

APPROVED

March 20, 2017

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

In Attendance:

Board Members:

Jim Shalleck, 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  
Marjorie Roher, Management and Budget Specialist III  
Janet Ross, Information Technology Manager  
Christine Rzeszut, Operations Manager  
Jessica White, Voter Services Manager

Guests:

Nancy Farrar  
Dolly Kildee  
Barbara Sanders

Audio of the meeting may be found at the link below:

<https://youtu.be/3b0f6oiro-c>

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

Mr. Shalleck called the Board meeting to order and declared a quorum present at 2:30 p.m.

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## **Approval of the February 27, 2016, Board Meeting Minutes**

Ms. Keeffe moved to accept the February 27, 2017, Board meeting minutes as amended. The motion was seconded by Ms. Phillips. Mr. Vincent acknowledged that he was not present for the February Board meeting and asked that the record reflect that he would have opposed the motion on House Bill 73 – Election Law – Election Judges. The motion to approve the February Board meeting minutes 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)**

Public notice of the Board meeting was posted on March 10, 2017.

Ms. Jurgensen reported that she and Ms. McLaughlin attended a conference where homeland security and elections as a critical infrastructure were discussed.

## **Personnel**

Ms. Jurgensen reported that the Information Technology section will be completing the post-election maintenance on equipment by March 24.

The bilingual Office Services Coordinator position is currently in the interview process. The Office of Management & Budget and the Office of Human Resources have approved the reclassification of a vacant position in Operations. The Board members discussed the position.

Ms. Keeffe inquired if Board members should get involved so that all Board of Elections positions and their classifications could be evaluated to ensure that there are no positions needing to be reclassified. Mr. Naimon and Ms. Keeffe agreed that it is important that staff be recognized for their work so they are not undervalued for doing work above their pay grade. Ms. Keeffe is requesting a review of positions, in terms of classification, since history shows that positions are classified lower than the work entails. Mr. Vincent suggested that staff gather additional information regarding historical classifications to share with the Board. Ms. McLaughlin stated that her experience has been that any permanent employee may request that the Office of Human Resources (OHR) review their position on an annual cycle (every June), and a specific number of positions are reviewed each year with only a few approved. The reviews are often done by OHR or a consulting firm. In addition, Ms. Jurgensen may request that a position be reviewed for a reclassification. Ms. McLaughlin noted that there is a cost to the department to have a position evaluated.

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Ms. Jurgensen stated that Ms. McLaughlin will provide further information on job classifications for the department at the April meeting.

Ms. Keeffe made a motion that staff provide the Board a list of current classifications in the department, how many individuals are in those classifications, and the last time the position was submitted for reclassification, including the reason it was denied or approved. The information is to be provided at the April Board Meeting. The motion was seconded by Mr. Naimon and passed unanimously.

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

Ms. Roher stated that the budget spreadsheet detailing FY17 expenditures was provided in advance. She noted that FY17 has almost reached the fourth quarter and is tracking well.

Ms. Roher noted that the FY18 operating budget is tentatively scheduled to go before the County Council's Government Operations Committee on Friday, April 21, at the 9:30 a.m. session and is currently first on the agenda.

Ms. Roher mentioned that an email was sent to the Board members when staff was notified that the County Executive's budget recommended increasing the Election Judge stipend. The recommended increase is in the amount of \$86,475 (See attachment C). Ms. Jurgensen stated that staff submitted an analysis of stipends to the County Executive from the other jurisdictions as compared to Montgomery County.

### **Voter Registration**

Ms. Jurgensen reported that staff is working on the Electronic Registration Information Center (ERIC) list. MDVoters software update was completed on March 18.

Ms. White stated that staff is working on National Change of Address (NCOA) changes and recently mailed several thousand confirmation cards. She briefly explained the process followed when the cards are returned.

Ms. Phillips inquired if BOE staff verifies the status of citizenship when information is received from the Jury Commission. Mr. Karpinski stated that people must self-identify their citizenship when they show up for jury duty. The Commissioner develops a list of non-citizens that is shared with BOE and the list renders the names ineligible to vote. Mr. Karpinski noted that occasionally individuals identify as non-citizens, or living out of the jurisdiction, to avoid serving as jurors.

### **State Board of Elections**

Ms. Jurgensen reported that a draft MOU between Montgomery County Board of Elections and the City of Takoma Park has been submitted to the State Board of Elections (SBE) for review.

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The Biennial meeting is scheduled for October 23, 2017, in Annapolis MD. Topics for the meeting will be determined after the Legislative Session.

Ms. Jurgensen reported that State Administrator Linda Lamone advised Election Directors to monitor SB 406 and to take the opportunity to request additional scanners for the 2018 election. She requested that the Board write a letter in support of additional scanners again for the 2018 election.

Ms. Jurgensen reported that ES&S and SBE discussed preparations of software updates, upgrades, maintenance requirements, training, and noted that a planned mock election will occur. She added that ES&S recently updated the ballot marking device so that fourteen candidates' names can now be seen on the screen. Mr. Naimon expressed concern with the possibility of having more than fourteen candidates for the Gubernatorial Primary Election. Ms. Keeffe noted there were more pressing functionality issues with toggling back and forth to screens. Ms. Jurgensen stated that there was no report from ES&S regarding functionality. Ms. Keeffe inquired how the Board members can further express concerns not addressed with the ballot marking devices. Ms. Jurgensen stated that she will request that ES&S come to the April Board meeting to demonstrate the upgraded equipment and be available for questions and discussion.

