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February 27, 2017

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

In Attendance:

Board Members:

Jim Shalleck, President
Nahid Khozeimeh, Vice President
Mary Ann Keeffe, Secretary
David Naimon
Jacqueline Phillips
Graciela Rivera-Oven

Staff:

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

Guests:

Nancy Farrar
Dolly Kildee
Barbara Sanders
Mike Subin
Helen P. Vallone



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Audio of the meeting may be found at the

link below: <https://youtu.be/pG8FTef034Y>

Convene the Board Meeting and Declare a Quorum Present

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

Public Notice of the Board meeting was posted on February 16, 2017.

Approval of the January 23, 2016, Board Meeting Minutes

Ms. Khozeimeh moved to accept the January 23, 2017, Board meeting minutes as amended. The motion was seconded by Ms. Keeffe and passed unanimously.

Approval of the January 23, 2017, Board of Canvassers Minutes

Mrs. Khozeimeh moved to accept the January 23, 2017, Board of Canvassers meeting minutes as amended. 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 as presented. The motion was seconded by Ms. Keeffe and passed unanimously.

Additions/Changes to the Agenda

There were no additions or changes to the agenda.

Public Comments

There were no requests to address the Board.

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 those conducting post-election maintenance. Temporary staff will be required to complete a new inventory system implemented by the State Board of Elections (SBE).

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Ms. Jurgensen stated that Ms. McLaughlin attended recent Technical Guidelines Development Committee (TGDC) meeting. Ms. McLaughlin stated that there was forward motion on the new version of the Federal Voting System Standards and a presentation of the clear ballot audit by Natasha Walker from the SBE.

Budget (Incorporated as Attachment B)

Ms. Roher provided a spreadsheet detailing the FY17 expenditures through January 31, 2017. Ms. Roher noted that the second quarter State bill had been received and will be reflected on the February budget spreadsheet. She added that the Office of Management and Budget (OMB) conducted their quarterly analyses and is projecting that the Board of Elections (BOE) will have a \$500,000 deficit; however, BOE is projecting a \$300,000 to \$350,000 deficit of which the majority is due to overtime. A better projection will be established once the next State bill is received. Ms. Roher noted that the Budget Sub-Committee met with administrative staff and reviewed the budget spreadsheet and the projected deficit.

Ms. Keeffe expressed concern that the Board member's attendance at the Maryland Association of Election Officials (MAEO) meeting may affect the budget negatively. Ms. Roher noted that rooms have been reserved for Board members if they decide to attend the Conference. Once the agenda is confirmed, it will be shared with the Board and final attendance plans will be decided. Ms. Keeffe stated that she, Ms. Phillips, and Ms. Jurgensen attended the SBE meeting where SBE discussed, and expressed concern with, the reduced funding for the biennial meeting. The SBE Board is looking to have the funds restored and Ms. Keeffe suggested that Ms. Roher follow up on their funding status.

Ms. Roher stated that the SBE has provided their proposed FY18 budget for each county, predicting that Montgomery County Board of Elections will be invoiced \$2,045,622. She compared that \$2,045,622 to BOE's budgeted amount, noting a \$12,000 difference. Ms. Roher notified OMB of the difference, but does not believe the amount needs to be addressed at this time.

Voter Registration

Ms. Jurgensen reported that staff continues to process returned sample ballots and the backlog of registrations.

State Board of Elections

Ms. Jurgensen reported that she attended a meeting held by the SBE where ES&S met with jurisdictions that experienced functionality issues with the high speed scanner. Information was shared regarding issues with the fold in ballots, scratches on lenses of the scanner, timing tracks, and the quality of Runbeck ballots. ES&S presented recommendations to provide staff training to local boards earlier, a new standardization of procedures, and configuring ballots in the scanner. ES&S stated that they will work with Dell Corporation to upload ballot images quicker, as there was inconsistency with the length of time it took. Each jurisdiction experienced the same issue no

matter the size of the jurisdiction and ES&S cannot explain why this occurred. Ms. Jurgensen stated that ES&S has committed to training local board staff.

Ms. Jurgensen reported that the SBE is preparing for a mock election in the beginning of 2018.

Ms. Jurgensen stated that staff attended SBE candidate filing training held on February 9. She added that our website has a link to the Montgomery County Finance Department's website which has frequently asked questions and information on where candidates may obtain further information about public campaign financing.

Ms. Jurgensen reported that during her attendance at the SBE meeting, she expressed her concern with the loss of Office Movers, who had tremendous experience with moving the voting equipment to the polling places. She requested that local boards be included in communications and be kept informed of the decision SBE makes on it's replacement.

Ms. Jurgensen reported that she, Ms. Keefe, and Ms. Phillips attended the February 23 SBE meeting where they discussed the different dialects of the Spanish translation, noting that the SBE will revisit the glossary of election terms. She volunteered Mr. Zelaya and others to work with SBE and Prince George's County to update the glossary to reflect the new equipment and use the revised terms for the 2018 election cycle. Ms. Jurgensen proposed having the community involved by holding meetings to assist in developing terms.

Mr. Shalleck inquired if there was any discussion on the ballot duplication process performed during the Canvass. Mr. Naimon and Ms. Keefe had the opportunity to briefly talk with Senator Richard Madaleno who mentioned that the SBE had discussed an RFP. Mr. Naimon suggested obtaining the RFP for review and be given an opportunity for some internal questions to be answered. Ms. Jurgensen agreed.

Legislature

Ms. McLaughlin reported on pending legislation presented at the 2017 Legislative Session of the Maryland General Assembly (See Attachment C). She provided a synopsis of Election related Bills and the Board members reviewed them. She noted that since last discussed at the January Board meeting, House Bill 73 – Election Law – Election Judge - Minimum Age and Minimum Compensation, was amended and language removed in subcommittee which would have prohibited a local board of elections from paying Election Judges less than minimum wage.

Ms. McLaughlin stated she met with Ms. Keefe and Ms. Phillips to further discuss proposed recommendations in Legislation. Their recommendation were provided (see attachment D) to the Board in advance through email as Bills were previously discussed in the January Board meeting.

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- **Issue 1: Recommendation: Requirements for ID and/or proof of residence should be the same for all voters, regardless of whether they vote early or on Election Day.** Board members agreed that the same process should be followed as it is for Election Day. Ms. Khozeimeh made a motion to support the following: to require that ID or proof of residence be the same for all voters, regardless of whether they vote early or on Election Day. The motion was seconded by Mr. Naimon and passed unanimously.
- **Issue 2: Recommendation: Same-day registration should be available over the counter at the Board of Elections for absentee voters during the same dates and hours as same-day registration at early voting.** Ms. Phillips moved to accept the proposal and support. The motion was seconded by Ms. Khozeimeh and passed unanimously.
- **Issue 3: Recommendation: Montgomery County should be authorized to open ballots before Election Day, provided that the process is open to the public, one Board member of each political party is present, and no results are printed for release until the polls close on Election Day.** The Board members briefly discussed the needs, resources, and potential process. Board members asked that staff prepare several proposals of how the process could be implemented, including time and staff needed.
- **Issue 4: Recommendation: Voters should not be permitted to return two ballots.** The Board members requested that the Board Attorney further review existing laws and regulations for legal clarification.
- **Issue 5: Recommendation: The current process for hand-duplicating tens of thousands of ballots is unsustainable and Board staff should aggressively pursue the use of technology to duplicate or directly tabulate ballots that are printed onto letter-size standard printer paper.** No additional discussion took place.

Senate Bill 406- Election Law – Voting System – Optical Scanners in Prince George’s County - Mandates State Board of Elections to provide two scanners for Every Precinct in Prince George’s County. A draft letter was presented to the Board members requesting that Montgomery County Board of Elections be added to the legislation to provide the needed equipment for all future elections. The Board agreed to send the letter to be included in House Bill 1605 and made other edits. Ms. Phillips made a motion to amend the letter as discussed. The motion was seconded by Ms. Khozeimeh and passed unanimously.

The following bills were revisited (see attachment C)

- Senate Bill 58 – Election Observers – Board members expressed their concern with the written legislation, as there is no clear definition for observers or the difference between challengers and watchers. Ms. Roher explained the current process and expressed her concerns. The Board members agreed to submit an amendment to SB 58 “*requiring the approval of the local board*” and staff will prepare a draft letter indicating proposed verbiage and send it to Senator Kagan.

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- House Bill 73 – Election Law – Election Judges – Minimum Age and Minimum Compensation (as amended) – Mrs. Rivera-Oven requested that the Board members reconsider their position on Bill 73 as it may be beneficial to the Board to have the ability to recruit additional bodies, some of which may be bilingual. Mr. Naimon agreed with Mrs. Rivera-Oven that 16 year olds should have the ability to serve as judges. Mr. Naimon made a motion to support House Bill 73 as amended. The motion was seconded by Ms. Khozeimeh. Board members requested to see the legislative language for the House Bill. Mr. Shalleck, Ms. Keeffe, Ms. Khozeimeh, and Mr. Naimon voted for the motion. Ms. Phillips abstained. The motion passed.

Board Attorney Report

Legal Counsel was not present.

Old Business

No old business was discussed.

New Business

Election Judge Recruitment Report

Ms. Woods reviewed a power point presentation outlining the 2016 General Election Judge Recruitment and Training Report. The full report is attached (See attachment E)

Mrs. Rivera-Oven requested that Ms. Woods provide a breakdown of all bilingual Election Judges by position (Chief Judge, Closers, etc.). Ms. Woods will provide the information at the March Board meeting. Ms. Woods provided statistics on precinct performance ratings. Mr. Shalleck asked what the standards are, and Ms. Jurgensen stated that Election Judges must follow all the procedures and requirements provided by the State Board of Elections. Ms. Woods noted that most Election Judges have problems with filling out the forms at the end of the night, after working long hours and multi-tasking.

