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January 23, 2017

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

In Attendance:

Board Members:

Jim Shalleck, President  
Nahid Khozeimih, Vice President  
Mary Ann Keeffe, Secretary  
Alexander Vincent  
David Naimon  
Jacqueline Phillips

Staff:

Margaret Jurgensen, Election Director  
Alysoun McLaughlin, Deputy Director  
Lisa Merino, Office Services Coordinator  
Margie Roher, Management and Budget Specialist III  
Janet Ross, Information Technology Manager  
Christine Rzeszut, Operations Manager  
Jessica White, Voter Services Manager  
Gilberto Zelaya, Outreach Coordinator

Board Counsel:

Kevin Karpinski

Guests:

Jessie Carpenter  
Nancy Farrar  
Dolly Kildee  
Peter Kovar  
Mary Lanigan  
Arthur D. Olson  
Barbara Sanders  
Helen P. Vallone

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Audio of the meeting may be found at the link <https://youtu.be/BZYHDIRApVQ>

below: <https://youtu.be/BZYHDIRApVQ>

### **Convene the Board Meeting and Declare a Quorum Present**

Mr. Shalleck called the Board meeting to order and declared a quorum present at 2:34 p.m.

### **Approval of the December 7, 2016, Board Meeting Minutes**

Ms. Keeffe moved to accept the December 7, 2016, Board meeting minutes as amended. The motion was seconded by Mr. Vincent and passed unanimously.

### **Approval of the December 7, 2016, Board of Canvassers Minutes**

Mrs. Khozeimeh moved to accept the December 7, 2016, Board of Canvassers meeting minutes as presented. The motion was seconded by Ms. Keeffe and passed unanimously.

### **Approval of the November 8, 2016, Board Meeting Minutes**

Mrs. Khozeimeh moved to accept the November 8, 2016, Board meeting minutes as amended. The motion was seconded by Ms. Keeffe and passed unanimously.

### **Approval of Absentee I, Provisional, and Absentee II Canvass Minutes for the 2016 General Election**

Mrs. Khozeimeh moved to accept the Absentee I, Provisional, and Absentee II Canvass Minutes for the 2016 General Election as presented. The motion was seconded by Ms. Keeffe and passed unanimously.

### **Approval of the December 7, 2016, Executive Session Minutes**

Mrs. Khozeimeh moved to accept the December 7, 2016, Executive Session minutes previously provided to the Board members by Mr. Karpinski. The motion was seconded by Ms. Keeffe and passed unanimously.

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

Mr. Shalleck requested that the Takoma Park discussion be moved earlier in the meeting.

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## **Public Comments**

No one requested to address the Board members.

## **Election Director Status Report** (Incorporated as Attachment A)

### **Personnel**

Ms. Jurgensen reported that the majority of temporary staff have been released, with the exception of temporary outreach personnel who will be attending future events. Ms. Jurgensen clarified that the temporary outreach staff only works specific events.

Ms. Jurgensen reported that Maria Piñon, Office Services Coordinator in Voter Services, has resigned. The Bilingual Office Services Coordinator position is expected to be posted soon.

Ms. Jurgensen reported that the County has implemented a new website template and Mrs. Ross, Information Technology Manager, has taken lead for the new website. Ms. Keeffe visited the website and expressed her delight in how easy it is to navigate and how informative the site looks.

### **Budget** (Incorporated as Attachment B)

Ms. Roher provided a spreadsheet detailing the FY17 expenditures through December 31. Ms. Roher noted that the second quarter State bill has not been received to date.

### **Voter Registration**

Ms. Jurgensen reported that the purge of inactive voters from the Montgomery County voter list occurred in the last few weeks and resulted in cancelling 14,102 voters. Voter Services staff is processing the backlog of registrations. She added that staff is expecting an ERIC (Electronic Registration Information Center) list used to improve the integrity of the voter rolls in the near future. Ms. Phillips inquired about the security in processing the ERIC list. Ms. McLaughlin and Ms. White clarified that the information is received electronically; however, the cross list is processed by paper, not electronically, and there is no electronic access to MDvoters by any other entity.

### **State Board of Elections**

Ms. Jurgensen reported that the State Board of Elections has been working with all local boards to complete the 2016 election procedures required by the State. The State of Maryland Department of Technology Services has established a new security protocol that requires all staff with access to MDvoters to take an online security course that includes local board staff. She added that the State is developing a new module and training program for the UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) ballots to be returned to local boards;

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however, a statewide address will remain. Ms. Keeffe addressed concern with the UOCAVA ballots having the State address. Mr. Karpinski responded that every state is federally mandated to have a single point of contact address. Ms. White clarified that UOCAVA requests will be using the single point of contact address, the return envelopes/ballots will be delivered to the local boards.

Ms. Jurgensen announced that candidate filing begins February 28, 2017.

Ms. Jurgensen reported that the State Board of Elections arranged for the retrieval of the leased supplemental equipment used for the General Election.

## **Takoma Park**

Ms. Jurgensen reported on the meeting with City of Takoma Park elections staff to discuss holding their Municipal Election to coincide with the 2018 Gubernatorial Election (in specific facilities). See Attachment C for the written report. Ms. Jurgensen stated that, due to Takoma Park's rank choice voting and 16 year olds as well as non-citizens having the ability to vote in their elections, voting would be held in separate rooms. She added that the State Board of Elections would need to be in agreement with the proposal. Board members expressed concern with potential costs to the Board of Elections. Ms. Jurgensen stated that costs to the BOE would be minimal, only anticipating a shared cost of a greeter, who will be used to direct voters to the proper room. The City would be responsible for the cost of ballots, judges (and recruiting), programming cost for the printer, accessible ballot voting machines, furniture rentals, and the potential need to lease a facility (the lease would be a shared cost).

Council Member Peter Kovar thanked Ms. Jurgensen for thoroughly providing the information. He spoke in favor of the proposal. He stated that the goal is to increase voter turnout and he believes that holding synchronized elections in the same building would accomplish that. The Board members asked questions to learn more about the intent of the proposal.

Ms. Phillips moved that staff proceed to develop a Memorandum of Understanding, inclusive of the State Board, to permit voting in the same precincts but separate rooms pending State approval. The motion was seconded by Mr. Naimon and passed unanimously.

Ms. Phillips asked that the requirement of signage be added to the Memorandum of Understanding and Ms. Jurgensen agreed.

## **Legislature**

Ms. McLaughlin reported on pending Legislation presented at the 2017 Legislative Session of the Maryland General Assembly (See Attachment D). She provided a synopsis of Election related Bills and the Board members reviewed the Bills presented. Ms. McLaughlin stated that the Bills were presented at the MAEO meeting and MAEO took positions on some of them.