Ms. Jurgensen reported that the electronic poll books will require a software upgrade and battery replacement.

## **Legislature**

Ms. McLaughlin stated that a brief legislative report was provided to the Board members in advance (See Attachment D). She reported that House Bill 1626 – Election Law – Early Voting – Registered Voter Updating the Voter's Address on an Existing Registration – passed the House.

Senate Bill 406 – Election Law – Voting System – Digital Scanners – passed the Senate. Ms. McLaughlin reported that a Senate Hearing will be held Thursday.

Ms. McLaughlin stated that Senate Bill 58 - regarding local boards approving observers at polling places has been withdrawn.

A copy of House Bill 73 – Election Law – Election Judges – Minimum Age - was provided to the Board at their request.

## **Board Attorney Report**

Mr. Karpinski reported that the MOU with Takoma Park has been sent to the State and BOE is awaiting a response.

Mr. Karpinski stated that a voter was sent a letter from the Montgomery County Board of Elections stating that information was received indicating that he was ineligible to vote due to non-citizenship. Mr. Shalleck has received correspondence from the voter affirming that he is a citizen and has requested a copy of the information showing that he is not a citizen under the Freedom of

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Information Act (FOIA). Mr. Karpinski stated that information was received from the Prince George's County Jury Commissioner which resulted in the voter being placed on the ineligible list. Mr. Karpinski presumes that there was an error at the Clerk's Office in Prince George's County as this voter has a long voting history and is a longtime resident of Maryland. Ms. Jurgensen has been in contact with Prince George's County and BOE is in the process of replying to the voter, noting the error.

## **Old Business (Discussed Later in the Meeting)**

### **New Business**

#### **Operations Report**

Mrs. Rzeszut reviewed a power point presentation outlining the 2016 General Election Operations Report. The full report is attached (See attachment E).

#### **Information Technology Report**

Mrs. Ross reviewed a power point presentation outlining the 2016 General Election Information Technology Report. The full report is attached (See attachment F).

Ms. Keeffe inquired where the issues encountered with the DS850 are documented. Ms. Jurgensen stated that the information was noted in Ms. Ross' written report (provided in advance of the Board meeting). The Board and staff briefly discussed issues learned with the DS850 and the training that ES&S will be providing on how to open and flatten ballots.

Board members inquired about the status of changing the Election Law regarding the staging of ballots. Ms. McLaughlin reminded the Board that staff will be presenting a plan on how the process would work if legislation were to be introduced at a future meeting.

Ms. Phillips proposed that the Board request Governor Hogan to create a task force to review and update the Election Law in light of the change in voting system. Mr. Karpinski agreed that there is a need for regulations to be updated. Mr. Shalleck suggested that other counties be contacted and added to the request. He offered to reach out to Howard County, Anne Arundel County, Baltimore County, and Baltimore City Board Presidents. Mr. Shalleck will report back at the April Board meeting.

### **Old Business**

Mr. Naimon asked to discuss the map of Montgomery County that was provided in the advance packet indicating where election judges live by zip code. He added that information provided noted that it excluded election judges living outside of Montgomery County. Prior to the Board meeting, he requested that those zip codes be provided. In reviewing the information, it could encourage additional training sessions outside of the Board of Elections (BOE). The Board members discussed potential additional training locations, particularly down-county where a lot of

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the election judges live, while staff presented issues encountered when trying to reserve facilities that would hold training and Early Voting. Ms. Jurgensen stated that staff tries to accommodate offsite training in conjunction with election judge feedback. She reminded the Board that, when this building was leased, it was understood that the facility would be built with three training rooms and, therefore, justifying the expense of outside facilities will be difficult. She also indicated that the county does not charge the Board for its facilities, but our activities may displace other activities at the facilities.

Ms. McLaughlin will check with Ms. Woods regarding the use of Bethesda Regional Service Center, Bauer Drive Community Recreation Center, and Up-County facilities for training.

Mr. Naimon inquired why BOE hires so many election judges who live outside of Montgomery County. Mr. Naimon also asked what would prompt someone living outside of the county to serve here as an Election Judge. Staff responded with some possible reasons for their choice.

Ms. Keeffe requested that the Board members attend an election judge training session during the summer. Ms. Jurgensen recommended that the session wait until the training has been finalized. In addition, there is a lot of work that the Board members will need to do regarding the need to split consolidated precincts.

## **New Business**

### **Early Voting Site Status**

Mr. Naimon inquired about the status of the Early Voting sites. Ms. Jurgensen stated that staff has contacted the Departments of Recreation and Community Use of Public Facilities with the 2018 elections dates. Staff is requesting to address the Early Voting site discussion in May.

Ms. Keeffe strongly recommended that Wheaton Westfield Shopping Center be considered as an Early Voting site. Ms. Jurgensen noted that if the shopping center is selected the location within the center may not be the same for the Primary and General. Ms. Keeffe stated that if a waiver is needed to move the site within the mall, it would be worth it.

