

APPROVED

January 22, 2018

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 Keefe, Secretary  
Alexander Vincent  
David Naimon  
Jacqueline Phillips  
Alan Banov

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

Guests:

Lynn Garland  
Mark Hoffman  
Mary Lanigan  
Carol Petzold  
Walter Petzold

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

<https://youtu.be/j75DECaz1wA>

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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.

### **Approval of the November 20, 2017, Board Meeting Minutes**

*Mrs. Khozeimeh moved to accept the November 20, 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 would be held immediately after the Board meeting to discuss a future budget.

### **Public Comments**

Carol Petzold requested to address the Board in advance. Ms. Petzold spoke in support of changing the polling place for Precinct 13-46 back to the former English Manor Elementary School (see attachment A). She noted that English Manor is currently under renovation, but she has been assured by the Montgomery County Public Schools Project Manager that the building would be ready in late May or early June, in time for the Primary election.

Lynn Garland requested to address the Board. Ms. Garland expressed her concerns with the on-line ballot delivery system. She stated her opinion that most States limit the on-line delivery to those required by federal law; as far as she knows Maryland is one of the only States that allows any voter to request on-line ballot delivery. She expressed concern that this option results in an unsecure ballot. She shared with the Board her concerns with the duplication process of the on-line ballots and the potential burden that it puts on staff that there is no limit to who may make on-line ballot requests. Ms. Garland stated that a member of the State Board of Elections had indicated to her that no local Board had ever indicated that the process is burdensome. She urged the Board that if the process is considered burdensome to the Board of Elections that a letter be sent to the State Board of Elections indicating so.

Mr. Vincent inquired if the limitation to who may make on-line ballot requests is a regulation or legislative change. Mr. Karpinski responded that the State Board could make the change to limit the availability of the on-line ballot. He noted that this Board has complained about the administrative cost associated with the unlimited availability of on-line ballot requests, noting that he is certain that he wrote the letter after the 2016 election cycle. Mr. Karpinski will follow up with the letter and provide another copy or resend it to the members of the State Board of Elections.

Ms. Rzeszut presented information on Precinct 13-46. She noted that due to ongoing construction at Lucy V. Barnsley Elementary School, the Board approved the use of Bauer Drive Community Recreation Center at the November Board meeting. Bauer Drive Community Recreation Center was chosen as it is adjacent to the precinct, ADA compliant, allows electioneering, has adequate room space, and has sufficient parking.

Ms. Rzeszut presented information on the proposed polling place suggested by Mrs. Petzold, English Manor. The building was previously used by the Children's Learning Center and will be used as an administrative building when construction is complete. She added that the building is in the precinct, would be ADA compliant, and would allow electioneering, that staff anticipates that there would be adequate room size (the room has not been completed due to construction), and that parking would be sufficient in 2020, as it will be reconfigured in the summer of 2018; however, Mrs. Rzeszut noted that the parking lot would be shared with staff. She added that the Board faces challenges as both Lucy V. Barnsley and English Manor have ongoing construction, so it is staff's recommendation that Precinct 13-46 use the approved Bauer Drive Community Recreation Center for the 2018 Election Cycle due to the uncertainty of the construction completion date of English Manor. She added that she has been provided an anticipated completion date of late June; however, that date does not include the parking, sidewalk, and ground changes that will occur through the end of summer. Mr. Banov inquired about the shared parking with staff. Ms. Rzeszut responded that it is unclear the number of spaces that would be available until the renovation is complete, and added that limited staff is currently on site while construction is occurring; however, five additional agencies will be moved in once the construction is completed.

Ms. Khozimeh noted that construction deadlines are not guaranteed and the deadline could change by two weeks earlier or later. Mr. Naimon noted that the Board has a legal requirement to give priority to sites in precinct and a priority to use public sites, adding that there is no reason to not give that priority in this case. He stated that it is his opinion that the map reflects that the distance from the precinct to the Bauer Drive Community Recreation Center is far and potentially an inconvenience to voters. He suggested that the Board not make a decision until Montgomery County Public Schools (MCPS) provides further information on a completion date. Mr. Shalleck stated that there are conflicting deadline dates and that he agrees with Mr. Naimon that we should hear directly from MCPS. Mr. Shalleck stated that the next meeting is February 26 and the polling places need to be selected by March 27. Ms. Jurgensen clarified that there is a legal deadline of March 27; however, prior to submitting the precinct list to the State Board of Elections staff must begin to prepare all the election software that goes with preparing for the election and there are documents that need to be submitted on January 26. Ms. Jurgensen stated that staff will contact MCPS and provide further information to the Board. Mr. Vincent asked if the polling place for Precinct 13-46 was approved in November. Ms. Jurgensen affirmed that it was. Mr. Vincent inquired if the Board had considered English Manor at the time. Ms. Rzeszut stated that it had not.



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*Mr. Naimon moved that subject to the School Superintendent indicating that the building be available on time, the Board move the polling place for Precinct 13-46 to English Manor. The motion was seconded by Ms. Keeffe.*

Ms. Phillips added that the Board should request certification that the parking lot will be finished and if it is not, that there would be no danger to anyone walking to the polling place. Mr. Vincent noted concern about what the Board would do if the construction on the inside of the building is not completed by the deadline provided.

*Mr. Shalleck took a vote on Mr. Naimon's motion, and it passed unanimously.*

**Election Director Status Report** (Incorporated as Attachment B)

Ms. Jurgensen provided a letter from Family Services thanking staff for donating several items to the Linkages to Learning Program.

**Personnel**

Ms. Jurgensen introduced Eric Olsen, the new Operations Program Specialist. Mr. Olsen provided background information on his experience. The Board welcomed him.

Ms. Jurgensen thanked the Board for the appreciation luncheon provided today.

Ms. Jurgensen stated that all staff has signed off on the newly required State Board of Elections security oath and several employees needed to get fingerprinting as the State Board could not find previous fingerprinting records.

**Budget** (Incorporated as Attachment C)

Ms. Roher stated that the budget spreadsheet detailing the final FY18 expenditures was sent in advance. She noted that a correction is needed on the header of the spreadsheet to reflect that it includes expenditures through December 31.

Ms. Roher stated that on November 30 the Office of Management and Budget requested that the department provide a 2% reduction to the current fiscal year budget (Primary Election). With a deadline of December 8, staff agreed that the reduction of \$164,274 could be taken from a State Board of Elections line item. The proposed reduction was presented to the Budget Subcommittee. No reduction was submitted on December 8, because the County Executive transmitted his reduction documents to the County Council recommending that the Board of Elections reduce the budget by only \$80,000. The Board agreed to reduce line item 61932- Other Rentals/Leases (Voting Equipment) by \$80,000.