Ms. McLaughlin discussed additional Bills not presented at the meeting that the Board members could revisit, take a position on, or pursue. She stated that Senator Conway presented a Bill last year to allow registered voters to change their address during Election Day as it is done during Early Voting; the law sees it as Same Day Voter Registration with the requirement of showing proof of residency.

Ms. McLaughlin inquired if the Board members would like staff to seek a change to require that voters who are considered "double voters" count the first ballot received; as the law stands now, they are both rejected by the Board of Canvassers.

Ms. McLaughlin proposed a law requiring that Same Day Voter Registration be processed at the Board of Elections as well as each Early Voting site.

Ms. McLaughlin stated there is a proposal to change the process of when Absentee Ballots are opened. We should consider beginning to open them prior to the mandated Thursday after Election Day. Ms. McLaughlin sought Board member directive as to what should be pursued. Mr. Naimon suggested that all the proposals be pursued; however, he would like to further think about the time absentee ballots are opened. Ms. Jurgensen stated that the ballots are opened for preparation of scanning and flattened if necessary; they are not scanned until reviewed by the Board. The Board members discussed the proposals. After discussion, the Board members took the following actions:

- HB 73 – Election Law – Election Judges – Minimum Age and Minimum Compensation  
Mr. Vincent moved to oppose the motion as written. The motion was seconded by Mrs. Khozeimeh. Mr. Shalleck, Mrs. Khozeimeh, and Mr. Vincent voted in favor of the motion. Ms. Keeffe and Mr. Naimon voted against the motion. The motion passed to oppose House Bill 73.
- HB 143 – Elections – Miscellaneous Duties and Procedures  
The Board members took no position.
- HB 168 – Election Law – Required Notifications – Voter Challenges or Intimidation.  
The Board members took no position.
- HB 169/SB91 – State Board of Elections – Open Meetings – Video Streaming and Recording (State Board of Elections Transparency Act)  
Ms. Keeffe moved to support House Bill 169. The motion was seconded by Mr. Naimon and it passed unanimously.
- SB 58 – Election Law – Election Observers  
The Board members took no position.
- HB 64 – Voter Registration – Affiliating with a Party  
Ms. Phillips moved to oppose House Bill 64. The motion was seconded by Mrs. Khozeimeh. Mr. Shalleck, Mrs. Khozeimeh, and Mr. Vincent voted in favor of the motion. Ms. Keeffe and Mr. Naimon abstained. The motion passed to oppose House Bill 64.
- SB 141 – Election Law – Polling Places on College Campuses  
The Board members took no position.

Board members agreed that Ms. McLaughlin relay the intent of the Montgomery County Board. Ms. McLaughlin will also relay any new information or positions taken by the MAEO Board to the Montgomery County Board members.

Ms. Phillips requested that additional information be provided regarding the proposal of Legislative changes presented by Ms. McLaughlin. Ms. Jurgensen noted that the Legislative recommendations to introduce the Bills would be need to be completed next year, due to current deadlines and processes in place. Ms. Keeffe and Ms. Phillips volunteered to work with Ms. McLaughlin to prepare language to introduce the proposed Bills during the current session.

## **Board Attorney Report**

Mr. Karpinski reported that the registered voter who had appealed the denial of his provisional ballot has dropped the case.

There was nothing further to report.

Mr. Shalleck stated that the State Board of Elections recently implemented a procedure that requires Board members to show transparency and announce (at each Board Meeting) what their candidate contributions were throughout the month. Mr. Shalleck asked that Mr. Karpinski inquire how the Montgomery County Board of Elections Board members may implement the same transparency. Mr. Karpinski indicated that he would be prepared to report on this next month.

## **Old Business**

### **Election Judge and Recruitment**

Ms. Jurgensen noted that the agenda item was added at the request of the Board.

Mr. Naimon inquired how the Board members could help increase the recruitment of election judges; suggesting that we make the job more convenient to judges interested in serving. He asked that staff consider offering shift schedules for judges to have flexibility as opposed to working all day. Mr. Naimon also requested that staff offer greater flexibility to schedule training. Ms. Jurgensen stated that the Election Judge report will be presented in February and his recommendations will be addressed in the report.

Mr. Naimon asked that staff present pros and cons for making his suggestions more widely available, as well as any other ideas that would increase recruitment.

### **Board Member Discussion of Canvass**

Ms. Keeffe expressed her concern with the lack of organization of the Canvass and observed the following: a delay in commencement of the canvass, tremendous number of Canvass workers sitting around without work throughout the Canvass, and too many people directing. She noted that the process differed vastly from past Canvasses, as things ran more smoothly under the direction of Michelle Gonda. Ms. Keeffe asked what caused the problems she observed during this canvass.

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Ms. Jurgensen agreed there was an initial lack of organization noting that there were countless numbers of absentee ballots needing to be processed (more than staff had experienced since 2008) in addition to an estimated 20,000 ballots needing duplication. She added that this was the first time staff ran three consecutive Canvass rooms, which became very challenging. Ms. Jurgensen reminded the Board that staff encountered issues with the 850 scanner from the State that took a couple of days to resolve and required pulling senior staff away from the Canvass rooms. Ms. Jurgensen stated that staff learned a great deal about the paper ballots during and after the Canvass process. For future Canvasses she will recommend that no less than three 850 high speed scanners be used to count the ballots. She provided additional ideas of how staff will change a few processes for the future Canvasses. Ms. Jurgensen stated that a report will be provided in April with additional concepts for a smoother Canvass.

## **New Business**

### **Voter Services Report 2016** (Incorporated as Attachment E)

#### **Registration, Absentee, and High School Registration**

Ms. White reviewed a power point presentation with statistical figures accumulated with Voter Registration activities during the 2016 Presidential General Election. Mr. Naimon requested a statistical breakdown of how Absentee ballots were requested. He inquired if figures are available based on requests of ballots narrowed by demographics. Ms. White will provide Mr. Naimon a breakdown of how Absentee ballots were requested and look into what information is available demographically.

Mr. Zelaya reported on the High School Empowerment figures (see Attachment F).

Mr. Karpinski suggested that the Board members write a letter regarding the low figures available for the "pre-qualified" voters.

## **Future Meetings**

Ms. Roher reported that the building is currently being shared with Health and Human Services as well as AARP volunteers. Several classes are ongoing through April and she expects that it will produce high traffic and limited parking spaces. Ms. Roher indicated that reserved parking spaces will be made available for Board members for February, March, and April Board meetings.

Ms. Roher announced that the annual MAEO Conference will be held in Ocean City June 6 through the 9. Ms. McLaughlin clarified that attendance by Board members is not required at this meeting and provided a MAEO agenda. The SBE plans to hold its required biannual meeting for Board members in Annapolis in October on a date to be determined.

