

APPROVED

May 15, 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
Alexander Vincent
David Naimon
Graciela Rivera-Oven

Board Attorney:

Kevin Karpinski

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:

Dolly Kildee
Barbara Sanders
Helen Vallone

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

https://youtu.be/Yg6h3_dLk4I

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Convene the Board Meeting and Declare a Quorum Present

Mr. Shalleck called the Board meeting to order and declared a quorum present at 2:33 p.m.

Mr. Shalleck acknowledged the appointment of Deputy Director, Alysoun McLaughlin, to the Board of Advisors for the United States Election Assistance Commission. The Board congratulated her on her appointment.

Approval of the April 24, 2017, Board Meeting Minutes

Mrs. Khozeimeh moved to accept the April 24, 2017, Board meeting minutes as amended. The motion was seconded by Ms. Keeffe and passed unanimously.

Additions/Changes to the Agenda

Mr. Shalleck stated that an Executive Session will be held following the meeting to discuss a personnel matter.

Ms. Keeffe requested that a new item be discussed under New Business.

Public Comments

There were no public comments.

Election Director Status Report (Incorporated as Attachment A)

Public notice of the Board meeting was posted on April 14, 2017.

Personnel

Ms. Jurgensen reported that the new Bilingual Office Services Coordinator is expected to start on May 30.

Budget (Incorporated as Attachment B)

Ms. Roher stated that the budget spreadsheet detailing FY17 expenditures was provided in advance. She reported there is 20.91% remaining in the FY17 budget and no significant change since last month.

Ms. Roher stated that the 3rd quarter State bill was received in the amount of \$400,412.69 and the charge would be reflected in the June spreadsheet, adding that the final State bill is expected to be received in July.

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Ms. Roher reported that the Council passed the FY18 County Executive Budget for \$8,041,700.00, which includes funds for the increase in the Election Judge stipend and the additional Early Voting sites. She added that the FY18 Reconciliation List is expected to be voted on between May 18 and 25 and she explained that the Council's deliberations are not in open session. Ms. Roher will notify the Board once the decision is made on the Reconciliation List.

Ms. Roher noted that reservations for the MAEO Conference have been completed and the information was provided to the Board members.

Ms. McLaughlin provided an updated MAEO Conference agenda.

Voter Registration

Ms. White reported there were 660,421 active voters as of April 30 and 658,483 as of today (May 15). She added that staff continues to work through voter registration requests and processing returned sample ballots.

State Board of Elections

Ms. Jurgensen reported that the Biennial Meeting is scheduled for Monday, October 23, 2017, in Annapolis, Maryland. The meeting is mandatory for Board members and the Board Attorney, and that if anyone is unable to attend the Biennial, they should contact State Board of Elections Administrator Linda Lamone.

Ms. Jurgensen stated that correspondence was received from the Ethics Commission regarding the electronic filing process.

Ms. Jurgensen reported that the State Board of Elections has completed its audit of the Montgomery County Board of Elections' 2016 Presidential Election procedures and operations. She added that staff is addressing the findings and a report will be presented at the June Board meeting.

Board Attorney Report

Mr. Karpinski reported that the letter regarding the ballot marking device was finalized and sent out last week, adding that a copy will be provided to the Board. Mr. Naimon inquired if it would appropriate to post the letter to the website. Ms. Khozeimeh suggested that the letter be attached to the minutes.

Mr. Karpinski reported that the State Board of Elections' Assistant Attorney General is in the process of responding to Judicial Watch's allegations, and Mr. Karpinski is requesting that the Montgomery County Board of Elections Board have an opportunity to add comments. Mr. Karpinski is awaiting a response from the Assistant Attorney General and in the interim, has provided him the list maintenance PowerPoint presented at the April Board meeting.

Mr. Karpinski reported that a FIOA request has been submitted from the *Public Interest Legal Foundation*. The Board members briefly discussed how staff will prepare to comply with the request and the potential cost.

Old Business

No Old Business was discussed.

New Business

Ms. Keefe thanked staff for providing the Early Voting information in advance and stated that the information was useful.

