

APPROVED

March 19, 2018

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

In Attendance:

Board Members:

Jim Shalleck, President  
Nahid Khozeimih, Vice President  
Mary Ann Keeffe, 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  
Jessica White, Voter Services Manager  
Gilberto Zelaya, Outreach Coordinator

Guests:

Nancy Farrar  
Lynn Garland  
Dolly Kildee  
Barbara Sanders  
Michael Subin

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

<https://youtu.be/d-cdRLqJkqo>

## **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 February 26, 2018, Board Meeting Minutes**

*Mrs. Khozeimeh moved to table the February 26, 2018, Board minutes until the April meeting. The motion was seconded by Ms. Keeffe and carried unanimously.*

Mr. Naimon requested that a new copy of the February minutes be distributed in advance of the April meeting for Board review. Staff agreed.

## **Additions/Changes to the Agenda**

Mr. Shalleck stated there would be an Executive Session at the end of the regular meeting to discuss the security plan, a confidential voter and a personnel issue. There were no other additions or changes to the agenda requested.

## **Public Comments**

Lynn Garland addressed the Board regarding the dangers of on-line ballot delivery. She stated that the current system is insecure and the process of duplicating the ballots is laborious. While she believes there is a need for the system for military and overseas voters, Ms. Garland would like its use to be more limited than it currently is. She noted that when she brought her concerns to the State Board of Elections (SBE), they indicated that no one had reported any difficulties with the process and Ms. Garland inquired as to whether the Montgomery County Board of Elections was planning to notify the SBE of any concerns. She expressed concern with the fact that the Russians had attacked the on-line ballot system and that only 71% of requested on-line ballots were returned.

Mr. Vincent stated that he agreed with Ms. Garland's position despite not understanding all of the security issues. He agreed that the duplication process was a burden on the staff and Board and questioned whether she was aware of how the Democratic leadership felt about the process. Ms. Garland responded that she did not believe this to be a partisan issue and had provided the SBE with only the facts she had learned. Mr. Vincent expressed his understanding and questioned whether she had any sense as to whether there was a belief that the current process could cause disenfranchisement of voters. Ms. Garland stated that she was not aware of that concern.

Ms. Phillips thanked Ms. Garland for bringing this issue to the Board's attention and stated that she agreed with her concerns.

the on-line ballots, and he would hope that technology could provide a better way to handle them. Mr. Naimon also stated his concern with changing the rules at this point in the election cycle.

Ms. Keeffe stated that she was at the SBE meeting when this issue previously came up and SBE indicated they had not heard of any issues from the local boards. She is disappointed that we have not provided a response and expressed her support for doing so now. Ms. Garland noted that the Legislature will be holding a hearing on Thursday to discuss the legislation. Mr. Karpinski indicated that he thought correspondence had been sent, but can't find a record of sending it. He believes that with other pressing issues during last month's meeting, this issue was not addressed. Ms. McLaughlin stated that both she and Ms. White had spoken to the SBE about the issue and their comments are reflected in the January 2017 minutes of the SBE meeting. Ms. Jurgensen noted that SBE has heard from Montgomery County regarding this issue which, in part, led to the issuance of the Runbeck contract.

*Ms. Phillips made a motion to send a letter to the Legislature indicating the factual burdens of the current on-line ballot system, including the cost to process each ballot, within two days. The motion was seconded by Ms. Keeffe and carried unanimously.*

## **Election Director Status Report** (Incorporated as Attachment A)

Ms. Jurgensen noted that the agenda was posted on March 8. She informed the Board that she will attend a security conference, through the Election Center, in San Antonio, at the end of March.

## **Personnel**

Ms. McLaughlin stated that the Train-the-Trainer program began last Monday. Ms. Merino stated that thirty individuals had been hired to work in for Election Judges, Information Technology and the Operations Warehouse. Ms. Keeffe asked what they would be doing. Ms. Merino explained that this was just the first round of hiring and that approximately eighty (80) individuals would be brought in to assist. Ms. Keeffe asked when election judge training would begin, and Ms. Jurgensen responded that it would start on April 2. She noted the process for training, reviewing and evaluating the trainers. Ms. Jurgensen also noted that approximately one-third of the trainers are returning and some of the new trainers have previously served as election judges. Ms. McLaughlin noted that the training schedule is attached to the January Board minutes on the website ([www.777vote.org](http://www.777vote.org)).

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

Ms. Roher stated that the budget spreadsheet detailing the final FY18 expenditures was sent in advance. She noted that, as of the end of February, the Board has spent 33.53% of the budget and everything appears to be tracking properly. She noted that the spreadsheet had been updated to include the changes in advertising funding approved at the January Board meeting. Ms. Khozeimeh thanked Ms. Roher for her report.

Mr. Naimon stated that he did not agree with Ms. Garland for three reasons. First, it is his understanding that the Russians did not attack the on-line ballot system but, rather, they probed the voter registration system. Ms. Garland responded that based on comments from SBE Deputy Administrator Nikki Charlson, the on-line ballot system and the voter registration system are the same. Mr. Vincent added that he had reviewed the presentation by Ms. Charlson and while there may have been a probe, there was no evidence of any penetration of the voter registration system.

Mr. Naimon then asked why Ms. Garland, if concerned about the security of the system, was advocating for its continued use by some voters. He suggested that if it would be a security risk, it would be regardless of the number of voters using it. Ms. Garland stated that the risk becomes larger with the size of the people using the system; a smaller number of voters is not as likely to be as attractive a target as a larger number. Mr. Naimon stated that he believes the security risk remains the same, regardless of size.

Mr. Naimon asked, regarding the 71% return rate of on-line absentee ballots, what the return rate was for ballots requested via U.S. Mail. Ms. Garland responded that it was 82% statewide.

Ms. Keeffe stated that she was surprised that nothing had been sent to the SBE, as she recalled agreeing to send information to them previously. Mr. Karpinski responded that House Bill 1658 and Senate Bill 1126 were scheduled for discussion later in the meeting. Ms. Keeffe asked if a copy of the legislation was available and noted that she had asked for advance copies in the past. Staff provided copies to the Board.

Mr. Naimon stated that we all know what the burden is but the question is whether it is worth it, and he'd like to hear more from the public about this; he would also like to hear more about security from Ms. Garland and others. He noted that he is not opposed to sending a letter to the SBE but that it should be focused only on the burden to the Board and staff. Mr. Naimon would like to discuss the cost and the overall impact on turnout.