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Ms. Jurgensen announced that the next Board Meeting will be held on February 27, 2017.

**Adjournment**

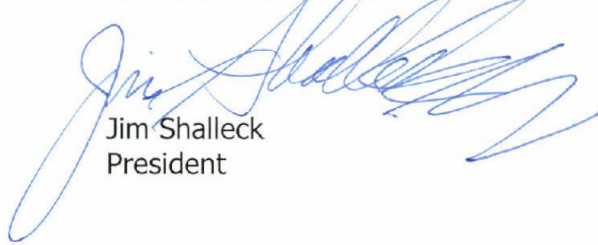
With the need to meet as the Board of Canvassers, Mrs. Khozeimeh moved to adjourn the Board meeting at 5:37 p.m. The motion was seconded by Ms. Keeffe and passed unanimously.

Respectfully Submitted,



Lisa Merino  
Office Services Coordinator

APPROVED BY THE BOARD:



Jim Shalleck  
President



**January 18, 2017**  
**Montgomery County Board of Elections**  
**Election Director Report**

Agenda posted January 10, 2017

Board of Canvassers will need to meet to approve minutes.

Public Comments – none at this time

**Election Director Reports**

**Personnel**

Temporary personnel

Many of the temporary employees were terminated in mid-December of 2016. Staffing for the post-election maintenance of the voting equipment is expected for another ten weeks. The Voter Services Division will terminate the last of their temporaries next week. There will be some outreach events that will be covered by temporaries when permanent staff are unable to adjust their schedule.

Montgomery County Website – The County changed the template for the county website and the Board website has been impacted and was converted after the election to conform with the new county template.

**Budget – Margie Roher**

**Voter Registration**

- The purge of inactive voters from the Montgomery County voter list and cancelled is 14,102 voters and this occurred in January.
- Staff in registration and absentee are processing the backlog of registrations and will commence with data entry of the returned sample ballots.
- The other project will be the ERIC project. ERIC is a non-profit multi- state project designed to improve the integrity of the voter rolls with an ongoing program of data sharing of the voter rolls. Every other month, data gather through the ERIC project is provided to the local boards of elections to update the voter lists to improve voter integrity.
- Provisional voter data from the election is also updated and integrated into the Maryland Voter Registration system.

## **State Board of Elections**

- The State Board of Elections focus is related to the technical aspects the last election. The State has be working with the local boards of elections to gather information related to the election audit such as polling place evaluations, the multiple vote reports and canvass minutes to complete the election process at the State level.
- The State Board staff is following the upcoming Maryland Legislative Session.
- The State of Maryland technology Services has established a new security protocol which will require all staff with access to the MD Voter system to take computer security classes on-line and this includes the local boards of elections.
- New module and training to return the UOCAVA duties to local boards of elections, still one statewide address will remain in place.
- New software for candidate filings to be implemented, training to commence in February for local boards of elections.  
(02/28/2017)

### State Leased Equipment

- State Board arranged for the return of the leased supplemental equipment from the General Election, the additional scanners, blue ballot bins and all supporting peripherals. Complete removal will be finalized the week of January 23, 2017.

### **Legislation – Alysoun McLaughlin - Update**

### **Board Attorney Report – Kevin Karpinski**

### **Old Business**

- A. Election Judge and recruitment
- B. Takoma Park (attachment)
- C. Board Member discussion of the Canvass

### **New Business**

- A. Voter Services Report – 2016
  1. Registration, Absentee and High School registrations
    - a. Jessica White ( attached report)

**FY17 OPERATING BUDGET SPREADSHEET**  
**Through December 31, 2016 (As of January 23, 2017)**

LINE ITEM	FY17 APPROVED	FY17 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>4,098,274</b>	<b>2,521,939</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,335,363</b>	<b>2,132,859</b>
50010 - Full Time Salaries	2,200,010	926,835
50012/50020 - Part Time Salaries/Seasonal Temps	684,709	664,136
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	127,139
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>886,038</b>	<b>791,276</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	249,315	414,748
<b>5A002 - FICA</b>	<b>226,428</b>	<b>170,557</b>
<b>5A003 - Group Insurance</b>	<b>357,768</b>	<b>140,580</b>
<b>5A004 - Group Retirement</b>	<b>178,715</b>	<b>77,944</b>
<b>OPERATING EXPENSES</b>	<b>4,502,562</b>	<b>2,019,133</b>
<b>6A001 - Services and Contracts</b>	<b>1,585,544</b>	<b>1,169,948</b>
60060 - Legal/Attorney Services	75,000	75,132
60066 - SBE Program Management	614,079	241,147
60304 - Maintenance - Electrical	0	625
60314 - Maint - Computer Systems**	21,140	440
60326 - Repair/Maint Agmts - Office Equip	11,000	3,436
60412 - Moving Services	25,000	4,148
60414 - Building Construction	0	0
60530 - Other Professional Services - E.J. Stipend	804,825	845,020
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	0
<b>6A002 - Maintenance</b>	<b>276,281</b>	<b>126,811</b>
61010 - Computer Equip Repairs/Maint (EPB)	276,281	126,811
<b>6A003 - Rentals/Leases</b>	<b>1,715,518</b>	<b>54,392</b>
61902 - Furniture Rentals (Polling Place)	7,000	8,369
61924 - Other Equipment Rentals (MDVoters)	563,083	-9,747
61926 - Bldg or Space Rental/Leases (Pol. Place)	34,485	30,034
61932 - Other Rentals/Leases (Voting System)	1,110,950	25,736
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>164,804</b>	<b>150,768</b>
62010 - General Office Supplies+	70,000	68,068
62016 - Computer Supplies	5,000	1,310
62018 - Computer Equip (<\$5,000)**	24,140	29,906
62022 - Paper and Supplies for Copiers	0	152
62028 - Other Supplies & Equipment	65,664	51,332
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>2,488</b>
62700 - Books/Reference Materials	2,500	173
62712 - Other Books, Videos, and Subscriptions	1,000	2,315
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>164,585</b>	<b>73,120</b>
62826 - Keys and Locks	0	2,705
62848 - Tools	0	88
62896 - Parking Meters	0	0
62946 - Charges from SBE	164,585	70,328
<b>6A013 - Printing/Central Duplicating Services</b>	<b>144,406</b>	<b>152,230</b>
63016 - Imaging	10,000	4,178
63018 - Document Shredding	0	123
63020 - Office Mach. Cop. Leasing	11,760	9,204
63022 - Other Central Dup Svc - Printing (all printing costs)	122,646	138,726
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**FY17 OPERATING BUDGET SPREADSHEET**  
**Through December 31, 2016 (As of January 23, 2017)**