Ms. Roher stated that the Office of Management and Budget has completed their second quarter analyses of the FY18 funding allocation and is projecting a deficit of \$52,550. She added that a third quarter analyses will occur later in the fiscal year and provide a better projection. Ms. Jurgensen stated that additional details have not been discussed at this point, but a meeting with OMB is planned.

Ms. Jurgensen stated that ES&S won a state contract award and will be the new company that will be printing and sending out the absentee ballots for all local boards in Maryland, a contract previously handled by Runbeck. She added that ES&S will be presenting their plans to local boards in the next 30 days. Ms. Keeffe requested that staff be vigilant with the process based on previous experience with Runbeck. Ms. Phillips suggested that ES&S be invited to attend a Board meeting and share their process.

### **Voter Registration**

Ms. White reported that, as of December 31, 2017, Montgomery County has 644,378 active and pending registrants and 79,965 inactive registrants. She added that Voter Services staff is working on and completing the ERIC list maintenance.

Ms. Jurgensen reported that Mr. Shalleck brought to her attention a *Washington Post* article claiming that the Department of Motor Vehicle issued drivers licenses to an estimated 600 ineligible non-citizens. She reported that the license issued does not give them the ability to vote. She added that staff submitted an inquiry to the State Board of Elections and no reply has been given at this time, but that she will continue to follow up with Mary Wagner.

### **State Board of Elections**

Ms. Jurgensen reported that the State Board of Elections has notified local boards that polling place changes are to be submitted by January 26.

Ms. Jurgensen reported that she received notification from the Maryland Democratic Central Committee that candidates for the Democratic County Central Committee shall be gender balanced.

Ms. Jurgensen reported that the contract to deliver election equipment has been awarded to Interstate Moving. She added that their headquarters are in Springfield, Virginia, and staff will be meeting with them in the next 45 days.

Ms. Jurgensen reported that formal correspondence was sent to candidates who filed in 2017, noting that they have to complete and submit financial disclosures prior to March 1.

Ms. Jurgensen reported that the State Board of Elections Administrator will brief the Maryland House Ways and Means Committee on Friday, January 26, at 1:00 p.m.



Ms. Jurgensen reported that staff completed the Pre-Primary Election Testing on January 19.

Ms. Jurgensen reported that Ms. McLaughlin, Ms. White, and she attended a demonstration of software for an automated system to copy the on-line delivery ballot to ballot card stock, given by Runbeck. She added that the product includes software, laptop, scanner, and printer. The initial cost is \$46,500 with an additional licensing fee of \$14,000 each year out. Ms. Jurgensen stated that the State Board of Elections reached out to her late in the 2016 election cycle, inquiring if Montgomery County would be interested in piloting the product, and that she declined due to the late notification and insufficient time to have staff appropriately trained on the equipment. Ms. Jurgensen noted that Maricopa County in Arizona uses the software for the return of voted absentee ballots. She noted that they have more than 2 million registered voters and that Runbeck's office is located in Maricopa County. Arizona allows for their return voted absentee ballots to be opened for tallying the election results and has a permanent early voting list. She stated that the election office works 45 teams, three shifts around the clock.

Ms. Jurgensen reported that during the demonstration she found the imaging confusing. She stated that staff's assessment is that the software may be efficient for duplicating a large volume of ballots onto identical card stock, but it is not designed for our web delivery ballots. Using the software will require comparing the original ballot and the duplicated ballot visually on a screen. She also noted that there are limitations on the licensing. She stated that she again recommends that the software not be used for the 2018 election cycle.

Ms. Jurgensen stated that she is recommending that Maryland join the other 49 States and begin the processing of absentee ballots prior to Election Day by proposing legislation. The approval of the legislation would permit Montgomery County to process absentee ballots quicker resulting in absentee results posted with Election Day and Early Voting results. She stated that staff believes that this Board could be instrumental in advocating this legislative change. Ms. Keeffe stated that she and Ms. Phillips had the opportunity to discuss the proposal with staff and are in support of the recommendation. Ms. Phillips stated that machines using the software ran by Runbeck are not adequate for Montgomery County's size and that in her view we need to open absentee ballots earlier. Ms. Phillips noted that 49 other states do so and asked Ms. McLaughlin to provide an update on discussions within MAEO about opening absentee ballots earlier. Ms. McLaughlin responded that she needs further clarification on what Montgomery County wants to pursue before she can take further efforts to pursue the issue within MAEO. Mr. Karpinski noted that the expense and difficulty of conducting the canvass has grown due to changes in recent election cycles, as Maryland offers no excuse absentee voting, as well as on-line ballot delivery, which opens up an expanding number of ballots to canvass. He stated that a very small percentage of ballots require Board review, and that he wholeheartedly agrees with staff's recommendation to open earlier those ballots that are not required to be presented to the Board of Canvassers for possible rejection. He recommended that staff be allowed to open absentee ballots up to 18 days prior to Election Day and that most absentee ballots be counted and reported on election night. He recommended reaching out to the Montgomery County delegation, the County Council, and the County Executive's office. He stated a belief that starting earlier would allow ballots to be counted more accurately and efficiently.



Ms. Phillips asked whether it is still possible to introduce an emergency bill on the topic. Mr. Karpinski noted that changes will be necessary to both the statute and COMAR. Mr. Karpinski noted that the statute currently allows for ballots to be opened on Wednesday. Board members discussed further.

Mr. Karpinski noted whether the Board wishes to take a position on restricting the web delivery ballot is a separate question. Ms. Keeffe stated that the way the issue has been described to her, the State of Maryland got ahead of itself with technology that our practices are not well prepared to handle. Mr. Naimon suggested that the Board hear from the political parties and the public on restricting the web delivery ballot and noted that there are many voters who expect to receive services electronically. Ms. Phillips stated that she agrees services are going to be provided electronically, but that she feels we are not ready. She stated that in her opinion, we need to focus on our ability to securely process the ballots in the volume that we have. Mr. Vincent inquired if the Board would need to introduce legislation on restricting the web delivery ballot. Mr. Karpinski responded that he would check, but that he believes the State Board of Elections would be able to make regulation changes. Mr. Shalleck invited Lynn Garland to provide information on past discussions of the State Board of Elections on the topic and she stated that based on how it has been interpreted in the past, she believes it would require a legislative change to restrict the availability of online ballot delivery.

Mr. Shalleck suggested that the Board concentrate on opening absentee ballots earlier. Ms. Jurgensen stated that we may be able to find a sponsor to introduce legislation, but that in her opinion we should focus on introducing and educating legislators on the concept.