Mrs. Rzeszut reviewed nineteen staff-proposed Early Voting sites. The current 2018 Early Voting Centers under review can be found at www.777vote.org

The following sites were presented:

- **Activity Center at Bohrer Park** – It was suggested the use of the gym be considered.
- **Bauer Drive Community Recreation Center** – It was suggested that a shuttle from Leisure World be considered and the potential use of the gym was discussed. Mrs. Rzeszut noted that there are connectivity issues in the gym and that BOE would need permission to install an antenna outside of the building.
- **Brookside Gardens Wheaton Regional Park** – Challenges with transportation, the size of the room, and potential conflict with a scheduled wedding were discussed.
- **Damascus Community Recreation Center** – Board members noted increased development in the community and discussed how the site could further be promoted if selected.
- **Executive Office Building** – Mrs. Rzeszut noted that arrangements for parking in the Council garage would be made as in the past.
- **Germantown Community Recreation Center** – It was suggested that the Board use the gym. It was suggested that the schematic/layout of the room and placement of the poll books be reconsidered. Ms. Jurgensen agreed to check the electrical supply for the proposed position of the poll books.
- **Gwendolyn E. Coffield Community Recreation Center**
- **Jane E. Lawton Community Recreation Center** – It was suggested that the Bethesda route could include a stop closer to the Early Voting site. Mrs. Rzeszut stated that she will inquire. It was suggested that the use of the gym be considered.

- **Long Branch Community Recreation Center (Alternate)** – Board members inquired about how many parking spaces are at the nearby overflow parking at the library. Mrs. Rzeszut stated that she will inquire about the additional spots.
- **Longwood Community Recreation Center** – Board members expressed concern with sidewalk access to the center and whether there is air conditioning. Ms. Jurgensen stated that staff will verify if there is air conditioning.
- **Marilyn J. Praisner Community Recreation Center**
- **Mid-County Community Recreation Center**
- **Nancy H Dacek North Community Recreation Center** – Bus access to the site was discussed. Mrs. Rzeszut noted the bus stop location on the power point.
- **Potomac Community Recreation Center** – Staff has requested use of the gym for the 2018 election cycle. Mrs. Rzeszut stated that construction in the parking lot is scheduled to occur from fall 2017 through April 2018 and that construction delays could impact parking at the site for Early Voting.
- **Sandy Spring Volunteer Fire Department** – The proximity of the site to Olney and the accessibility of the 2nd floor potential polling place were discussed.
- **Silver Spring Civic Building** – It was requested that accessible parking be designated by the ramp located behind the building.
- **Upper County Community Recreation Center (Alternate)**
- **Westfield Wheaton Mall** – Ms. Rzeszut stated that the Board has not been granted permission to allow any electioneering on the Westfield property but that she will be contacting other jurisdictions that have held an election with electioneering on a Westfield property for guidance. Board members asked that staff seek assistance from the county in leasing property to host an Early Voting site. Ms. Jurgensen noted that Westfield Mall will accommodate voting in a hallway but will not discuss a lease on a retail space until April 2018. It was suggested that the Mid-County Regional Services Center be explored as an Early Voting site.
- **White Oak Community Recreation Center**

Ms. Jurgensen suggested that Brookside Gardens Wheaton Regional Park be taken off the considered list due to its lack of space and access. Board members agreed.

Ms. Jurgensen stated that the eighteen proposed Early Voting sites will be posted on the website for public comment and review. She added that public comments can be received through September.

Mrs. Rivera-Oven stated that she does not agree that Longwood Community Recreation Center be considered as an Early Voting site if there is no public transportation access all day. Board members suggested the use of Good Counsel, and the Olney Theater Center.

Ms. Roher suggested that the website state that anyone who would like to submit potential sites to be considered may do so in writing, and those who would like to comment on the proposed sites may contact the Board of Elections to address the Board at a meeting or may submit comments in writing. Board members agreed.

Polling Place Changes

A preliminary list was provided to the Board. Ms. Jurgensen requested that the item be discussed at the June Board meeting when a full list is available. Ms. Keeffe requested that staff note if any of the sites presented at the June board meeting would be in a shared facility.