LINE ITEM	FY17 APPROVED	FY17 YEAR TO DATE*
<b>6A014 - Outside Printing</b>	<b>100,550</b>	<b>78,813</b>
63100 - Outside Printing/Copying	550	939
63104 - Sample Ballot Printing	100,000	77,875
<b>6A015 - Mail</b>	<b>138,361</b>	<b>133,122</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	70,561
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	1,849
63206 - Inter-Office Mail/Pony Charge	750	2,594
63208 - Other - Mail (Sample Ballot Postage)	80,000	58,118
<b>6A016 - Outside Postage and Mail</b>	<b>90,500</b>	<b>11,368</b>
63300 - Outside Mail Services (VNCs and all other postage)	90,000	10,120
63304 - Other Outside Mail Services	500	1,248
<b>6A017 - Motor Pool</b>	<b>10,965</b>	<b>5,340</b>
63500 - Assigned Motor Pool Vehicles	8,965	3,429
63504 - Daily Rental Motor Pool	2,000	1,897
63508 - MP EZPASS Charges	0	14
<b>6A018 - Communications Services</b>	<b>33,670</b>	<b>20,506</b>
63604 - Cellular Phone Line Charges	2,800	1,240
63618 - Blackberry Charges (smart phones)	9,000	3,867
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	15,400
<b>6A020 - Charges from Others</b>	<b>5,000</b>	<b>0</b>
63810 - Charges for Facility Maintenance	5,000	0
<b>6A021 - Travel</b>	<b>23,996</b>	<b>11,029</b>
64010 - Metropolitan Area Travel	17,996	11,029
64012 - Non-Metropolitan Area Travel	6,000	0
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>333</b>
64100 - Local Conference Related	2,000	333
64120 - Other Education, Tuition, & Training	8,125	0
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>0</b>
64200 - Professional Memberships (Individual)	2,000	0
<b>6A024 - Advertising</b>	<b>27,756</b>	<b>25,983</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	27,756	25,983
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>2,881</b>
69999 - Other Misc Operating Expenses	5,000	2,881
<b>DEPARTMENTAL TOTAL</b>	<b>8,600,836</b>	<b>4,541,072</b>
* Included prior year encumbrances		
+ Includes office supplies, polling place supplies, and office furniture		
** \$3,860 moved from each line item to 46304 per Board Directive		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

Meeting with the City of Takoma Park  
Proposal to Hold Election Municipal Election in the Same  
Facilities as Montgomery County Board of Elections in  
General Election - November 6, 2018

Overall, the City of Takoma Park election sites would be located within the same buildings in four to five precincts but not in the same room as the Montgomery County Board of Election. (*The Board of Elections staff is attempting to find a site to shift some voters out of the Takoma Park Recreation Center.*)

- In each precinct, the city and county will vote in separate rooms. A greeter will be stationed inside the entrance to each precinct - county offered to share the cost for the greeters. Everything else will be separate (check in, voting, etc.)
- County and city will separately recruit, hire and train election workers for the polling places.
- E-pollbooks separate for City and the County LBE.
  - If state maintains the same pollbooks in 2018, the City may lease pollbooks as in the past. Likely to lease per precinct plus one extra. (*Additionally, if a pollbook fails, the second pollbook will keep things moving until another pollbook arrives.*)
  - If state procures new pollbooks, the county will have fewer pollbooks available for the county based upon the State Board's current allocation formula. (*In this case, the City of Takoma Park will need to lease additional units from the SBE vendor or arrange for another product.*) Thus the cost would then be higher for Takoma Park municipality due to an additional expense.
  - State will separately program pollbooks for the City as usual, including 16/17 year olds and add to the City's precinct list names of non-citizens and these costs will be solely the responsibility of the City of Takoma Park. (*Requires State Board of Elections approval, contact has been made with*

*SBE on this matter, they will get back to us. Preliminary discussions with the SBE staff is supportive at this time with final decision at this time.)*

- Last option, return to use of paper precinct register for City of Takoma Park voters.
- Sample ballots would need to be separate. City mails its own election notices. County **may** be able to add a line or box on its sample ballot mailer with a notice about the Takoma Park municipal election.
- County election call center can likely handle municipal calls as well, and refer to the City as necessary.
- Ballots – Montgomery County pays 21.5 cents per ballot and this would cost the City the same amount if the City decided to use ES&S ballots and scanners. This would require separate contract with vendor for programming and tabulation. In that case, the City would be opting in for separate scanners and so on. These cost would be absorbed exclusively by the City of Takoma Park.
- City does not plan at this time to use the ES&S voting system and will generate their own ballots at this time for rank choice voting. City will conduct their election with the method of rank choice voting as adopted by the City of Takoma Park. The City of Takoma Park's representative indicated that a hand count is likely and that municipality will use its ballots.
- Accessible voting.
  - Explored what would be involved in leasing state ballot marking devices and having them set up for our election. Not sure if this can be done separately from a total ES&S election. These are accessible for vision impaired voters and those that need to use the puff apparatus to vote. Ballot marking device ballots look completely different from regular ballots. Not sure if there is a work around, such as having ballots transcribed by a neutral party.

- County will do some research to see what home grown accessibility alternatives may have been developed in other jurisdictions.
- State now uses folding voting booths and a wheelchair accessible voting booth. County can provide one accessible booth for each voting site and can provide 2 regular booths for each site. Alternatively, the City stated they would consider using the of tables and chairs with privacy screens sd in the past.
- City won't have municipal election early voting at Montgomery County Early Voting Sites. City may have early voting for our election at the Community Center.
- Separate process for absentee ballots. If the County receives city requests, staff can fax or email request to Takoma Park. The City would do the same for county requests.
- Splitting Precinct 13-68 – all are agreed with the need to re-split the precincts but no location has been found for the second site. City of Takoma Park will pursue Don Bosco Cristo Rey High School as the best option for both governmental sub-divisions. Less desirable - Bright Light Baptist Church and Zion Evangelical Lutheran Church. Chris Rzeszut will look at Bright Light Church.

City requests the Montgomery County Board of Elections to advise the City of Takoma Park of decision to permit elections jointly held in the same precincts but separate rooms within the next 45 days.