Mr. Naimon noted that, according to results received from the comment cards, statistics show 31.7% (somewhat) and 3.3% (not enough) of Election Judges were not completely prepared after training. He asked how the Board can assist in improving those numbers. Ms. Woods responded that more training, more classes, and more training time is needed. She noted that the videos received positive feedback and were helpful.

Mr. Naimon asked that staff consider increasing the number of locations and times for training classes. Mrs. Rivera-Oven asked that staff consider holding Election Judge training at the Early Voting sites and requested a breakdown of where most of the election judges live by zip code to assist in expanding classes in those locations. Ms. Woods responded that finding a location to host for a week at no cost is difficult. Mrs. Rivera-Oven stated that she would be more

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than happy to assist in conversations to use the Inter-Agency Coordinating Board (ICB) and that Ms. Woods would need to identify locations in advance. Mrs. Rivera-Oven noted that the County Executive is currently focusing on White Oak redevelopment and the opportunity to have training in that area may potentially be supported by him.

Board members requested that Election Judge training assignments be discussed at a future Board Meeting.

Mr. Naimon inquired whether, if there was funding to lease a building for the necessary training schedule, that funding could be used. Ms. Jurgensen stated that if funding could be found at no cost to the County, it may be discussed further.

Outreach Report

Mr. Zelaya reviewed a power point presentation outlining the 2016 General Election Outreach Report. The full report is attached (See attachment F.)

Mr. Zelaya noted that outreach is ongoing and requested, if the Board becomes aware of any events, that they let him know.

The Board members thanked Mr. Zelaya for his great job on all outreach events.

Future Meetings

Mr. Naimon requested that staff present the status on current Early Voting sites for discussion at the March Board Meeting.

Adjournment

With nothing further to discuss, Mrs. Khozeimeh moved to adjourn the Board meeting at 5:39 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

February 23, 2017

Election Director Report for February 2017

Meeting agenda was posted on February 16, 2017

Election Director Status Reports

A. Personnel

The temporary staff associated with the post-election maintenance has completed the DS 200 equipment and needs to complete the maintenance on the Ballot Marking Device units and the Electronic Poll Books.

A new inventory system will be implemented in accordance to the Maryland Department of General Services and staffing will be required to complete this assigned task.

Alysoun attend the TGDC meeting related to the voting system guidelines on February 14, 2017.

B. Budget- Margie Roher

C. Voter Registration – processing returned sample ballots

D. State Board of Elections

1. Meeting February 1, 2017 held with ES&S related to the functionality of the High Speed scanner at the local level.
 - a. Fold created in certain local boards of elections ballots (not Montgomery) a false over vote.
 - b. Lens was scratched in one county.
 - c. Damage to timing tracks created problems.
 - d. Considerable discussion related to the quality of the Runbeck ballots occurred with no resolution.
2. Training on ESS High Speed Unit 850
 - a. More ES&S participation to speed the learning curve and earlier in the cycle.
 - b. Recommendations to ballot processing will be submitted.

- c. Standardization of procedures.
 - d. Ballot preparation at the Canvass Tables recommendations in future.
 - e. Scan ballot configurations – best practices review.
 - f. ES&S working with Dell Corporation related to overall data processing for uploading of ballot imaging.
 - g. Commitment for local board staff training by ES&S.
 - h. Mock election is planned for 2018 (first quarter of the year).
- 3. SBE conducted Candidate Filing Training held February 9, 2017 in Annapolis**
- a. Staff (7) attended training for new system that is part of MD Voters.
 - b. Local candidates will need to file the Ethics Reports with local jurisdiction and state candidates with State Ethics Commission.
 - c. Local Boards developing and plan to utilize a check list.
 - d. Montgomery County has link to Finance Dept for Montgomery County Public Campaign Financing.
- 4. Montgomery County and Office Movers**
- a. Chris Rzeszut and I met with the State Board of Elections Program Manager of the New Voting System to express our concern that moving the voting equipment from this location to numerous polling places requires significant attention to detail and planning logistics for any mover. Requested that the local boards impacted by the replacement of the previous vendor be included in all communications for the future and kept informed of the decisions as they are made.

State Board Meeting

- a. Meeting held on February 23, 2017.

- b. Topic of Spanish translation was discussed with the State Board members. Specifically stated was a concern expressed to State Board member Kelley Howells by a member of the Prince George's Board of Elections member regarding certain phrases that had been translated. SBE staff provided information from the state vendor regarding specific phrases as translated. A historical review of the Spanish language mandate was presented by Nikki Charlson and , Linda Lamone. I volunteered some additional background information. After much discussion and commentary by members of the State Board about language and various dialects; Montgomery County staff volunteered to work with the State Board staff and Prince George's County staff, interested Board members and the public to re-visit the glossary of election terms of art created when using the previous voting system. The goal is to complete in this year for the State Board members and staff to utilize during 2018 election cycle.

E. Legislature – Alysoun McLaughlin

F. Board Attorney Report

G. Old Business

H. New Business

- a. Election Judge Recruitment Report
- b. Outreach Report

FY17 OPERATING BUDGET SPREADSHEET
Through January 31, 2017 (As of February 6, 2017)

LINE ITEM	FY17 APPROVED	FY17 YEAR TO DATE*
PERSONNEL COSTS	4,098,274	2,786,564
5A001 - Salaries & Wages	3,335,363	2,345,202
50010 - Full Time Salaries	2,200,010	1,093,398
50012/50020 - Part Time Salaries/Seasonal Temps	684,709	703,530
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	133,265
SUBTOTAL FOR TEMPORARY PERSONNEL	886,038	836,796
50324 - Overtime (includes emergency, multi-lingual & holiday)	249,315	416,008
5A002 - FICA	226,428	185,768
5A003 - Group Insurance	357,768	164,330
5A004 - Group Retirement	178,715	91,263
OPERATING EXPENSES	4,502,562	2,543,011
6A001 - Services and Contracts	1,585,544	1,239,046
60060 - Legal/Attorney Services	75,000	82,273
60068 - SBE Program Management	614,079	300,386
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 - EJ Stipend	804,825	847,739
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	0
6A002 - Maintenance	276,281	129,781
61010 - Computer Equip Repairs/Maint (EPB)	276,281	129,781
6A003 - Rentals/Leases	1,715,518	456,494
61902 - Furniture Rentals (Polling Place)	7,000	8,369
61924 - Other Equipment Rentals (MDVoters)	583,083	162,683
61926 - Bldg or Space Rental/Leases (Pol. Place)	34,485	30,034
61932 - Other Rentals/Leases (Voting System)	1,110,950	255,408
6A004 - Office Supplies & Equipment (<\$5,000)	164,804	151,681
62010 - General Office Supplies+	70,000	68,980
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	65,684	51,332
6A011 - Books, Videos, and Subscriptions	3,500	2,488
62700 - Books/Reference Materials	2,500	173
62712 - Other Books, Videos, and Subscriptions	1,000	2,315
6A012 - Other Supplies/Materials/Equipment	164,585	90,210
62826 - Keys and Locks	0	2,705
62848 - Tools	0	88
62896 - Parking Meters	0	0
62946 - Charges from SBE	164,585	87,417
6A013 - Printing/Central Duplicating Services	144,406	153,952
63016 - Imaging	10,000	4,178
63018 - Document Shredding	0	123
63020 - Office Mach. Cop. Leasing	11,760	10,738
63022 - Other Central Dup Svc - Printing (all printing costs)	122,646	138,914
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY17 OPERATING BUDGET SPREADSHEET
Through January 31, 2017 (As of February 6, 2017)

LINE ITEM	FY17 APPROVED	FY17 YEAR TO DATE*
6A014 - Outside Printing	100,550	78,813
63100 - Outside Printing/Copying	550	939
63104 - Sample Ballot Printing	100,000	77,875
6A015 - Mail	138,361	143,679
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	81,118
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
6A016 - Outside Postage and Mail	90,500	20,920
63300 - Outside Mail Services (VNCs and all other postage)	90,000	19,818
63304 - Other Outside Mail Services	500	1,303
6A017 - Motor Pool	10,965	5,447
63500 - Assigned Motor Pool Vehicles	8,865	3,429
63504 - Daily Rental Motor Pool	2,000	1,897
63508 - MP EZPASS Charges	0	121
6A018 - Communications Services	33,670	25,194
63604 - Cellular Phone Line Charges	2,800	4,365
63618 - Blackberry Charges (smart phones)	9,000	5,429
63628 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	15,400
6A020 - Charges from Others	5,000	0
63810 - Charges for Facility Maintenance	5,000	0
6A021 - Travel	23,996	12,594
64010 - Metropolitan Area Travel	17,996	11,386
64012 - Non-Metropolitan Area Travel	6,000	1,208
6A022 - Education, Tuition, and Training	10,125	1,640
64100 - Local Conference Related	2,000	333
64120 - Other Education, Tuition, & Training	8,125	1,307
6A023 - Dues/Memberships	2,000	200
64200 - Professional Memberships (Individual)	2,000	200
6A024 - Advertising	27,756	27,400
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	27,756	27,400
6A099 - Miscellaneous Operating Expenses	5,000	3,473
69999 - Other Misc Operating Expenses	5,000	3,473
DEPARTMENTAL TOTAL	8,600,836	5,329,574
* 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		

Selected Election Legislation in the 2017 Session of the Maryland General Assembly
as of February 27, 2016