Mr. Naimon asked about the effect of notifying the county of our need for early voting sites. Ms. Jurgensen said she would be notified if someone wants to use one of our sites during our dates, and she will notify the Board President immediately, and he can call a special meeting of the Board, if necessary.

## **Future Meetings**

Mr. Shalleck stated the next Board meeting will be on April 24.

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Ms. Keeffe inquired if further information was provided regarding the MAEO agenda. Ms. McLaughlin will provide the agenda to the Board members and the item will be discussed further at the April Board meeting.

**Adjournment**

With nothing further to discuss, Ms. Phillips moved to adjourn the Board meeting at 5:19 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

Election Director's Report  
Margaret Jurgensen

March Board Meeting

## **Posted agenda of March Board meeting on March 10, 2017**

Status Reports by Director

Attended conference on Friday, March 17 2017 – Topic Homeland Security and Elections as Critical Infrastructure. Neil Jenkins PhD DHS/Office of Cybersecurity and Communications- declared in January 2017 as critical.

- Optional- not required but Maryland is one of the 33 states that have asked DHS to assist in risk assessment and testing vulnerability. Several tests are performed and recommendations to assist with response. Fifty states and no state is the same in structure of elections management.
- Resources are limited in the structure of elections budgets.
- Vendors have asked for assistance and not at liberty to disclose.
- Recommendation of the group is for DHS to have a seat at the table when NIST Voting Groups during the development stage of the technical requirements of the next generation of voting equipment.

### A. Personnel -

- IT will complete the post-election maintenance on equipment by March 24.
- Bi-lingual OSC vacant position for the Voter Services Division is in the interview process at this time. Interviews expected to begin on Monday.
- Office of Management & Budget and Human Resources approved our department request to fill the vacant position in Operations with a re-



classified position as Program Specialist. Internal procedures must be completed before posting position which is expected to be completed by March 24, 2017. Posting will proceed upon completion of internal HR procedures.

B. Budget – Marjorie Roher

- FY 17
- FY 18 – County Executive Budget for FY 18 – Visit the Montgomery County web page.  
<http://montgomerycountymd.gov/home.aspx>

<https://reports.data.montgomerycountymd.gov/omb>

C. Voter Registration – Jessica White

- ERIC process
- MDVoters software upgrade scheduled for March 18, 2017.

D. State Board of Elections

- Draft MOU between the Montgomery County Board of Election and City of Takoma Park has been submitted for review to the State Board of Elections.
- Biennial is scheduled for October 23, 2017 in Annapolis, MD at the Double Tree Conference Event Center. This meeting is mandatory for the Board members, Board Attorney, Director and Deputy Director. This is an all-day event- 9:00am to 5:00pm and topics will be determined after the legislative session.
- Linda Lamone advised Election Directors to monitor SB 406 regarding the opportunity to request additional scanners for 2018. Related to this is that the Board should prepare a letter to the County Executive requesting the additional scanners again for this upcoming

election cycle. Once the session is final, the request will need to go before the Board of Public Works.

- ES&S and State Board staff briefed Directors on the updates on the software upgrades, maintenance requirements, training and Mock Election planning that will occur. The issue of the number of candidates that can be viewed is 14 names on one screen.
- General discussion of the use of the Ballot Marking Device for Early Voting in 2018.
- Inventory planning and deadlines for Maryland Department of General Service
- RFP for moving services still in development with Maryland State Board of Elections staff.
- Electronic Poll books will have updated software and all batteries will be replaced.
- Summary Guide for Maryland Candidacy & Campaign Finance Laws is available electronically.

E. Legislation – Alysoun McLaughlin (see attachment)

Board Attorney Report - Kevin Karpinski

Old Business -

New Business-

A. Report from Operations regarding the 2016 Elections – Chris Rzeszut

B. Information Technology Report – Janet Ross

C. Early Voting Site Status – David Naimon

Mr. President -Staff requests to report in May 2017 regarding the EARLY Voting sites and precinct adjustments.