Election Legislation in the 2017 Session of the Maryland General Assembly  
as of January 20, 2016

For a complete list, select "Elections" in the "By Broad Subject" dropdown box at [mgaleg.maryland.gov](http://mgaleg.maryland.gov).  
(Direct link is <http://mgaleg.maryland.gov/webmga/frmMain.aspx?id=G1&stab=01&pid=broadsubpage&tab=subject3&ys=2017RS>)

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	Board Position
<a href="#">HB 73</a>	Election Law – Election Judges – Minimum Age and Minimum Compensation	Delegate Luedtke (D-Montgomery)	In the House – First Reading Ways and Means	Authorizing a minor who is at least 16 years old and who is a registered voter to be appointed and serve as an election judge; prohibiting a local board of elections from paying an election judge less than a specified minimum wage; and making a conforming change.	Not yet considered.	Not yet considered.
<a href="#">HB 143</a>	Elections – Miscellaneous Duties and Procedures	Chair, Ways and Means Committee	In the House – First Reading Ways and Means	Repealing a specified duty of a local election director; repealing the requirement that the State Board of Elections print specified forms; requiring political parties to certify to the State Board the residential addresses of candidates; repealing the requirement that specified candidates be identified on the ballot by the state in which the candidate resides; etc.	Not yet considered.	Not yet considered.
<a href="#">HB 168</a>	Election Law – Required Notifications – Voter Challenges or Intimidation	Delegate Rosenberg (D-Baltimore City)	In the House – First Reading Ways and Means	Requiring specimen ballots mailed to registered voters before an election to include a specified notification concerning the forms of identification an individual may present to establish the individual's identity if the individual's right to vote is challenged at the polls; requiring information to be posted in each polling place concerning the forms of identification an individual may present to establish the individual's identity if the individual's right to vote is challenged at the polls; etc.	Not yet considered.	Not yet considered.



<p><u>HB 169/</u> <u>SB 91</u></p>	<p>State Board of Elections – Open Meetings – Video Streaming and Recording (State Board of Elections Transparency Act)</p>	<p>Delegate Korman (D-Montgomery)</p> <p>Senator Kagan (D-Montgomery)</p>	<p>In the House – First Reading Health and Government Operations</p> <p>In the Senate – Education, Health, and Environmental Affairs 1/19/2017 at 2:15 p.m.</p>	<p>Requiring the State Board of Elections to make available to the public on the Internet live video streaming and archived video recordings of its open meetings; and requiring the State Board to make the video recording of a meeting available for a minimum of 4 years after the date of the meeting.</p>	<p>Voted to support 1/18/17</p>	<p>Not yet considered.</p>
<p><u>SB 58</u></p>	<p>Election Law – Election Observers</p>	<p>Senator Kagan (D-Montgomery)</p>	<p>In the Senate – Education, Health, and Environmental Affairs 1/19/2017 at 2:15 p.m.</p>	<p>Requiring that a copy of a list of registered voters be provided to an election observer on receipt of specified documentation; requiring an election judge to protect an election observer in the exercise of specified rights; requiring an election judge to designate reasonable times for election observers to examine polling lists; requiring an election judge to allow an election observer to have access to the voting room at a polling place; providing that, except under specified circumstances, an election observer has specified rights; etc.</p>	<p>Voted to oppose 1/18/17 –</p> <p>Opposition testimony withdrawn 1/19/17 after amendment repealing self-certification of election observers</p>	<p>Not yet considered.</p>
<p><u>SB 64</u></p>	<p>Voter Registration – Affiliating With a Party</p>	<p>Senator Kagan (D-Montgomery)</p>	<p>In the Senate – Education, Health, and Environmental Affairs 1/19/2017 at 2:15 p.m.</p>	<p>Allowing voters who have declined to affiliate with a political party to affiliate with a party at any time individuals may register to vote; altering provisions concerning the timing of requests to affiliate with a party to conform with the procedures for early voting; altering provisions relating to early voting to allow voters who have declined to affiliate with a political party to affiliate with a party and be issued a ballot to vote; etc.</p>	<p>Voted to oppose 1/18/17</p>	<p>Not yet considered.</p>

<p><u>SB 141</u></p>	<p>Election Law – Polling Places on College Campuses</p>	<p>Senator Zirkin (D-Baltimore County)</p>	<p>In the Senate – Education, Health, and Environmental Affairs 1/26/2017 at 2:15 p.m.</p>	<p>Requiring a local board of elections to establish a polling place at each senior institution of higher education in the county that has residential student housing on its campus; and defining the term "senior institution of higher education" as an institution of postsecondary education that generally limits enrollment to graduates of secondary schools and awards degrees at the baccalaureate or graduate level.</p>	<p>Not yet considered.</p>	<p>Not yet considered.</p>
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# 2016 Presidential Election Cycle Voter Services Summary Report

The Voter Services Division is a deadline-driven section that diligently processes a constant stream of incoming data. The 2016 Election Cycle brought several new processes and several challenges as a result. This summary provides a synopsis of Voter Services functions, an overview of pilot programs, implementation of the new processes and identifies improvements for future elections.

## ***Voter Services Personnel:***

- Permanent Voter Services Employees: 10\*
- Temporary Voter Services Employees: 28\*
- Nursing Home Program Judges: 26
- Canvass Team members: 174

\* Includes three full-time, one temporary and two temporary agency bilingual employees

## **Voter Registration Activities**

**Registering and Updating Voters** – This activity is driven directly from voter requests. A Voter Notification Card is generated and sent when the voter is registered, or a change is made to an existing registration record.

**List Maintenance** – Performed to keep voter registration rolls accurate and voter information current. List maintenance is performed in compliance with NVRA, HAVA, and State regulations. Sources other than direct voter requests drive this activity. Sources include:

- Returned Mail and NCOA updates
- Jury Commission Reports
- ERIC Reports
- DHMH Files

**Registrar Training** – Classes are held to train interested parties in the practice of registering voters. Since January, over a 100 volunteer registrars have attended.

**Petitions** –Voter registration staff verifies signatures and update voter information from local and statewide petitions. Before the Primary Election, 998 signatures were verified for a statewide Primary Election Candidate Nomination Petition for President of the United States.

**Provisional Processing** – Voter Registration staff research provisionals, made allowed updates, manually input relevant information into the MDVOTERS provisional module and recommended ballot dispositions. After ballots are canvassed, staff scan provisional information sheet into MDVOTERS. After registration reopens, staff makes all remaining changes to the voter's record. On average, due to SBE processes, each provisional ballot is touched three separate times in order to complete all necessary steps.

**Monthly Critical Data Oversight Audits** – As a result of a 2010 Legislative Audit finding that SBE’s monitoring of local boards was not sufficient, a recommendation was made that the SBE “establish adequate procedures for monitoring the local board’s activities on the statewide voter registration system”. In response, SBE created the Critical Data Oversight Program and delegated the audit responsibilities to local boards.

The program includes six areas where data changes must be reviewed:

- Cancellation of a registered voter
- Addition of registered voters
- DHMH record processing
- AOC record processing
- Changing of a voter’s party affiliation
- Processing absentee ballot applications to acceptance

Each county is assigned another county to audit, with a different county being assigned each month. All six areas must be audited each month, in accordance with SBE procedure, which includes auditing up to 30 records in each area. Audits must be completed by the 12<sup>th</sup> of each month and SBE provides periodic feedback regarding Montgomery County’s performance in the audits being conducted by other counties.