Mr. Shalleck asked what stance the Maryland Association of Election Officials (MAEO) had taken on the legislation. Mr. Naimon responded that Stuart Harvey (Frederick County Election Director and Chair of MAEO's Legislative Committee) was uncomfortable with it. Mr. Vincent said he thought the Democratic Central Committee almost certainly would oppose it. Mr. Naimon said he did not know and had not discussed this legislation with them, but he would like to find out what their position is. From his own experience, the on-line ballot system is appealing to the younger generation due to their use of the internet and the online system allows the voters to request their ballots later and so have more time to learn what the campaigns are stating. Ms. McLaughlin stated that MAEO opposed the legislation when it was taken up in Committee. She noted that one of the issues is how to handle the over 2,000 individuals who have already applied for on-line ballots. Mr. Naimon stated that page 5 of the legislation states that it is an emergency measure that makes it effective immediately.

Mr. Vincent indicated that he would support a letter to the SBE. Mr. Naimon echoed his concern that any letter address only the burden of canvassing ballots issued through the online delivery system without being unduly dramatic. There is a tremendous amount of time spent on

## **Voter Registration**

Ms. White stated that staff is currently working on the ERIC report. She noted there are currently 725,392 registered voters, of which 644,279 are active and 81,113 are inactive.

## **State Board of Elections**

Ms. Jurgensen's report detailed current issues at hand relating to the SBE (see Attachment A). The following items received additional discussion by the Board during the meeting.

Ms. White noted that the National Voter Registration Act deadline for removing individuals prior to an election is March 28. She explained the requirement that voters cannot be removed from the voter rolls within ninety days of an election – exceptions are made for voters who have moved or are deceased with proper notification. Ms. White stated that voters are still processed through ERIC during the ninety (90) days prior to an election, but are placed in a queue rather than being inactivated.

Ms. Jurgensen reported that one more round of Pollbook software updates and testing is expected this week. The SBE has indicated that they will be replacing the Pollbooks for the 2020 elections; we will continue to use the original Pollbooks, purchased in 2006, until then. Ms. Jurgensen noted an additional patch is expected this week.

Ms. Phillips asked if the SBE was purchasing the same type of Pollbooks that malfunctioned during the recent pilot. Ms. Jurgensen was unable to answer that question. Mr. Naimon asked when the new Pollbooks would be purchased. Ms. Jurgensen responded that she hoped the SBE decides in February or March 2019 so that they may receive and test the units prior to sending them to the local Boards. Ms. Phillips asked if there was any way to ensure that the new units were not the ones that malfunctioned. Ms. McLaughlin responded that she was not under the impression that they malfunctioned; there were issues reported that would need to be corrected. Ms. Keeffe stated that the word "failed" was utilized to describe the test of the new pollbooks.

Ms. Keeffe asked if there was any concern with using the current Pollbooks. Ms. Jurgensen stated that processes have been put in place to ensure that the problems incurred in the past do not recur. She noted that it is difficult to test the Pollbooks at the volume we see during Early Voting. Ms. McLaughlin stated that the core issue is that they do not have sufficient RAM and that is why they need to be rebooted every several hours to clear the memory.

Mr. Naimon asked what the update was going to accomplish. Ms. McLaughlin responded that the drop down requiring proof of address was being removed to expedite the process at the Early Voting Site. Ms. Jurgensen stated that the update would not address the issue with RAM. Ms. Phillips requested a status update after testing was completed; staff agreed. Ms. Jurgensen noted that Montgomery County has approximately 1,000 Pollbooks, of which approximately 940 are deployed during each election. The balance are held in reserve.

Ms. Jurgensen notified that Board that the ballots were in development. Montgomery County will have 77 ballot styles for the Primary, and ballot proofing is expected to begin on March 21. Ms. Keeffe asked if all names for a race would appear on the same column/page and Ms.

Jurgensen stated that she did not know. As soon as she receives the ballot, she will notify the Board. Once proofing is complete, the ballot styles will be posted for review; she anticipates that they will be posted by April 3. Ms. Jurgensen noted that there will be a link from our website to the SBE website for voters to view their ballot and an e-mail will be sent to all candidates notifying them when it is posted so they may review it for any errors.

Ms. Jurgensen noted that she has requested a meeting with the County's Department of Technology Services and Homeland Security to discuss the latest cybersecurity requirements – both physical and technological security needs to be addressed. Information regarding the Department of Homeland Security's Cyber Hygiene scan has been received; there is no charge for the assessment.

Ms. McLaughlin reported that Google Chrome is now requiring a double check of secure vs. unsecure access (https vs. http) and that after July 1, no unsecure pages will be allowed. The SBE is going through their website and changing pages as appropriate. Ms. McLaughlin noted that most of the information on the Montgomery County website is static, just providing information or links to other sites. This issue is being looked into.

Ms. Jurgensen stated that the Absentee contract has not been discussed. The SBE continues to state that any questions regarding it should be submitted to SBE in writing. The contract has been awarded and a copy of the return envelope has been provided to the local Boards for comments. Ms. Jurgensen has asked the SBE to provide the Spanish version for review. Mr. Naimon asked if the Board could be of any help. Ms. McLaughlin added that when asked if the vendor could come meet with the Montgomery County Board to answer questions, she was told it was not in the contract. Ms. Jurgensen noted that 25% of the absentee ballots cast in Maryland are from Montgomery County. Mr. Naimon asked how we could ask questions when we have not been provided with any information on how the system will work. Ms. Phillips suggested that we invite the contractor here and invite the other jurisdictions as well. Mr. Karpinski suggested that a conference call may make logistics easier. Mr. Shalleck asked Ms. Jurgensen to check with the SBE to see if this was feasible, and she agreed.

Ms. Jurgensen noted that SBE has requested that the Attorney General's Office provide an opinion based on the law regarding guns in the polling place. The Board asked whether this was pertaining to voters or election judges; Mr. Shalleck and Ms. Jurgensen said both. Mr. Shalleck noted that there is no law against a voter, with a permit to carry, taking their gun into a polling place.

## **Legislative Update**

Ms. McLaughlin informed the Board that today was the crossover deadline for all proposed legislation. She then updated the Board members on several Bills.

Automatic Registration (HB152/SB1048) will automatically register individuals to vote when they visit certain agencies (like the MVA) unless they opt out, rather than the current method of asking individuals if they would like to be registered. Ms. McLaughlin noted that this Bill has passed the Senate.

Same Day Voter Registration (HB532/SB594) will allow for same day voter registration on Election Day as well as during Early Voting. Ms. McLaughlin noted that this Bill has passed the House.

The Cybersecurity Incident Mandatory Reporting Bill requires jurisdictions to provide notification of violations and strengthens ID requirements for paper absentee applications. The application form will now contain an issuance date field for identification as well as a check box to affirm that if the ballot is being returned via web delivery, the voter acknowledges that it will be duplicated by Board staff and viewed without prior knowledge of the voter.

The Post-Election Tabulation Audit Bill (HB1278) would require every image to be verified by a hand tally within 120 days of a General Election. Ms. McLaughlin noted that this Bill passed the House Friday (March 16).