The City of Takoma Park

Mr. Karpinski reported that the City of Takoma Park has changed its election date. Takoma Park had requested to hold its 2018 municipal election in conjunction with the 2018 Federal Election at specific polling places. Now the City of Takoma Park will be holding it in 2020.

Board Secretary

Ms. Keeffe announced her resignation as Board Secretary, citing an agreement with Mr. Naimon. She noted that she sent an email to Board members and staff noting her reason for the resignation.

Ms. Keeffe made a motion to nominate Mr. Naimon as Board Secretary. The motion was seconded by Mrs. Rivera-Oven. Mr. Vincent spoke against the motion. Ms. Keeffe and Mr. Naimon spoke in favor of the motion. Ms. Keeffe and Mr. Naimon voted for the motion. Mr. Shalleck, Mrs. Khozeimeh, and Mr. Vincent voted against the motion. The motion failed.

Mr. Vincent made a motion to nominate Ms. Keeffe as Board Secretary. The motion was seconded by Mrs. Khozeimeh. Mr. Naimon stated his disappointment that the majority was no longer deferring to the minority as to who would represent the minority. Mr. Shalleck, Mrs. Khozeimeh, and Mr. Vincent voted for the motion. Ms. Keeffe voted against. Mr. Naimon abstained. The vote passed.

Future Meetings

The next Board meeting is June 19, 2017.

Adjournment

Mrs. Khozeimeh moved to adjourn the Board meeting at 5:09 p.m. and move into Executive Session. The motion was seconded by Mr. Vincent and passed unanimously.

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Executive Session

The Montgomery County Board of Elections convened in Executive Session at 5:09 p.m., pursuant to State Government Article 10-508(a)(1)(2) and (13) to discuss a personnel matter.

The Montgomery County board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Jim Shalleck, Nahid Khozeimeh, Mary Ann Keeffe, Alex Vincent, David Naimon, Jackie Phillips, Graciela Rivera-Oven, and Board Attorney Kevin Karpinski.

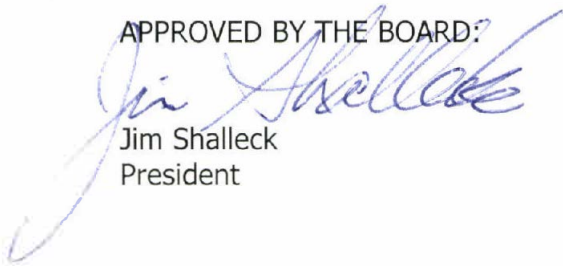
Minutes for the closed session will be provided by Mr. Karpinski.

Respectfully Submitted,



Lisa Merino
Office Services Coordinator

APPROVED BY THE BOARD:



Jim Shalleck
President

May 15, 2017 – Monday at 2:30pm
Montgomery County Board meeting
Election Director Report

Meeting notification was posted May 4, 2017

Call to order and declare Quorum present

Minutes approval

Public Speakers – Not at the time

Election Director Status Report

A. Personnel

1. The new bi-lingual staff person will start on May 30, 2017.
2. Alysoun McLaughlin appointed to the Board of Advisors to the Election Assistance Commission.

B. Budget – Margie Roher

1. FY 17 Budget update
2. FY 18 County Executive's Budget for the Board of Elections was approved by the Council.
3. FY 18 Budget approval scheduled on May 25, 2017
4. MAEO Conference

C. State Board of Elections

1. Biennial Meeting is scheduled for Monday, October 23rd at the Double Tree Annapolis located at 210 Holiday Court, Annapolis.
2. Letter from Ethics Commission regarding all filings related to financial disclose will be electronically. (Letter from Ethics Commission in folder)
3. Audit from SBE identified issues for the staff to address. This will be presented at the next Board meeting.