For a complete list, select "Elections" in the "By Broad Subject" dropdown box at 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	MACo Position	Board Position
<u>HB 73</u>	Election Law – Election Judges – Minimum Age and Minimum Compensation	Delegate Luedtke (D-Montgomery)	Heard in Ways and Means February 7; subcommittee amended to strip language relating to stipend amount	Lowers the minimum age to serve as an Election Judge and work more than 12 hours on Election Day from age 17 to age 16 with parental consent. Language removed in subcommittee would have prohibited a local board of elections from paying Election Judges less than minimum wage.	SUPPORT WITH AMENDMENT	SUPPORT WITH AMENDMENT	OPPOSE AS INTRODUCED
<u>HB 143</u>	Elections – Miscellaneous Duties and Procedures	Chair, Ways and Means Committee on behalf of SBE	Heard in Ways and Means February 7	Removes reference in code to "voter acknowledgement notices"; requires SBE to have sample petition forms "available to the public" rather than "printed"; requires presidential elector candidates to certify residential addresses to SBE; removes requirement for Presidential candidates to be identified on the ballot by state of residence; extends deadline for ballot question petition from two to three days after certification; reduces window of time from 20 to 5 days for financial disclosure nonfilers to be deemed withdrawn.	SUPPORT	NO POSITION	NO POSITION
<u>HB 168</u>	Election Law – Required Notifications – Voter Challenges or Intimidation	Delegate Rosenberg (D-Baltimore City)	Heard in Ways and Means February 7	Requires specific language beginning with "IMPORTANT: PLEASE READ!" to be included in sample ballot mailings and polling place signs about what ID a voter can present if identity is challenged at the polls.	NO POSITION	NO POSITION	NO POSITION

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
<u>HB 169/</u> <u>SB 91</u>	State Board of Elections – Open Meetings – Video Streaming and Recording (State Board of Elections Transparency Act)	Delegate Korman (D-Montgomery) Senator Kagan (D-Montgomery)	Heard in Health and Government Operations February 8 Heard in Education, Health, and Environmental Affairs January 19	Requiring SBE to provide live video streaming of open meetings and to make archived video recording available for a minimum of four years after the meeting.	SUPPORT	NOT TRACKED	SUPPORT
<u>HB 345/</u> <u>SB 423</u>	Elective Franchise – Registration and Voting at Polling Place	Delegate Reznik (D-Montgomery) Senator Pinsky (D-Prince George's)	Heard in Ways and Means February 16 Heard in Education, Health, and Environmental Affairs February 9	Proposes a constitutional amendment, which would appear on the ballot for the next general election, to give the General Assembly the power to provide by law for same-day registration.	NO POSITION	OPPOSE	NOT CONSIDERED
<u>HB 348</u>	Montgomery County – Staggered Election Terms for Members of the County Council	Montgomery County Delegation	Heard in Ways and Means February 16	Would allow the Montgomery County Council to enact legislation to stagger the terms of office for members of the County Council	NO POSITION	NOT TRACKED	NOT CONSIDERED
<u>HB 353</u>	Election Law – Change in Administrative Policy Affecting Voting Rights – Notice	Delegate Rosenberg (D-Baltimore City)	Heard in Ways and Means February 16	Requiring the SBE or a local board to provide public notice at least 48 hours prior to considering a change in administrative policy affecting voting rights and to provide a description of the change within 48 of making a change. As introduced, the legislation would also have made prohibitions and	ORIGINALLY OPPOSED - CHANGED TO NO POSITION	NO POSITION	OPPOSE

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
				<p>criminal penalties under the law explicitly applicable to a person acting under color of law. Amendment from sponsor has circulated as follows:</p> <p>1. On page 2, in line 10, after HOURS, insert ", WHERE PRACTICABLE,".</p> <p>2. On page 3, in line 4, strike "INCLUDING A PERSON ACTING UNDER COLOR OF LAW".</p>			
<u>HB 361</u>	General Assembly – Special Election to Fill a Vacancy in Office	Delegate Tarlau (D-Prince George’s County)	Heard in Ways and Means February 16	Proposes a constitutional amendment, which would appear on the ballot for the next general election, to require the Governor to declare a special primary and general election if a vacancy occurs in the office of State Senator or State Delegate at least 21 days before the filing deadline for an election in the second year of a term.	NO POSITION	NOT TRACKED	NOT CONSIDERED
<u>HB 532/ SB 1133</u>	Election Law – Qualification of Voters – Proof of Identity	<p>Delegate Parrott (R-Washington County)</p> <p>Senator Oaks (O-Baltimore City)</p>	<p>Heard In Ways and Means February 23</p> <p>First Reading Senate Rules</p>	Requires voters to present a current, government-issued photo identification at the polls to receive a regular ballot. Also requires Election Judges to verify the voter’s address but legislation is not specific on whether the photo ID must contain the current address or not.	NO POSITION	NO POSITION	NOT CONSIDERED
<u>HB 535</u>	House Legislative Districts – Single Member	Delegate Parrott (R-Washington County)	Hearing in Ways and Means Scheduled for March 3	Proposes a constitutional amendment, which would appear on the ballot for the next general election, to decrease the number of delegates in each House legislative district to one. There is no increase in the number of districts proposed; under the proposed amendment, the House of Delegates would have the same number of members as the Senate.	NO POSITION	NOT TRACKED	NOT CONSIDERED

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
<u>HB 539</u>	Election Law – Voter Registration and Absentee Voting – Proof of Citizenship	Delegate Parrott (R-Washington County)	Heard in Ways and Means February 23	Requires new voters after June 30, 2017, to provide satisfactory proof of citizenship, which is defined as a copy of a driver's license that indicates the applicant has submitted proof of citizenship; birth certificate; passport; naturalization documents (or naturalization certificate number verified with USCIS; tribal document; other documents or methods of proof under the federal Immigration Reform and Control Act; or other form of proof approved by the SBE through regulation. Also requires current voters to provide proof of citizenship to request an absentee ballot.	NO POSITION	NO POSITION	NOT CONSIDERED
<u>HB 619/ SB 882</u>	Election Law – Campaign Signs at Polling Places	Delegate Hornberger (R-Cecil) Senator Simonaire (R-Anne Arundel)	Heard in Ways and Means February 23 Heard in Education, Health, and Environmental Affairs February 23	Changes the time when polling place facilities must begin allowing campaign signs to be placed on the premises from 7pm to 4pm on the day before an election. Since the hearing, there has been discussion of an amendment to change the time to 5pm.	ORIGINALLY OPPOSED - CHANGED TO NO POSITION	NOT TRACKED	NOT CONSIDERED
<u>HB 741/ SB 938</u>	Election Law – Automatic Voter Registration	Delegate Turner (D-Howard) Senator Smith (D-Montgomery)	Hearing Scheduled in Ways and Means March 2 Hearing Scheduled in Education, Health, and	Redesignates electronic voter registration agencies which are currently required to implement an electronic system on or before July 1, 2017, as automatic voter registration agencies; provides that as an integral part of each online transaction at those agencies, which are listed as the Motor Vehicle Administration, the Maryland Health Benefit Exchange, local departments of social services, and	NO POSITION	NO POSITION	NOT CONSIDERED

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
			Environmental Affairs March 3	the Mobility Certification Office in the Maryland Transit Administration, applicants will be automatically registered to vote or have their registration updated unless they decline or are determined not to be eligible. Requires the SBE as the Comptroller to jointly develop and implement procedures to offer electronic Maryland income tax filers the opportunity to register to vote through a link to OLVR. Also requires the MVA and the Maryland Health Benefit Exchange to work with SBE to identify individuals who are eligible but unregistered and mail them a paper voter registration form and instructions on how to access OLVR and how to register at early voting.			
<u>HB 1056</u>	Election Law – Court Offices – Nonpartisan Elections	Delegate Flanagan (R-Howard)	Heard in House Judiciary February 22	Places the offices of clerks of the court, judges of the orphans' courts, registers of wills, sheriffs, and state's attorneys on the primary election ballot. The top two candidates would advance to the general election. Any registered voter, regardless of party affiliation or nonaffiliation, would be eligible to vote in the contest.	NO POSITION	NOT TRACKED	NOT CONSIDERED
<u>HB 1354/ SB 842</u>	Voter Registration Integrity Act of 2017	Delegate Shoemaker (R-Carroll) Senator Ready (R-Carroll)	Hearing Scheduled in House Judiciary March 8 Hearing Scheduled In Education, Health, and Environmental Affairs March 3	Requires jury commissioners to provide information to the SBE and the MVA on prospective jurors who indicate that they are not citizens within five days of receiving the information. Individuals whose names appear on the list are to be removed from the voter registration list and referred to the U.S. Attorney's office for prosecution under federal law for fraudulently registering to vote. Also requires the SBE to annually publish on its website the number	NO POSITION	NOT TRACKED	NOT CONSIDERED

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
				of individuals who have been removed in this manner.			
<u>HB 1605</u>	Election Law – Voting System – Optical Scanners in Baltimore County	Delegate Sydnor (O-Baltimore)	First Reading in House Rules and Executive Nominations	Requires the SBE to provide for at least two optical scanners for each polling place in Baltimore County.	SUPPORT	NOT TRACKED	NOT CONSIDERED
<u>SB 58</u>	Election Law – Election Observers	Senator Kagan (D-Montgomery)	Heard in Senate Education, Health, and Environmental Affairs January 19	<p>Creates a new category of election observers in addition to challengers and watchers, with the same rights and responsibilities in the polling place as accredited watchers and with the same access to voter registration information. As originally introduced, allowed academic institutions and International election observers to designate a registered voter as an election observer. Amendment from sponsor has circulated as follows:</p> <p>1. On page 1, in line 15, after HOURS, insert “authorizing the State Board of Elections for any polling place in the State to designate an individual as an election observer at each place of registration and election; authorizing the State Board to remove the election observer at any time.”</p> <p>2. On page 5, in line 6, strike “FOLLOWING PERSON OR ENTITIES HAVE” and substitute “STATE BOARD FOR ANY POLLING PLACE IN THE STATE HAS”; In lines 6 and 7, strike “A REGISTERED VOTER” and substitute “AN INDIVIDUAL”; strike beginning with the colon in line 8 down through “PROCESS” in line 13; and in line 19, strike “A PERSON WHO DESIGNATES AN ELECTION OBSERVER” and substitute “THE STATE BOARO”.</p>	ORIGINALLY OPPOSED – CHANGED TO NO POSITION	NO POSITION	NO POSITION