Ms. Jurgensen stated that the only ballots that would be opened early would be what she described as the perfect absentee ballots that are timely and have a signature, and that any ballots that there are questions about would be presented to the Board of Canvassers. She asked whether the Board wants to be there.

Ms. Phillips stated that she feels strongly that the Board should draft and submit legislation this year. Mr. Vincent agreed. Ms. Keeffe agreed. Mr. Shalleck asked Mr. Karpinski to prepare a draft.

Ms. Jurgensen reported that the effort by election directors from several of the larger jurisdictions was unsuccessful and that two counties wanted to keep them, so the ballot stubs will remain on ballots.

## **Legislative Update**

Ms. Jurgensen noted that legislation on automatic voter registration, ranked choice voting, and random ordering of candidates on a ballot were provided in advance.

Ms. McLaughlin inquired if the Board would like to take a position on legislation on the random name ordering of candidates on a ballot. Mr. Shalleck recommended that the Board not take a position out of concern that it may be a conflict of interest as Board members administer the election law. Mr. Naimon asked how hard it would be to administer. Ms. McLaughlin stated that she speculates the cost is significant because of how the software is designed and managed

statewide and that it would require a software change because all counties would be doing their own lottery for ballot position. Ms. Jurgensen provided additional information on factors that could affect the cost. Ms. McLaughlin stated that she will assume the Board is taking no position on legislation unless she is told otherwise.

Ms. Jurgensen asked that if the Board members would like to take a position on any Legislation, that they contact Ms. McLaughlin, and the Board can have a telephone conference call to weigh in on a position if necessary.

Board members discussed proposed legislation affecting how judges are elected.

## **Board Attorney Report**

### **Judicial Watch**

Mr. Karpinski reported that the Judicial Watch lawsuit is still pending in the Court.

## **Old Business**

### **Jane Lawton Community Rec Early Voting Center Parking**

Ms. Roher reported that the town of Chevy Chase Council has provided written confirmation that they will approve the suspension of parking during Early Voting. Mr. Naimon inquired if that information could be provided in the sample ballot. Ms. McLaughlin stated that she will revisit the language as it is currently phrased on the sample ballot.

## **New Business**

### **Polling Place for Precinct 04-30**

Ms. Jurgensen reported that a new polling place location will need to be found, as the current location (St. Elizabeth's Catholic School) will be holding a summer camp and has declined to host the precinct. Ms. Rzeszut presented several proposals to the Board (see attachment D). Charles E. Smith Jewish Day School is very interested in being a polling place in 2020, but is not available in 2018. Faith United Methodist Church has conflicts in its schedule. Farmland Elementary School already is a polling place in the cafeteria, but its gymnasium is not air conditioned so that is not an option. Bender Jewish Community Center already is a polling place for another precinct and is not able to host two polling places at once. B'nai Israel congregation declined. Green Acres School also is not available. Ms. Rzeszut stated that staff's recommendation is to use Richard Montgomery High School. She stated that Richard Montgomery is across the street from the precinct and if selected will be used by another precinct in the same room as the precincts share the same ballot style. Ms. Keeffe suggested, and other Board members agreed, that if Richard Montgomery is selected that another room be used to separate the precinct to have accurate voting results by precinct. Mr. Naimon suggested that staff inquire if Montrose Community Center, within the City of Rockville and within the precinct, would be available as a polling place. Board members also suggested that staff inquire with Ring House and



Landow House. Ms. Rzeszut responded that parking may be a concern with both sites; however, she will follow up and provide information to the Board at the February Board meeting.

### **Media Proposal**

Mr. Vincent stated that he met with Ms. Roher as the Communications Committee that Mrs. Rivera-Oven was a member of before her departure. He added that a full committee may not be needed at this time, as it is his opinion that Board members are equally interested in how funds are spent on media outlets. He added that information was provided in the advance packet. Mr. Vincent stated that in the proposal most of the allocation of funds have been preserved but that funds would be redistributed to the *Korean Times* and the insert used in *The Washington Post* would not be done for the Primary but instead just for the General Election, noting that there will be additional funds in FY19 given the expected turnout. Ms. Keeffe expressed surprise that when Mrs. Rivera-Oven resigned, another member of the Board minority wasn't appointed to serve on the Committee. Mr. Naimon indicated that he had previously volunteered to serve on the Communications Committee but had deferred to Mrs. Rivera-Oven, and disagreed with the idea that the Committee could be dissolved. He also disagreed with the idea that outreach for the general election is the more important outreach because of the voter turnout, and pointed out that there will be one of the largest number of candidates ever in the primary election and a lot of people who may want to register to vote. Mr. Naimon volunteered and was appointed to join the Communications Committee and it was decided that he and Mr. Vincent will meet and review the media proposal and to discuss at the February Board meeting.

### **Training Schedule (Incorporated as Attachment E)**

Ms. Woods provided an overview of the scheduled training schedule. A few Board members requested that staff locate additional facilities to provide training opportunities in Damascus and Clarksburg to facilitate recruiting Republican judges. Ms. Phillips requested a copy of the training schedule along with stipend amount for each training position. Mr. Naimon complimented Ms. Woods for the training schedule and the new locations, as well as for avoiding holidays.

### **Future Meetings**

The next Board meeting will be on February 26, 2018.

### **Adjournment**

*With no further business to discuss, Ms. Khozeimeh made a motion to adjourn the Board meeting at 4:44 p.m. The motion was seconded by Ms. Keeffe and passed unanimously.*

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**Report on Executive Session**

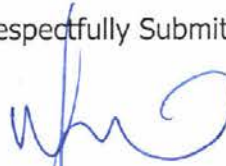
The Montgomery County Board of Elections convened in Executive Session at 5:12 p.m., pursuant to State Government Article 10-508 (a)(13) to discuss a future budget.

The following Board members and staff were in attendance: Mr. Shalleck, Ms. Khozeimeh, Ms. Keeffe, Mr. Vincent, Mr. Naimon, Ms. Phillips, and Mr. Banov, Board Attorney Mr. Karpinski, Ms. Jurgensen, Ms. McLaughlin, Ms. Merino, and Ms. Roher.

The Board members discussed a future budget.

*Mrs. Khozeimeh moved to adjourn the Executive Session at 5:18 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



Speaking before the Montgomery County Board of Elections, January 22, 2018

**Regarding the Change of Polling Place for Precinct 13-46  
From Barnsley Elementary School to the former English Manor School**

I am Carol Petzold, a long-time resident of precinct 13-46, here to encourage you to change the polling place for our precinct back to its original site, the former English Manor School, where we voted from the early 1960s until 2010.