**FY17 OPERATING BUDGET SPREADSHEET**  
**Through February 28, 2017 (As of March 6, 2017)**

LINE ITEM	FY17 APPROVED	FY17 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>4,098,274</b>	<b>3,026,904</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,335,363</b>	<b>2,534,740</b>
50010 - Full Time Salaries	2,200,010	1,249,285
50012/50020 - Part Time Salaries/Seasonal Temps	684,709	731,936
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	138,236
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>886,038</b>	<b>870,173</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	249,315	415,283
<b>5A002 - FICA</b>	<b>226,428</b>	<b>199,312</b>
<b>5A003 - Group Insurance</b>	<b>357,768</b>	<b>187,633</b>
<b>5A004 - Group Retirement</b>	<b>178,715</b>	<b>105,219</b>
<b>OPERATING EXPENSES</b>	<b>4,502,562</b>	<b>3,219,749</b>
<b>6A001 - Services and Contracts</b>	<b>1,585,544</b>	<b>1,309,064</b>
60060 - Legal/Attorney Services	75,000	86,198
60066 - SBE Program Management	614,079	365,934
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	848,284
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	0
<b>6A002 - Maintenance</b>	<b>276,281</b>	<b>129,781</b>
61010 - Computer Equip Repairs/Maint (EPB)	276,281	129,781
<b>6A003 - Rentals/Leases</b>	<b>1,715,518</b>	<b>1,023,362</b>
61902 - Furniture Rentals (Polling Place)	7,000	8,369
61924 - Other Equipment Rentals (MDVoters)	563,083	373,225
61926 - Bldg or Space Rental/Leases (Pol. Place)	34,485	30,034
61932 - Other Rentals/Leases (Voting System)	1,110,950	611,734
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>164,804</b>	<b>152,091</b>
62010 - General Office Supplies+	70,000	69,390
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>2,872</b>
62700 - Books/Reference Materials	2,500	363
62712 - Other Books, Videos, and Subscriptions	1,000	2,509
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>164,585</b>	<b>90,210</b>
62826 - Keys and Locks	0	2,705
62848 - Tools	0	88
62896 - Parking Meters	0	0
62946 - Charges from SBE	164,585	87,417
<b>6A013 - Printing/Central Duplicating Services</b>	<b>144,406</b>	<b>162,681</b>
63016 - Imaging	10,000	4,178
63018 - Document Shredding	0	123
63020 - Office Mach. Cop. Leasing	11,760	12,272
63022 - Other Central Dup Svc - Printing (all printing costs)	122,646	146,109
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**FY17 OPERATING BUDGET SPREADSHEET**  
**Through February 28, 2017 (As of March 6, 2017)**

<b>LINE ITEM</b>	<b>FY17 APPROVED</b>	<b>FY17 YEAR TO DATE*</b>
<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>149,534</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	86,973
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>38,489</b>
63300 - Outside Mail Services (VNCs and all other postage)	90,000	37,186
63304 - Other Outside Mail Services	500	1,303
<b>6A017 - Motor Pool</b>	<b>10,965</b>	<b>6,686</b>
63500 - Assigned Motor Pool Vehicles	8,965	4,657
63504 - Daily Rental Motor Pool	2,000	1,897
63508 - MP EZPASS Charges	0	132
<b>6A018 - Communications Services</b>	<b>33,670</b>	<b>25,219</b>
63604 - Cellular Phone Line Charges	2,800	4,390
63618 - Blackberry Charges (smart phones)	9,000	5,429
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>16,156</b>
64010 - Metropolitan Area Travel	17,996	12,506
64012 - Non-Metropolitan Area Travel	6,000	3,650
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>1,640</b>
64100 - Local Conference Related	2,000	333
64102 - Non-Local Conference Related	0	429
64120 - Other Education, Tuition, & Training	8,125	878
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>2,280</b>
64200 - Professional Memberships (Individual)	2,000	2,280
<b>6A024 - Advertising</b>	<b>27,756</b>	<b>27,400</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	27,756	27,400
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>3,473</b>
69999 - Other Misc Operating Expenses	5,000	3,473
<b>DEPARTMENTAL TOTAL</b>	<b>8,600,836</b>	<b>6,246,653</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		

**COUNTY EXECUTIVE'S PROPOSED FY18 OPERATING BUDGET FOR THE MONTGOMERY COUNTY BOARD OF ELECTIONS**

	Required	Stipend	Training fee	Total	Current Stipend Including the 11th Voting Site	Option 1 - Increase Stipend	Proposed Increased Stipend with training fee	Option 1 - Increased Stipend for most judges
<b>Election Day** 237 Precincts</b>								
Chief Judge	474	\$ 200.00	\$ 50.00	\$ 250.00	\$118,500	\$ 50.00	\$ 300.00	\$ 142,200.00
Voting Operation Judges	1862	\$ 150.00	\$ 30.00	\$ 180.00	\$335,160	\$ 30.00	\$ 210.00	\$ 391,020.00
Provisional Judge****	237		\$10.00	\$ 10.00	\$2,370		\$ 10.00	\$ 2,370.00
Voting Ops Judge-Driver*****	237	\$ 10.00	-	\$ 10.00	\$2,370		\$ 10.00	\$ 2,370.00
Opener/Closer Part-time	40	\$ 50.00	\$ 30.00	\$ 80.00	\$3,200	\$ 25.00	\$ 105.00	\$ 4,200.00
Closer Judges	424	\$ 75.00	\$ 30.00	\$ 105.00	\$44,520	\$ 25.00	\$ 130.00	\$ 55,120.00
Line Judge	10	\$ 75.00	\$ 10.00	\$ 85.00	\$850	-	\$ 85.00	\$ 850.00
Roamers	30	\$ 275.00	\$ 50.00	\$ 325.00	\$9,750	\$ 50.00	\$ 375.00	\$ 11,250.00
Consolidated Judges***	92		\$ 10.00	\$ 10.00	\$920	\$ 25.00	\$ 35.00	\$ 3,220.00
Stand-by Chiefs	18	\$ 50.00	\$ 50.00	\$ 100.00	\$1,800	-	\$ 100.00	\$ 1,800.00
Stand-by Judges	25	\$ 50.00	\$ 30.00	\$ 80.00	\$2,000	\$ -	\$ 80.00	\$ 2,000.00
<b>Early Voting 11 Sites *</b>								
Early Voting Chief Judges (+16)^A	176	\$ 200.00	\$ -	\$ 200.00	\$35,200	\$ 50.00	\$ 250.00	\$ 44,000.00
Early Voting Ops Judges (+96)	1036	\$ 150.00	\$ -	\$ 150.00	\$155,400	\$ 25.00	\$ 175.00	\$ 181,300.00
Provisional Judges (+8)	44	\$ 150.00	\$ -	\$ 150.00	\$6,600	\$ 25.00	\$ 175.00	\$ 7,700.00
Same Day Vot Regis Judges (+8)	88	\$ 220.00	\$ 30.00	\$ 250.00	\$22,000	\$ 25.00	\$ 275.00	\$ 24,200.00
Line Manager (+2)	48	\$ 75.00	\$ -	\$ 75.00	\$3,600	\$ 25.00	\$ 100.00	\$ 4,800.00
Standby Chief Judges	88	\$ 50.00	\$ -	\$ 50.00	\$4,400	\$ -	\$ 50.00	\$ 4,400.00
Standby Judges	98	\$ 50.00	\$ -	\$ 50.00	\$4,900	\$ -	\$ 50.00	\$ 4,900.00
Runners	16	\$ 200.00	-	\$ 200.00	\$3,200	\$ 25.00	\$ 225.00	\$ 3,600.00
<b>TOTAL</b>					<b>\$756,740</b>			<b>\$ 891,300.00</b>
<b>Amount Above FY17 Budget (\$804,825)</b>					<b>(\$48,085)</b>			<b>\$ 86,475.00</b>