Acceptance of Absentee and Provisional Ballots (SB333) clarifies the current procedures for when a voter submits both an Absentee and Provisional ballot – currently neither is counted. Ms. McLaughlin stated that the Bill passed the Senate as amended and will be heard in the House tomorrow (March 20) at 1 p.m. She noted that MAEO opposed this Bill outright. Ms. Jurgensen stated that if it does become law, it will be more difficult to modify. Ms. Keeffe asked if it would be helpful if the Board submitted something for the record. Mr. Naimon stated that we may need to wave a flag that this should be a decision made by the Boards and not by legislation – the ability to count one of the ballots needs to be retained and this position has been noted to SBE in the past. Ms. Phillips questioned if it was possible to send an e-mail to the Committee stating opposition to the Bill. Ms. McLaughlin stated her preference would be that the Bill either be withdrawn or an amendment sought. Ms. Phillips responded that it be withdrawn and brought back next year. Ms. Jurgensen suggested that a letter could be delivered to the Montgomery County Lobbyist by 10:30 the next morning advocating for the ability to open the absentee ballot when both an absentee and provisional ballot are submitted. Ms. Phillips stated that the Board should take a position so that the legislation is not codified to better serve our needs. Mr. Naimon added that it should be noted that if the Bill cannot be amended, then Montgomery County would oppose the Bill in its current version. Ms. Khozeimeh agreed with Ms. Jurgensen's suggestion.

*Ms. Phillips made a motion to send a letter to the House Delegation, via the Montgomery County lobbyist, by 10:30 March 20, advocating the ability to open and count the absentee ballot in situations where a voter submits both an absentee and provisional ballot and opposing SB333 in its current form. The motion was seconded by Ms. Khozeimeh and carried unanimously.*

Ms. McLaughlin stated that she would draft something after the meeting. Ms. Keeffe and Mr. Vincent offered to stay and assist her.

### **Board Attorney Report**

Mr. Karpinski discussed the canvass and noted that there appears to be a conflict between Sec. 11-302 of the statute, which states that ballots cannot be opened until 8 a.m. on the day following Election Day and COMAR, which states that ballots may not be opened until 10 a.m. on the Thursday following Election Day. He noted that the SBE staff is aware of Montgomery

County's interest in opening ballots earlier and is open to a discussion. Mr. Karpinski suggested that a letter indicating that the statute and COMAR appear to be in conflict be sent to the SBE stating our interest. Ms. Jurgensen noted that one of SBE's concerns is the need to wait until the E40 report (lists duplicate ballot requests) is provided to open the ballots. She explained that the E40 report is created by comparing Election Day voters to those who voted during Early Voting/Absentee/Provisional. The names appearing on the E40 report are then reviewed in conjunction with Chief Judge logs to reconcile the duplications.

Mr. Naimon asked Ms. Jurgensen if there was anything, in Mr. Karpinski's proposal that would delay opening of ballots. Ms. Jurgensen stated that staff would like to open those ballots received in a timely manner early so that they may be placed in order for the Canvass. Mr. Karpinski stated that the current process will never advance until the use of the E40 is abandoned and one way to get the SBE to begin thinking about this is to send them a letter with our request.

Ms. Keeffe stated the concern that some individuals believe absentee ballots are fraudulently being voted. Ms. McLaughlin responded that duplicate ballots would still be researched prior to being counted; the change requested would only allow us to begin the preparation process earlier. Ms. Jurgensen stated that the other 49 states open absentee ballots in advance; Maryland is the only state that does not. Ms. Phillips questioned what ordering process would be done prior to the counting of the ballot. Ms. Jurgensen stated that ballots would be placed in Congressional District order and flattened so that they could be read more easily by the scanner.

*A motion was made by Ms. Phillips to send a letter to the SBE within the next two weeks stating our concern that the Regulation and COMAR do not comply and requesting a discussion on how to resolve the conflict in wording. The motion was seconded by Ms. Keeffe and carried unanimously.*

Mr. Karpinski stated that the motion to dismiss the Judicial Watch case was still pending in the Court.

Ms. Phillips asked what the status of the Gerrymandering case is in the Supreme Court. Mr. Karpinski stated that the case had been heard and expects an opinion by the end of the Court's term.

Ms. Khozeimeh thanked Mr. Karpinski for his report.

## **Old Business**

### **Calendar**

Ms. Merino noted that on April 16 the Board Members will need to arrive at 2:00 to be sworn in as members of the Board of Canvassers. Mr. Vincent asked why this was being done so early, referring to being sworn in during April instead of May. Ms. Jurgensen stated that there were conflicts with some Board member calendars. Mr. Shalleck requested a canvass calendar like the one prepared in the past and clarified that four Board Members would be needed for each Canvass session, with at least one member from each political party.



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## **Polling Place Change Notification Form**

Ms. Keeffe stated that she had received a notification card informing her of a change to her polling place and she was disappointed that it did not provide all the information that had been discussed with staff previously. Ms. Jurgensen stated that the notification card is a legal requirement and is mailed when changes are made to the voter registration record. The more detailed information card that the Board requested will be mailed in late April or early May and will contain pictures of the polling place and the reason for the change.

Mr. Naimon questioned the placement of a colorful card within a white envelope to mail the notification card. Ms. Jurgensen explained that in the past, the folded notification card was mistaken for junk mail. Mailing the card in the envelope helps protect against accidental discarding. A sample of the detailed flyer was shared with the Board members. Ms. Keeffe thanked Ms. Jurgensen for the clarification.

## **New Business**

### **Supply Verification Plan**

Ms. Jurgensen reviewed the Supply Verification Plan with the Board, noting that it was consistent with previous plans. Mr. Naimon asked about the start time for the Board Member supply check on the last day of Early Voting, stating that it can be difficult to arrive at the Board offices at 5:30 p.m. After a brief discussion, the Board Members agreed to convene at 4 p.m. for the supply check in on both June 21 and November 1.

*Ms. Keeffe made a motion to approve the 2018 Election Cycle Verification Plan as presented. The motion was seconded by Ms. Phillips and carried unanimously.*

### **Security**

Ms. Jurgensen reviewed a PowerPoint presentation detailing physical, procedural and operational security procedures employed by the Board of Elections. The presentation is incorporated in to these minutes as Attachment C. Mr. Shalleck thanked Ms. Jurgensen for the presentation and indicated that additional information would be discussed during Executive Session. Ms. Phillips asked if anyone at the SBE had full access to the office and Ms. Jurgensen responded that all SBE employees assigned to Montgomery County must sign in to the building.

## **Future Meetings**

The next Board meeting will be at 2 p.m. on April 16, 2018.