All Monthly Critical Data Oversight Audits of other counties were completed timely in 2016. Only minimally, single incident corrective commendations have been made to Montgomery County as a result of the audits being conducted by other counties.

## **Call Center**

**Staffing and Operations** – The Call Center was in operation for seven weeks before the Primary Election and eight weeks before, during and after the General Election. The Call Center is staffed by six call center staff, two of which were bilingual. Phones are answered during all hours that the BOE is operating. Initialing from 8 am - 5pm Monday through Friday, then 8am to 8pm, 7 days a week when early voting begins.

**Call Types** – The type and volume of calls shifted during several key points leading up to the General Election.

**Voter Requests** – The Call Center staff fulfilled requests from voters for registration applications, absentee ballot applications and sample ballots.

**Impact** – The Call Center provides a critical service to voters as well as being very beneficial to voter services operations. Interest in the presidential elections generated very high call volume. Operating the call center ensure that every voter call is answered while allowing full-time staff to concentrate on processing voter transactions and provisional ballots.

## Absentee Voting

**Application Processing** – Absentee Staff process both paper and electronic requests for absentee ballots. Batches are transmitted to the SBE several times per week, as directed by the SBE schedule, for processing by Runbeck or Web Delivery transmission.

**Nursing Home and Assisted Living Program** – Bi-Partisan teams of election judges are trained and dispatched to facilities to assist the homebound residents to vote.

**In-Person and by Agent Absentee** – Absentee Staff serves voters at the front counter and ballot room.

**Mailing, Emailing, and Faxing Absentee Ballots** – Absentee staff issue ballots for voters who required special assistance, such as large print ballots. BOE staff directly mail ballots to voters one week before the mailing deadline to ensure timely delivery to voters.

## Canvass

**Double Voting Credit** – before the first canvass, any voter who received more than one voting credit is researched. Several reports, such as the Multi-Status report and E-40 report are used to identify these occurrences.

During the Primary Election, provisional reissues from the Electronic Poll Book (EPB), which resulted in a large amount of false double voting credit, were identified as a challenge. Two possible resolutions were recommended. The first resolution resulted in a recommendation to the State Board of Elections to remove this option from the Poll Book. SBE did not implement this recommendation prior to the General Election.

The second recommendation was to address the issue as part of Election Judge Training. This recommendation was successfully implemented, along with a warning sticker on the front of the EPB, as a visual cue, reminding judges not to use the reissue button.

The revised training program resulted in a significant reduction in the number of voters with false double voting credit. By greatly reducing the false credit, less time was spent researching these voters and more resources could be concentrated on other post-election audit activities. Additionally, less provisional ballots were rejected due to uncertainty about the reason for double credit.

### ***Absentee Canvass***

#### ***Revision of Absentee Canvass Process***

During reconciliation of the Primary Election Canvass, it was discovered that a large batch of received ballot records were deleted from the voter registration database. This issue created a trickle-down effect that hampered the checks and balances used to account for every canvassed ballot. All the records were eventually recreated and all ballots were accounted for, but this issue significantly delayed the very time-sensitive canvass process and caused some to question the integrity of the process.

Because the voter registration database is owned and administrated by the State Board of Elections, local boards have little control or ability to prevent these database level errors. In order to restore confidence in the process and to diminish the impact should this scenario happen again, Voters Services staff, in collaboration with IT staff, launched a project to revise the canvass reconciliation step in the canvass process. The goals of this project were:

- o Secondary method of accounting for ballots outside of the voter registration database
- o Identify and resolve discrepancies before ballots are scanned
- o Real-time reconciliation of canvassed and scanned ballot

In order to implement the new reconciliation process, changes were made to several steps in the canvass process, with key changes to the receiving and staging ballot step.

**Receiving and Staging Ballots** – The new process starts with ballots be sorted by delivery method, and then sorted again by Congressional District. After sorting, up to 50 ballots are batched together and received into MDVOTERS, where a unique batch number is assigned. A batch report, accounting for all received ballots, by voter name, in that specific batch, is generated. The batch report becomes an important tool, making individual ballots traceable, should any changes take place in the voter registration system. The batch report is secured to the ballots and the batch is then staged for Canvass.

**Canvass Team Worksheet** - One of the final steps in Canvass preparation is the creation of the Canvass Team Worksheet. This worksheet is individualized for each batch, and contains the batch number and the ballot count for the batch. The Canvass Team Worksheet is prepared later in the process in order to capture any changes made in the voter registration system since the batch was received.

It is important to note that some changes to received voter records do take place in the voter registration system after the batches have been received. These changes should be anticipated and are not always the result of an error. Instead, these result from an antiquated voter registration system that is not designed or maintained by the State in a manner that can handle the complexity of contemporary election laws.

## **Canvass I and II**

**Canvass teams:** More than 48 full-time and temporary staff members assisted with canvass at various time in the 10 days after the General Election. 174 canvass team members were recruited, sworn in and assigned in Bi-Partisan pairs. As many as 50 canvass teams were need each day, depending on the number of ballots canvassed and the complexity of the work being performed, such as ballots duplication.

**Canvass teams responsibilities** - Teams count the ballots and verify the ballot counts on the Canvass Team Sheet. If the count does not match, the canvass team compares the ballots to the batch report to identify the discrepancy. Once the count has been verified, teams review envelopes for completeness, oaths for signature and postmarks for timeliness. The Canvass Team Worksheet also has a referred ballot section, where canvass teams document any ballot referred to the Board of Canvassers.

Accepted ballots are opened and separated from the envelope. Due to the two page ballot used during the general election, canvass teams also verified that both pages were sent in, and inserted a blank ballot page if one is not returned per SBE instructions. Ballots requiring duplication, such as web delivery, Federal Ballot Only and any ballot that has been damaged are duplicated at this stage.

**Ballot Duplication** – For the General Election, SBE guidance required an additional step in the duplicating processing. In order to match a duplicated ballot back to the original sent in by the voter, a match process had to be implemented. This was accomplished by numbering the original ballot and the duplicated ballot with the number one, followed by sequentially numbering each subsequent ballot pair, using a yellow highlighter. Yellow highlighter cannot be read by the ballot scanner, so it does not interfere with the tabulation process.

Overall, ballot duplication continues to be a challenge. Duplicating ballots significantly increases the overall canvass processing time, is labor intensive, costly and extremely time-consuming. Preliminary estimates for General Election show ballots requiring duplicating only amounted to one-third of the total ballots canvassed, yet accounted for two-thirds of total canvass hours and salary cost.

