

APPROVED

September 18, 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
David Naimon
Alexander Vincent
Jacqueline Phillips

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
Leslie Woods, Election Judge Coordinator
Gilberto Zelaya, Outreach Coordinator

Guests:

Alan Banov
Nancy Farrar
Holly Joseph
Richard Jurgena
Senator Cheryl Kagan
Dolly Kildee
Karen Rhodes
Barbara Sanders
Michael Subin
Helen Vallone

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

<https://youtu.be/ZHMk-XcjgI>

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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 2:30 p.m.

Mr. Shalleck announced that Ms. Keefe is unable to attend the Board meeting today due to a family matter out of the state.

Approval of the July 17, 2017, Board Meeting Minutes

The Board members proposed edits and changes to minutes. The Board members agreed to approve the edits provided and discussed.

Mrs. Khozeimih moved to accept the July 17, 2017, Board meeting minutes as amended. The motion was seconded by Mr. Naimon and passed unanimously.

Additions/Changes to the Agenda

Mr. Shalleck stated that an Executive Session would be held immediately after the Board meeting to discuss a personnel matter. Mr. Naimon noted that he may have a new business item to discuss.

Public Comments

Richard Jurgena, Chairman of the Montgomery County Republican Central Committee, requested to address the Board. Mr. Jurgena requested that the Board of Elections provide a copy of the additions, deletions and/or changes made to the voter rolls that are submitted to the State Board of Elections every month. He noted that the Republican Central Committee receives/purchases a copy of the updated rolls every month and they are looking to only receive any additions, deletions, or changes to the rolls to compare to their file. Ms. Phillips inquired how long it takes for the State Board to acknowledge the updated information; Ms. Jurgensen responded that the acknowledgement is received instantly. She added the Board of Elections (BOE) receives the data in several ways, such as electronically from the MVA, and BOE does not possess the ability to provide a report listing changes or deletions of each voter. Ms. Jurgensen suggested that political parties seek third party support in performing data analysis or bring the inquiry to the State Board of Elections. Voter Services Manager Jessica White agreed with Ms. Jurgensen and noted that a statistical report can be run but specific names or voter IDs are not available on that report. Ms. McLaughlin noted that the voter registration database is a State database and BOE only has user privileges. As end users, staff is making discrete changes and those changes are done live in the record.

Mr. Naimon asked whether the Board holds onto original copies of the data and whether there are any legal impediments to releasing that information. Ms. White replied that documentation is scanned or electronically processed into the record. Mr. Naimon asked how burdensome it would be to keep a paper record of each update. Ms. Jurgensen responded that she was not in a position to be able to answer the question at that time. Mr. Shalleck requested

that Ms. Jurgensen contact the State Board of Elections to see what can be done to the software to produce the report.

Mr. Jurgena stated that he understands that the request cannot be accomplished locally and is requesting that the Montgomery County Board of Elections request modification to the State Board of Elections . The Board thanked Mr. Jurgena.

Senator Cheryl Kagan requested to address the Board in advance. Senator Kagan noted that an Election Security hearing was held in Annapolis and that it is an issue that will continue to be monitored.

Concerning early voting sites, Senator Kagan stated that she was also speaking on behalf of her colleagues Senator Feldman, Senator King, Senator Smith, and Senator Madaleno about a concern with the separation of Church and State and using any faith institution as an Early Voting site. She noted that other sites are available in the Wheaton area, such as the Holiday Park Senior Center, the Margaret Schweinhaut Senior Center or Wheaton Plaza.

Senator Kagan stated that she will be introducing several legislative bills regarding election laws. She stated that two bills will be introduced, a local bill and a statewide bill, regarding Ranked Choice Voting. Ms. Phillips inquired what Senator Kagan's feelings were with having names randomly appear on a ballot/screen rather than alphabetically. Senator Kagan responded that the option had not been proposed and she is not aware of any other State that uses that method; however, she is happy to hear further thoughts on it.

Senator Kagan stated that a legislative bill will be introduced regarding election observers. She noted that there is some desire by observers to be able to obtain clearance from the state rather than going to every county. She discussed making a distinction between the needs of international observers and academic observers.

Senator Kagan stated that a legislative bill will be introduced regarding those voters that are registered as unaffiliated. The bill would provide them the opportunity to cast a primary ballot by choosing to affiliate with a party instead of just voting for the School Board. It would not allow voters to switch parties but only to affiliate with a party. She stated that a Delegate has reached out to her who will be introducing it on the House side. Mr. Vincent stated that if the bill passed, he would be concerned that Same Day Voter Registration would be overwhelmed with an influx of voters. The Board members briefly discussed the potential bills further.

Senator Kagan stated she is available to discuss any of the items further off line.

Election Director Status Report (Incorporated as Attachment A)

Ms. Jurgensen reported that public notice of the Board meeting was posted on September 8, 2017, and public notification was posted on September 13, 2017.

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Personnel

Ms. Jurgensen reported that temporary IT staff were hired to perform required maintenance on the voting units. Upon completion of the project, staff was placed on an inactive status. The IT staff is scheduled to return to install batteries in the poll books when they arrive on-site.

Budget (Incorporated as Attachment B)

Ms. Roher stated that the budget spreadsheet detailing the final FY17 expenditures was provided in advance. She noted that since the report was printed, the Office of Management and Budget has indicated that the Board of Elections shows a deficit of \$160,705.80, of which \$153,629.37 is personnel (overtime) and \$7,076.43 is from the Operating budget (printing costs). Ms. Roher noted that additional funding was requested for printing costs and was denied. A county Council transfer will be done to end the year evenly.

Ms. Roher stated that the budget spreadsheet detailing FY18 expenditures through August 8 was provided in advance; she noted that an updated spreadsheet will be provided to the Board members within 10 days. She reported that the Board of Elections has currently spent 6.21% of the FY18 budget to date.

Ms. Roher stated that upon further research, staff is no longer proposing the use of credit card transactions for the department. Mr. Naimon inquired if staff is still suggesting a price increase. Ms. Roher requested some time to discuss it further with the Director and report at the October Board meeting. Board members agreed.

Voter Registration

Ms. White reported there are 646,169 active registrants as of September 18, 2017, and 75,927 inactive registrants.

State Board of Elections

Ms. Jurgensen reported that the State Board of Elections' staff notified Mr. Karpinski and Ms. Roher of the pre-meeting and post-meeting notification requirement changes that relate to public notice in advance of local board meetings.

Ms. Jurgensen reported that the State Board of Elections is in the process of conducting a usability study on the absentee ballot instructions and application.

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Ballot Marking Device

Ms. Jurgensen reported that the State Board of Elections is requesting an expanded discussion with input from the public regarding the use of the ballot marking device for the 2018 election cycle. Ms. Jurgensen stated that she has requested that Montgomery County have an opportunity to be a part of the discussion and that she would like to expand the use of the ballot marking device to address the multiple ballot styles needed in consolidated polling places and to prevent potential long lines. She added that the current restriction (one per Early Voting site and one at each polling place) is not an effective use of the resource. Ms. Jurgensen noted that the ballot marking device is the same used in the 2016 election cycle – only allowing seven candidates per screen. Ms. Jurgensen stated that if the Board wants to take a position, that they consider formulating a recommendation as the State Board of Elections will be discussing this item at their September and October Board meetings. Mr. Zelaya demonstrated the ballot marking device and the processes established to prevent the voter from skipping screens, alternatively having the voter to see each screen before they can complete their vote. Board members discussed usability, the number of candidate names that will be on the ballot for the Primary Election, and whether the ballot marking device as presently designed will reduce or eliminate the potential for error with ballot style handout and whether it is worth that tradeoff. Mr. Karpinski reminded the Board that these issues were brought to the manufacturer's and State Board of Elections' attention previously and the users were told that the issues would be resolved and the ballot marking device would be available for the 2018 election. Ms. Phillips again brought up the option to not use alphabetical order on ballot, using a rotation of names instead. Mr. Naimon stated that it may be beneficial to hear the opinion of elected officials and candidates. Ms. Jurgensen stated that she will attend the September 29 State Board of Elections meeting as well as have staff reach out to other States that use the ballot marking device. Ms. Jurgensen stated that she will provide an update at the October Board meeting.