\* 9:00am - 9:00pm Early Voting Center

\*\* 6:00am - 10:00pm

\*\*\* non standard precinct

\*\*\*\* new mandate, this position is being covered by existing Voting Operations Judges with only an additional training fee needed

\*\*\*\*\* Newly mandated Provisional Judges and additional Judges for additional Early Voting Site

\*\*\*\*\* Cells with no numbers indicate no change or no funds associated

\*\*\*\*\* Voting Operation Judge Drivers receive an additional \$10 stipend for the time involved in returning supplies to BOE,  
no additional training fee is needed

^^ Early Voting Chief Judges also serve on Election Day and, therefore, no additional fee is needed

Selected Election Legislation in the 2017 Session of the Maryland General Assembly  
as of March 20, 2017 (changes underlined from March 15 version)

Includes only legislation that has received a favorable report from committee. 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=broadsubjpage&tab=subject3&ys=2017RS>)

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
<a href="#">HB 73</a>	Election Law – Election Judges – Minimum Age	Delegate Luedtke (D-Montgomery)	Passed the House 103-35. <u>Scheduled for Senate hearing on March 23 at 1pm.</u>	As amended, lowers the minimum age to serve as an Election Judge and work more than 12 hours on an Early Voting day or on Election Day to age 16 with parental consent. Requires the SBE to survey the local boards after the 2018 elections and provide a report that includes findings and recommendations concerning the value of 16 year old Election Judges.	SUPPORT WITH AMENDMENT	SUPPORT WITH AMENDMENT	SUPPORT WITH AMENDMENT
<a href="#">HB 143</a>	Elections – Miscellaneous Duties and Procedures	Chair, Ways and Means Committee on behalf of SBE	Passed the House 137-0. <u>Scheduled for Senate hearing on March 23 at 1pm.</u>	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
<a href="#">HB 169/ SB 91</a>	State Board of Elections – Open Meetings – Video Streaming and	Delegate Korman (D-Montgomery)	Passed the House 137-0; awaiting Senate action	As amended, House bill requires SBE to create an audio recording of each open meeting and post it on its website along with each document and handout used or submitted by the public at the meeting.	SUPPORT	NOT TRACKED	SUPPORT

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
	Recording (State Board of Elections Transparency Act)	Senator Kagan (D-Montgomery)		Senate bill has not advanced from committee; contains original language requiring live video streaming and a complete unedited video recording to remain available for a minimum of four years.			
<u>HB 345/ SB 423</u>	Elective Franchise – Registration and Voting at Polling Place	Delegate Reznik (D-Montgomery)  Senator Pinsky (D-Prince George’s)	Passed the Senate 32-13. Scheduled for House hearing on March 23 at 1pm.	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 529</u>	Election Law – Political Parties, Candidacy, and Campaign Finance	Chair, Ways and Means Committee on behalf of SBE	Passed the House 139-0. <u>Scheduled for Senate hearing on March 23 at 1pm.</u>	Makes various changes to campaign finance law. Provision of note for election administration alters the date and time by which candidates seeking to be nominated by petition must file a declaration of intent to the first Monday in July, rather than the earlier deadline for primary election candidates.	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)	Passed the House 139-0. Passed Senate 47-0. <u>Senate bill scheduled for House hearing on March 23 at 1pm.</u>	As amended in both House and Senate, changes the time when polling place facilities must begin allowing campaign signs to be placed on the premises from 7pm to 5pm on the day before an election. Original language would have set the time at 4pm.	NO POSITION AS AMENDED	NOT TRACKED	NO POSITION
<u>HB 1626</u>	Election Law – Early Voting – Registered Voter Updating the Voter’s Address on an Existing Registration	Delegate Ali (D-Baltimore City)	<u>Passed the House 99-40.</u>	Repeals requirement that a person applying to change an address on an existing voter registration during early voting provide proof of residency.	SUPPORT	NO POSITION	SUPPORT