**A Bit of History:** When English Manor closed, space was leased by the Children's Learning Center, a private school, and we continued to vote there. It was a convenient location within our precinct. In 2010 the polling place was moved to Lucy Barnsley Elementary School. Now, Barnsley is under construction and unavailable as a polling place. Without realizing that the English Manor facility is re-opening as a MCPS administrative center, the Board voted in November to move the 13-46 polling place to the Bauer Community Center, even further away from our precinct than Barnsley.

**WHAT IS AVAILABLE NOW:** MCPS moved the staff for the Infants and Toddlers Program to the English Manor site using the first floor classrooms. The All Purpose Room, which was the polling place, is under going minor renovation that will be completed in late April or early May according to the MCPS Project Manager, Michael Shpur. The building has always been ADA compliant, never having a step to climb at the front door. There is parking, though many folks will walk to vote because of the school's location near our homes. It will be available in November as well. Shawn Gallagher in the MCPS Construction Division has told me the deed to the school is held by MCPS.

**OUR REQUEST:** Please move our 13-46 polling place back to our neighborhood to the English Manor site, the only public building in the precinct. We enjoy having our polling place within the precinct and walking to vote. It will be a time saver for voters to vote closer to home, to avoid the congestion near a shopping center and the confusion of having two polling places side by side (Wood Middle School, the 13-52 polling place, is adjacent to the Bauer Community Center.).

**DEADLINES:** According to the Maryland Board of Elections web site, the deadline for selecting polling sites is March 27, 13 weeks ahead of the election. There is time to accommodate our request.

**January 19, 2018**

**Election Director's Report**

**Public Comments:**

- Carol Petzold has made a request to speak to the Board regarding precinct 13-46, Bauer Community Recreation Center.

**Additions/Changes to Agenda**

- Executive Session is required

**Election Director Status Reports**

A. Personnel

- Introduce Eric Olsen
- Security oath need signatures of Board members.
- Local Montgomery County Board staff completed new security oaths and were all finger printed because the previous finger printing was unable to be located at the State Board of Elections.
- Position freeze was in place but the County Office of Management and Budget just released the Board from the freeze, intend to begin advertising temporary positions as soon as possible. Alysoun McLaughlin

B. Budget – Margie Roher

C. Voter Registration – Jessica White

- The news article related to 600 non-citizens was submitted to Mary Wagner for a response and no reply has been given.

D. State Board of Elections

- Notification to LBEs that all polling place changes should be submitted by January 26<sup>th</sup>.
- Notification by the Maryland Democratic Central Committee regarding the candidates for county central committee shall be gender balanced.
- Notified that ES&S was awarded the contract to mail the absentee ballots. This is a new vendor for printing. The directors have been advised that ES&S will be presenting to the LBEs in the next 30 days their product & plan.
- Transportation contract awarded to Interstate Moving to delivery & pick-up voting equipment. Company is headquartered in Springfield VA. Meeting to be scheduled in the next 45 days.



- Any candidate that files for office during calendar year 2017 MUST file an updated financial disclosure after January 1st. A financial disclosure is completed for the previous calendar year. Candidates filing for office in calendar year 2017 file a 2016 financial disclosure. For a candidate to appear in the 2018 election, they MUST file a calendar year 2017 updated financial disclosure prior to March 1st or they will be removed from the ballot. Letters were sent to the candidates impacted after January 1<sup>st</sup>.
- State Board of Elections Administrator will brief the Maryland House Ways and Means Committee on Friday, January 26th at 1pm.
- Pre-Primary Testing took place January 16th thru 19<sup>th</sup>.
- Runbeck Election Services demonstrated the software for an automated system to copy the on-line delivery ballot to ballot card stock. Staff recommends to delay any purchase of the software and licensing until the product is user friendly and more robust. It is not cost effective at this time. The product is used in Phoenix AZ where the returned voted absentee ballots are processed immediately when returned to the Elections Administrator's Office. Staff will brief Board members regarding the issues with the current software.
- The recommendation from staff is to move forward with changing the Maryland laws regarding absentee ballots. Specifically permitting the Board of Canvassers to delegate the staff the duties of processing all absentee ballot received prior to Election Day and include those totals with the Early Voting and Election Day tabulations. Maryland is the only state in the nation to hold back absentee ballots received prior to Election Day from Election night returns. This topic has been discussed and some interest has been expressed in favor of the idea. The Montgomery County Board of Elections members' leadership on this issue could be instrumental in moving the state forward with improved election night results reporting. Kevin Karpinski will brief the Board on a proposed piece of legislation on Monday.
- Ballot stubs will remain on the ballots.
- SBE will be sending a new directive to the local boards of elections related to non-citizens who are registered to vote.

#### E. Legislative Update

- See legislation attachments

**Board Attorney Report**

Kevin Karpinski

**Old Business**

- A. Lawton Community Recreation Center – Margie Roher

**New Business**

- A. Polling Place Updates
  - 1. Precinct 04-30
  - 2. Precinct 13-46 – withdrawn as facility not ready.
- B. Media Proposal – Board member Alexander Vincent
- C. Training Schedule – Leslie Woods