Board Attorney's Report – Kevin Karpinski

1. Letter

Old Business

New Business

1. Review of Early Voting Sites for 2018
2. Polling places changes – recommend to lay over to June

Future meetings

1. Reminder to advise Margie or Lisa when you do not plan to attend a meeting because of conflict or illness.

FY17 OPERATING BUDGET SPREADSHEET
Through April 30, 2017 (As of May 1, 2017)

LINE ITEM	FY17 APPROVED	FY17 YEAR TO DATE*
PERSONNEL COSTS	4,098,274	3,492,030
5A001 - Salaries & Wages	3,335,363	2,899,992
50010 - Full Time Salaries	2,200,010	1,564,295
50012/50020 - Part Time Salaries/Seasonal Temps	684,709	781,279
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	138,717
SUBTOTAL FOR TEMPORARY PERSONNEL	886,038	919,996
50324 - Overtime (includes emergency, multi-lingual & holiday)	249,315	415,700
5A002 - FICA	226,428	226,060
5A003 - Group Insurance	357,768	234,237
5A004 - Group Retirement	178,715	131,741
OPERATING EXPENSES	4,490,999	3,301,357
6A001 - Services and Contracts	1,585,544	1,365,424
60060 - Legal/Attorney Services	75,000	90,420
60066 - SBE Program Management	614,079	365,934
60304 - Maintenance - Electrical	0	625
60314 - Maint - Computer Systems**	21,140	4,956
60326 - Repair/Maint Agmts - Office Equip	11,000	3,436
60412 - Moving Services	25,000	51,678
60414 - Building Construction	0	0
60530 - Other Professional Services - EJ Stipend	804,825	848,374
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	1,025,563
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	32,235
61932 - Other Rentals/Leases (Voting System)	1,110,950	611,734
6A004 - Office Supplies & Equipment (<\$5,000)	164,804	154,518
62010 - General Office Supplies+	70,000	70,559
62016 - Computer Supplies	5,000	1,310
62018 - Computer Equip (<\$5,000)**	24,140	29,906
62022 - Paper and Supplies for Copiers	0	193
62028 - Other Supplies & Equipment	65,664	52,549
6A011 - Books, Videos, and Subscriptions	3,500	3,435
62700 - Books/Reference Materials	2,500	926
62712 - Other Books, Videos, and Subscriptions	1,000	2,509
6A012 - Other Supplies/Materials/Equipment	153,023	78,647
62826 - Keys and Locks	0	2,705
62848 - Tools	0	88
62896 - Parking Meters	0	0
62946 - Charges from SBE	153,023	75,855
6A013 - Printing/Central Duplicating Services	144,406	174,238
63016 - Imaging	10,000	4,178
63018 - Document Shredding	0	123
63020 - Office Mach. Cop. Leasing	11,760	15,339
63022 - Other Central Dup Svc - Printing (all printing costs)	122,646	154,598
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY17 OPERATING BUDGET SPREADSHEET
Through April 30, 2017 (As of May 1, 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	152,572
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	90,011
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	46,200
63300 - Outside Mail Services (VNCs and all other postage)	90,000	44,897
63304 - Other Outside Mail Services	500	1,303
6A017 - Motor Pool	10,965	7,194
63500 - Assigned Motor Pool Vehicles	8,965	5,165
63504 - Daily Rental Motor Pool	2,000	1,897
63508 - MP EZPASS Charges	0	132
6A018 - Communications Services	33,670	26,667
63604 - Cellular Phone Line Charges	2,800	4,390
63618 - Blackberry Charges (smart phones)	9,000	6,876
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	15,400
6A020 - Charges from Others	5,000	2,304
63810 - Charges for Facility Maintenance	5,000	2,304
6A021 - Travel	23,996	15,907
64010 - Metropolitan Area Travel	17,996	13,059
64012 - Non-Metropolitan Area Travel	6,000	2,847
6A022 - Education, Tuition, and Training	10,125	6,720
64100 - Local Conference Related	2,000	4,127
64102 - Non-Local Conference Related	0	429
64120 - Other Education, Tuition, & Training	8,125	2,164
6A023 - Dues/Memberships	2,000	2,280
64200 - Professional Memberships (Individual)	2,000	2,280
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	3,695
69999 - Other Misc Operating Expenses	5,000	3,695
DEPARTMENTAL TOTAL	8,589,274	6,793,387
* 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		