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
				3. On page 6, strike beginning with the first comma in line 8 down through "INSTITUTION" in line 9.			
<u>SB 64</u>	Voter Registration -- Affiliating With a Party	Senator Kagan (D-Montgomery)	Heard in Senate Education, Health, and Environmental Affairs January 19	Allows unaffiliated voters to select a political party after the voter registration using the same-day registration process at early voting. Does not allow individuals who are currently registered with a political party to change parties after the voter registration deadline.	OPPOSED	NOT TRACKED	OPPOSED
<u>SB 141</u>	Election Law -- Polling Places on College Campuses	Senator Zirkin (D-Baltimore County)	Heard in Senate Education, Health, and Environmental Affairs January 26	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. The term is defined as "as an institution of postsecondary education that generally limits enrollment to graduates of secondary schools and awards degrees at the baccalaureate or graduate level".	NO POSITION	NO POSITION	NO POSITION
<u>SB 406</u>	Election Law -- Voting System -- Optical Scanners In Prince George's County	Senator Peters (D-Prince George's County)	Heard in Senate Education, Health, and Environmental Affairs February 9	Requires the SBE to provide for at least two optical scanners for each polling place in Baltimore County. Sponsor and members of the Montgomery County delegation have indicated plans to amend the legislation to include Montgomery County.	SUPPORT	NOT TRACKED	NOT CONSIDERED
<u>SB 711</u>	Election Law -- Elections by Mail	Senator Conway (D-Baltimore City)	Heard in Senate Education, Health, and Environmental Affairs February 23	Requires ballots to be sent to each registered voter 21 days before the election and provides for ballot return locations. Sponsor indicated in hearing that significant changes will be made to the bill by amendment.	NO POSITION	NO POSITION	NOT CONSIDERED

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
<u>SB 744</u>	Election of Circuit Court Judges – Nonpartisan Elections	Senator Zirkin (D-Baltimore)	Hearing Scheduled In Judicial Proceedings March 7	Places the office of circuit court judge on the primary election ballot. The top two candidates would advance to the general election. Any registered voter, regardless of party affiliation or nonaffiliation, would be eligible to vote in the contest.	NO POSITION	NOT TRACKED	NOT CONSIDERED
<u>SB 960</u>	Election Law – Reporting of Precinct Results	Senator Salling (R-Baltimore County)	Hearing Scheduled in Senate Education, Health, and Environmental Affairs March 3	Requires election results for early voting and the absentee canvasses to be reported by precinct.	OPPOSED	OPPOSED	NOT CONSIDERED

Merino, Lisa Y.

From: McLaughlin, Alysoun N
Sent: Friday, February 24, 2017 6:09 PM
To: Jurgensen, Margaret; James "Jim" Shalleck [REDACTED]; Mary Ann Keefe [REDACTED]; Vincent Alexander [REDACTED]; David Naimon [REDACTED]; Jackie [REDACTED]; Rivera-Oven, Gracie
Cc: Kevin Karpinski; Roher, Margie; Merino, Lisa Y.
Subject: Interim meeting on legislative issues

Board members:

Below are the recommendations from the meeting that Jackie and Mary Ann and I held at the direction of the Board to discuss the issues below. I look forward to our discussion on these and related topics on Monday.

ISSUE #1: Whether voters ought to be able to change their address at early voting and have their ballot counted, as they can on Election Day, without providing proof of residence.

RECOMMENDATION: Requirements for ID and/or proof of residence ought to be the same for all voters, regardless of whether they vote early or on Election Day. Board members present had different opinions on what the ID requirements for voters ought to be. However, it was agreed that same law ought to apply to all voters, regardless of where or when they cast their ballot.

ISSUE #2: Whether the Board of Elections ought to be able to offer same-day registration during the early voting period at our office even though it is not designated as an early voting site.

RECOMMENDATION: Same-day registration should be available over the counter at the Board of Elections for absentee voters during the same dates and hours as same-day registration at early voting. Board members present supported improving customer service and efficiency by performing the transaction over the counter, rather than sending voters to an early voting site only to have their paperwork returned to the same counter for processing.

ISSUE #3: Whether the Board of Elections ought to be authorized to open absentee ballot envelopes on or before Election Day.

RECOMMENDATION: Montgomery County should be authorized to open ballots before Election Day, provided that the process is open to the public, one Board member of each political party is present and no results may be printed for release until the polls close on Election Day. Board members present supported flexibility on the date when ballots could begin getting opened, recognizing that workflow and volume may differ from one election to another.

ISSUE #4: Whether voters ought to be able to cast a provisional ballot, after previously mailing their absentee ballot, without having both ballots rejected.

RECOMMENDATION: Voters should not be permitted to return two ballots. Board members present noted that under current law and regulations, the second ballot is counted from a voter who returns two absentee ballots; however, a voter who returns an absentee ballot and then a subsequent provisional ballot has both ballots rejected. Board members present did not see an acceptable rationale for this distinction and felt that no voters should be permitted to return more than one ballot, regardless of whether the second ballot is absentee or provisional. Board members present did not feel that the Board should delay the opening of absentee ballots merely because of the possibility that a voter may later cast a second ballot. However, Board members felt that any voter who returns two ballots should continue to receive a notification that it is unlawful to attempt to vote twice and that their information should be forwarded to the

Attorney General. Board Members felt this issue needed further discussion w/Kevin as to the issue of current law which allows 2 absentee ballots.

ISSUE #5: Whether the State of Maryland ought to restrict availability of the web delivery ballot.

RECOMMENDATION: The current process for hand-duplicating tens of thousands of ballots is unsustainable and Board staff should aggressively pursue the use of technology to duplicate or directly tabulate ballots that are printed onto letter-size standard printer paper. In the meantime, Board members present had differing opinions on whether ballots should continue to be widely distributed to voters electronically. One Board member felt that the availability of web delivery ballots should be narrowly limited to voters with a demonstrated need for their ballot to be transmitted electronically, while the other Board member felt that electronic ballots should continue to be available to all voters until improved scanning technology is available. There has been some new development from the State and Legislature on this issue since this meeting.

In addition, Board members present discussed the following bills being considered in the Maryland legislature:

- 1) 16 year old Election Judges. The Board previously considered this legislation and voted to oppose it as written with the position that Election Judge stipends should be entirely outside wage laws. On further discussion of the provisions related to 16 year old Election Judges, Board members present felt that it is appropriate to pay 16 year olds to serve as Election Judges, but that minors should not serve as a Chief Election Judge, Provisional Election Judge, or Same-Day Registration Judge.
- 2) Election observers (SB 58). The Board previously considered and took no position on this legislation. However, upon further review Board members present felt that the full Board should reconsider and oppose this legislation. Board members present agreed that that out of state organizations should not be permitted to receive lists of registered voters, and that observers should not be permitted to view or request lists of voters onsite in a polling place.
- 3) Minimum of two scanners at polling places (SB 406). Staff briefed the Board members present that based on the Board's prior correspondence formally insisting on a minimum of two scanners per polling place, staff had requested an amendment to this legislation to expand its requirements from Prince George's County to also include Montgomery County. Board members present concurred with this action and stated that the Board of Elections should send a formal letter of support for this legislation as amended.

In addition, Board members present agreed that either the State Board of Elections or MAEO, potentially in a MAEO effort led by the Board attorneys, should conduct a comprehensive review of Maryland's election laws and regulations, with the goal of achieving regulations that everybody can understand that are simple, easy and uniform. A preliminary target of this effort, possibly prior to the 2018 gubernatorial election, should be clarification of the roles of challengers and watchers.

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MONTGOMERY COUNTY BOARD OF ELECTIONS
ELECTION WORKER REPORT – 2016 GENERAL ELECTION

The Election Worker Program is responsible for the recruitment of registered Maryland voters and 17-year-old citizens to serve as election (poll) workers. Our duties also include the training, assignment and service of each worker. We recruit several thousand individuals for each election with the exact number determined by the complexity of the election and anticipated turnout.

The staffing for the General election consisted of the following:

- 3 Permanent staff – one Program Coordinator and two Recruiters
- 4 Temporary Recruiters – two for Election Day and two for Early Voting
- 1 Receptionist/Clerical Support
- 1 Training Support
- 21 Trainers – 13 full time and 5 part time and 3 SBE trainers

Recruitment of volunteers is done year round utilizing a variety of methods, with increased effort and focus in the six months preceding an election. We maintain an active database of interested volunteers which is supplemented each election cycle with new applicants.

Training in polling place procedures is required by State law for all election workers and is necessary for them to be successful on Election day. Our training program includes an online quiz and hands-on class of instruction.

Assignments are done once all required training is completed. Most workers want to serve in their voting or “home” precinct. Our policy is to fill positions on a first come, first serve basis. This practice works very well and encourages returning workers to take training early in the cycle. It also helps us to establish a core of experienced people and to pinpoint precinct vacancies. Each precinct team is comprised of different functional positions and each position plays a vital role in the voting process.

Service during Early Voting and on Election Day is the culmination of our efforts.

Abbreviation Legend

Maryland State Board of Elections (SBE)

Montgomery County Board of Elections (BOE)

Early Voting (EV)

Election Day (ED)

Chief Judge (CHF)

Closing Judge (CLS)

Early Voting Chief Judge (EVCHF)

Early Voting Greeter (EVGRT/SBE)

Early Voting Line Manager (EVLN)

Early Voting Line Manager-A (EVLN-A) (AM Shift)

Early Voting Line Manager-B (EVLN-B) (PM Shift)

Early Voting Same Day Registration (EVSDR)

Early Voting Spanish (EVSPN)

Early Voting - Voting Operations (EVOVOP)

Greeter (GRT)

Greeter - A (GRT-A) (AM Shift)

Greeter - B (GRT-B) (PM Shift)

Opening Judge (OPN)

Roamer (RMR)

Runner @ BOE (RNR)

Spanish Speaking Voting Operations Judge (SPN)

Technician @ Regional Sites (TEC)

Voting Operations Judge (VOP)

Voting Operations Judge-A (VOP-A) (AM Shift)

Voting Operations Judge-B (VOP-B) (PM Shift)

Voting Operations Judge Driver (VOP-D)

Voting Operations Judge Provisional (VOP-P)

Recruitment

2016 Presidential General Election kick-off was on July 10, 2016. Our initial pool of volunteers for the election was 5,722. This number included 2,619 who worked the primary, 733 that applied during the primary but were not available for the primary and 2,370 new applications received specifically for the general election.