**Future Meetings**

Lisa Merino



**FY18 OPERATING BUDGET SPREADSHEET**  
 (Through ~~November 30, 2017~~, as of ~~December 4, 2017~~)

LINE ITEM	FY18 APPROVED	FY18 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>4,206,270</b>	<b>1,357,165</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,420,715</b>	<b>1,056,458</b>
50010 - Full Time Salaries	2,200,927	958,309
50012 - Part Time Salaries (Part-Time Permanent Employees)	130,936	44,843
50020 - Seasonal Temps (Part-Time Temporary Employees)	636,987	50,510
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	728
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>838,316</b>	<b>51,239</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	250,536	2,067
<b>5A002 - FICA</b>	<b>239,603</b>	<b>75,412</b>
<b>5A003 - Group Insurance</b>	<b>357,768</b>	<b>140,453</b>
<b>5A004 - Group Retirement</b>	<b>188,184</b>	<b>84,841</b>
<b>OPERATING EXPENSES</b>	<b>4,691,315</b>	<b>1,076,657</b>
<b>6A001 - Services and Contracts</b>	<b>1,625,953</b>	<b>367,024</b>
60060 - Legal/Attorney Services	75,000	35,714
60066 - SBE Program Management	541,133	227,674
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems**	25,000	0
60326 - Repair/Maint Agmts - Office Equip	11,000	3,636
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	100,000
<b>6A002 - Maintenance</b>	<b>249,497</b>	<b>99,497</b>
61010 - Computer Equip Repairs/Maint (EPB)	249,497	99,497
<b>6A003 - Rentals/Leases</b>	<b>1,902,495</b>	<b>350,617</b>
61902 - Furniture Rentals (Polling Place)	7,000	0
61924 - Other Equipment Rentals (MDVoters)	398,073	85,731
61926 - Bldg or Space Rental/Leases (Pol. Place)	40,305	1,250
61932 - Other Rentals/Leases (Voting System)	1,457,117	263,636
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>141,684</b>	<b>74,581</b>
62010 - General Office Supplies+	72,315	8,537
62016 - Computer Supplies	5,000	2,196
62018 - Computer Equip (<\$5,000)**	28,000	12,109
62022 - Paper and Supplies for Copiers	0	82
62028 - Other Supplies & Equipment	36,369	51,657
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>3,308</b>
62700 - Books/Reference Materials	2,500	598
62712 - Other Books, Videos, and Subscriptions	1,000	2,711
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>154,651</b>	<b>81,554</b>
62826 - Keys and Locks	265	402
62848 - Tools	0	96
62896 - Parking Meters	0	0
62946 - Charges from SBE	154,386	81,056
<b>6A013 - Printing/Central Duplicating Services</b>	<b>143,054</b>	<b>41,894</b>
63016 - Imaging	10,000	4,088
63018 - Document Shredding	0	0
63020 - Office Mach. Cop. Leasing	11,760	9,204
63022 - Other Central Dup Svc - Printing (all printing costs)	121,294	28,602
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		



**FY18 OPERATING BUDGET SPREADSHEET**  
(Through November 30, 2017, as of December 4, 2017)

LINE ITEM	FY18 APPROVED	FY18 YEAR TO DATE*
<b>6A014 - Outside Printing</b>	<b>100,550</b>	<b>0</b>
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	100,000	0
<b>6A015 - Mail</b>	<b>138,361</b>	<b>25,399</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	21,071
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	1,739
63206 - Inter-Office Mail/Pony Charge	750	2,589
63208 - Other - Mail (Sample Ballot Postage)	80,000	0
<b>6A016 - Outside Postage and Mail</b>	<b>90,500</b>	<b>25</b>
63300 - Outside Mail Services (VNCs and all other postage)	90,000	0
63304 - Other Outside Mail Services	500	25
<b>6A017 - Motor Pool</b>	<b>41,243</b>	<b>13,142</b>
63500 - Assigned Motor Pool Vehicles	31,318	12,424
63504 - Daily Rental Motor Pool	9,925	697
63508 - MP EZPASS Charges	0	20
<b>6A018 - Communications Services</b>	<b>33,670</b>	<b>9,903</b>
63604 - Cellular Phone Line Charges	2,800	0
63618 - Blackberry Charges (smart phones)	9,000	2,953
63624 - Communication Circuits	0	0
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	6,950
<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>5,832</b>
64010 - Metropolitan Area Travel	17,996	3,144
64012 - Non-Metropolitan Area Travel	6,000	2,688
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>1,537</b>
64100 - Local Conference Related	2,000	0
64102 - Non-Local Conference Related	0	0
64120 - Other Education, Tuition, & Training	8,125	1,537
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>1,495</b>
64200 - Professional Memberships (Individual)	2,000	1,495
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>0</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	0
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>5,000</b>	<b>849</b>
69999 - Other Misc Operating Expenses	5,000	849
<b>DEPARTMENTAL TOTAL</b>	<b>8,897,584</b>	<b>2,433,822</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		





Montgomery County Board of Elections

# 2018 Proposed Polling Places Updates

**Precinct 04-30  
Original Site Declined  
to Host**



## Sites Reviewed

- **Charles E. Smith Jewish Day School** – Willing to host in 2020, but elections conflict with school schedule in 2018
- **Faith United Methodist Church** – Conflicts with schedule
- **Farmland Elementary School** – No air conditioning in gym
- **Bender Jewish Community Center** – Already a polling place, space and parking is inadequate to host two precincts
- **B’Nai Israel Congregation** – Declined to host
- **Green Acres School** – Declined to host
- **Richard Montgomery High School** – Shared location with Precinct 04-05

**04-30**

**Share Facility with Precinct 04-05**

**Richard Montgomery High School**

**2,755 Registered Voters**

**34.7% 2016 Turnout**

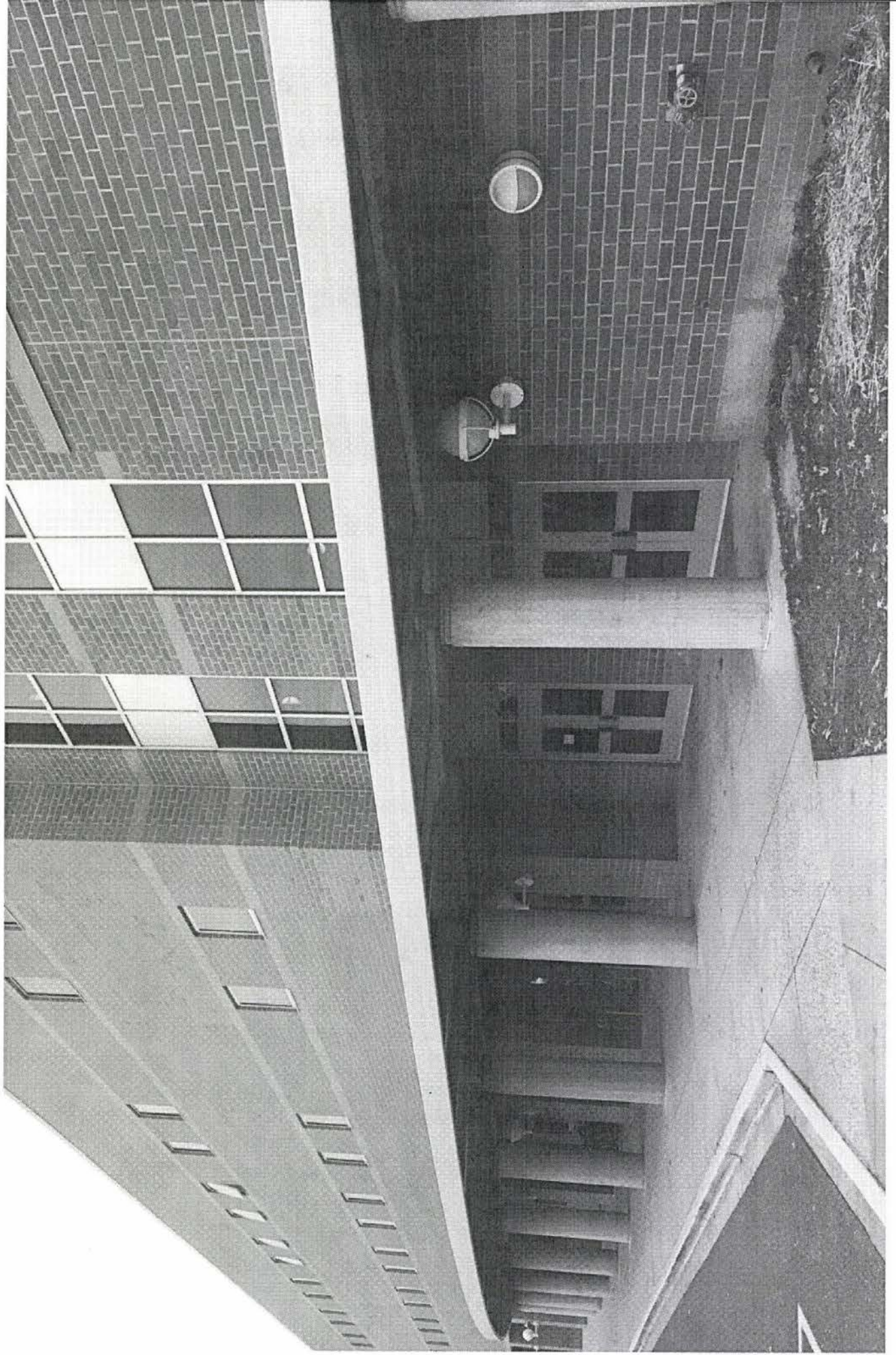
**Previous Location: St. Elizabeth Catholic School**