Absentee Mail Ballot Processing

Ms. Jurgensen reported that the State Board of Elections has notified local boards that no vendors have submitted a proposal for the automated mail ballot system (formally done by Runbeck). Staff believes that with the expected turnout for the Primary Election, mailing absentee ballots can be performed in house; however, it will have an impact on the budget. She added that staff plans to meet with the State Board of Elections to discuss the ability to enter into a contract, following all procurement procedures of Montgomery County, for the 2018 General Election. Ms. Jurgensen stated that processing the absentee ballot requests manually would be challenging under the current expectations as the process is more complex, noting that the last time absentee ballots were handled in house was 2010. Ms. Jurgensen stated that she has the utmost confidence in her staff to handle processing the ballots. She added that the State Board of Elections has indicated that a contract is expected to be in place from the State for duplication of the electronic email delivery ballots.

Ms. Jurgensen reported that the mandatory biennial meeting will be held on October 23, 2017, and that information was distributed to the Board.

Ms. Jurgensen noted that proposed legislation from Delegate Luedtke was provided via email.

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Board Attorney Report

Judicial Watch

Mr. Karpinski updated the Board on the *Judicial Watch* lawsuit (suing the State Board of Elections and Montgomery County Board of Elections) and the State's decision to not produce a list of registered voters under the State statute. The State has filed a Motion to Dismiss or for Summary Judgment and the Montgomery County Board of Elections has a filed a motion to dismiss, as they were not requested to produce any documents. Mr. Naimon requested a copy of Mr. Karpinski's and the State's brief. Mr. Karpinski stated that upon the completion of the dictation, he will forward it to the Board.

Mr. Karpinski noted that a copy of the memo regarding a change in COMAR that pertains to provisional and absentee ballots was circulated to the Board.

Mr. Vincent inquired on the status of the Public Interests Group FOIA request. Mr. Karpinski stated that the Board has responded to the FOIA request and he will forward to the Board a copy of the response.

Old Business

2018 Early Voting Centers Under Consideration

(A complete list of potential Early Voting site may be found at www.777vote.org)

Ms. Rzeszut reviewed new sites suggested by the public. She gave a presentation showing the Claridge Room at Saint Catherine Laboure Catholic Church, Clara Barton Community Recreation Center, the Wheaton Arts Building, and Margaret Schweinhaut Senior Center and their site criteria (See attachment C). The Board members discussed the potential sites.

Ms. Rzeszut stated that a low impact development project (Montgomery County Watershed Project) will be occurring at the Potomac Community Recreation Center (potential Early Voting Center). The project is scheduled to begin November 2017 with a target completion date of October 2018. Mrs. Rzeszut shared photos of the staging during construction. The Board members agreed to present all the proposed Early Voting Centers for public comment.

Update on the Utilization of School Facilities as a Polling Place

Mr. Shalleck noted that he met with MCPS Superintendent Jack Smith and other MCPS representatives and stressed his concern about the construction that would be occurring at the end of school year in June 2018, which will potentially require the move of several thousand voters. He added that the school superintendent is sympathetic to the situation and that on October 15, he will report back to us. County Executive liaison Michael Subin stated that he has spoken with the Director of General Services and they are willing to provide portable air conditioners to the 5 schools identified. Mr. Naimon stated that it would be a good idea to reach out to the School Board members in addition to the Superintendent as they may have an interest.

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Ms. Philips proposed that a thank you letter be sent to the superintendent and the School Board President. Mr. Shalleck agreed and volunteered to send the letter. Ms. McLaughlin noted that another topic discussed in the meeting was that this situation not happen again and that there seemed to be a consensus that the General Assembly should not schedule elections during the school construction window.

Ms. Jurgensen requested that the Board approve that a list of all the precincts that may potentially be affected due to school construction be placed on the website to abide by the new public notice law.

Ms. Jurgensen requested permission to begin the legal description to merge Precinct 13-67 and Precinct 13-68 (split precinct).

Mr. Vincent made a motion to authorize the Election Director and staff to begin notifying the public of all the polling place changes necessitated by school construction, as such changes will exist as of 5 days before the next regular meeting. He also moved to authorize that the Election Director begin preparing the legal description for Precinct 13-68. The motion was seconded by Mrs. Khozeimeh.

Mr. Naimon suggested that information regarding changes to polling places be placed on the website prior to the five days. Ms. Jurgensen agreed to place the information under "What's New."

The motion passed unanimously.

New Business

Ballot Opening Proposal

Ms. White reviewed a power point presentation on canvassing absentee ballots and possibilities for opening ballots earlier and improving the efficiency of the process. Ms. McLaughlin noted that there is a parallel discussion of improvements going on within the Maryland Association of Election Officials. Mr. Karpinski noted that some of the changes recommended would require a COMAR and/or law change. Ms. McLaughlin noted that as more ballots are cast by mail, there is a greater likelihood that outcomes will not be known for some time after Election Day. Ms. Jurgensen noted concerns about completing the process in time for candidates to be sworn in as the volume of ballots and the complexity of audits grow.

Ms. Phillips suggested that Mr. Shalleck reach out to the Presidents of other Boards. Ms. Jurgensen stated that she will contact the State Board of Elections and request that the item be discussed at the Biennial. It was agreed that Ballot opening will be discussed further at the November Board meeting and that public notice will be given.

Outreach

Mr. Zelaya stated that National Voter Registration Day is Tuesday, September 26, 2017. He provided an outreach breakdown of all activities (see attachment D.)

Training

Mr. Naimon requested a briefing on election judge training dates, times, and locations. Ms. Jurgensen requested that the information be discussed at the January Board meeting. Mr. Naimon agreed, noting that it is important there be sufficient time after the briefing to make any changes if necessary.

Appointment of Substitute Board Member

Mr. Naimon stated that Board member Graciela Rivera-Oven had resigned ten weeks ago and that a recommendation for her replacement was submitted eight weeks ago.

Mr. Naimon made a motion requesting that the Board President send a letter this week to the Governor, requesting that he promptly appoint a successor to fill the substitute member position formerly held by Ms. Rivera-Oven.

Mr. Naimon pointed out that he was appointed/sworn in to fill a vacancy within a week of the recommendation's being forwarded to the Governor. Ms. Khozeimeh stated that she had a different experience, in that she was sworn in almost three months later. Mr. Shalleck stated that he called the Governor's office two weeks ago and was told that it is under consideration and is going through the normal process of appointments. Mr. Vincent said that he thought it was premature to send such a letter, and Mr. Shalleck agreed but said it might be time to reconsider this at the next meeting.

There was no second to the motion. The motion failed for lack of a second.

Future Meeting

The next Board meeting will be on October 16, 2017.

With nothing further to discuss, Mrs. Khozeimeh made a motion to move into Executive Session. The motion was seconded by Ms. Phillips and passed unanimously.

Report on Executive Session

The Montgomery County Board of Elections convened in Executive Session at 5:30 p.m., pursuant to State Government Article 10-508(a)(1) to discuss a personnel matter.

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The Montgomery County Board of Elections met in closed session on this date. The following members of the Board of staff were in attendance: Jim Shalleck, Nahid Khozeimeh, Mary David Naimon, Jackie Phillips, Board Attorney Kevin Karpinski, Ms. Jurgensen, Ms. McLaughlin, Ms. Merino, and Ms. Roher.

The Board members discussed a personnel matter.

The Board members reviewed the Executive Session minutes in advance of the meeting.

Ms. Khozeimeh made a motion to close the Executive Session and return to Regular Session. The motion was seconded by Ms. Phillips and passed unanimously.

Executive Session Minutes

Ms. Khozeimeh made a motion to accept the June 19, 2017, Executive Session minutes. The motion was seconded by Ms. Phillips and passed unanimously.