*A motion was made by Ms. Khozeimeh to move to Executive Session. The motion was seconded by Ms. Keffe and carried unanimously. The Board convened in Executive Session at 4:27 p.m.*

Ms. Ross, Ms. White, Mr. Zelaya, Ms. Farrar, Ms. Kildee, Ms. Sanders, and Ms. Garland left the meeting.

### **Report on Executive Session**

The Montgomery County Board of Elections convened in Executive Session at 4:27 p.m., pursuant to State Government Article, Sections 10-508 (a) (1) and (10), to discuss the security of the Board of Elections, a confidential voter request, and a personnel matter.

The Montgomery County Board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Jim Shalleck, Nahid Khozeimeh, Mary Ann Keffe, Alexander Vincent, David Naimon, Jacqueline Phillips, Alan Banov, Kevin Karpinski, Margaret Jurgensen, Alysoun McLaughlin, Lisa Merino, Marjorie Roher and Michael Subin.

### **Security**

The Board members discussed additional concerns regarding the security of the election, the facility, the staff and the voters and requested that Ms. Jurgensen schedule an additional meeting regarding their concerns.

Mr. Subin was excused from the meeting.

### **Confidential Voter**

Ms. Jurgensen and Mr. Karpinski provided the Board members with information regarding a request from a voter to be listed as Confidential in the database. Mr. Karpinski will follow up with the SBE for additional information.

### **Personnel Issue**

Staff was excused from the meeting.

The Board discussed staffing and personnel issues in preparation for the upcoming election cycle.

*A motion was made by Ms. Phillips to adjourn the Executive Session and reconvene in Regular Session. The motion was seconded by Ms. Keffe and carried unanimously. The Board reconvened in Regular Session at 6:04 p.m.*

APPROVED

**Adjournment**

*With no further business, a motion was made by Mr. Vincent to adjourn the meeting. Ms. Keefe seconded the motion and the motion carried unanimously. The meeting adjourned at 6:05 p.m.*

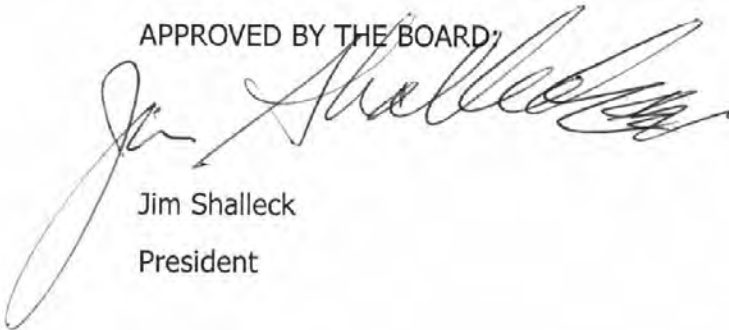
Respectfully Submitted,



Marjorie M. Roher

Management & Budget Specialist III

APPROVED BY THE BOARD:



Jim Shalleck

President

March 19, 2018

Election Director Report  
Agenda Posted March 8, 2018

- I. Quorum
- II. Minutes
- III. Additions/Changes
- IV. Public Comments – none
- V. Election Director Status Reports
  - A. Personnel – Alysoun McLaughlin
  - B. Budget – Margie Roher
  - C. Voter Registration – Jessica White
  - D. State Board of Elections
    - 1. Request to participate in study for Bipartisan Policy Center on wait times.
    - 2. LBEs reporting non-citizens to SBE for referral to State Prosecutor
    - 3. ERIC update – pushing out new list to update registrations
    - 4. NVRA Deadline is March 28, 2018 regarding cancelations should be completed.
    - 5. Petition questions are being fielded at SBE for candidates and issues so expect in July 2018.
    - 6. Pollbook – one more round of software updates is expected with testing starting this week.
    - 7. Ballots are in development. Montgomery County will have 77 ballot styles for the Primary with a 17 inch two card ballot at least for the Democrats. Ballot proofing expected to begin March 21, 2018.
    - 8. SBE went to Maryland Assoc. of County Officials to request that the counties support new security measures.

9. Request has been made to Montgomery County to meet with Homeland Security to cooperate with latest cyber security requirements for the Board. There is physical and technological security to be addressed. Provided information related to DHS Cyber Hygiene scan with assessment. Meeting is in the process of setting up with the necessary departments.
10. Google/Chrome updates (not secure-no access)
11. Absentee Contract not discussed
12. SBE has requested AGs Office to provide opinion based on law regarding guns in the polling place.
13. SBE discussed Legislation related to manual audits of ballots.

E. Legislation – Alysoun McLaughlin

- a. HB 1278 – audits
- b. Same Day Voter Registration for Election Day was discussed. (pending proposal)

VI Board Attorney – Kevin Karpinski  
SB 1126/HB 1658

VII Old Business  
a. Calendar – discussion

VIII New Business  
a. Verification Plan – motion to adopt  
b. Security – Presentation - Jurgensen

IX Next Meetings

**FY18 OPERATING BUDGET SPREADSHEET**  
**(Through February 28, 2018, as of March 5, 2018)**

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>134,360</b>	<b>42,935</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	38,607
63202 - Central Dup - Postage - Individual (PO Box rental)+++	17,080	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>14,653</b>
63500 - Assigned Motor Pool Vehicles	31,318	13,703
63504 - Daily Rental Motor Pool	9,925	930
63508 - MP EZPASS Charges	0	20
<b>6A018 - Communications Services</b>	<b>33,670</b>	<b>12,158</b>
63604 - Cellular Phone Line Charges	2,800	0
63618 - Blackberry Charges (smart phones)	9,000	5,208
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>1,500</b>	<b>0</b>
63810 - Charges for Facility Maintenance+++	1,500	0
<b>6A021 - Travel</b>	<b>23,276</b>	<b>6,694</b>
64010 - Metropolitan Area Travel	17,996	3,635
64012 - Non-Metropolitan Area Travel+++	5,280	3,059
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>8,437</b>
64100 - Local Conference Related	2,000	2,400
64102 - Non-Local Conference Related	0	0
64120 - Other Education, Tuition, & Training	8,125	6,037
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>2,185</b>
64200 - Professional Memberships (Individual)	2,000	2,185
<b>6A024 - Advertising</b>	<b>28,257</b>	<b>0</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales+++	28,257	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>2,983,157</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		
+++ Per 2/26 Board Meeting, funds moved to Advertising (see minutes)		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**FY18 OPERATING BUDGET SPREADSHEET**  
(Through February 28, 2018, as of March 5, 2018)