After the primary election, a trial was conducted to evaluate if using the ballot marking device would make duplicating faster and more accurate. During testing, it was determined that the numerous pages and prompts that must be navigated made duplicating cumbersome and slow on the ballot marking device. No measurable increases in efficiencies were identified as a result of the trial. However, if alternative programming was designed specifically for ballot duplicating, the ballot marking device could be a valuable duplicating device.

Another factor that contributes to the challenge of duplicating ballots is the short window of time to canvass ballots after the election. It is recommended that legislative changes be explored that would allow ballot duplicating to begin prior to the start of canvass, as is done in many other states.

**Canvass Staff** – Staff collect the canvassed ballots, review the Canvass Team Worksheet, complete additional accounting and reconciliation paperwork while another staff member enters the ballots to be scanned count and referred ballot log information into the electronic batch reconciliation spreadsheet. As part of the process revision, batch numbers and verified counts for each batch are preloaded into the spreadsheet, allowing staff to see instantaneously if any discrepancy exists. Discrepancies are researched and resolved before the batch is prepared for scanning. Once all the batches are reconciled, they are batched, boxed and sent down to be scanned.

**IT Staff** – Ballots are transferred to IT staff, which process the ballots in batches according to established procedures. After each batch is scanned, IT staff enters the scanned batch total into the electronic batch reconciliation spreadsheet, achieving the goal of real-time reconciliation. If a discrepancy is discovered at this stage, canvass staff and IT staff immediately research and resolve the issue.

## Federal Absentee Write-in Ballots

In 2013, SBE was awarded a grant to study the impact of serving as a single point of contact for Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters in the State of Maryland. In order to comply with this grant, SBE hired additional staff and centralized processing of UOCAVA absentee applications into their office. Additionally, SBE was responsible for mailing and receiving ballots for these voters and processing Federal Absentee Write-in Ballots (FWABs). After a ballot or FWAB was received and processed by SBE, it was forwarded to LBE.

SBE first implemented this new process in the 2014 election cycle. While not without minor issues, overall, SBE was able to provide adequate, timely service to this group of voters during the 2014 election cycle and again during the 2016 Primary Election.

During the summer of 2016, leading up to the presidential election, problems began to surface and SBE encountered numerous challenges while trying to manage the large volume of absentee requests. No single factor has been identified, instead, numerous factors contributed to these challenges, such as insufficient staffing, no coordinated effort with local boards and a lack of a contingent plan in the event of systematic failure.

These challenges resulted in a significant backlog of applications pending SBE processing and culminated in the shifting of UOCAVA application processing back to the local board. Even after shifting back this responsibility, SBE struggled to process returned ballots and prepare them for LBE pick up in a timely manner.

Most significantly, FWABs were received, but not processed until after the last ballot pick up date. When the FWABs were finally received by LBE, all the documentation was already removed, but had not been entered into MDVOTERS. This created a tremendous amount of work for LBE to sort, process and prepare these ballots for canvass. Due to the late transmission of FWABs to the Local Board by SBE, the Board of Canvassers had to reconvene and hold an additional canvass in order to process the FWAB ballots.

In late December, SBE announced that the decision was made to not seek a renewal of grant funds. SBE has indicated UOCAVA processing will be returned to the local boards in early 2017. SBE has scheduled training sessions in the second week of February in anticipation of this transition.

**Ballot Status** - After the canvass is completed the ballot status of all ballots accepted by the Board of Canvassers are marked as such in MDVOTERS. All rejected ballot are also entered into MDVOTERS along with the reject reason code.

**Reconciliation** – The revisions to the Absentee process mostly eliminated the need to conduct a final reconciliation. Real-time reconciliation provided instantaneous feedback and the ability to research and resolve discrepancies as they were discovered.



**Counting Deceased Voters Absentee Ballots** – A revision to state law provides “a ballot properly cast by a voter who dies before the ballot is canvassed shall be counted in full unless a law or regulation requires that the ballot be fully or partially rejected for a reason unrelated to the death of the voter”.

This change highlights one of the challenges faced when trying to reconcile canvass. Because MDVOTERS has not been programmed to account for ballots counted post-mortem, the issued ballot in MDVOTERS is voided when the voter is cancelled due to death, which SBE required in a communication issued on October 22nd. Because of this and other similar situations, MDVOTERS accepted counts and tabulation results seldom match.

### **New Canvass Process Outcomes:**

All new process implementations come with challenges and unexpected learnings. Overall, the new canvass process achieved the outcomes the team set out to achieve:

#### ***Secondary method accounting for ballots outside of the voter registration database***

Batch Reports: The batch specific, voter identifiable reports were an outstanding tool used to identify every vote counted, even if the received voter record was no longer in MDVOTERS, as in the example of counting deceased voters above. Each individual ballot was accounted for and an explanation was written for each ballot that accounted for the difference between MDVOTERS and tabulation results.

#### ***Identify and resolve discrepancies before ballots are scanned***

Canvass Team Worksheet – This worksheet, used in conjunction with the Batch Report, allowed discrepancies to be identified in canvass and quickly resolved. The referred ballot log was an asset in tracking ballots that were separated from their batch.

#### ***Real-time reconciliation of canvassed and scanned ballot***

Electronic Batch Reconciliation Spreadsheet – This spreadsheet allowed Canvass Staff and IT staff a central point of entry of ballot totals. By entering ballot totals as they are processed, discrepancies are immediately identified and resolved.

While the outcomes were successfully achieved, some challenges, especially on the first day of canvass were identified.

**Challenge:** More Canvass team members were used in a single day than in any previous canvass. Resulted in:

- o Parking shortages – resulted in late arrival
- o Difficulty organizing and directing team members to assigned rooms after swearing in
- o Lacked a training “Plan B” when it was determined training in one room was not practical

**Resolution:** Parking and organization of the teams was improved as during the canvass period. Teams were asked to arrive early and were provided name tags with their room assignment and team number. Consideration could be given to reducing the number of canvass teams, but this may impact the ability to complete canvass on time, unless permission to duplicating ballots prior to canvass is granted.

Training of canvass members could also be improved by asking team members to arrive at 9am on the first day of canvass, so that the training materials can be presented in each canvass room before the start of canvass.

**Challenge:** Number of Canvass Rooms - In addition to using more canvass team members, a third canvass room was also used. The use of an additional room resulted in temporary staff serving as canvass staff members who had not previously served in this role. This created some initial uncertainty and with full time staff spread-out between three rooms and coordinating the other functions of canvass, help was not always readily available.

**Resolution:** Additional staff training will help alleviate some of the uncertainty and also result in a better execution of the canvass over all.