- New applications received for the General election = 2,370
 - Online via website 1,967
 - Outreach events 602
 - Via mail 71
- 1996 workers with a current application on file were unavailable for the election
- In response to our volunteers we created additional part time positions, bringing the total number of part time positions to 10 of the 23 positions offered.
 - The increase in part time offerings increased the number of training classes required, trainers and other resources (materials, facilities, etc.)
- Part time workers 1,017
 - Closer 468
 - Election Night Support 10
 - Greeter 4
 - Opener 117
 - Runner 34
 - Technician 30
 - VOP-A (AM shift) 173
 - VOP-B (PM shift) 179

Outreach

Outreach plays a key role in our ability to have enough workers and we utilize a variety of outreach methods and resources to solicit volunteers.

Outreach continued after the primary with the following results:

- Election Worker Applications 602
 - High School Applications (portion of above) 251

Advertising is done through the use of PSAs which are issued every two to three weeks by the PIO. We were also featured in the following publications:

- MC Recreation Guides and several community center newsletters
- Montgomery Magazine (see attachment)

Direct mailings are made monthly via postcard to each voter who indicated on their Voter Registration Application that they want information on working as an election worker. This is a cost effective way to get our message out to the public. We sent 2,008 between May and October 2016.

Household mailings are sent to voters who complete the Election Day Sign-up sheet at the polls on Election Day. The mailing was sent in August to 2,258 voters.

Weekly calls were made to active and pending voters in our database, in addition to weekly emails being sent to remind volunteers to submit their application, to complete the training quiz or to schedule their training.

Our Workforce

Language Assistance

We have a multilingual workforce to support voters requesting language assistance. In this election we had workers who speak:

Spanish	391	Vietnamese	14
French	262	Korean	6
Chinese	120		

Age Demographics

<i>Age in Years</i>	<i># of Judges</i>	<i># Spanish Speaking</i>
17	203	27
18	81	21
19	26	9
20	34	3
21 – 30	172	36
31 – 40	212	41
41 – 50	403	44
51 – 60	764	94
61 – 70	685	79
71 – 80	464	33
81 – 90	62	4

Party Affiliation



Other includes those registered as Green, Libertarian and Other

Training

Our training program consists of two stages. Stage I is an online quiz which serves as a pre-requisite and Stage II is an in-person hands-on class of instruction. Training is mandated by the State and required for all workers.

Stage I requires each applicant to read chapters 1 through 4 of the Election Worker Manual and to take a quiz on the material covered in the chapters. The training quiz is available online, 24 hours a day, and can be accessed at the worker's convenience. We also offer the quiz in the office daily, during normal work hours.

Training Quiz

Took the quiz 2,368 (30 were done in-person in the office)
Passed 2,127
Failed 241 (Retested & passed = 101, Failed twice = 40, Did not retest = 100)

Stage II requires each applicant to complete a training class structured to provide them with an understanding of polling place procedures, their duties and responsibilities and an opportunity to interact with the equipment in a mock Election Day setting.

Number trained by Position

<u>Election Day</u>	Completed: 3,689	(Failed: 22)
Chief Judges	485	(Includes 5 Standby Chiefs)
Closing Judges	478	
VOP Judges	1,580	
VOP-A (am shift)	173	
VOP-B (pm shift)	179	
VOP-Driver	224	
VOP-Provisional	270	
VOP Spanish-speaking	200	
Opening Judges	117	
Greeter	5	
Needed Review	53	

Early Voting

EVCHF/EVSDR	71
EVVOP/EVSPN	477
EVLIM	30*

*62 were assigned without EVLIM training; all had ED training

Training Scheduling and Occupancy

We offer many options to accommodate election worker schedules for scheduling training, including classes at various times, weekday and evenings and weekends, and training at multiple locations in the county. Election workers are able to schedule themselves for training using the EJ Connection online application or by contacting their recruiter.

Prior to the start of training, the training schedule is developed taking into account the number of classes needed to meet established requirements, office closings, holidays, and available facilities.

At the beginning of the training period, classes are published one month in advance. Additional classes are set up in the EJ module but not published. This is done for two reasons: first to encourage attendees to complete their training early so that they can be assigned to their work precinct upon completion and second, to ensure that we have full classes, maximizing our limited training resources.

By having workers train early, we are able to begin making assignments and constructing precinct teams. Waiting until later in the training cycle, closer to the election, presents critical issues such as not having enough training spaces, precinct shortages and the loss of candidates. On average, we train 25% more judges than needed to compensate for those who will drop out prior to the election. As we get close to the election, interest in volunteering typically increases but those applicants typically have less flexibility in their schedules to complete training.

Class occupancy is monitored daily and subsequent classes are opened as needed. Recruiters, who are in regular contact with the judges in their assigned area, monitor the schedule and may request specific classes (types, dates and/or times) be opened or added to meet special requests or anticipated needs. As the charts on the next page show, capacity consistently outpaced occupancy for the election. In comparison with the 2014 elections, in which class occupancy was not managed and the full schedule was released, our occupancy ratio increased 19% between the primaries and 12% between the general elections (shown).

Additional constraints affect training availability within the ten days prior to the election. Ten of the training staff served as EV Site Managers and the balance were needed to conduct Walk-in

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Practice Sessions. The practice sessions are vital to instilling confidence in our workforce by providing an opportunity for those with questions to have them addressed prior to the election. The first two days of the practice sessions are prior to the start of early voting. These sessions are heavily used by EV judges to prepare for their EV service. These factors reduced our ability to conduct election day training classes. However, we did manage to add in several classes, the last held the Saturday evening prior to the election. Admittedly, the personal cost to the already exhausted staff was great.

Presidential General 2016			
	Capacity	Occupancy	%
Week 1	176	159	90%
Week 2	364	284	78%
Week 3	648	546	84%
Week 4	594	507	85%
Week 5	711	637	90%
Week 6	610	443	73%
Week 7	700	537	77%
Week 8	718	568	79%
Week 9	726	561	77%
Week 10	380	303	80%
Week 11	380	281	74%
Total	6,007	4,826	80%

Gubernatorial General 2014			
	Capacity	Occupancy	%
Week 1	366	273	75%
Week 2	570	317	56%
Week 3	708	431	61%
Week 4	570	370	65%
Week 5	536	416	78%
Week 6	616	402	65%
Week 7	761	554	73%
Week 8	660	449	68%
Week 9	122	128	105%
Week 10	57	57	100%
Total	4,966	3,397	68%

Training Locations

We conducted 320 hands-on training classes at four locations. The majority of the training was at our office (BOE) with the remainder at Montgomery College (MC) Rockville and Takoma Park campuses and the Silver Spring Civic Building (SSCB). Offsite training accommodates election workers living in the southern and eastern portions of the county. We are always asked to provide more training down county. All of the facilities used were provided free of charge, and accommodated our need to use the training space exclusively for the week(s) that we were on-site.

Occupancy by Location

BOE	8/27 – 11/6/16	4,027
Montgomery County College – Takoma Park	9/19 – 9/24/16	283
Montgomery County College – Rockville	9/26 – 10/1/16	191
Silver Spring Civic Building	10/10 – 10/19/16	325

Evaluations

Total Training Classes:	320
Total Evaluations Received:	3,612
Overall Satisfaction Rating:	70%

Our overall satisfaction rating dropped for this election. We attribute the change to dissatisfaction with classes that ran long and our inability to give judges the level of hands-on instruction they have come to expect.

In January, the SBE promised to provide training videos for the new voting system implementation. Unfortunately, the videos were not provided until October, after we had created our own. Our in-house videos were helpful and informative and well received. However, using the videos took time away from the hands-on instruction. Our class schedule, with specific dates and times, was published in late July prior to the completion of the videos. This made it impossible to later lengthen the classes to accommodate the length of the videos. In the future, we hope to have any visual aids prepared well in advance so that their use can be better incorporated into the training program structure.

Assignment

Each site/precinct is staffed with a complement of workers assigned to perform a different role. We have both all day and part time positions. In addition to positions at early voting and at the precincts, we offer some positions at the BOE to support election activities.

All Day Positions

- Chief (CHF)
- Greeter (GRT)
- Roamer (RMR)
- Spanish speaking VOP (SPN)
- Voting Operations (VOP)
- VOP Driver (VOP-D)
- VOP Provisional (VOP-P)
- EV Chief (EVCHF)
- EV Line Manager EVLM)
- EV Same Day Registration (EVSDR)
- EV Spanish (EVSPN)
- EV Voting Operations (EVVOP)

Part Time Positions

- Closing (CLS) 6:30 pm – approximately 11:30 pm
- Election Night Support @ BOE (7:30 pm – 12:30 am)
- EV Greeter (SBE) (7:00 am – 4:30 pm)
- EV Line Manager-A (EVLM-A) (shift A – 7:00 am – 3:00 pm)
- EV Line Manager-B (EVLM-B) (shift B – 1:00 pm – 9:00 pm)
- Greeter - A (GRT-A) (shift A – 6:00 am – 3:00 pm)
- Greeter – B (GRT-B) (shift B – 2:00 pm – 9:00 pm)
- Opening (OPN) 6:00 am – 1:00 pm
- Runner @ BOE (shift A – 5:30 am – 11:30 am)
- Runner @ BOE (shift B – 11:00 am – 5:00 pm)
- Technician @Regional Sites (7:30 pm – 11:30 pm)
- Voting Operations-A (VOP-A) (shift A – 6:00 am – 3:00 pm)
- Voting Operations-B (VOP-B) (shift B – 2:00 pm – Closing)

For the general election, we eliminated the precinct Line Managers and instead offered two additional part time VOP positions (VOP-A and VOP-B). In the primary, we did not provide the line managers with VOP training, making it difficult for them to assist at any other tasks. Based on feedback from the Chief Judges following the primary, it was clear that they needed all staff trained to perform VOP duties. We also increased the VOP training in the Closing Judge classes. The part time VOP positions have been well received. We continued to offer the Opening Judge (OPN) position, for those with limited morning availability. Staffing the part time positions necessitated recruiting more judges (2:1 ratio) and increased responsibilities for the recruiters.