LINE ITEM	FY18 APPROVED	FY18 YEAR TO DATE*
<b>PERSONNEL COSTS</b>	<b>4,206,270</b>	<b>1,844,431</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>3,420,715</b>	<b>1,433,322</b>
50010 - Full Time Salaries	2,200,927	1,305,174
50012 - Part Time Salaries (Part-Time Permanent Employees)	130,936	54,262
50020 - Seasonal Temps (Part-Time Temporary Employees)	636,987	68,241
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	728
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>838,316</b>	<b>68,969</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	250,536	4,917
<b>5A002 - FICA</b>	<b>239,603</b>	<b>102,978</b>
<b>5A003 - Group Insurance</b>	<b>357,768</b>	<b>194,676</b>
<b>5A004 - Group Retirement</b>	<b>188,184</b>	<b>113,455</b>
<b>OPERATING EXPENSES</b>	<b>4,691,315</b>	<b>1,138,726</b>
<b>6A001 - Services and Contracts</b>	<b>1,625,953</b>	<b>377,461</b>
60060 - Legal/Attorney Services	75,000	41,958
60066 - SBE Program Management	541,133	227,674
60304 - Maintenance - Electrical	0	1,301
60314 - Maint - Computer Systems**	25,000	2,892
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>352,944</b>
61902 - Furniture Rentals (Polling Place)	7,000	0
61924 - Other Equipment Rentals (MDVoters)	398,073	88,058
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>83,624</b>
62010 - General Office Supplies+	72,315	13,005
62016 - Computer Supplies	5,000	2,345
62018 - Computer Equip (<\$5,000)**	28,000	12,109
62022 - Paper and Supplies for Copiers	0	82
62028 - Other Supplies & Equipment	36,369	56,083
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>3,705</b>
62700 - Books/Reference Materials	2,500	897
62712 - Other Books, Videos, and Subscriptions	1,000	2,809
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>154,651</b>	<b>79,515</b>
62826 - Keys and Locks	265	402
62848 - Tools	0	96
62896 - Parking Meters	0	0
62946 - Charges from SBE	154,386	79,017
<b>6A013 - Printing/Central Duplicating Services</b>	<b>143,054</b>	<b>54,043</b>
63016 - Imaging	10,000	4,088
63018 - Document Shredding	0	42
63020 - Office Mach. Cop. Leasing	11,760	12,272
63022 - Other Central Dup Svc - Printing (all printing costs)	121,294	37,641
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**PHYSICAL, PROCEDURAL & OPERATIONAL SECURITY**  
**LEAVING NOTHING TO CHANCE**

**PREPARING FOR THE CURRENT ENVIRONMENT REGARDING SECURITY**

- FACILITY OR FACILITIES OF THE ELECTION ADMINISTRATORS
- PERSONNEL OF THE COUNTY ELECTION OFFICE
- TRAINING FACILITY OF POLLING PLACE WORKERS
- POLLING PLACES OR VOTING SITES
- CYBER

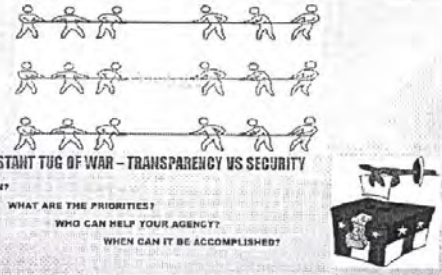
**INTERESTED STAKEHOLDERS**

- LOCAL GOVERNMENT THAT FUNDS THE DEPARTMENT
- ELECTED OFFICIALS - (FEDERAL, STATE & LOCAL) & LAWYERS
- CANDIDATES - (FEDERAL, STATE & LOCAL) & LAWYERS
- POLITICAL PARTIES & LAWYERS

**INTERESTED STAKEHOLDERS**

- ACADEMICS
- DEPT OF HOMELAND SECURITY - FEDERAL
- NEWS MEDIA
- ELECTION POLLWORKERS
- VOTERS
- WHO IS IT THAT CREATES THE GREATEST THREAT TO SECURITY?





**CONSTANT TUG OF WAR - TRANSPARENCY VS SECURITY**

WHERE TO BEGIN?  
 WHAT ARE THE PRIORITIES?  
 WHO CAN HELP YOUR AGENCY?  
 WHEN CAN IT BE ACCOMPLISHED?

### SECURITY AT ELECTION'S OFFICE

- EXAMINE WHAT IS KNOWN AND WHAT CAN YOU GET AT LITTLE OR NO COST FOR THE DEPARTMENT?
- QUESTIONS
  - IS THIS FACILITY SECURE? WHAT IS THE PLAN IF THERE WERE A FIRE, FLOOD, EARTHQUAKE, TORNADO OR BOMB SCARE? WHERE COULD YOUR OFFICE GO TO PROCESS REGISTRATIONS, PREPARE VOTING EQUIPMENT OR TABULATE RESULTS AND CONDUCT THE CANVASS ?
  - SECURITY SYSTEMS WITH PASSWORDS AND KEY MANAGEMENT
  - A FORMAL AGREEMENT, WHAT CAN YOUR COUNTY DO TO HELP YOU PLAN?
  - SECURITY BACKGROUND CHECKS ON TEMPORARY STAFF & FINGERPRINT ALL STAFF !!

### MONTGOMERY COUNTY 2002

- BELTWAY SHIPER
- OCTOBER 2, 2002 THE SHIPER SHOT & KILLED A PERSON 3 MILES FROM THE BOARD OFFICE.
- OCTOBER 3 2002 THE SHIPER SHOT & KILLED A PERSON 1.6 MILES AND THE SHOOTINGS HAD A SERIOUS IMPACT ON THE BUSINESS OF PREPARING FOR ELECTIONS. SEVERAL SHOOTINGS ON THAT DAY ALL WITHIN THREE MILES, SCHOOLS LOCKDOWN AND POLICE FLYING UP AND DOWN OUR STREET. FRIGHTENING. LATER ONE MORE INDIVIDUAL DIES NEAR OUR OFFICE.
- ELECTION JUDGES RELUCTANT TO ATTEND TRAINING AT OUR SITE.
- DEBATE BY THE BOARD TO ALLOW THE VOTERS TO STAND IN LINE INSIDE IN THE ACTUAL POLLING ROOM BEFORE THE POLLS OPENED FOR SAFETY.
- FINALLY CALL FROM COMMANDER OF MARYLAND STATE PATROL, REQUESTING PHOTOGRAPHS OF ALL POLLING PLACE THAT HAVE TREES SURROUNDING THE FACILITY AND SO IT BEGINS... CRASH COURSE IN PHYSICAL SECURITY
- FOUNDATION ESTABLISHED BETWEEN MONTGOMERY COUNTY PUBLIC SAFETY AND BOARD OF ELECTIONS