**Reason for Change: Declined to Host**

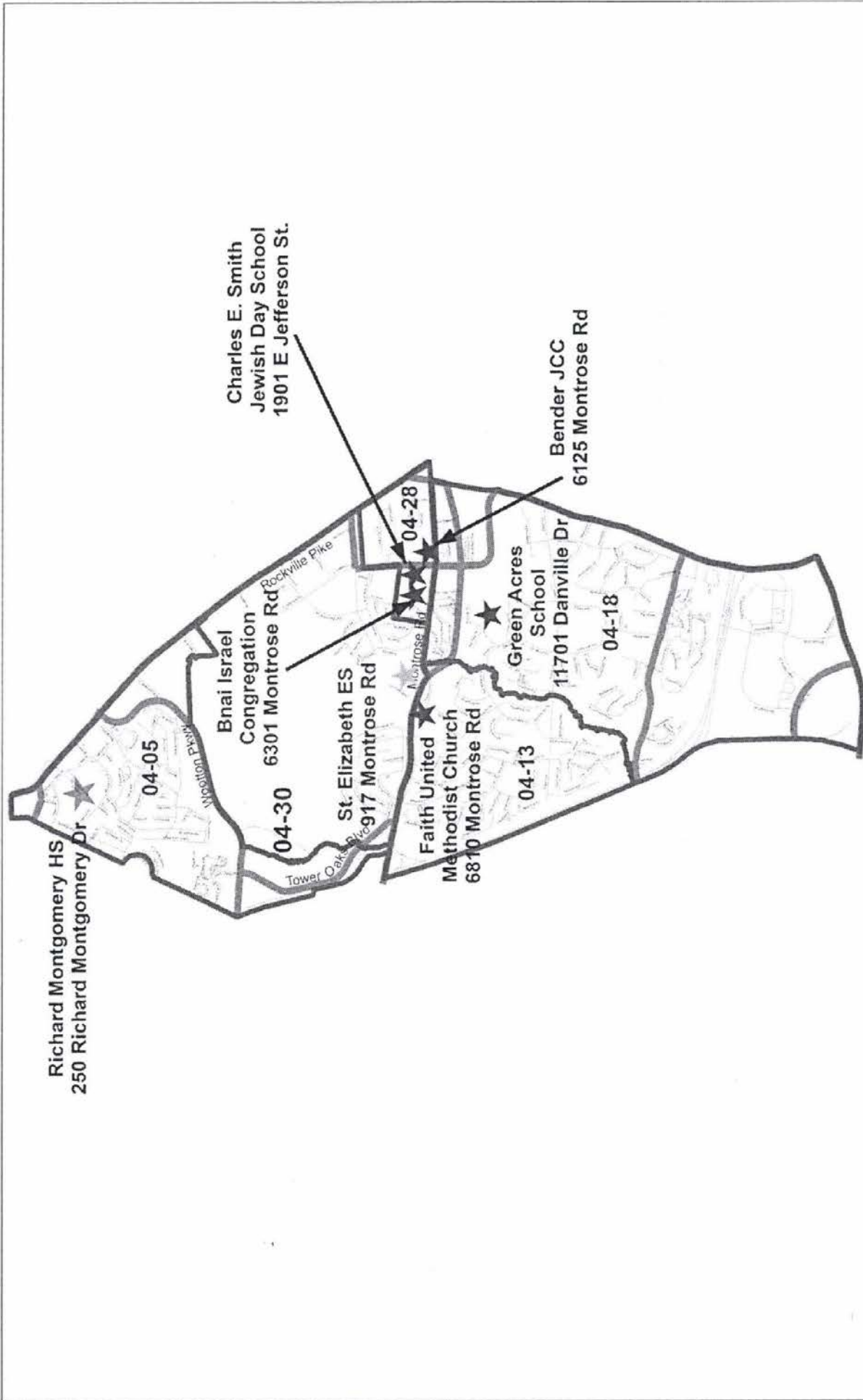
- ✓ Adjacent to Precinct
- ✓ ADA Compliant
- ✓ Electioneering Permitted
  - Good Parking
  - Adequate Room Size