Adjournment

With no further business to discuss, Mrs. Khozeimeh moved to adjourn the Board meeting at 6:12 p.m. The motion was seconded by Ms. Phillips and passed unanimously.

Respectfully Submitted,


Lisa Merino
Office Services Coordinator

APPROVED BY THE BOARD:


Jim Shalleck
President

Election Director Report September 18, 2017

Public notice of the Board Meeting posted Sept. 8, 2017.
Public notification posted Sept. 13, 2017.

There will be an Executive Session

Public comments – Sen. Cheryl Kagan

V. Election Director Status Reports

A. Personnel-

1. IT hired and released temporary staff to perform required maintenance on voting units and install batteries in the Electronic Poll Books.
2. Installation of the EPBs batteries will take place over the next six weeks as the department receives the needed batteries.

B. Budget – Margie Roher

C. Voter Registration – Jessica White

D. State Board of Elections

1. Notification by the State Board staff regarding the Pre and Post Meeting notifications related to public notice in advance of local board meetings affecting voting rights.
2. Usability Study is in the process of being conducted on the absentee ballot instructions and application.
3. **Ballot Marking Device** - The State Board members are requesting an expanded discussion with input by members of the public and other interested stakeholder regarding the level of use that should occur in the 2018 election cycle. I requested that the State Board allow the Montgomery County Board to weigh in on this matter including allowing expanded use of the Ballot Marking Device.

Ballot Marking Device (BMD) – The Montgomery County Board of Elections needs to expand the use of the BMD to address the multiple ballot styles and prevent lines. The current restriction of the BMD for one type of voter is not efficient use of this resources. Improving the demonstration ballot and allowing more citizens to use this ballot should be explored. The BMD is exactly as used in the last election and will only allow 7 named candidates per screen so in many instances we can expect that one race would be spread across two or three screens.

The September State Board meeting will seek input from candidates, campaigns and other interested parties on this issue. The October meeting the State Board will continue this discussion into the October meeting. If this Board wishes to weigh in on the topic, the Board should begin to formulate a recommendation.

Discussion ...

4. The Absentee mail ballot process.

Staff was informed in late August there were no vendors submitting a response to the State Board of Elections request for proposal for the automated mail ballot system. This decision will have a fiscal impact on the Montgomery County Board of Elections budget for both elections in 2018.

Staff believes that with the expected turnout in the Primary Election that mailing absentee ballots can and will be performed internally. Staff plans to meet with the State Board of Elections staff to discuss the ability to enter into a contract, following all procurement procedures of Montgomery County, with a private vendor for the General Election of 2018. Managing 14000 to 21000 absentee ballot requests manually would be challenging under the current expectations that are in place today. The process is more complex than it was since the last time this was handled in house in 2010.

Staff needs to confirm that entering into a contract with a vendor will have the support of the State Board in light of all the newest security requirements that continue to take place.

Related to this the State Board does have an RFP out related to the e-mail delivery ballot.

5. **Biennial Meeting** to be held Monday -
October 23, 2017 @ 9:00a.m.
Double Tree Hotel
210 Holiday Court, Annapolis, MD 21401
This meeting is mandatory for all Board members, Board Attorney, Director and Deputy Director.

6. Proposed Legislation by Delegate Luedtke
(attached)

VI. Board Attorney Report – Kevin Karpinski

VII Old Business

- A. Early Voting Sites –
Chris Rzeszut, Operations Manager
1. Clara Barton Recreation Center
 2. Margaret Schweinhaut Senior Center
 3. St. Catherine Laboure Social Hall
 4. Wheaton Arts Center
 5. Potomac Community Center
- B. Update of the utilizations of Montgomery County
Public Schools meeting for 2018. – Jim Shalleck
- i. Response by MCPS expected by October 15th
- C. Staff requests preliminary approval to prepare precinct 13-68 legal description.

VIII. New Business

A. Ballot Opening Proposal – Jessica White.

B. National Voter Registration Day – G. Zelaya
September 26, 2017

FY17 OPERATING BUDGET SPREADSHEET
Through June 30, 2017 (As of August 8, 2017) NOT FINAL

LINE ITEM	FY17 APPROVED	FY17 YEAR TO DATE*
PERSONNEL COSTS	4,098,274	4,189,039
5A001 - Salaries & Wages	3,335,363	3,440,156
50010 - Full Time Salaries	2,200,010	2,078,568
50012/50020 - Part Time Salaries/Seasonal Temps	684,709	807,120
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	138,464
SUBTOTAL FOR TEMPORARY PERSONNEL	886,038	945,584
50324 - Overtime (includes emergency, multi-lingual & holiday)	249,315	416,003
5A002 - FICA	226,428	265,193
5A003 - Group Insurance	357,768	310,226
5A004 - Group Retirement	178,715	173,464
OPERATING EXPENSES	4,490,999	4,560,547
6A001 - Services and Contracts	1,585,544	1,624,434
60060 - Legal/Attorney Services	75,000	101,466
60066 - SBE Program Management	614,079	614,079
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	848,194
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	0
6A002 - Maintenance	276,281	276,281
61010 - Computer Equip Repairs/Maint (EPB)	276,281	276,281
6A003 - Rentals/Leases	1,715,518	1,714,637
61902 - Furniture Rentals (Polling Place)	7,000	8,369
61924 - Other Equipment Rentals (MDVoters)	563,083	563,083
61926 - Bldg or Space Rental/Leases (Pol. Place)	34,485	32,235
61932 - Other Rentals/Leases (Voting System)	1,110,950	1,110,950
6A004 - Office Supplies & Equipment (<\$5,000)	164,804	160,934
62010 - General Office Supplies+	70,000	71,418
62016 - Computer Supplies	5,000	2,049
62018 - Computer Equip (<\$5,000)**	24,140	29,906
62022 - Paper and Supplies for Copiers	0	358
62028 - Other Supplies & Equipment	65,664	57,203
6A011 - Books, Videos, and Subscriptions	3,500	3,739
62700 - Books/Reference Materials	2,500	926
62712 - Other Books, Videos, and Subscriptions	1,000	2,813
6A012 - Other Supplies/Materials/Equipment	153,023	155,815
62826 - Keys and Locks	0	2,705
62848 - Tools	0	88
62896 - Parking Meters	0	0
62946 - Charges from SBE	153,023	153,023
6A013 - Printing/Central Duplicating Services	144,406	188,240
63016 - Imaging	10,000	4,178
63018 - Document Shredding	0	306
63020 - Office Mach. Cop. Leasing	11,760	18,407
63022 - Other Central Dup Svc - Printing (all printing costs)	122,646	165,349
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY17 OPERATING BUDGET SPREADSHEET
Through June 30, 2017 (As of August 8, 2017) NOT FINAL

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	167,936
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	105,375
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	63,687
63300 - Outside Mail Services (VNCs and all other postage)	90,000	62,384
63304 - Other Outside Mail Services	500	1,303
6A017 - Motor Pool	10,965	27,889
63500 - Assigned Motor Pool Vehicles	8,965	25,789
63504 - Daily Rental Motor Pool	2,000	1,897
63508 - MP EZPASS Charges	0	203
6A018 - Communications Services	33,670	29,151
63604 - Cellular Phone Line Charges	2,800	4,390
63618 - Blackberry Charges (smart phones)	9,000	9,091
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	15,670
6A020 - Charges from Others	5,000	4,285
63810 - Charges for Facility Maintenance	5,000	4,285
6A021 - Travel	23,996	23,766
64010 - Metropolitan Area Travel	17,996	15,009
64012 - Non-Metropolitan Area Travel	6,000	8,757
6A022 - Education, Tuition, and Training	10,125	7,081
64100 - Local Conference Related	2,000	4,128
64102 - Non-Local Conference Related	0	429
64120 - Other Education, Tuition, & Training	8,125	2,524
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	4,178
69999 - Other Misc Operating Expenses	5,000	4,178
DEPARTMENTAL TOTAL	8,589,274	8,749,586
ANTICIPATED DEFICIT (1.87%)		-160,312
* 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		