### MONTGOMERY COUNTY

- SIGN IN SHEET FOR BOTH LEVELS FOR ALL VISITORS
- BADGE FOR ALL EMPLOYEES TO SCAN INTO BUILDING
- PHOTOGRAPHED ALL POLLING PLACES & EARLY VOTING CENTERS
- BUILT ON POLLING PLACE INFORMATION FROM THAT TIME FORWARD
- CAMERAS IN AND OUT OF THE OFFICE AND WAREHOUSE
- PANIC BUTTON KEYED TO LOCAL COUNTY SECURITY

### PHYSICAL SECURITY - OFFICE


- INCREASED SPENDING ON SECURITY IS PART OF THE FUTURE
- POLICE AT OFFICE ON ELECTION DAY SERVING AS LIAISON BETWEEN POLICE DISTRICTS OR EMERGENCY COMMAND CENTER
- LOCKS CHANGED OUT AT ALL EARLY VOTING CENTERS - BOARD OF ELECTIONS CONTROL ACCESS TO VOTING AREA

### PERSONNEL SECURITY

- PROTECTION OF THE DATA AND DATA BASE STORED AT THE FACILITY- STAFF IS INSTILLED TO RESPECT THE PERSONAL INFORMATION HOUSED AT FACILITY IN THE REGISTRATION SYSTEM - LEADERSHIP SETS THE STANDARD
- EMERGENCY CONTACTS FOR STAFF AND MAINTAIN UP TO DATE IDENTIFICATION BADGES
- SIGN IN SHEETS FOR EVERYONE COMING INTO BUILDING/WAREHOUSE
- SIGN IN LOG-IN FOR ALL SYSTEMS, MD VOTERS MONITORS THE SYSTEM AT ALL TIMES

### INTERNAL SECURITY- PRACTICE THE PLAN

- ELECTRONIC SECURITY SYSTEM NETWORKED WITH COUNTY SECURITY
- KEYS AND LOCKS - EXPECT TO CHANGE OUT LOCKS FREQUENTLY, KEYS WALK AWAY



### ELECTIONS PHYSICAL LOCATION

- REVIEW THE PHYSICAL SECURITY OF STATE SERVERS
- BACK-UP SYSTEMS OR BACK UP SERVER IN PLACE
- COUNTY DEPT OF TECHNOLOGY SUPPORT - FIREWALLS & PATCHES
- NIGHTLY THE COUNTY PUSHES OUT TO ALL TERMINALS UPDATES

## FACILITY SECURITY

- EMERGENCY PLANS FOR THE SITE INCLUDES FIRE, BOMB, EARTHQUAKE, TORNADO AND ACTIVE SHOOTER – PROVIDE TO EMPLOYEES
- DOORS LEADING TO SECURE AREAS ARE PROTECTED BY OUR SECURITY SYSTEM AREAS TARGETED
  1. PAPER BALLOTS AND ELECTION JUDGE FILES.
  2. DATA OR SERVERS USED FOR TRANSMISSION WITH THE STATE OR RELATED TO CUSTOMER SERVICE NEED ATTENTION.
  3. LIMITED DOORS TO ENTER OR LEAVE FACILITY YET MEET FIRE CODE REQUIREMENTS.

## MONTGOMERY COUNTY

- WE WROTE OUR PLAN WITH LOCAL EMERGENCY MANAGEMENT OFFICE (LOCAL/STATE HOMELAND SECURITY DEPT)
- CREATED A FORMAL PLAN TO SHARE SPACE IF NEEDED IF YOUR SITE GOES DOWN FOR WHATEVER REASON
- KNOW WHERE THE PLANS ARE AND EASY TO LOCATE
- WORK WITH LOCAL LAW ENFORCEMENT TO USE THEIR RESOURCES (WIN-WIN ALLOW K-9 POLICE IN FACILITY IN ADVANCE OF THE ELECTION TO CONFIRM FACILITY SAFE THEN LOCKDOWN FACILITY TILL ELECTION IS OVER & PRACTICE FOR K-9)

## RESOURCES

- WILL USE VIDEO FOR OUR EMPLOYEES IS FROM THE FBI, STAFF & POLL WORKER TRAINING (RUN, HIDE, FIGHT, SURVIVING AN ACTIVE SHOOTER EVENT)
- [HTTPS://WWW.YOUTUBE.COM/WATCH?V=5VCSWEJU2D0#ACTION=SHARE](https://www.youtube.com/watch?v=5VCSWEJU2D0#action=share)
- STATE RESOURCES – HOMELAND SECURITY OR OFFICE OF EMERGENCY MANAGEMENT ARE PART OF COMMUNICATIONS NETWORK
- FLIPPING A CHALLENGE TO A SUCCESS, 2002 WHEN THIS COUNTY HAD THE SNIPER EVENT, IT STARTED WITH THE STATE PATROL ASKING FOR PICTURES OF TEN DAYS PRIOR TO ELECTION DAY OUR SITE AND ALL POLLING PLACES THAT HAD TREES SURROUNDING THE POLLING PLACE.

## COST EFFECTIVE PLANS

- CHAIN OF COMMAND PLAN – (DEVELOP CHECK LISTS, ESTABLISH EMERGENCY ACTION PLAN)
- POWER MANAGEMENT PLAN FOR OUR SITE AND POLLING PLACES / EMERGENCY GENERATOR ASSIGN TO OUR DEPARTMENT
- SNOW PLAN FOR SCHOOLS, PRIVATE AND COUNTY – WITH PLANS FOR FAILURE TO CLEAR THE WALKWAY PLAN
- ARRANGE IN ADVANCE FOR SPECIFIC ADMINISTRATIVE COUNTY OR STATE JUDGE FOR LEGAL EMERGENCIES
- MEDIA PLAN TO COORDINATE INFORMATION DISPERSAL
- POLICE AND FIRE NOTIFIED IN ADVANCE WITH ALL MAPPING OF ALL VOTING SITES & BACK-UP SITES WITH PHOTOS
- COMMUNICATE, COMMUNICATE AND DOCUMENT

### MITIGATE YOUR RISK

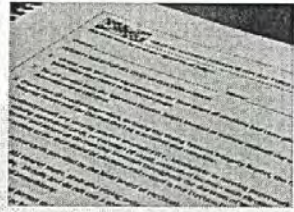
- ESTABLISHED LIST OF ALTERNATE POLLING PLACES AND EACH PRECINCT IS PRE-DESIGNATED ITS ALTERNATE - PROVIDED TO PUBLIC SAFETY
- PHOTOGRAPHS OF OUR SITE & ALL VOTING LOCATIONS GOES TO POLICE, FIRE, 911 AND EMERGENCY COMMAND CENTER
- STAGE STANDBY EQUIPMENT AROUND THE COUNTY FOR EMERGENCY UTILIZATION - WORK WITH OTHER DEPARTMENTS TO DESIGNATE WHO WILL BE ASSIGNED TO YOUR DEPARTMENT THE DAY BEFORE, ELECTION DAY AND DAY AFTER ELECTION DAY
- DESIGNATE ONE PERSON TO ASSEMBLE EMERGENCY PHONE LISTS & HAVE COPIES AVAILABLE FOR ALL CRITICAL STAFF (INCLUDES STAFF, TRAFFIC, UTILITIES, BOARD MEMBERS, ALL ELECTION JUDGES, ALL ROAMERS, COUNTY PERSONNEL ASSIGNED TO THE DEPARTMENT AND ANYONE WORKING FOR BOARD OF ELECTIONS)
- BEG, BORROW OR BUY FOR ANY COMMUNICATION DEVICES TO USE FOR EMERGENCY
- LEASE VAN WITH STANDBY RESOURCES FOR EMERGENCY POLLING PLACE RELOCATION