For the most part, the part time positions worked well, allowing us to provide additional staffing during the busiest part of the day and providing an opportunity for those with limited availability to participate. Many assigned as part time worked longer hours or all day in response to Chief Judges request and precinct demands. Some Closing Judges also reported early to help their precinct.

One downside, with budgetary consequences, has been the failure of Chiefs to accurately reflect the work hours for part time judges, i.e. making sure people signed in or out during the day. The resulted in issues processing payroll. Over 50 pay adjustments were made to compensate judges for time worked but not recorded.

Here is a further breakdown:

<u>Election Day</u>		<u>Early Voting</u>	
Requirements	3,642	Requirements	1,913
Assigned	3,632	Assigned	1,933

Served

Election Day

Served	Judges	Roamers	Technicians	Total
Assigned	3,556	37	39	3,632
No Shows	-135	0	0	-135
Replacements	79	0	0	79
Totals	3,500	37	39	3,576

Other Information

- Every precinct was staffed by two Chief Judges

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- 72 precincts did not have a Republican Chief Judge; instead a registered Chief Unaffiliated/Other was assigned
- 18 precincts did not have a full day Republican judge assigned; they did have a part time judge assigned to the precinct
- 19 of the Roamers were staff and 5 staff members were assigned to serve in precincts as either Chief or VOP judges.

Early Voting

Judges 523
 Total Positions filled 1,933
 Site Managers (Trainers) 10
 EV Greeters part time (SBE) 13

Other information

- Most worked between 2 and 4 days and 100 of the 523 worked at multiple sites.
- All EV Chiefs were also trained as EV Same Day Registration judges, allowing for flexibility in their assignments. It proved a much better way to staff the position than recruiting and training a separate workforce of SDR workers.

Early Voting

Site	Day	Date	Positions			
			Initial Requirement	Adjusted Requirement	Assigned	Difference
Totals	TH	10/27/2016	205	233	225	-8
	F	10/28/2016	205	211	207	-4
	S	10/29/2016	205	243	238	-5
	S	10/30/2016	205	245	244	-1
	M	10/31/2016	205	236	232	-4
	T	11/1/2016	205	223	249	26
	W	11/2/2016	205	243	268	25
	TH	11/3/2016	205	279	270	-9
			1640	1913	1933	20

Total No Shows for all 8 days = 35

Hardest days to staff were: Day 1, Saturday, Monday (Halloween) and Day 8

Judges were shifted from EV-7 and EV-8 to staff EV-3, EV-5 and EV-10.

Service

How did we do? Were the judges and voters pleased with the service they received? If not, what can be improved?

After each election we review information including the following to evaluate our successfulness.

- Voter feedback
- Roamer Reports and the Call Center Log
- Comment Cards from Early Voting and Election Day
- Election Worker Survey (1875 responses) (See attachment)

Early Voting

Total Early Voting Comment Cards Received: 11,482

Overall Satisfaction Rating: 93%

The most common responses for the question “What could be improved?” were:

- More days!
- Very well organized
- Parking
- Excellent experience

Summary of Responses

Where did you vote?

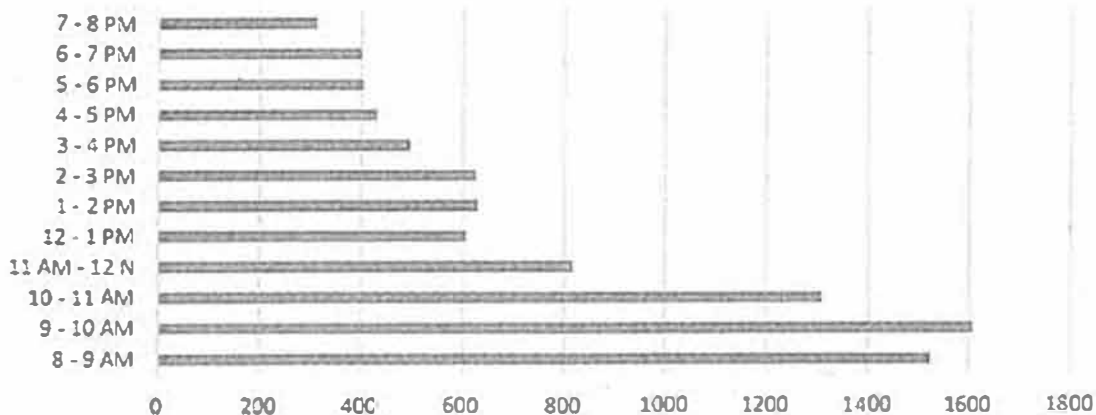
EV01	1,731	15.1%	EV06	778	6.8%
EV02	1,113	9.7%	EV07	843	7.3%
EV03	1,003	8.7%	EV08	675	5.9%
EV04	1,566	13.6%	EV09	962	8.4%
EV05	1,409	12.3%	EV10	1,402	12.2%

**MONTGOMERY COUNTY BOARD OF ELECTIONS
ELECTION WORKER REPORT – 2016 GENERAL ELECTION**

What day did you vote?

Thursday, October 27, 2016	1,548	13.5%
Friday, October 28, 2016	1,255	10.9%
Saturday, October 29, 2016	1,759	15.3%
Sunday, October 30, 2016	1,404	12.2%
Monday, October 31, 2016	1,524	13.3%
Tuesday, November 1, 2016	1,590	13.8%
Wednesday, November 2, 2016	1,741	15.2%
Thursday, November 3, 2016	661	5.8%

What time did you Vote (EV)?



Election Judge Performance Questions (EV)

(Scale – 1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, 5 = strongly agree)

The polling place is well run

1	85	0.7%
2	46	0.4%
3	114	1%
4	651	5.7%
5	10,455	92.1%

The Election Judges in this polling place are welcoming

1	82	0.7%
2	33	0.3%
3	112	1%
4	540	4.8%
5	10,508	93.2%

The Election Judges in this polling place are helpful

1	82	0.7%
2	26	0.2%
3	89	0.8%
4	454	4.1%
5	10,438	94.1%

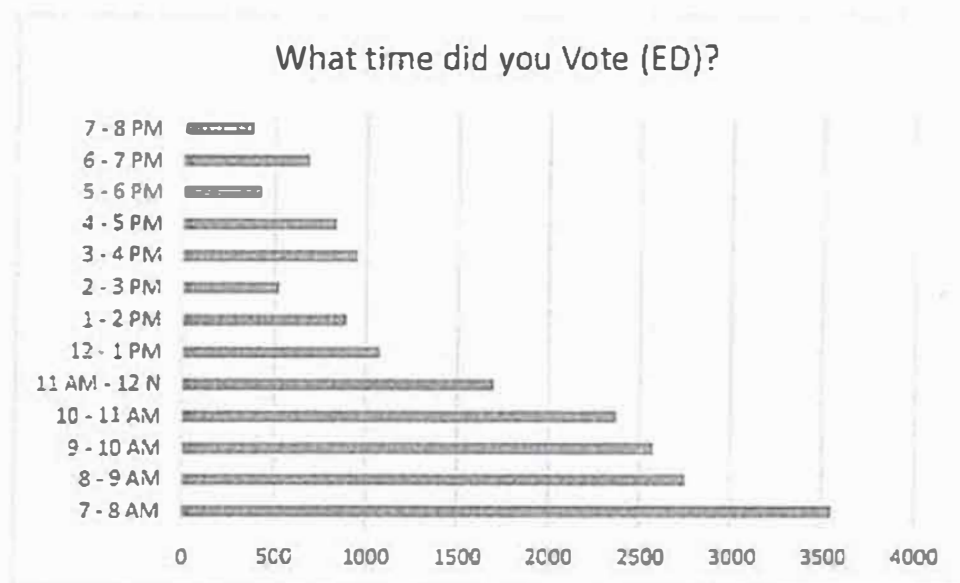
Election Day

Total Election Day Comment Cards Received: 24,136

Overall Satisfaction Rating: 90%

- The most common responses for the question “What could be improved?” were:
 - Nothing, it was perfect
 - Provide coffee, donuts and snacks
 - Provide more scanners
 - Return to electronic voting
- The majority of voters voted between 7:00 am and 12:00 noon.

Summary of Responses



Election Judge Performance Questions (ED)

(Scale – 1 = strongly disagree, 2 = disagree, 3 = neutral, 4 = agree, 5 = strongly agree)

The polling place is well run

1	235	1%
2	164	0.7%
3	382	1.6%
4	1,880	7.9%
5	21,203	88.8%

The Election Judges in this polling place are welcoming

1	221	0.9%
2	110	0.5%
3	347	1.5%
4	1,625	6.9%
5	21,418	90.3%

The Election Judges in this polling place are helpful

1	230	1%
2	88	0.4%
3	316	1.3%
4	1375	5.8%
5	21,664	91.5%

Post-Election

Following the election, we completed the following activities as our wrap-up of the election:

- Mailed Peer-to-Peer Survey and Election Worker Survey to all judges
- Retrieved precinct documentation to prepare for payroll, audit and canvass
- Trainers assisted warehouse with disassembly of precinct supplies
- Reviewed each precinct's payroll and documented service of every judge
- Scanned and proofed training documents for every judge
- Compiled data from Comment Cards and Training Evaluations
- Completed Precinct Performance audit of documentation and Chief's Binders
- Prepared and mailed thank you gifts (2016 service pin) to all judges. Chief Judges also received a tote bag.
- Prepared and mailed the Precinct Performance Report to each judge for their precinct, with the Summary Report of all precincts.
- Processed election worker payroll on-time for payment on December 16, 2016 along with a supplemental payroll for additional stipends resulting from incomplete or inaccurate reporting
- Reviewed returned Peer-to-Peer Surveys for all judges and precincts
- Compiled data from Election Worker Survey
- Compiled data from all Election Day sign-up sheets from precincts for future recruitment
- Performed system review to prepare for election close-out and rollover

Precinct Performance Report Summary

Following each election, an extensive audit is conducted by the training staff. The results are compiled into the Precinct Performance Report. The report measures compliance with the various tasks that judges are asked to perform. The rating scale indicates the degree to which the precinct met performance expectations and followed procedures.