**04-30 Richard Montgomery High School  
250 Richard Montgomery Drive, Rockville, MD 20852**

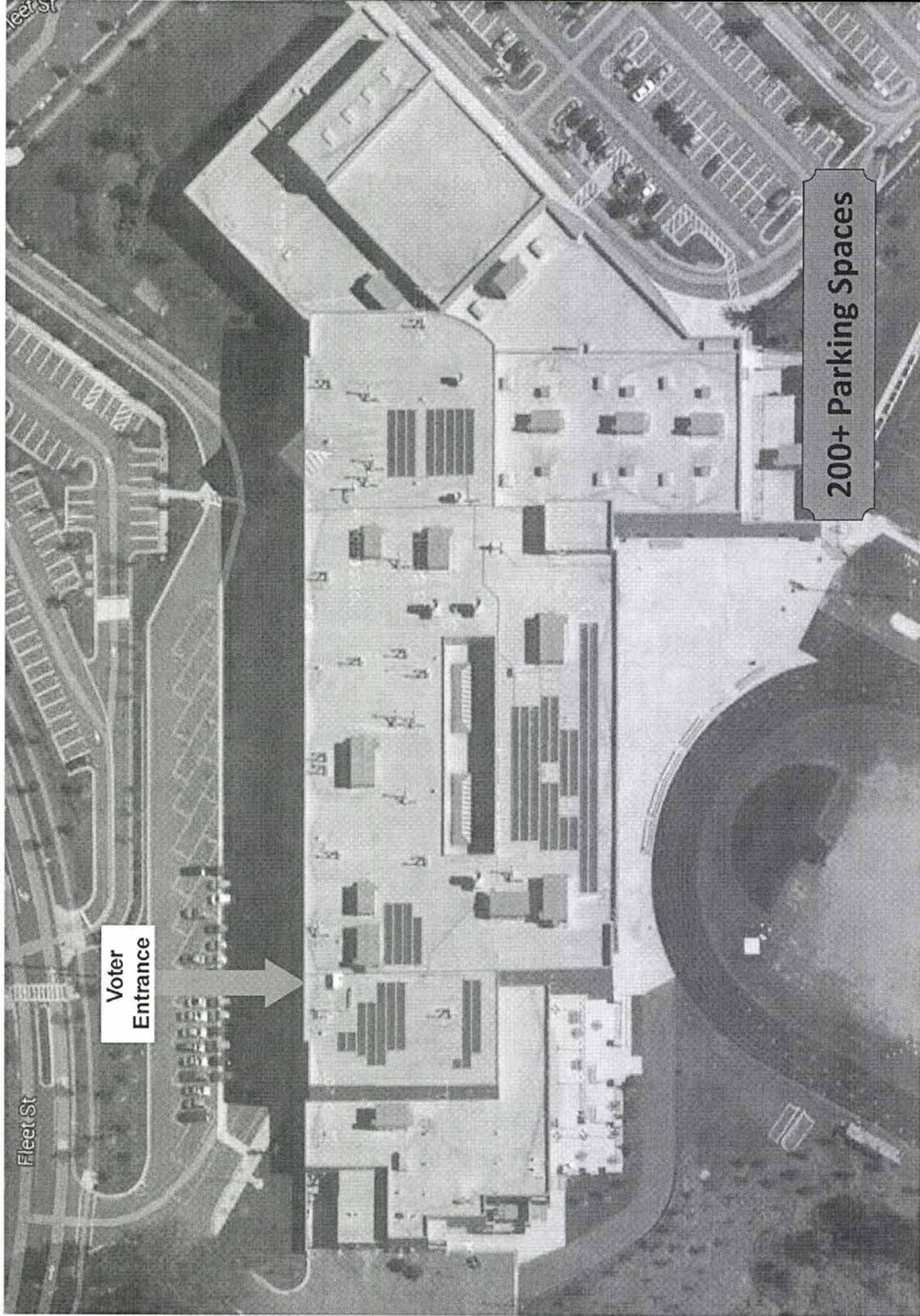








# 04-30 Richard Montgomery High School



Voter  
Entrance

200+ Parking Spaces

Fleet St

Fleet St

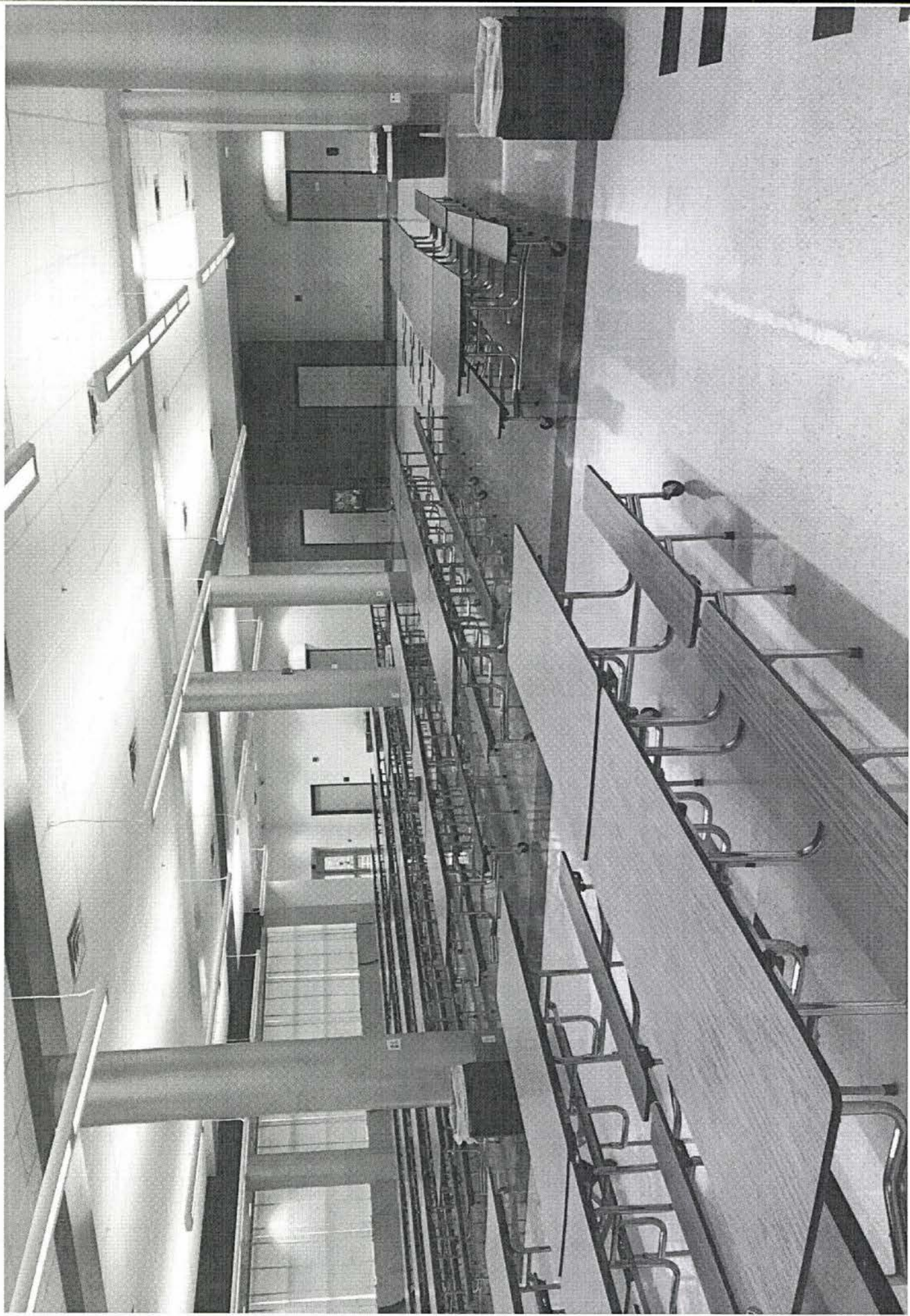


# 04-30 Richard Montgomery HS – Voting Area Lobby



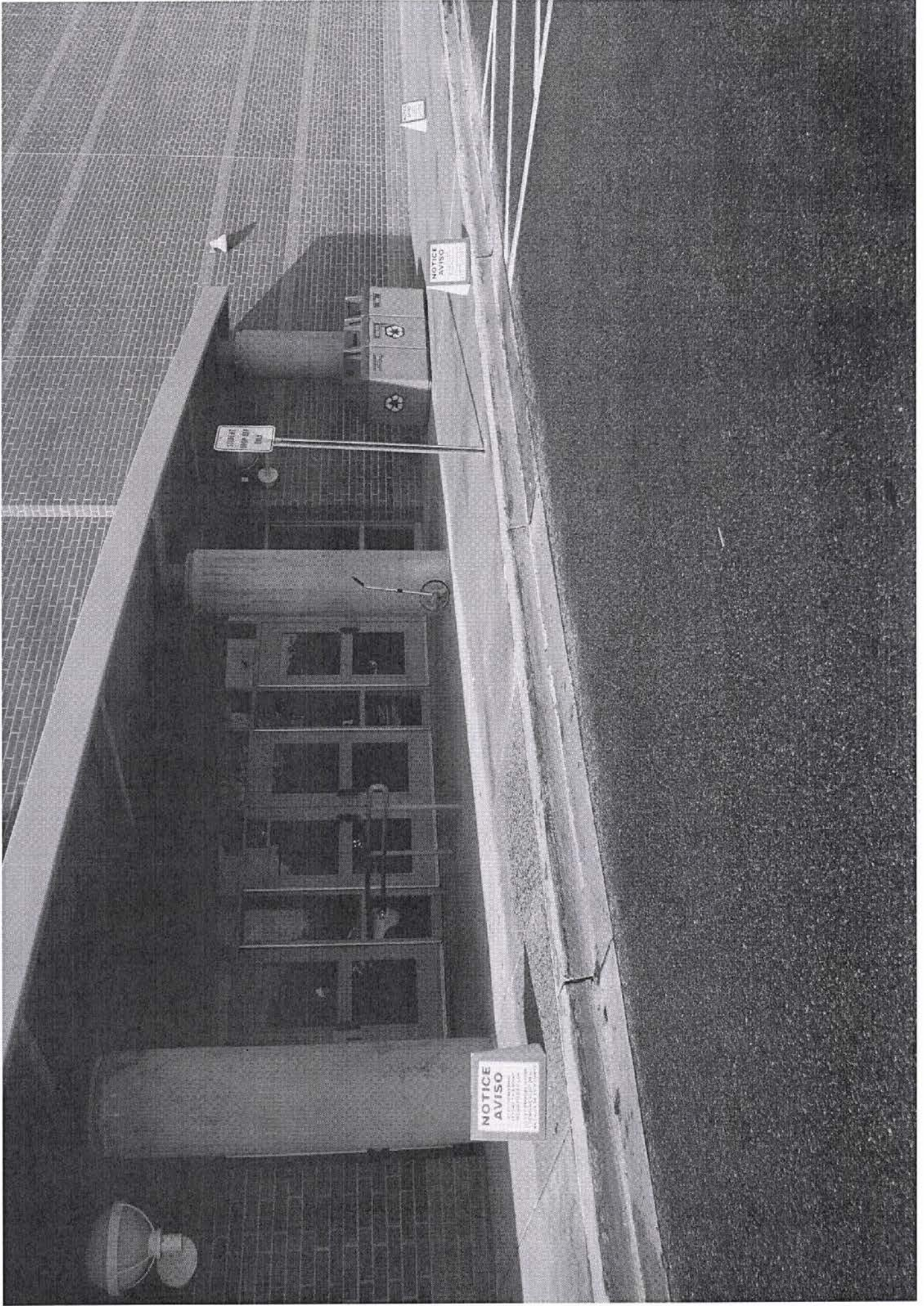


# 04-30 Richard Montgomery High School – Polling Room





04-05 RICHARD MONTGOMERY HIGH SCHOOL – NO ELECTIONEERING ZONE





2018 Training Schedule Overview  
1/19/2018

Week	Dates	Location	Notes
1	3/12/18 - 3/24/2018	BOE only	Train-the-Trainer Prep
2	3/25/2018 - 3/30/2018	BOE only	MCPS Spring Break, Half-day on 3/30, No classes on 3/31
3	4/1/2018 - 4/7/2018	BOE only	No classes 4/1
4	4/8/2018 - 4/14/2018	BOE + WOCC	
5	4/15/2018 - 4/21/2018	BOE + WOCC	WOCC - No classes 4/21