### EMPLOYEES RESPONSIBILITIES

**EMPLOYEE RESPONSIBILITIES**  
 Employees concerned in a critical or emergency, responsible to follow these instructions. To obtain instructions have a better understanding of their responsibilities during an emergency situation. Always remember always remember the County's Public Safety Training Program. Employees should use the following guidelines to the point of an emergency.

1. Plan emergency routes which are not used for normal work. Routes to take when an emergency occurs. In public places, check to see what emergency exits are located and familiarize yourself with the routes. If you are required to evacuate, use the appropriate exits. Do not use elevators. Do not use stairs unless you are instructed to do so.
2. Remain at the work site, except in an emergency, until you are instructed to evacuate. Do not use the building doors to enter the building in an emergency unless you are instructed to do so.
3. When evacuating in a hall or corridor, call 911 and give the location of the emergency. Do not use the building doors unless you are instructed to do so.
4. Do not re-enter the building by taking an emergency exit.
5. Use building exits for evacuation in an emergency. Do not use the stairs unless you are instructed to do so.
6. Remain at the work site, except in an emergency, until you are instructed to evacuate. Do not use the building doors to enter the building in an emergency unless you are instructed to do so.
7. When ordered to evacuate, remain calm and follow the instructions of the emergency personnel. Do not use the building doors to enter the building in an emergency unless you are instructed to do so.
8. Do not use the building doors to enter the building in an emergency unless you are instructed to do so.

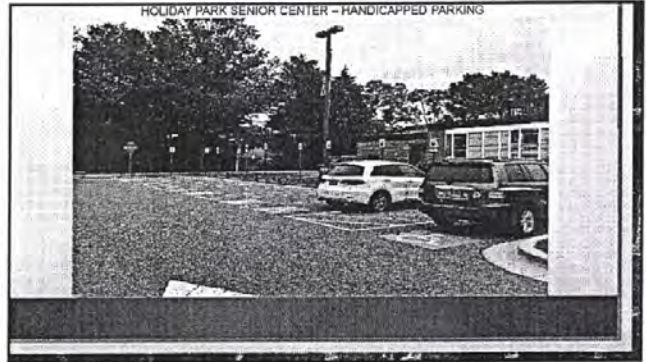
### ELECTION JUDGES RULES OF SECURITY BEHAVIOR



HOLIDAY PARK SENIOR CENTER - ENTRANCE



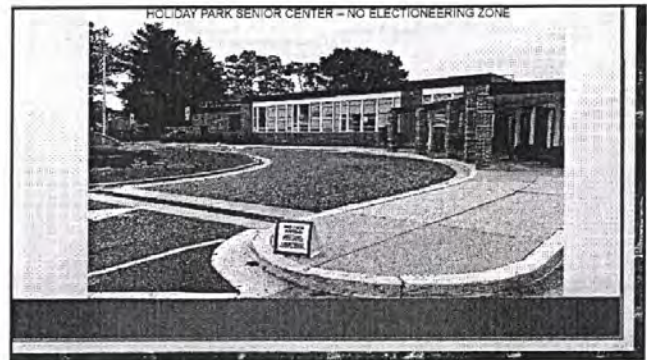
HOLIDAY PARK SENIOR CENTER - HANDICAPPED PARKING

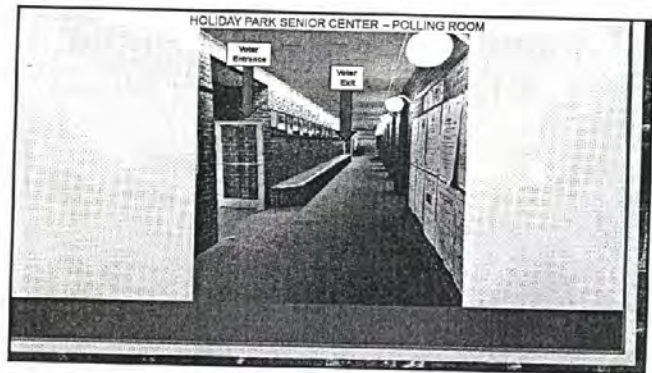
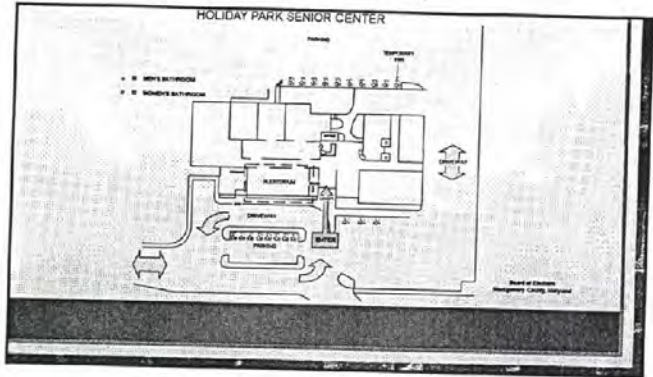


HOLIDAY PARK SENIOR CENTER - HANDICAPPED PARKING



HOLIDAY PARK SENIOR CENTER - NO ELECTRONEERING ZONE





**ABOUT THE MONTGOMERY COUNTY - IN CASE OF EMERGENCY MAP ON THE FOLLOWING PAGE**


The map shows suggested gathering spots in the event of an Emergency Evacuation

The (1) or (2) are the first choice gathering spots

The (3) or (4) are alternate gathering spots. If the first choice is not available for any reason

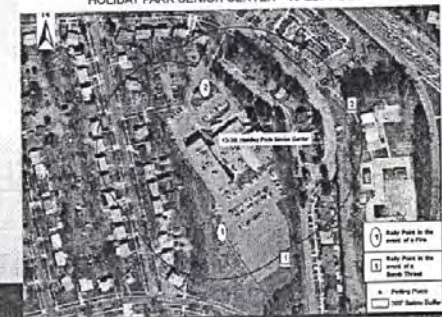
As the key on the map shows, the numbers in square frames (1) or (2) are for a Bomb Threat and are intended to place people at least 300' from the building

