kiraly  
Lucia Nazarian

Staff:

Margaret Jurgensen, Director  
Sara Harris, Deputy Election Director  
Leslie Hatch, Election Judge Coordinator  
Jerry Quarshie, Acting IT Specialist III  
Marjorie Roher, Management and Budget Specialist III  
Christine Rzeszut, Operations Manager  
Gilberto Zelaya, Outreach Coordinator  
Kevin Karpinski, Legal Counsel  
Renee Adams, Election Aide

Guests:

Bryan Hunt, Office of Management and Budget  
Kate Rhudy, Montgomery County Democratic Central Committee  
Marcia Bond, League of Women Voters of Montgomery County

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

**Public Comments**

Ms. Roher stated that someone had requested to address the Board and would do so during the Executive Session.

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### **Additions/Changes to the Agenda**

Ms. Jurgensen stated that there is an addition of an Executive Session to discuss minutes, seek legal advice, and discuss a personnel issue; she also noted the need to add an MC311 update under Old Business.

### **Approval of July 19, 2010, Minutes**

Minutes from the July 19, 2010, meeting were distributed for review. A motion was made by Mrs. Khozeimeh to approve the July 19, 2010, minutes as submitted. The motion was seconded by Mr. Sullivan and carried with Mrs. Dacek and Ms. Pelles abstaining due to their absence.

### **Election Director Status Reports**

#### **Budget**

Ms. Jurgensen reported that staff is managing overtime well. Ms. Roher discussed FY11 and FY12 spreadsheets distributed in the meeting packet. She stated that she has received approval on all exemption requests to date for all election and office supplies. Ms. Roher reported that all supply requests have all been ordered and processed.

#### **Voter Registration**

Ms. Jurgensen reported that Voter Registration and Absentee staff have been shifted to processing petitions for the last ten days. She stated staff is not seeing the volume of requests, both registration and absentee, that was anticipated. Ms. Jurgensen stated that voter registration has a three day back log due to petition processing; she believes that the back log will be cleared up by Thursday, August 19<sup>th</sup>. She reported that staff is finishing out the current EMS petition and has started processing the term limit petition. Ms. Jurgensen stated that military and overseas ballots were mailed August 3<sup>rd</sup> through the 5<sup>th</sup> with consent from the Board to meet the 45 day mail period. She updated the Board on the total Absentee ballot requests received to date. Ms. Jurgensen reported that the ballots will arrive on Wednesday and will be proofed with plans to begin mailing on Friday. She stated that the call center is open but staff has been shifted to other functions because the call volume is very low. Mr. Sullivan asked if the State is aware of the low numbers and Ms. Jurgensen responded that they were.

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## **State Board of Elections**

### **Early Voting Election Judge Supplement Submitted**

Ms. Jurgensen reported that the Early Voting Judge Supplement was approved by the State Board of Elections. She stated that staff is still waiting on the Early Voting brochures that are bilingual, and banners to be placed on Early Voting centers. Ms. Jurgensen stated that the security plan was approved by SBE. She reported that the early voting public testing was conducted last Friday and noted that it went well.

### **Waiver for Military and Overseas Ballots**

Ms. Jurgensen reported that the State sent a letter to request a waiver for the military and overseas ballots. Mr. Garson asked if it was approved and Ms. Jurgensen stated that she is unsure because of the close deadlines with certifying the Election.

### **Facility Issues**

Ms. Jurgensen stated that there are ongoing air conditioning issues and staff has contacted Steve Hayes to contact the landlord so that the problem can be escalated to be resolved as soon as possible. Ms. Roher reported that part of the problem with the air conditioning system is that it is not familiar to the county facilities personnel despite the fact that they were given a tour and briefing prior to occupancy of the building. She stated that the warehouse HVAC system is close to being resolved and noted that the landlord has offered to continue the maintenance on those units for an additional year. Ms. Roher reported that there is a current problem with the air conditioning units on the upper level. She stated that they were able to reset Unit 2 and still continue to work on Unit 1. Ms. Roher noted that there is additional signage in the front of the building that points to the building. She reported that cable service is available in the building and staff will be able to monitor Early Voting and Election Day media coverage. Ms. Roher stated that the annual elevator and fire inspection will be conducted this Thursday.