**Challenge:** Because ballots continue to get delivered by SBE and the post office, all stages of canvass preparation are ongoing, while canvass is being conducted. This continuous canvass preparation means many of the canvass staff members are doing multiple jobs, working long hours and are sleep deprived, which leads to errors.

Also while the canvass is being conducted, audit, provisional processing and double voter research is being conducted in the same period prior to certification. The effect on canvass is it limits the availability of other staff to help assist with the canvass and some of the research and provisional processing effects the ballots staged to be canvassed. Often, absentee ballots need to be pulled and documented on the Canvass Team Worksheet before the batch can be handed out to the Canvass Teams.

**Resolution:** Unless legislative or SBE process changes take place, these challenges will likely persist in the future. Additional staff could help alleviate some of the constraints, but experienced and knowledgeable staff is the really what is necessary for each process.

**Challenge:** Many unpredictable factors present challenges during canvass. Due to the large scale, amount of resources needed and quorum requirements, Canvass must be scheduled before ballots are even issued, making it nothing more than an educated guess as to how many ballots will need to be canvassed, let alone how many will need to be duplicated. Balancing the requirements of the needs of canvass with time limitations of the members of the Canvass Board needs further refinement for the future. Additionally, because of postmark requirements, the amount of ballots that will need to be canvassed each day is dependent on the deliveries from SBE and the Post Office.

**Resolution:** Continue to work at better forecasting to ensure that the proper number of teams and canvass hours are scheduled to maximize the canvass function without inconveniencing anyone.

## ***Provisional Canvass***

Provisional Canvass is carried out in a process that is similar to the Absentee Canvass, except the processing, research and disposition recommendation for each ballot is completed by Voter Services staff prior to the Canvass.

## **New Processes in 2016**

**Same Day Registration Processing**– The implementation of Same Day Registration (SDR) during early voting created a new back-end procedure for voter registration staff. This procedure comprised of electronic registration files for new voters and address updates for existing voters.

To prepare, 13 voter services staff members received SDR training and most spent at least a day at an Early Voting location serving as a SDR judge during the Primary Election. This training and hands-on experience aided in the handling of SDR transactions and was vital when processing the difficult SDR Provisionals and aided in refining training for the General Election.

SDR Issues at the early voting centers were more evident in the General Election than the Primary. These issues stem from several sources. Like the Voter Registration System, the Electronic Poll Books (EPBs) have been in use for numerous election cycles and were not designed to handle the complexity of all the new requirements that have been implemented.

The EPBs, already known to be lacking user friendly screens and instructions, compounded the already complicated SDR process. In order to be a proficient SDR judge, extensive training and hands on experience is needed in operating the EPB, as well as a solid understanding of the complex SDR rules.

Serious consideration needs to be given by SBE to purchasing the latest version of Electronic Poll Books to successfully implement the State of Maryland Same Day Voter Registration legal requirements, as the DC Board of Elections did before the 2016 Election Cycle.

Issues with the algorithm used by SBE to determine prequalification of voters added to the confusion, when voters who seemed to meet all of the eligible requirements were flagged "Non-Qualified" by the EPB. This created hundreds of additional provisional voters, with more SDR voters being forced to vote provisional than able to cast a standard ballot. Almost all of those voters provided the proper documentation, which was properly entered into the EPB. This resulted in almost all of those ballots being counted, and reinforces the need for SBE to evaluate the algorithm used to prevent this issue in future elections.

**Electronic Provisionals** - This process was implemented in conjunction with Same Day Registration. LBE decided against the proposed electronic provisional application to limit the overall risk of so many new procedures.

Some technical challenges were identified during the Primary Election. These challenges were shared with the staff at the State Board of Elections, but largely, no changes were made to the software between the Primary and General. LBE staff relied on the knowledge they gained in the primary both from working at the early voting locations and also from processing the same day registration provisionals. It is again recommended that the State evaluate the Same Day Registration software and give consideration to the recommendations from local boards to redesign the process.

**Absentee Application in Sample Ballot** – A tear-out, full page Absentee Application was included in the sample ballot mailing that went out to all registered voters. This new addition was well received by voters and generating much positive feedback. An estimated 20 percent of voters who mailed in a request for an absentee ballot utilized the new form in the primary and an even greater response was seen in the general.

Additionally, 25 percent fewer voters called in to ask for an absentee ballot application than in the 2014 Primary Election. When requests were received, Call Center staff directed voters to the sample ballot and educated them about the new form. Many opted to use the form from the sample ballot instead. This resulted in earlier submissions because voters did not have to wait for the application to be delivered and less applications being mailed also resulted in a modest postage cost savings.

# High School Empowerment 2016

Attachment F

SCHOOL NAME	BOE-MCPS Registrations: High Schools	FV Drive VRA's (PRIMARY)	FV Drive VRA's (GENERAL)	TOTAL VRA's	FV Drive Election Judge Recruits (PRIMARY)	FV Drive Election Judge Recruits (GENERAL)	Total EJ Recruits
Albert Einstein	0	53	19	72	55	19	74
Alternative Programs	22	0	0	22	0	0	0
Bethesda-Chevy Chase	0	3	1	4	2	2	4
Clarksburg	107	23	3	133	30	2	32
Col. Zadok Magruder	0	40	17	57	16	25	41
Damascus	0	3	10	13	3	11	14
Gaithersburg	8	29	5	42	34	9	43
James Hubert Blake	0	53	13	66	50	11	61
John F. Kennedy	56	0	30	86	4	25	29
Montgomery Blair	31	65	10	106	71	8	79
Northwest	1	32	9	42	25	8	33
Northwood	50	4	19	73	0	16	16
Paint Branch	129	13	0	142	19	0	19
Poolesville	0	0	2	2	0	2	2
Quince Orchard	0	67	20	87	66	17	83
Richard Montgomery	27	53	1	81	52	3	55
Rockville	6	26	0	32	25	0	25
Seneca Valley	0	47	28	75	29	31	60
Sherwood	0	7	1	8	12	0	12
Springbrook	0	29	20	49	39	20	59
Thomas S. Wootton	0	42	6	48	55	9	64
Walt Whitman	0	19	11	30	23	8	31
Walter Johnson	1	76	10	87	82	14	96
Watkins Mill	0	30	0	30	29	0	29
Wheaton	0	19	0	19	13	0	13
Winston Churchill	0	29	0	29	28	0	28
Future Vote (Middle School)	0	0	0	0	0	0	0
Don Bosco Cristo Rey (Private)	0	87	4	91	72	6	78
<b>Total to date:</b>	<b>438</b>	<b>849</b>	<b>239</b>	<b>1526</b>	<b>834</b>	<b>246</b>	<b>1080</b>

\* these totals include 16 and 17 year old citizens who are active voters but not eligible to vote.