6	4/22/2018 - 4/28/2018	BOE + SSCB	
7	4/29/2018 - 5/5/2018	BOE + SSCB	
8	5/6/2108 - 5/12/2018	BOE + SSCB + MC-R	SSCB - no classes 5/10 & 5/11, Start @ MC-R on 5/12
9	5/13/2018 - 5/19/2018	BOE + SSCB + MC-R	No classes 5/13, MC-R no classes 5/18 & 5/19
10	5/20/2018 - 5/26/2018	BOE + MC-R	
11	5/27/2018 - 6/2/2018	BOE only	Memorial Day 5/28 - no classes
12	6/3/2018 - 6/9/2018	BOE only	Training Ends 6/9
13	6/11/2018 - 6/16/2018	BOE only	Walk-in Practice - except EV Day #1 6/14
14	6/17/2018 - 6/20/2018	BOE only	Walk-in Practice - except Father's Day 6/17

Classes per Day (est.) = 6  
 Classes per Week (est.) = 42  
 Total Number of classes (est.) = 288

Offsite Locations	
WOCC	White Oak Community Center 4/8/2018 - 4/20/2018
SSCB	Silver Spring Civic Building 4/22/2018 - 5/19/2018
MC-R	Montgomery College-Rockville 5/12/2018 - 5/26/2018 Takoma Park facility not available