**THIS IS A SAMPLE IN CASE OF EMERGENCY MAP**



Montgomery County is a member of the National Association of Counties and is proud to be a part of the National Association of Counties. For more information, please visit www.naco.org

**HOLIDAY PARK SENIOR CENTER - RALLY POINTS**



**POLLING PLACES/EARLY VOTING**

- UTILIZE AND PREFER COUNTY OWNED GOVERNMENT LOCATIONS
- ASSIGN CELL PHONES TO MANAGERS
- ASK THE CHIEF JUDGE TO SHARE CELL PHONE NUMBERS WITH THE BOARD
- POLICE/FIRE/EM RECEIVE INFORMATION OF ALL ELECTION SITES. PLAIN UNIFORMED CLOTHES OFFICER WILL SURVEY INTERIOR OF SITE AND CRUISERS ARE DRIVING IN THE VICINITY OF SITES
- ALL ELECTION JUDGES TRAINED
- EMERGENCY PROCEDURES SHARED WITH ALL
- PHONE NUMBERS NEED TO BE PROVIDED
- EMERGENCY CONTACT NUMBERS FOR ALL WORKERS
- PRECINCT SUPPORT FOR ELECTION DAY. COPY DRIVER LICENSE NUMBER TO INSURE LEGAL

**VOTING EQUIPMENT**

- ELECTION UNITS ARE NEVER CONNECTED TO THE INTERNET
- EQUIPMENT STORED IN SECURED LOCATION
- ELECTRONIC POLLBOOK IS UPDATED THE SATURDAY PRIOR TO THE ELECTION WITH UPDATED REGISTRATION & VOTER HISTORY.
- SEALED WITH NUMBERED SEALS & CROSS CHECKED WITH JUDGE INTEGRITY LOG
- VOTING UNITS (DS 200 & BALLOT MARKING UNIT)
- VOTING TEAMS OF TWO PERSONS IDEALLY DIFFERENT POLITICAL PARTY AFFILIATION
- LOGIC & ACCURACY TESTED/HASH MARK
- FLASH DRIVE SEQUENCED TO PRECINCT/UNIT
- USE OF TAMPER TAPE SEALS & WIRE/PLASTIC SEALS AND COLOR CODED
- INTEGRITY LOG WITH CRITICAL INFORMATION TO BE MATCHED WITH SEALS.
- 100% VERIFICATION OF THE PREVIOUS NIGHTS ELECTION RESULTS UPLOAD
- UNITS NEVER CONNECTED TO THE INTERNET

### VOTING UNITS

- ELECTION JUDGES VERIFY ALL SEALS WITH INTEGRITY DOCUMENTS
- INTEGRITY LOG WITH CRITICAL INFORMATION TO BE MATCHED WITH SEALS.
- ZERO REPORTS ARE RUN PRIOR TO OPENING THE POLLS AND PROVIDED FOR PUBLIC REVIEW
- 100% VERIFICATION OF THE PREVIOUS ELECTION NIGHT'S TABULATIONS RESULTS ARE UPLOADED THE NEXT DAY TO VALIDATE THE ELECTION JUDGE TOTALS
- TURNOUT NUMBERS ARE PROVIDED PERIODICALLY AT 11AM AND 4PM
- PRECINCT POSTS ELECTION RESULTS FROM EACH DS 200 UNIT AT THE PRECINCT

### DS 200 UNIT INTERGRITY REPORT

**DS 200 UNIT INTERGRITY REPORT**  
 (Form with multiple tables and fields for recording unit status, including columns for 'Unit ID', 'Status', 'Seal Status', etc.)

### POLLBOOK INTEGRITY REPORT

**POLLBOOK INTEGRITY REPORT**  
 (Form with a table for recording pollbook data, including columns for 'Pollbook ID', 'Status', 'Seal Status', etc.)

### BALLOT BIN CHAIN OF CUSTODY

**BALLOT BIN CHAIN OF CUSTODY**  
 (Form with fields for recording bin custody information, including 'Bin ID', 'Status', 'Seal Status', etc.)





## CHIEF JUDGE CHAIN OF CUSTODY FORM

Montgomery County Board of Elections - November 6, 2018

**Section 1: Election Information**

1. Election Name: \_\_\_\_\_

2. Election Date: \_\_\_\_\_

3. Election Location: \_\_\_\_\_

4. Election Type: \_\_\_\_\_


5. Election System: \_\_\_\_\_

6. Election Method: \_\_\_\_\_

7. Election Results: \_\_\_\_\_

8. Election Status: \_\_\_\_\_

9. Election Notes: \_\_\_\_\_



## ELECTION MEDIA SECURITY & DOCUMENT

Montgomery County Board of Elections - November 6, 2018

**Section 1: Election Information**

1. Election Name: \_\_\_\_\_

2. Election Date: \_\_\_\_\_

3. Election Location: \_\_\_\_\_

4. Election Type: \_\_\_\_\_


5. Election System: \_\_\_\_\_

6. Election Method: \_\_\_\_\_

7. Election Results: \_\_\_\_\_

8. Election Status: \_\_\_\_\_

9. Election Notes: \_\_\_\_\_



## OVERVIEW OF SECURITY PROCEDURES

### COUNTY SECURITY SYSTEMS

- MONTGOMERY COUNTY DEPT. OF TECHNOLOGY RESPONSIBLE FOR NUMEROUS SYSTEM INCLUDING BOARD OF ELECTIONS
- EMPLOYEES HAVE TIERS OF ACCESS TO VARIOUS SYSTEMS

### FEDERAL SECURITY STANDARDS

- FEDERALLY CERTIFIED SYSTEM
- DEDICATED SERVER SYSTEM IN SECURE ROOM USED ONLY FOR SPECIFIC ELECTIONS RELATED TRANSACTIONS.

## SECURITY OF ELECTION PROCESS

- CRIMINAL BACKGROUND CHECKS OF ALL STAFF & FINGERPRINTED
- AUDITABLE SECURITY SYSTEM
- BALLOT ACCOUNTING - THE EARLY VOTING SYSTEM AND POLLING PLACES
- STANDARD OPENING & CLOSING PROCEDURES

### AUDITS

LOGIC & ACCURACY REPORTS REVIEWED BY SBE

ELECTION JUDGE TRAINING STANDARDIZE UNITS, FLASH DRIVE & BALLOT MARRIED, DATA ENCRYPTED AND DIGITAL SIGNATURE, 100% OF BALLOTS IMAGED AND TABULATED SEPARATELY TO VERIFY RESULTS

VOTING UNIT TABULATION RECONCILED TO VOTER AUTHORITY CARD