The process begins with a review of the documentation returned by each precinct. We reviewed the Chief's Binder, Integrity Reports, Ballot Certificates, all required forms and checklists, Voter Authority Cards (VACs), Chain of Custody forms and more. The results of the audit were

**MONTGOMERY COUNTY BOARD OF ELECTIONS
ELECTION WORKER REPORT – 2016 GENERAL ELECTION**

compiled and each precinct rated as outstanding, very good, good, fair, needs improvement or unsatisfactory.

In addition to telling the judges how they performed, the report is used as a feedback tool for us, highlighting areas where more training is required or processes need to be re-engineered. In the past, we have used the report during Chief Judge training as a way to focus individuals on areas needing improvement.

On September 19, 2016, we were one of only five counties nationally to receive an Election Worker Best Practices Award from the U.S. Election Assistance Commission for “outstanding achievement in managing election workers” for our development and use of the Precinct Performance Report.

Precinct Performance Report Ratings	Points Incorrect	# of Precincts	% of Precincts
Outstanding (O) =	0 - 2	72	31%
Very Good (VG) =	3 - 5	54	23%
Good (G) =	6 - 8	50	22%
Fair (F) =	9 - 11	32	14%
Needs Improvement (NI) =	12 - 14	17	7%
Unsatisfactory (U) =	15+	7	3%

Common Mistakes Noted for All Precincts:

- Errors in issuing provisional ballots to voters who were already checked in. Much less error than in the primary because Election Judges were trained not to use the re-issue button, but improperly using it vs. cancelling or re-printing continues to affect recordkeeping for how many ballots were issued at precincts.
- Both Chief Judges did not sign all documents where indicated to certify precinct results, especially the Closing Summary Report and Key Concerns Checklist.
- Chief Judges did not return all documents to the Chief Judge Binder and/or did not return items in their correct location according to the inventory lists, impacting reconciliation and audit.
- Significant number of VACs did not have Scanning Unit number noted.
- Chief Judges did not open and review all materials and instructions provided by the BOE upon receipt.

Election Worker Survey 2016 General Election Summary

1. How did you learn about the Election Judge Program?

Referral	290	16.4%
Community Event	150	8.5%
At School	93	5.2%
At Work	61	3.4%
TV/Radio	29	1.6%
Newspaper	76	4.3%
BOE Website	278	15.7%
BOE Postcard	102	5.8%
Current Election Judge	39	2.2%
Other	412	23.2%

2. How did you submit your Election Judge Application?

Online	1,260	67.9%
Downloaded the form from the website and mailed it in	39	2.1%
Completed and returned a form mailed to me by the BOE	85	4.6%
Completed the form at a community event	89	4.8%
I am a Returning Judge	664	35.8%
No response	4	0.2%
Other	51	2.7%

3. Were you able to log into and use the EJ Connection easily?

Always	1,584	88.1%
Sometimes	167	9.3%
Never	7	0.4%
No response	41	2.3%

4. What position did you work on Election Day?

VOP (includes Spanish)	752	41.4%
Opener	101	5.6%
VOP-A or VOP-B	162	8.9%
VOP (D) Driver	103	5.7%
VOP (P) Provisional	139	7.6%
Roamer	10	0.6%
Runner	9	0.5%
Closer	247	13.6%
Regional Site Tech	2	0.1%
No response	41	2.3%

5. How easy was it to schedule your hands-on training online?

Very Easy	1,512	81.6%
Somewhat Easy	297	16%
Difficult	30	1.6%
No response	13	0.7%

6. Please rate the length of your training class.

Too Long	195	10.5%
About Right	1,505	81.3%
Too Short	141	7.6%
No response	11	0.6%

7. How well did the training prepare you for your Election Day duties?

Very Well	1,177	64.2%
Somewhat	581	31.7%
Not Enough	61	3.3%
No response	15	0.8%

8. For which Election Day task(s) would you like more training?

Opening	22	2.7%
Check-in	53	6.5%
Issuing Ballots	12	1.5%
Provisional	255	31.3%
Chief Duties	42	5.1%
Closing	117	14.3%
Other	359	44%

9. Were the training materials easy to understand and helpful?

Yes	1,602	86.4%
No	23	1.2%
Somewhat	224	12.1%
No response	9	0.5%

10. Did you take advantage of the Walk-in Practice sessions?

Yes	428	23.1%
No	1,411	76.1%
No response	17	0.9%

11. Please rate your overall training experience.

Very Good	1,053	57.1%
Good	716	38.8%
Fair/Poor	54	2.9%
No response	18	1%
Other	19	1%

12. Did a Chief Judge contact you prior to the Monday Night Meeting?

Yes	1,670	95.2%
No	85	4.8%

13. How long was your team's meeting?

Less than 2 hours	835	45.5%
2 to 3 hours	940	51.2%
More than 3 hours	42	2.3%
No response	19	1%

14. Were the Chief Judges organized and prepared for the meeting?

Yes	1,597	90.1%
No	127	7.2%
No response	50	2.8%

15. Was the facility clean and have sufficient lighting?

Yes	1,777	97%
No	41	2.2%
No response	15	0.8%

16. Was your precinct open at 7:00 am for voters?

Yes	1,724	96.4%
No response	65	3.6%

17. Were the checklists and job guides useful on Election Day?

Yes	1,726	95%
No	53	2.9%
No response	39	2.1%

18. Did your Chief Judge(s) manage the precinct effectively?

Yes	1,626	92.8%
No	70	4%
No response	60	3.4%

19. What time did you leave on Election night?

Before 10:00 pm	974	54.2%
10:00 pm - 11:00 pm	753	41.9%
After 11:00 pm	71	4%

20. * VOP-D Judges Only *** What time did you leave the polling place to go to the drop-off site?**

Before 8:30 pm	22	12.2%
8:30 pm - 9:30 pm	95	52.5%
After 9:30 pm	64	35.4%

21. *** VOP-D Judges Only *** Did you verify each item on the Chain of Custody form before signing?

Yes	187	94.4%
No	3	1.5%
No response	8	4%

22. *** VOP-D Judges Only *** Did the Chief give you the map and directions to the drop-off site?

Yes	155	83.3%
No	22	11.8%
No response	9	4.8%

23. *** Closing Judges Only *** What time did you leave the polling place to go to the BOE?

Before 9:30 pm	46	16.7%
9:30 pm - 10:30 pm	171	62%
After 10:30 pm	59	21.4%

24. *** Closing Judges Only *** Did you verify each item on the Chain of Custody form before signing?

Yes	259	95.2%
No	5	1.8%
No response	8	2.9%

25. *** Closing Judges Only *** Did the Chief give you the map packet of the drop-off route at the BOE?

Yes	223	83.8%
No	32	12%
No response	11	4.1%

Concerns on allowing Election Workers to only work Early Voting

It has been suggested that the recruiting team should lift its requirement for workers to agree to serve on Election Day if they want to work during Early Voting. This would not only be a change in our business practice but in the structure of our training program. Since the inception of early voting we have required interested workers to commit to working Election Day (ED) and to complete their ED training as pre-requisite. This has allowed us to have shorter EV training classes focused on their specific EV duties and the differences, from ED, that they will encounter. It also provides EV workers with an opportunity to develop more experience for ED. Election Day is the harder event to staff.

If we were to open up EV service to those not willing to work ED we would require:

- More training costs, specifically more classes, trainers, training locations and class materials (books, training aids, etc.)
- More recruiting costs to handle increased workload
- Separate comprehensive EV training classes, as many of those interested would be new
- An overall increase in the number of ED workers required and trained to compensate for those who drop after working EV

A further consequence would be a loss of election judge experience for Election Day. Working early voting improves the judge’s confidence level and increases their experience going into Election Day. Many of the last-minute tips we provide to Chief Judges come from staff and judges who have worked Early Voting for that election.

The recruiters strongly encourage continuing our current practice of requiring all EV workers to commit to working ED to be eligible to work EV.

Scenario: What if Early Voting Election Judges were not required to also serve on Election Day? How would we train them differently? This scenario assumes that 10% of Early Voting positions are filled by Election Judges who opt not to serve on Election Day. Does not include additional costs for recruiting, training materials, training rooms, etc.

Option 1: More Judges With Current Training Model	Option 2: Separate Training for Early Voting Only
<ul style="list-style-type: none"> • Add 193 students to core 4-hour classes that teach Election Day duties • Add 193 students to add-on 2.5-hour classes that teach Early Voting duties <p>8.5 hour increase in work hours per trainer x 12 classes of 16 x 4 trainers x \$20 per hour = \$8,160</p>	<ul style="list-style-type: none"> • Add 16 classes for Early Voting only (more classes required to provide choice of time/location) • Assume class will be 4 hours long <p>6 hour increase in work hours per trainer x 16 classes of up to 16 x 4 trainers x \$20 per hour = \$7,680</p>

county

MONTGOMERY HERITAGE



Election Watch

Where do all those precinct workers come from? Thank these two women.

By Charles Jeffries

Every two years, Deborah Hamer and Jessica Jones get really busy at work. That may sound like a how-did-I-find-that-one-of-those-came-out-there-is-more-to-it-than-meets-the-occupational-eye.

As the county's two full-time election recruiters, Hamer and Jones are responsible for staffing the 157 election precincts around the county for November's big day. That means recruiting and training 3,500 or so workers to make the voting process as seamless as possible for the general public. Recruiters are also responsible for staffing the 10 early voting sites around the county for the eight-day period between October 27 and November 3. That requires organizing 4,000 or so workers who also work election day.