Bill Number	Title	Sponsor	Status	Synopsis	MAEO Position	MACo Position	Board Position
SB 406	Election Law – Voting System – Digital Scanners	Senator Peters (D-Prince George’s)	<u>Passed the Senate 46-0.</u>	As amended, requires the State Board of Elections to acquire at least two digital scanners for each polling place designated by a local Board to receive multiple scanners, on request of the local Board and with the approval of the applicable county governing body. Also requires the SBE to conduct a statewide independent automated software audit of the ballot images for each primary and general election.	SUPPORT	NOT TRACKED	SUPPORT



**2016 Presidential General Election  
Operations Group- Chris Rzeszut  
Summary Report to Montgomery County, MD Board of Elections  
March 20, 2017**

During the 2016 Election Cycle, the Operations group participated in the conduct of the Primary election and learned what it meant to offer and assist with the implementation of a paper-based voting system. Challenges were met for the General election and changes were made to improve process where appropriate. Objectives were reviewed. Processes that proved efficient were continued through the November election and BOE staff reviewed areas that required improvement. One procedural adjustment was the retrieval of the ballot bins. The new practice worked extremely well and improved the time involved when returning materials on election night. Operations staff continue to obtain knowledge regarding the new voting system, using a paper ballot. Incentives remain focused on incorporating efficient procedures through collaboration with the entire Board of Elections staff. Operations is dedicated to protecting the integrity of elections by following efficient processes and improving voting for the residents of Montgomery County.

For your review, a summary of each of the roles of the Operations group follow:

**Candidate Filing:**

A significant portion of the election cycle was dedicated to the primary function of ensuring that the ballots are correct. An extensive proofing process involving several proofing teams following State ballot guidelines confirmed that both Montgomery County's ballots, English and Spanish versions, were prepared accurately, listed candidate names correctly, ensured that the audio ballot had correct pronunciations of names and all issues or ballot questions were per State election laws. Ballot verification went well with minimal iterations before printing; and upon approval, ballot faces were transmitted to the Deputy Director for incorporation into the Sample Ballot. Secondly, staff monitored petition requests and write-in candidates. There were no declarations of intent for Montgomery County; although there were several write-in candidates filed for the General Election. Consequently, posters listing write-in candidate names were created and displayed in each polling place for voter reference.

**Supply Warehouse:**

The Supply Warehouse supervisor, permanent staff members and temporary staff hired for several weeks leading up to the election were responsible for preparing all needs (supplies, signage, forms, etc.) for 232 polling places and ten early voting centers. Materials and equipment totaling thousands of pieces were ordered, counted, organized and packed into 928 bags to be distributed to Chief Judges. Before delivery to the judges,

supply bag verification occurred—100% verification by warehouse supervisor, 25% check by the group manager, 10% verification by the Election Director and a one percent verification by Board members. The essential requirement for the General Election was a sufficient supply of paper ballots. Using a formula based on historical voter turn-out data, each polling location was allocated an accurate complement of ballots. It was vital that polling places were supplied with an adequate number of ballots to accommodate all the voters in the precinct. There were 834,500 ballots ordered which equates to 1,669,000 pieces of paper as the 2016 General ballot consisted of two cards per voter.

After the Primary Election, a change in procedure occurred. Most all polling place supply bags were packed into the black transfer carts to be delivered to each location. However, with the increased number of scanners and ballots required for the General Election, space in the 256 black carts was needed to transport scanners and ballots. BOE returned to its original practice of a Saturday, Supply Bag pickup by Chief judges. Also as mentioned earlier, Blue Ballot Bin retrieval in cooperation with the commercial mover and the Montgomery County Department of General Services went well during the election night returns. Moving trucks were assigned to eight satellite locations, precincts were designated to a satellite where a Voting Operations Election Judge returned the blue bins to the satellite. Bins were verified and loaded onto trucks. Once trucks were loaded, the trucks reported to a staging area at Lakeforest Mall. When traffic eased at BOE, the trucks were called in and 979 bins were off loaded. This eased traffic volume during the peak period of election returns and proved to be a much more efficient way of retrieving equipment and accurately accounting for the ballots. It should also be noted that 256 black carts containing scanners, BMDs and ballots and 949 Electronic Poll Books deliveries went as planned—each location receiving the equipment assigned providing each site with the voting equipment required for setup Monday evening.

Supplying ten Early Voting sites for eight days is demanding. Three runners and one ballot runner were hired to replenish needs at the centers. The runners were assigned a geographic area where they took the responsibility of delivering election materials to their designated sites daily and the ballot runner's responsibility was to collect full ballot bins and deliver replacement bins when necessary. Again this change in routine proved a well-organized method of covering early voting needs.