FY18 OPERATING BUDGET SPREADSHEET

As of August 8, 2017

LINE ITEM	FY18 APPROVED	FY18 YEAR TO DATE*
PERSONNEL COSTS	4,192,498	63,876
5A001 - Salaries & Wages	3,406,943	49,231
50010 - Full Time Salaries	2,187,883	44,206
50012/50020 - Part Time Salaries/Seasonal Temps	767,923	4,119
60168 - Temporary Office Clerical (moved from OP for clarity)	200,601	0
SUBTOTAL FOR TEMPORARY PERSONNEL	968,524	4,119
50324 - Overtime (includes emergency, multi-lingual & holiday)	250,536	907
5A002 - FICA	239,603	3,623
5A003 - Group Insurance	357,768	6,914
5A004 - Group Retirement	188,184	4,109
OPERATING EXPENSES	4,021,202	22,559
6A001 - Services and Contracts	1,398,279	6,301
60060 - Legal/Attorney Services	75,000	2,770
60066 - SBE Program Management	313,459	0
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems**	25,000	0
60326 - Repair/Maint Agmts - Office Equip	11,000	3,531
60412 - Moving Services	25,500	0
60414 - Building Construction	0	0
60530 - Other Professional Services - EJ Stipend	913,820	0
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	0
6A002 - Maintenance	150,000	0
61010 - Computer Equip Repairs/Maint (EPB)	150,000	0
6A003 - Rentals/Leases	1,641,186	0
61902 - Furniture Rentals (Polling Place)	7,000	0
61924 - Other Equipment Rentals (MDVoters)	400,400	0
61926 - Bldg or Space Rental/Leases (Pol. Place)	40,305	0
61932 - Other Rentals/Leases (Voting System)	1,193,481	0
6A004 - Office Supplies & Equipment (<\$5,000)	136,769	1,678
62010 - General Office Supplies+	72,315	1,062
62016 - Computer Supplies	5,000	534
62018 - Computer Equip (<\$5,000)**	28,000	0
62022 - Paper and Supplies for Copiers	0	82
62028 - Other Supplies & Equipment	31,454	0
6A011 - Books, Videos, and Subscriptions	3,500	350
62700 - Books/Reference Materials	2,500	0
62712 - Other Books, Videos, and Subscriptions	1,000	350
6A012 - Other Supplies/Materials/Equipment	77,933	575
62826 - Keys and Locks	265	0
62848 - Tools	0	0
62896 - Parking Meters	0	0
62946 - Charges from SBE	77,668	575
6A013 - Printing/Central Duplicating Services	143,054	8,599
63016 - Imaging	10,000	4,088
63018 - Document Shredding	0	0
63020 - Office Mach. Cop. Leasing	11,760	1,534
63022 - Other Central Dup Svc - Printing (all printing costs)	121,294	2,977
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY18 OPERATING BUDGET SPREADSHEET
As of August 8, 2017

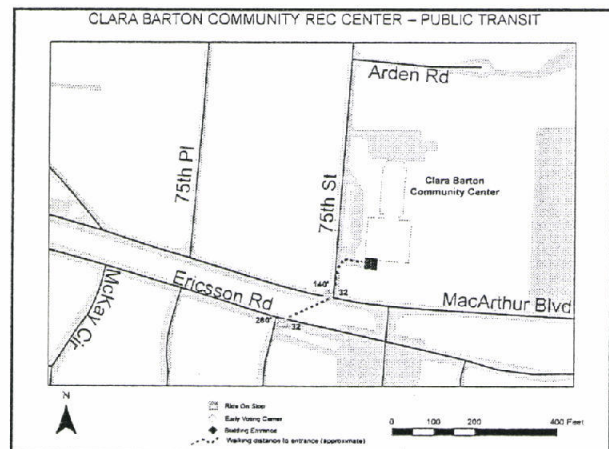
LINE ITEM	FY18 APPROVED	FY18 YEAR TO DATE*
6A014 - Outside Printing	100,550	0
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	100,000	0
6A015 - Mail	138,361	2,825
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	0
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	236
63206 - Inter-Office Mail/Pony Charge	750	2,589
63208 - Other - Mail (Sample Ballot Postage)	80,000	0
6A016 - Outside Postage and Mail	90,500	25
63300 - Outside Mail Services (VNCs and all other postage)	90,000	0
63304 - Other Outside Mail Services	500	25
6A017 - Motor Pool	41,243	657
63500 - Assigned Motor Pool Vehicles	31,318	657
63504 - Daily Rental Motor Pool	9,925	0
63508 - MP EZPASS Charges	0	0
6A018 - Communications Services	33,670	1,550
63604 - Cellular Phone Line Charges	2,800	0
63618 - Blackberry Charges (smart phones)	9,000	0
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	1,550
6A020 - Charges from Others	5,000	0
63810 - Charges for Facility Maintenance	5,000	0
6A021 - Travel	23,996	0
64010 - Metropolitan Area Travel	17,996	0
64012 - Non-Metropolitan Area Travel	6,000	0
6A022 - Education, Tuition, and Training	10,125	0
64100 - Local Conference Related	2,000	0
64102 - Non-Local Conference Related	0	0
64120 - Other Education, Tuition, & Training	8,125	0
6A023 - Dues/Memberships	2,000	0
64200 - Professional Memberships (Individual)	2,000	0
6A024 - Advertising	20,036	0
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	0
6A099 - Miscellaneous Operating Expenses	5,000	0
69999 - Other Misc Operating Expenses	5,000	0
DEPARTMENTAL TOTAL	8,213,700	86,436
* 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		

 **Montgomery County Board of Elections**

**Early Voting
2018
Site Selection
Additional Considerations**

**CLARA BARTON
COMMUNITY
RECREATION
CENTER**

Community Suggested
Location



CLARA BARTON COMMUNITY RECREATION CENTER



CLARA BARTON COMMUNITY REC CENTER – SOCIAL HALL

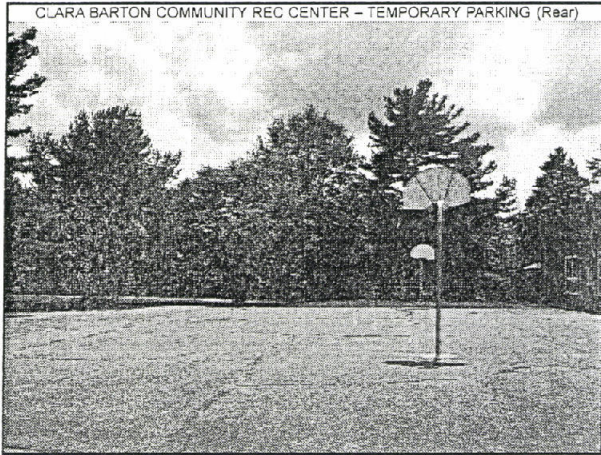


CLARA BARTON COMMUNITY REC CENTER – PARKING (Front)



CLARA BARTON COMMUNITY REC CENTER – PARKING (Side)





CLARA BARTON COMMUNITY REC CENTER - CHALLENGES

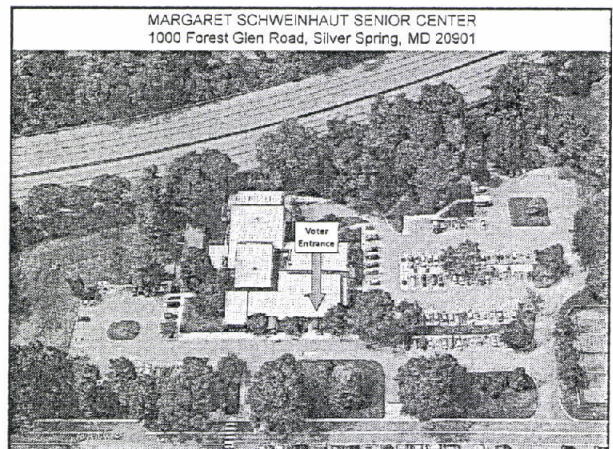
- Inadequate Parking
- Unsafe Access to Rear Parking
- Limited Campaign Area