### **Board Attorney Report**

Mr. Karpinski updated the Board on the two filed petitions. He stated that the first petition was the EMS petition filed on August 3rd and 4th. Mr. Karpinski stated that this petition required 5% of the registered voters in Montgomery County which is approximately a total of 31,500 signatures. He stated they have submitted over 30,000 during the initial submission which staff is still reviewing. Ms. Karpinski stated that the second submission is due on August 19th and he expects that they will submit another submission on that date. Mr. Karpinski discussed the second petition by Mr. Ficker on Term Limits which was filed the second Monday of August. He reported that the staff is in process of preparing the petition for review and noted that under the Charter

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Amendment, this petition requires 10,000 valid signatures. Mr. Sullivan requested a copy of the codes where signatures will be invalid. Mr. Karpinski stated that he will get a copy to the Board.

## **Old Business**

### **MC 311**

Ms. Roher stated that there continue to be problems with MC311. She reported that there is confusion as to where the calls should be directed. She stated that as of today, the BOE call center is operational and as of 8:30 this morning anyone who calls MC311 with a question about voter registration or absentee will be immediately transferred to our call center. Ms. Roher stated that she went to MC311 to do a twenty minute presentation that included flow charts developed by Mrs. Ross in the Election Judge section that described normal call flow, and how to handle calls during election periods. She noted that the presentation was videotaped so that it can be played for all MC311 staff.

## **New Business**

### **Election Day Preparations**

#### **Election Judge Update**

Ms. Hatch discussed election judge recruitment and provided current totals to the Board. She noted that some election judges that worked in the past can either work the Primary or General Election but not both.

A motion was made by Mrs. Khozeimeh to appoint the Election Judges provided by Ms. Hatch. The motion was seconded by Mrs. Pelles and carried unanimously.

#### **Section 203/Outreach**

Mr. Zelaya reviewed his Section 203/Outreach report with the Board that detailed Future Vote, Spanish speaking election judges, voter registration/outreach training, media outreach, DRE demonstrations, and registration drives.

#### **Ballot Preparations**

Ms. Jurgensen requested a motion to direct the Election Director to begin the process to perform the logic and accuracy testing for the Primary Election. Mrs. Dacek made a motion to direct the Election Director to begin the process to perform the logic and

accuracy testing for the Primary Election. The motion was seconded by Mrs. Khozeimeh and carried unanimously.

## **Polling Places**

### **Status Update**

Ms. Jurgensen stated that a list of proposed emergency sites was provided in the Board packet and requested a motion to accept them. The Board reviewed and discussed the proposed sites and the Board agreed to accept them. A motion was made by Mrs. Khozeimeh to accept the proposed emergency sites. The motion was seconded by Mr. Sullivan and carried unanimously.

### **100 Foot Electioneering Recommendation Update**

Ms. Jurgensen stated that there was one recommendation outstanding. A map of precinct 5-20 was reviewed with the Board which displayed the suggested changes. Mrs. Rzeszut requested that the Board approve the suggestion that Mr. Perschau made for this precinct. The Board agreed to accept and approve the map for Precinct 5-20 as submitted.

### **Bag Check**

Ms. Jurgensen stated that the SBE requested that BOE provide a bag supply checklist. The Board reviewed and discussed the checklist. The motion was made by Mrs. Dacek to provide the bag supply checklist to SBE. The motion was seconded by Mrs. Khozeimeh and carried unanimously.

### **Sample Ballot Update**

Mrs. Harris reported that the sample ballots are over one third complete. She stated that the sample ballots will be mailed to registered voters on August 26th, 27th, and September 1st. Mrs. Harris noted that the sample ballots are now available online.

### **Report on the Executive Session**

The Montgomery County Board of Elections convened in Executive Session at 4:20 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, to discuss personnel issues, and seek advice from legal counsel.

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, Nancy Dacek, Rosalyn Pelles, Nahid Khozeimeh, Mary Kiraly, Lucia Nazarian,

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Margaret A. Jurgensen, Sara Harris, Marjorie Roher, Kevin Karpinski, Renee Adams, and Karen Williams.

### **Executive Session Minutes**

Ms. Roher distributed minutes from the July 19, 2010, Executive Session for review.

### **Personnel Issues**

A previous Chief Judge addressed the Board regarding her performance.

### **Petitions**

Mr. Karpinski 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 July 19, 2010, meeting as submitted. The motion was seconded by Mrs. Khozeimeh and carried unanimously.

\*\*\* Mrs. Dacek left the meeting at 4:50 p.m.\*\*\*

## Future Meetings

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

## Adjournment

With no further business, a motion was made by Mrs. Pelles to adjourn the meeting. The motion was seconded by Mrs. Khozeimeh and carried unanimously. The meeting was adjourned at 4:55 p.m.

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Respectfully submitted,

*Marjorie M. Roher*

Marjorie M. Roher  
Management & Budget Specialist III

APPROVED BY THE BOARD:

*Jerrold S. Garson*

Jerrold S. Garson  
Board President