### **Polling Places:**

Again all 232 polling places were accessed at 6:00 a.m. on Election Day and all were open, ready to welcome voters at 7:00 a.m. The managers and owners of polling facilities should be recognized. Through collaboration with BOE staff members and Election Judges, buildings were available and easily accessed. One MCPS Building Service Manager had an auto accident on the way to their school on election morning. The manager quickly communicated with superiors to guarantee that the building was open to the Election Judges on time. We commend our colleagues. BOE success is partially owed to the resources of many organizations and people who take part in conducting elections.

Early Voting went well. Coordination of contracting facilities, changing locks and delivery of equipment was successful. Plans and processes were solidified. A primary goal is to maintain continuity so center managers and election judges become comfortable with leading their assigned centers. The additional center, Potomac Community Recreation Center, added in 2016 was busy. It ranked as the third highest of Montgomery County centers serving voters during the General Election. Lines developed the last night of voting at most centers; however with anticipation of this possibility, BOE and center staff worked to oversee the lines and focused on minimizing the wait by adding staff, ensuring that there were adequate ballots available and handling lines. Lines developed quickly at Silver Spring Civic Building and again, BOE congratulates and thanks staff at the Silver Spring facility for their assistance. One Security Officer was especially good at directing, informing and greeting voters with good humor.

### **Polling Place Support Program (PPSP):**

Board of Elections contracts the Montgomery County League of Women voters to survey each polling location and provide a report reflecting survey findings. PPSP volunteers' efforts concentrate on concerns of the State Board and the Local Board to safeguard superior voting service, to monitor compliance with State laws and regulations and to maintain high quality polling locations throughout Montgomery County. The volunteers survey the polling sites and meet with Chief judges while completing a State form which is forwarded to the State Board office as part of the election audit procedures. The Polling Place Evaluation Forms submitted by the PPSP volunteers who visited polling sites on Election Day and from comments provided at the PPSP Debriefing Session on November 29<sup>th</sup> indicated that, "it is clear that the election ran very smoothly." Surveyors articulated how valuable it was to have two scanners at most polling places and what a good job judges were doing in creating a friendly atmosphere and processing lines smoothly and efficiently. Also noted, was the judges' increased familiarity with the scanners and their ability to trouble shoot. Surveyors also reported that polling locations were safe and accessible. Some of the positive comments regarding polling places were polling site was "Very busy but efficient." or polling place experienced "Extremely heavy voter turnout; judges are doing a great job of control."

Respectfully submitted by Christine Rzeszut  
and Operations staff members.

## 2016 Presidential Primary Election IT Staff Summary Report

The objective of this summary is to provide a summary of the functions accomplished by the IT Team and to identify processes that can be improved which will result in improved performance in the upcoming November 8, 2016, General Election.

### Overview of IT Tasks for Conducting Elections

The Information Technology Staff is responsible for maintaining, testing, preparing, distributing and accounting for all IT related election equipment. The IT Department also offers support in other areas which includes the call center, set up and dismantling of Early Voting Centers, runners for pre-election set-up activities and Election Day, data upload and verification on election night, and canvass support.

#### *IT Personnel (20 Total):*

- BOE Permanent IT Employees: 4
- BOE Temporary IT Employees: 10

The IT Staff is also assisted by the following:

- SBE Regional Manager (State Employee): 1
- SBE County Technician (State Temporary Employee): 1
- Department of General Services: 5

### Equipment Preparation

Preparation of the election equipment normally consists of four major processes;

- **Logic and Accuracy Preparation** – allocation of voting equipment and peripherals to precincts and Early Voting sites is performed. The Integrity Reports for the equipment are also created during this process.
- **Creation of media for election equipment** – loading the election database onto memory sticks for Early Voting and Election Day for all Early Voting sites and Election Day precincts.
- **Logic & Accuracy (L&A) Testing** – all equipment that will be used in the election is tested prior to the election to ensure it is functioning properly.
- **Bulk Update** – adds supplementary database to Election Day EPBs so that the voters who voted early and voters who were issued absentee ballots after Registration Close are reflected correctly in the pollbook.

In addition to the above processes, the IT Staff were required to perform Post Election Maintenance on all voting equipment in our inventory. The purpose of PEM is to ensure that the voting equipment is ready for the next election.

## ***Issue Encountered During Logic & Accuracy Testing***

During L&A Testing, the IT Staff was notified by the SBE Regional Manager that a portion of the L&A procedures supplied from the State were incorrect. The step that was incorrect required the IT Staff to adjust the clock on the scanners back an hour since the Election would occur after Daylight Savings ended. The scanner's clock adjusts automatically when Daylight Savings occurs or ends.

**Resolution:** The L&A procedures received from the State were updated by the IT Staff to remove the step of adjusting the time on the scanner clock. This correction required that the IT Staff adjust the clock on the 162 scanners for which L&A had been completed. In addition, the Integrity Reports were updated to reflect the new seals placed on the machines after the clocks were adjusted.

## ***Integrity Reports***

The Integrity Reports for the BMDs, scanners and pollbooks are created during the Logic and Accuracy preparation process. The data contained on these reports are validated by the IT Team during Logic and Accuracy Testing for the scanners and BMDs and during the Bulk Update process for the EPBs.