For Hamer and Jones the election season requires not only staffing workers, but providing customer service, processing applications, registering the line, making precinct assignments, processing election worker stipends (workers

get paid a small amount depending on their service level) and documenting election day performance. While the process is in motion year-round, the any deadline-oriented job a lot of the details fall to the final weeks.

"It involves countless hours of work over long periods of time to get the job done, contrary to the common belief that we only work two days every other year," says Hamer.

Hamer and Jones are supported by three part-time recruiters who work as temporary employees during the presidential and gubernatorial election years.

In an area as diverse as Montgomery County, Hamer and Jones have to be conscious of the needs of a wide range of variables at the county's polling places. That means staffing precincts with workers representing not only all political parties and ages, but with language abilities to facilitate the voting process according to state law.

On the surface, it might seem like a thankless job but Hamer doesn't see it that way. "Many voters and election workers are very appreciative of the work that we do," she says.

In slower times on their job, Hamer and Jones create election brochures to help attract workers, and maintain the county's election worker data base which they created along with the Department of Technology Services and keep the program ready to gear up every other year.

Election workers are instrumental to the electoral process. In fact, the process would be impossible without them.

HOW TO BE AN ELECTION WORKER

Election workers are the liaison between the Board of Elections and the general public. They administer the voting process in each precinct, making sure that the voters have a positive voting experience. Without them, it would be impossible to conduct successful elections. The key jobs of the workers are to check in voters, answer questions about the voting process and make sure their ballots are cast correctly. The county offers a variety of jobs positions with different time commitments and they can be a great option for students who need Student Service Learning credits. They can choose to be paid or volunteer for credit. For more information: www.777voter.org or 240.777.8533

MONTGOMERY COUNTY BOARD OF ELECTIONS
Community Outreach & Empowerment Executive Summary
2016 Presidential General Election/Early Voting
Prepared by: Gilberto Zelaya, PhD, Outreach Coordinator

It is the mission of Montgomery County Board of Elections Division of Outreach & Empowerment to promote and encourage citizens to register to vote and to help shape the future of their communities by voting. Our focus is to engage the public so our citizenry knows the requirements and opportunities for registering to vote and to cast a ballot via Absentee, during Early Voting or on Election Day.

Information on ballots and voting options were provided directly to voters during outreach opportunities. We have partnered with individuals, grassroots neighborhood groups, community-based organizations and local governmental agencies to get the message out to people who may not be familiar with the voting process and voting by mail. We are keenly aware of opportunities to contact potential voters who have never registered, never voted by mail, where English is a second language, have special needs or disabilities, are homeless, or live in areas with low participation rates.

We continue to partner with the relevant community groups to focus on more intensive voter education efforts. We have identified community based organizations that we seek to partner with in an effort to expand their ability to provide voter registration services to citizens of Montgomery County. This includes organizations from non-profits, faith-communities, labor, government agencies and non-profits. Between now and the next election, we will provide training, guidance and materials to groups interested in conducting their own voter registration drives and voter education.

Empowerment focus:

- **Voters with disabilities and older adults:** Although electronic voting has increased inclusiveness and representation, the need to fully understand the barriers to voting became more apparent for voters with disabilities and people of older age. Barriers included physical factors, cultural, social, awareness related factors, poll worker perception, and misunderstanding of the limitations of disability-related conditions.
- **Linguistically-concentrated communities:** We make sure that our materials are translated, and the staff attending local events speaks the language of the community. These types of events include attending neighborhood festivals.
- **Hard-to-Reach Populations:** Some people would rather get information from people they already know, so we partner with church groups, local business and community based organizations who already provide services so that accurate information reaches everyone. Unique outreach efforts similar to BOE's "Barber Shop Empowerment" will continue to expand and flourish.

- **Future Vote Engagement:** Since 2004, Future Vote (FV) has been an outreach and empowerment cornerstone. The Montgomery County Board of Elections developed FV to train and assign 6th-12th grade students to county precincts to assist Election Judges, and voters, including those with special needs, dispense voting-related literature and sample ballots and, if possible, provide information in a second language or in American Sign Language. Furthermore, FV has been an invaluable election judge recruitment resource.
- **New voting system:** Legislation passed in 2007 mandating the implementation of a paper-verifiable system for the 2016 election cycle. With this in mind, an aggressive community driven voter empowerment campaign aimed at creating opportunities for learning, civic engagement and voting system demonstration to County residents was paramount.

Empowerment Topics:

- The following information and topics were covered at all outreach events:
 - Absentee/Provisional Voting information
 - Sample ballot usage
 - Voter registration & Voter record maintenance
 - Early Voting vs. Election Day voting
 - Voter assistance form & special needs voting (*voter registration/absentee ballot applications in Braille, website ADA compliant*)
 - Voting system demonstrations
 - Bilingual poll worker/election judge recruitment and expectations
 - Section 203 and local board requirements
 - Election Judge/Future Vote recruitment

Partners/Ambassadors:

- **Academia:** Maryland Home Education Association, Maryland Parent Teacher Association, Montgomery College (Germantown, Rockville & Takoma Park Campuses), Montgomery County Public Schools, Archdiocese of Washington, etc.
- **Non Profit/Faith:** Allen Chapel African Methodist Episcopal Church, Alpha Kappa Alpha Sorority, Boy & Girl Scouts of America, Casa de Maryland, Cedar Lane Unitarian Universalist Church, Center for Civic Design, Chinese Culture and Community Service Center, Clinton AME Church, Delta Sigma Theta Sorority, Guru Nanak Foundation of America, Har Tzeon Synagogue, Idara-e-Jaferia Islamic Center, IMPACT Silver Spring, Jack & Jill, Korean American Senior Citizens Associations, Linkages to Learning, League of Korean Americans, Manna Food Bank, Maryland Vietnamese Mutual Association, Montgomery County League of Women Voters, Montgomery County NAACP, Mount Jezreel Baptist Church, National Council for Negro Women, National Federation for the Blind, National Active & Retired Federal Employees, Ohr Kodesh Congregation, The People's Community Baptist Church, Volta Association, Young Israel Shomrai Emunah, and Xi Sigma Omega Chapter, etc.

- **Montgomery County Government:** Department of Recreation, Human Rights Commission, MCGEO Local 1994, Public Libraries, Human Resources, Commission on People with Disabilities, Community Use of Public Facilities, Housing and Community Affairs, Office of Public Information, Regional Service Centers, Commission for Women, Housing Opportunities Commission, Montgomery College, Montgomery County Public Schools, Montgomery County Council, Office of Community Partnerships, Office of the County Executive, etc.
- **Press/Media:** El Zol (FM 99.1), La Nueva Mega (FM 92.7/94.3), Radio América (AM 1540), WPGC (95.5FM), Univisión, Telemundo, Montgomery Community Media, Gandhi Brigade Youth Media, Senior Beacon, etc.
- **Private:** Asbury Methodist Village, Big Train Bethesda, Discovery Communications, Evergreen Adult Day Care, GEICO, Habitat America, Image Makers Barber Shop, Leisure World, Montgomery County Chamber of Commerce, Oasis Senior, Potomac Chamber of Commerce, Rainbow Adult Care, Riderwood Village, Ring House, Universities at Shady Grove, WESTSTAT, etc.
- **HOA:** Clarksburg Village Community Association, Flower Valley Citizens' Association, Flower Hill Association, Georgian Court Home Association, Montgomery Village Foundation, Maplewood Citizens Association, Old Georgetown Village Homeowners Association, Village of Friendship Heights, etc.
- **Partisan:** Democratic Club of Leisure World, District 18 Breakfast Club, Montgomery County Democratic Central Committee, Montgomery County Woman's Democratic Club, Montgomery County Federation of Republican Women, Montgomery County Republican Central Committee, Montgomery County Republican Party, Rockville Mid-County Democratic Breakfast Club, etc.
- **Federal:** National Institutes of Health & U.S. Department of Homeland Security
- **Union:** AFL-CIO, LiUNA, MCGEO-UFCW Local 1994, UFCW Local 400 & SEIU Local 500

Outreach Breakdown by Zip-code: The Division of Outreach & Empowerment made a concerted effort to meet County residents within their communities. Below is a breakdown by zip-code of said opportunities provided.

ZIP	CITY	PRIMARY	GENERAL
20812	Glen Echo	5	3
20860	Ashton-Sandy Spring	6	4
20906	Aspen Hill	24	12
20853	Aspen Hill, Rockville	14	7
21227	Baltimore	0	31
20817	Bethesda	14	11
20816	Bethesda, Brookmont	8	2
20814	Bethesda, Westboro, Alta Vista (NIH)	34	11
20833	Brookville, Olney, Sunshine	11	7
21717	Buckeystown	1	0
20866	Burtonsville	21	17
20818	Cabin John	9	4
20815	Chevy Chase, Friendship Village, Somerset	26	6
20871	Clarksburg, Hyattstown	4	5
20905	Cloverly, Colesville ParkSpencerville	9	4
20904	Colesville-Fairland	43	35
20872	Damascus	20	12
20878	Darnestown, North Potomac, Gaithersburg	16	27
20855	Derwood, Redland	9	8
20842	Dickerson	0	1
21037	Edgewater	1	1
20910	Forest Glen	43	24
20877	Gaithersburg	29	13
20899	Gaithersburg (NIST)	2	0
20879	Gaithersburg, Stewart Town	17	12
20874	Germantown	27	13
20876	Germantown	3	9
21062	Glen Burnie	0	1
20901	Kemp Mill, White Oak	42	25
20886	Montgomery Village, Stewart Town	7	5
20852	North Bethesda, Rollins Park	14	7
20832	Olney	15	11
20837	Poolesville	6	6
20854	Potomac, Travilah	28	8
20850	Rockville	61	25
20851	Rockville	6	5
20895	South/North Kensington, Chevy Chase View	6	11
20912	Takoma Park	18	7
20902	Wheaton-Glenmont	32	20
	Total	631	410
	GRAND TOTAL		1041