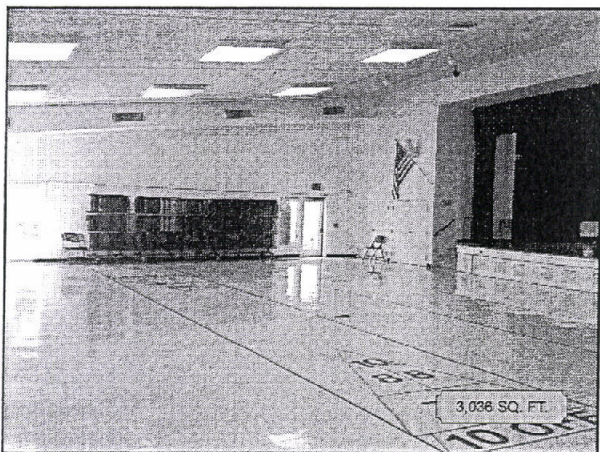
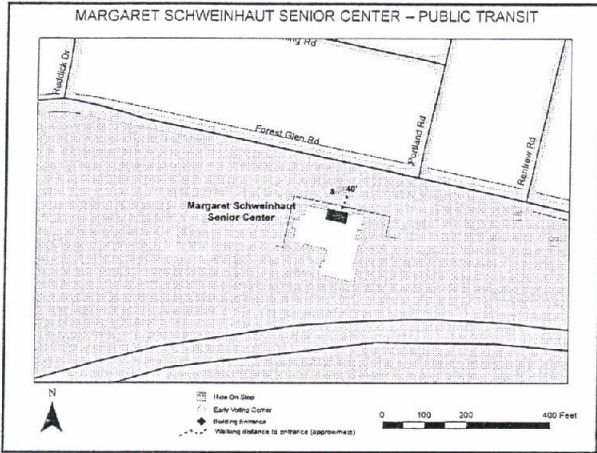
10

MARGARET SCHWEINHAUT SENIOR CENTER

Suggested as a Potential Wheaton Location

11





MARGARET SCHWEINHAUT SENIOR CENTER - CHALLENGE

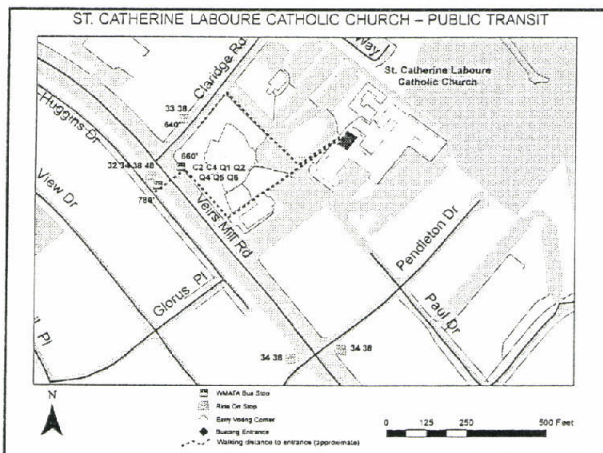
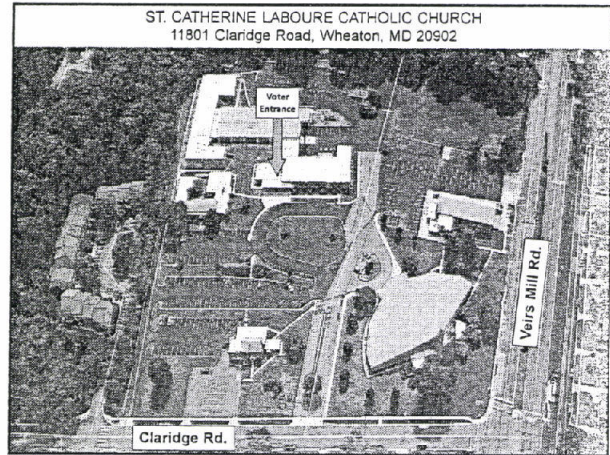
- Location has a Silver Spring address, located in the Forest Glen neighborhood

16

**ST. CATHERINE LABOURE
CATHOLIC CHURCH**

Suggested as a Potential
Wheaton Location

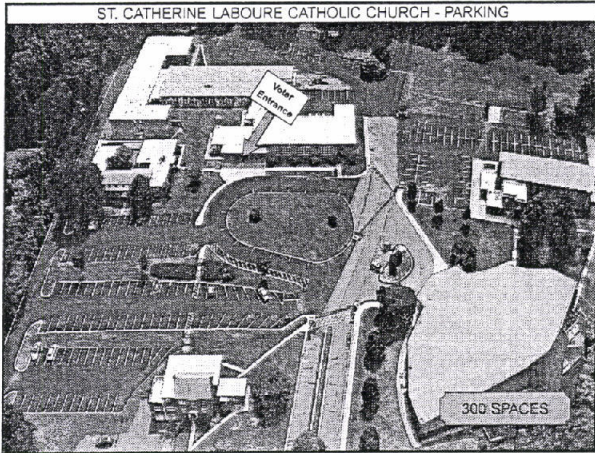
17



ST. CATHERINE LABOURE CATHOLIC CHURCH

The Claridge Room, pending Church
Council approval.

SQ. FT. PENDING



ST. CATHERINE LABOURE - CHALLENGE

- o Potential Scheduling Conflict: Existing reservation for the General Election Early Voting dates

22

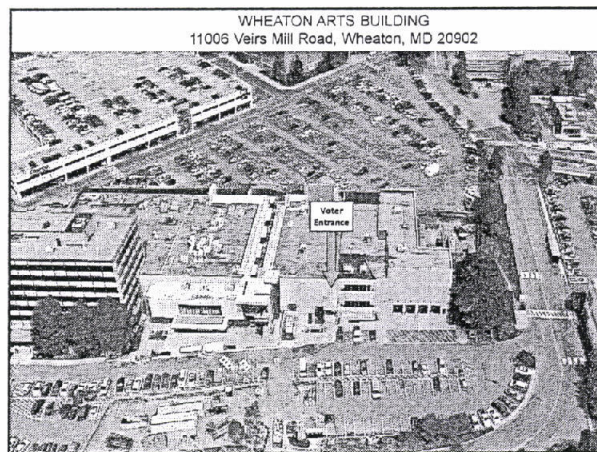
This slide contains a single bullet point with a small icon of a person at a voting station. The text indicates a potential scheduling conflict with existing reservations for early voting dates. The slide number '22' is located in the bottom right corner.