For this election, the IT Team achieved the following overall accuracy rates for the three different Integrity Reports:

**BMD Integrity Reports** – 100% (0 errors reported for 480 items)

**Pollbook Integrity Reports** – 99.83% (5 errors reported for 2,847 items)

**Scanner Integrity Reports** – 98.86% (47 errors reported for 4,122 items)

## **Early Voting**

### ***Equipment Deployed***

The BOE deployed the following equipment to accommodate voters during Early Voting:

- 35 scanners
- 20 ballot marking devices
- 115 pollbooks

### ***Equipment Performance***

The scanners performed well, though the high volume of voters created some malfunctions and paper jams. Most of these issues were resolved by walking the Center Managers or Chiefs through troubleshooting steps over the phone. There were a few scanner issues that required a member of the IT Staff to visit the site to troubleshoot the machine. These issues are listed below:

- one scanner (Germantown) – would not scan ballots after scanning 100 ballots; it was later determined that there was an electrical problem with the wall where the outlet was located.

- one scanner (Mid County) – stopped accepting ballots during the evening on the last day of Early Voting; error messages displayed on the screen. IT Tech attempted to troubleshoot the machine but could not resolve the error message. Scanner was not used for the last few hours of Early Voting.

There was a low memory error message displayed on all the pollbooks at the Silver Spring site during the first evening of Early Voting. During the second day of Early Voting, the pollbooks at all the Early Voting sites begin displaying the low memory error message.

IT Staff contacted the State about this issue, and was informed that this was a problem throughout the State. The fix implemented by the State was to have the Center Managers reboot the pollbooks every few hours to clear the memory. This was highly recommended to be done at the sites that had a high voter turnout for the day.

In addition to the above low memory issue, additional pollbook issues encountered were screen freezes; not syncing with other pollbooks at site or the State at closing. Due to these issues, three pollbooks that were replaced during Early Voting.

The only issues reported for the Ballot Marking Device were voters inserting their Voter Authority instead of the Ballot Activation card which caused the Ballot Marking Device to jam.

### ***Early Voting Call Center***

The Early Voting call center personnel answered questions from election workers and the public; notified the Operations Supply Warehouse of supplies needed and provided technical assistance when needed. The call center personnel included members of the election worker training staff, temporary election workers, and IT Staff. Listed below is a breakdown by category of the calls received:

- 45 – ballot questions/issues
- 37 – blue ballot bin questions/request for pick-up of full bin
- 76 – equipment (BMD, pollbooks, scanners) issues/question
- 69 – Informational
- 47 – Election Judge issues
- 13 – Procedural questions
- 18 – Same Day Registration question/issues
- 163 – Supply requests

## **Election Day**

### ***Equipment Deployed***

The BOE deployed the following equipment to accommodate voters on Election Day:

- 458 scanners
- 240 ballot marking devices
- 949 pollbooks

## ***Equipment Performance***

On Election Day, the BOE's Help Desk received 15 calls relating to scanner jams. Most of the jams were resolved by walking the Roamer or Chief through troubleshooting steps. For a few of the jams, an IT Tech had to be dispatched to resolve the issue. Some of the reasons for the ballot jams are listed below:

- Metal bar on back of the scanner was not locked in place to prevent ballots from jamming.
- Voter scanned Voter Authority Card in the scanner instead of ballot.
- Chiefs failed to open the Blue Ballot Bin.
- Plastic piece found in the scanner by an ES&S tech; once plastic piece was removed the scanner stopped jamming
- Back of the scanner was not opened, which caused the scanner to overheat and jam; or back of scanner was too close to the wall

Five calls were received relating to scanners not scanning any ballots. The ES&S representative on site advised the Help Desk personnel to inform callers reporting this problem to reboot the scanner. This fix resolved the scanner not accepting any ballots for all calls received.

Pollbook issues encountered on Election Day were screen freezes and not syncing with other pollbooks at the polling place. There was one pollbook replaced for precinct 06-04 Dufief Elementary School because of a syncing issue.

## ***Election Night Reporting***

The results from Early Voting were tabulated by 5:00 PM on Election Day and provided to the State prior to 8 PM. The Early Voting results were posted to our website at 8:06 PM.

For this election, Montgomery County used seven regional sites instead of eight. Six of the sites were located throughout the county and the BOE location was the central or main site.

Using the regional sites improved our ability to report the results earlier. By 11:20 PM 98.13% of the results were received and uploaded which is equivalent to 262 out of 264 Early Voting and Election Day precincts.

## **Canvass**

At the beginning of canvass, there were issues with the DS850 (high speed scanner) jamming excessively when attempting to scan ballots. This caused the IT Staff to fall behind in scanning ballots. Staff reported issue and an ES&S representative was sent to inspect the machine and to determine why it was jamming. Several ES&S representatives were sent and an adjustment to the scanner was made and the ES&S subject matter expert instructed the IT Team on ballot prep to reduce the jamming. Another DS850 was delivered on Friday to mitigate the ballot backlog. In addition, the representative assisted the staff in redesigning the SBE prescribed work flow process to make the scanning more efficient.