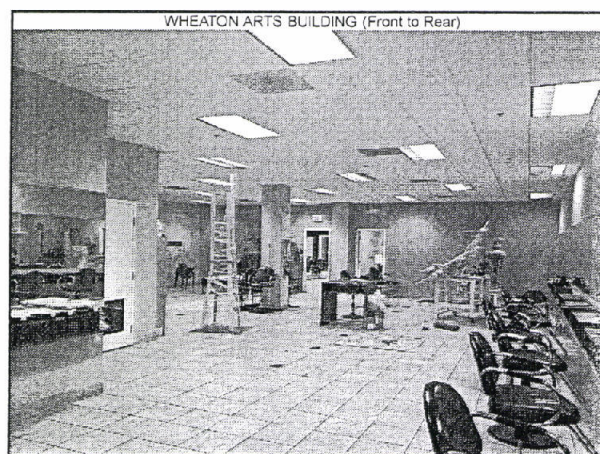
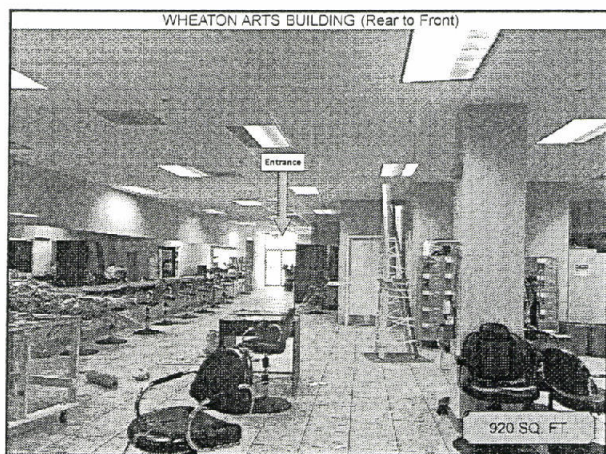
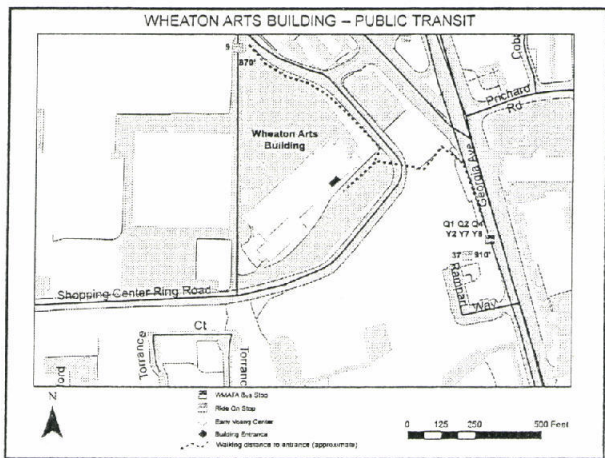
WHEATON ARTS BUILDING

Suggested as a Potential Wheaton Location

23

This slide features a central text box with the title 'WHEATON ARTS BUILDING' and the subtitle 'Suggested as a Potential Wheaton Location'. The slide number '23' is in the bottom right corner.





WHEATON ARTS BUILDING



WHEATON ARTS BUILDING (Adjacent Room)



WHEATON ARTS BUILDING - CHALLENGES



- o No lease agreement negotiations with Westfield Corporation until April/May of 2018
- o No campaigning allowed
- o Square footage, marginal
- o Extensive improvement work needed to the polling area

33

POTOMAC
COMMUNITY
RECREATION
CENTER

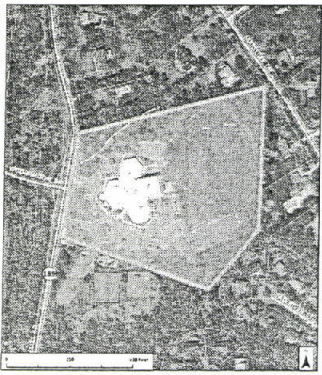
New Information

**Potomac Recreation Center
Low Impact Development Project**

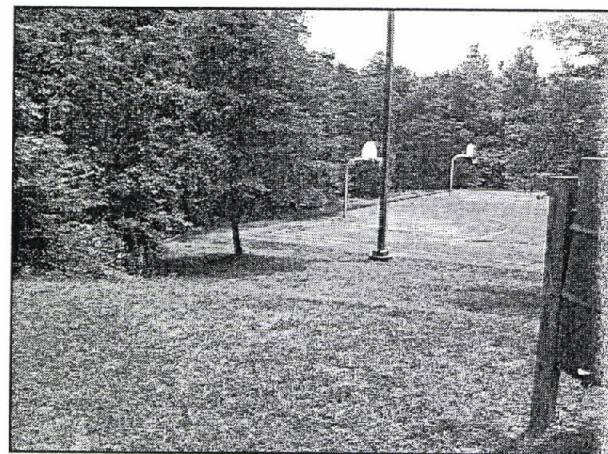
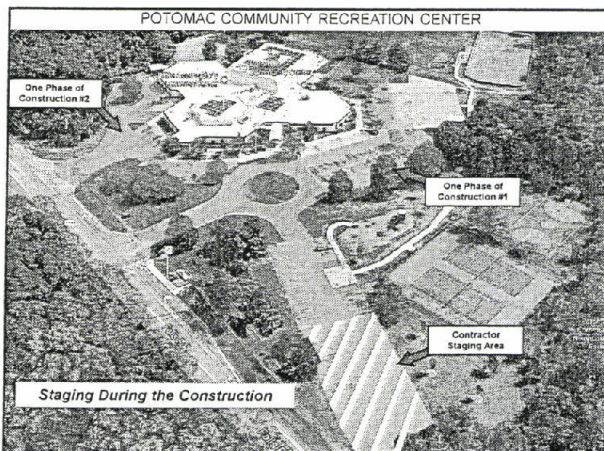
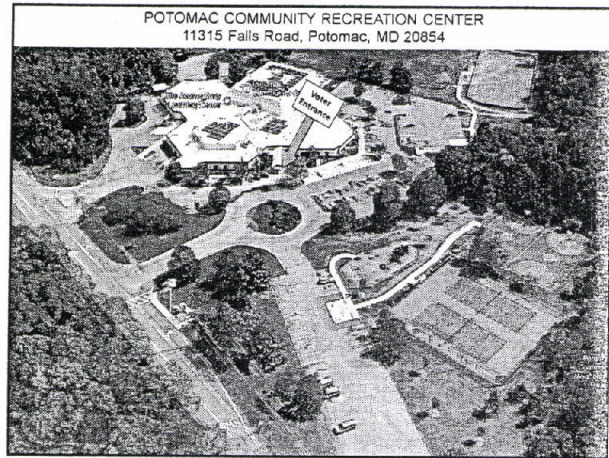
MoCo Watershed Project

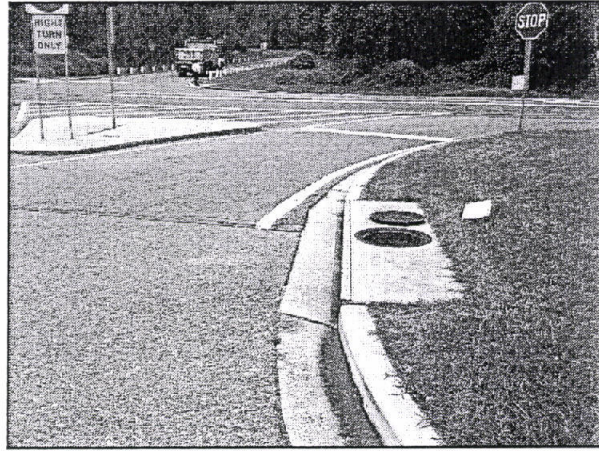
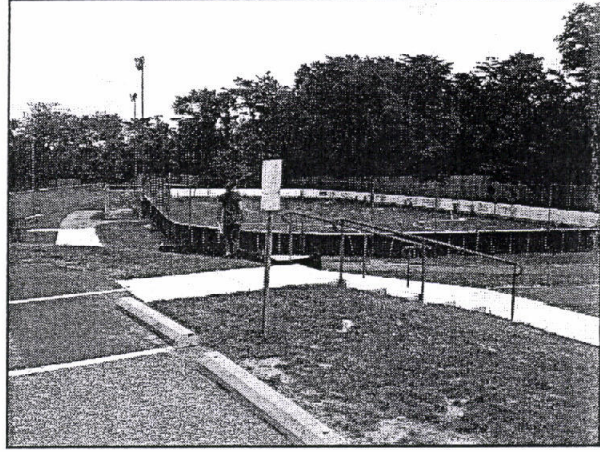
The 10.4 acre project is scheduled to begin November 2017 with a target completion date of October 2018.
<https://www.montgomerycountymd.gov/water/restoration/potomac-recreation-center.html#>

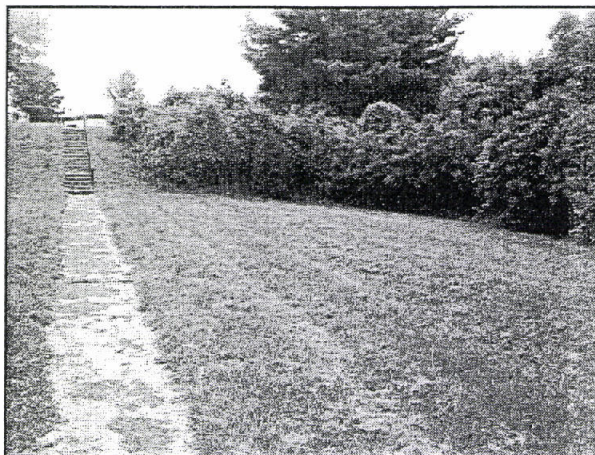
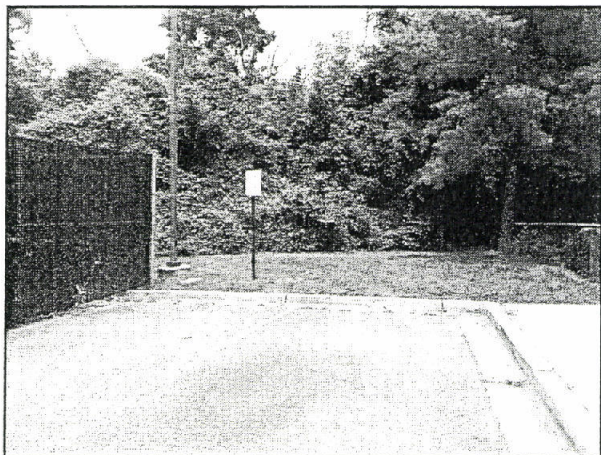
Low Impact Development Project Area



**Potomac Community Recreation Center
Low Impact Development Project**







2017-2018 Outreach Calendar & Summary Report
 Prepared by Gilberto Zelaya, PhD
 Monday, September 18, 2017

National Voter Registration Day: Tuesday, September 26, 2017

10AM-11:30AM (Private)

Naturalization Ceremony

Montgomery County Board of Elections, 18753 N. Frederick Ave. Gaithersburg

9AM-12PM (Public)

Takoma East Silver Spring (TESS) Center, (9AM-12PM), 8513 Piney Branch Rd, Silver Spring

Olney Library (9AM-12PM), 3500 Olney Laytonsville Rd, Olney

Germentown Library (9AM-12PM), 19840 Century Blvd, Germentown

Wheaton Interim Library (9AM-12PM), 2400 Arcola Ave, Wheaton

6PM-9PM (Public)

Damascus Library (6PM-9PM), 9701 Main St, Damascus

Gaithersburg Library (6PM-9PM), 18330 Montgomery Village Ave, Gaithersburg

Maggie Nightingale Library (formally Poolesville) (6PM-9PM), 19633 Fisher Ave, Poolesville

Rockville Library (6PM-9PM), 21 Maryland Ave, Rockville

Silver Spring Library (6PM-9PM), 900 Wayne Ave, Silver Spring

Outreach Breakdown: Cancelled (18), Completed (118), Confirmed (57), Not Accepted (36) & Pending (36): TOTAL (245)

DATE	STATUS	EFFORT	CITY	ZIP
1/7/2017	Completed	2017 Korean-American Day Celebration	Rockville	20854
1/8/2017	Completed	National Federation of the Blind-Sligo Creek Chapter	Rockville	20854
1/9/2017	Completed	County Executive Budget Forum	Bethesda	20814
1/11/2017	Completed	County Executive Budget Forum	Silver Spring	20904
1/18/2017	Completed	County Executive Budget Forum	Silver Spring	20906
1/25/2017	Completed	County Executive Budget Forum	Silver Spring	20910
1/28/2017	Completed	Mid Atlantic Junior Youth Kallah	Silver Spring	20904
1/30/2017	Completed	County Executive Budget Forum	Germentown	20874
2/1/2017	Completed	Montgomery College-Germentown Volunteer Fair	Germentown	20876
2/2/2017	Completed	Montgomery College-Rockville Volunteer Fair	Rockville	20850
2/7/2017	Completed	Montgomery College-Takoma Park Volunteer Fair	Takoma Park	20912
2/22/2017	Completed	AP History @ Paint Branch HS	Burtonsville	20866

DATE	STATUS	EFFORT	CITY	ZIP
2/25/2017	Completed	State of Black Montgomery	Silver Spring	20910
4/3/2017	Completed	50+ Employment Expo	N. Bethesda	20852
4/9/2017	Completed	Family Fun Festival @ Washington Adventist University	Takoma Park	20912
4/19/2017	Completed	Living Well on Earth Volunteer Opportunity Fair - Earth Day	Takoma Park	20912
4/23/2017	Completed	Communities United Against Hate	Bethesda	20814
4/28/2017	Completed	Blair High School Health Fair	Silver Spring	20901
4/29/2017	Completed	League of Korean American Summer Internship Summit	Rockville	20854
5/6/2017	Completed	Long Branch Community Day	Silver Spring	20912
5/6/2017	Completed	Montgomery Move Festival	Rockville	20853
5/9/2017	Completed	Montgomery College-Community Conversations	Takoma Park	20912
5/10/2017	Completed	Governor's Commission on South Asian American Affairs	Kensington	20895
5/11/2017	Completed	National Capital Area Council of the Boy Scouts of America	Rockville	20853
5/20/2017	Completed	League of Korean American Summer Internship Summit	Rockville	20861
5/21/2017	Completed	La Fiesta de las Madres	Silver Spring	20910
5/23/2017	Completed	The Governor's Commission on Asian Pacific American Affairs	Gaithersburg	20879
5/31/2017	Completed	National Senior Health and Fitness Day Wellness Fair	Silver Spring	20904
6/1/2017	Completed	Olney Home for Life Senior Fair	Brookeville	20833
6/3/2017	Completed	White Oak Day	Silver Spring	20904
6/4/2017	Completed	Taste of Wheaton	Silver Spring	20902
6/10/2017	Completed	4th Annual Cultural & Royal Gala	Silver Spring	20910
6/17/2017	Completed	3rd Annual MCGEO Basketball Tournament	Gaithersburg	20877
6/17/2017	Completed	Father's Day Celebration	Rockville	20850
6/24/2017	Completed	3rd Annual Family Resource Fair	Silver Spring	20910
6/24/2017	Completed	Community Day at Shady Grove Apartments	Derwood	20855
6/24/2017	Completed	Sandy Spring Folklife Festival	Sandy Spring	20860
6/25/2017	Completed	Montgomery Village Community and Family Day	Mont Village	20886
6/27/2017	Completed	MC-Enrollment Day Open House (Takoma Park/Silver Spring)	Takoma Park	20912
6/28/2017	Completed	MC-Enrollment Day Open House (Rockville Campus)	Rockville	20850
6/30/2017	Completed	LULAC Community Gala	Silver Spring	20910
6/30/2017	Completed	MC-Enrollment Day Open House (Germantown Campus)	Germantown	20876
6/30/2017	Completed	UFCW/MCGEO Local 1994	Gaithersburg	20879
7/6/2017	Completed	Black Ministers Conference of Montgomery County	Silver Spring	20910
7/8/2017	Completed	Mt. Calvary Baptist Church Community Picnic	Rockville	20850

DATE	STATUS	EFFORT	CITY	ZIP
8/1/2017	Completed	National Night Out	Silver Spring	20904
8/1/2017	Completed	National Night Out	Gaithersburg	20877
8/1/2017	Completed	National Night Out	Olney	20832
8/1/2017	Completed	National Night Out @ Mt. Calvary Baptist Church	Rockville	20850
8/6/2017	Completed	Salvadoran- American Day Festival	Rockville	20850
8/17/2017	Completed	Gap Busters 16th Annual Gala	Silver Spring	20910
8/18/2017	Completed	SSCC & AFI Free Outdoor Movie Series-Lego Batman	Silver Spring	20910
8/23/2017	Completed	Drum Circle with Rainbow Joe	Silver Spring	20910
8/24/2017	Completed	Stewartown Community Day	Gaithersburg	20879
8/25/2017	Completed	Tayitu Cultural& Educational Ctr	Silver Spring	20910
8/25/2017	Completed	SSCC & AFI Free Outdoor Movie Series-Purple Rain	Silver Spring	20910
8/26/2017	Completed	Mid County Back to School Jam	Silver Spring	20906
8/27/2017	Completed	Korean Outreach @ H-Mart	Gaithersburg	20877
8/30/2017	Completed	End of Summer BBQ and Dance with the Colliders	Wheaton	20906
9/1/2017	Completed	SSCC & AFI Free Outdoor Movie Series-School of Rock	Silver Spring	20910
9/5/2017	Completed	MC-Germantown College Volunteer Fair	Germantown	20876
9/9/2017	Confirmed	Healthy Temple Ministry Health Expo	Silver Spring	20901
9/10/2017	Completed	Takoma Park Folk Festival	Silver Spring	20910
9/12/2017	Completed	FV/EV Empowerment @ Gaithersburg HS	Gaithersburg	20877
9/12/2017	Completed	FV/EV Empowerment @ Wheaton HS	Silver Spring	20906
9/13/2017	Completed	FV/EV Empowerment @ Gaithersburg HS	Gaithersburg	20877
9/13/2017	Completed	FV/EV Empowerment @ Wheaton HS	Silver Spring	20906
9/14/2017	Completed	FV/EV Empowerment @ Gaithersburg HS	Gaithersburg	20877
9/14/2017	Completed	FV/EV Empowerment @ Wheaton HS	Silver Spring	20906
9/16/2017	Completed	25th Annual Poolesville Day Celebration	Poolesville	20837
9/16/2017	Completed	27th Annual Burtonsville Day Festival	Burtonsville	20866
9/17/2017	Completed	5th Annual Friendship Picnic	Wheaton	20902
9/18/2017	Confirmed	FV/EV Empowerment @ Einstein HS	Kensington	20895
9/18/2017	Confirmed	FV/EV Empowerment @ Seneca Valley HS	Germantown	20874
9/19/2017	Confirmed	FV/EV Empowerment @ Einstein HS	Kensington	20895
9/19/2017	Confirmed	FV/EV Empowerment @ Seneca Valley HS	Germantown	20874
9/20/2017	Confirmed	FV/EV Empowerment @ Einstein HS	Kensington	20895
9/20/2017	Confirmed	FV/EV Empowerment @ Seneca Valley HS	Germantown	20874

DATE	STATUS	EFFORT	CITY	ZIP
9/24/2017	Confirmed	KidsFest (S.T.E.M. Fair)	Silver Spring	20910
9/26/2017	Confirmed	FV/EV Empowerment@ Bethesda-Chevy Chase HS	Bethesda	20814
9/26/2017	Confirmed	Naturalization Ceremony at Montgomery County Board of Elections	Gaithersburg	20879
9/26/2017	Confirmed	National Voter Registration Day @ Wheaton Library	Wheaton	20902
9/26/2017	Confirmed	National Voter Registration Day @ TESS Center	Silver Spring	20901
9/26/2017	Confirmed	National Voter Registration Day @ Gaithersburg Library	Gaithersburg	20879
9/26/2017	Confirmed	National Voter Registration Day @ Germantown Library	Germantown	20874
9/26/2017	Confirmed	National Voter Registration Day @ Damascus Library	Damascus	20872
9/26/2017	Confirmed	National Voter Registration Day @ Olney Library	Olney	20832
9/26/2017	Confirmed	National Voter Registration Day @ Rockville Library	Rockville	20850
9/26/2017	Confirmed	National Voter Registration Day @ Silver Spring Library	Silver Spring	20910
9/26/2017	Confirmed	National Voter Registration Day @ Poolesville Library	Poolesville	20837
9/27/2017	Confirmed	Castle Blvd Hot Dog Night	Silver Spring	20904
9/27/2017	Confirmed	FV/EV Empowerment @ Richard Montgomery HS	Rockville	20852
9/27/2017	Confirmed	FV/EV Empowerment@ Bethesda-Chevy Chase HS	Bethesda	20814
9/28/2017	Confirmed	FV/EV Empowerment @ Richard Montgomery HS	Rockville	20852
9/28/2017	Confirmed	FV/EV Empowerment@ Bethesda-Chevy Chase HS	Bethesda	20814
9/29/2017	Confirmed	FV/EV Empowerment @ Richard Montgomery HS	Rockville	20852
10/1/2017	Confirmed	36th Annual Takoma Park Street Festival	Takoma Park	20912
10/3/2017	Confirmed	FV/EV Empowerment @ Northwest HS	Germantown	20874
10/3/2017	Confirmed	FV/EV Empowerment @ Whitman HS	Bethesda	20817
10/4/2017	Confirmed	FV/EV Empowerment @ Northwest HS	Germantown	20874
10/4/2017	Confirmed	FV/EV Empowerment @ Whitman HS	Bethesda	20817
10/5/2017	Confirmed	FV/EV Empowerment @ Northwest HS	Germantown	20874
10/5/2017	Confirmed	FV/EV Empowerment @ Whitman HS	Bethesda	20817
10/10/2017	Confirmed	FV/EV Empowerment @Blair HS	Silver Spring	20901
10/11/2017	Confirmed	FV/EV Empowerment @Blair HS	Silver Spring	20901
10/12/2017	Confirmed	FV/EV Empowerment @Blair HS	Silver Spring	20901
10/15/2017	Confirmed	World of Montgomery-MC Rockville	Rockville	20850
10/17/2017	Confirmed	FV/EV Empowerment @ Sherwood HS	Sandy Spring	20860
10/17/2017	Confirmed	FV/EV Empowerment@ Clarksburg HS	Clarksburg	20871
10/18/2017	Confirmed	FV/EV Empowerment @ Sherwood HS	Sandy Spring	20860
10/18/2017	Confirmed	FV/EV Empowerment@ Clarksburg HS	Clarksburg	20871

DATE	STATUS	EFFORT	CITY	ZIP
10/19/2017	Confirmed	FV/EV Empowerment @ Sherwood HS	Sandy Spring	20860
10/19/2017	Confirmed	FV/EV Empowerment@ Clarksburg HS	Clarksburg	20871
10/24/2017	Confirmed	FV/EV Empowerment @ Blake HS	Silver Spring	20905
10/24/2017	Confirmed	FV/EV Empowerment @Springbrook HS	Silver Spring	20904
10/25/2017	Confirmed	FV/EV Empowerment @ Blake HS	Silver Spring	20905
10/25/2017	Confirmed	FV/EV Empowerment @Springbrook HS	Silver Spring	20904
10/26/2017	Confirmed	FV/EV Empowerment @ Blake HS	Silver Spring	20905
10/26/2017	Confirmed	FV/EV Empowerment @Springbrook HS	Silver Spring	20904
10/31/2017	Confirmed	FV/EV Empowerment @ Magruder HS	Rockville	20855
10/31/2017	Confirmed	FV/EV Empowerment @ Watkins Mill HS	Gaithersburg	20879
11/1/2017	Confirmed	FV/EV Empowerment @ Magruder HS	Rockville	20855
11/1/2017	Confirmed	FV/EV Empowerment @ Watkins Mill HS	Gaithersburg	20879
11/2/2017	Confirmed	FV/EV Empowerment @ Magruder HS	Rockville	20855
11/2/2017	Confirmed	FV/EV Empowerment @ Watkins Mill HS	Gaithersburg	20879
11/6/2017	Confirmed	FV/EV Empowerment @ Kennedy HS	Silver Spring	20902
11/7/2017	Confirmed	FV/EV Empowerment @ Kennedy HS	Silver Spring	20902
11/8/2017	Confirmed	FV/EV Empowerment @ Kennedy HS	Silver Spring	20902
11/16/2017	Confirmed	Nadim Khan Memorial Homeless Resource Day	Gaithersburg	20877