

September 17, 2018

APPROVED

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

In Attendance:

Board Members:

Jim Shalleck, President
Nahid Khozeimeh, Vice President
Mary Ann Keeffe, Secretary
Alexander Vincent
David Naimon
Jacqueline Phillips
Alan Banov

Board Attorney:

Kevin Karpinski

Staff:

Margaret Jurgensen, Election Director – via phone
Alysoun McLaughlin, Deputy Director
Lisa Merino, Office Services Coordinator
Eric Olsen, Program Specialist
Christine Rzeszut, Operations Manager
Jessica White, Voter Services Manager
Gilberto Zelaya, Outreach Coordinator

Guests:

Jeremy Hersh
Dolly Kildee
Barbara Sanders

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

<https://youtu.be/Ky3mF7QfNdw> (Board Meeting and Board of Canvassers)

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 noted that Ms. Jurgensen was out of town and would be calling into the Board meeting. Ms. Jurgensen called in at 2:31 p.m.

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Approve of July 16, 2018, Board Meeting Minutes

Staff requested that the July 16, 2018, minutes be laid over for approval in October. Mrs. Khozeimeh moved to table the July 16, 2018, Board meeting minutes. Mr. Shalleck asked if there were any objections; none was given.

Approval of the June 18, 2018, Executive Session Minutes

Mrs. Khozeimeh moved to accept the June 18, 2018, Executive Session minutes as amended. The motion was seconded by Ms. Keeffe and passed unanimously.

Approval of the July 4, 2018, Executive Session Minutes

Mrs. Khozeimeh made a motion to accept the July 4, 2018 Executive Session minutes as amended. The motion was seconded by Ms. Keefe and passed unanimously.

Additions/Changes to the Agenda

Mr. Shalleck acknowledged that Mr. Karpinski requested an Executive Session to discuss a confidential voter request.

Mr. Naimon noted that he will have a New Business item to discuss.

Public Comments

There were no public comments.

Election Director Status Report (Incorporated as Attachment A)

Ms. Jurgensen provided her Election Director Status Report in advance.

Personnel

Ms. McLaughlin reported that effective October 1, 2018, Ms. Marjorie Roher would be retiring. She added that Ms. Roher has been an asset to the Board of Elections and her retirement is a tremendous loss to the department. Ms. McLaughlin added that, while Ms. Roher's job as Budget Officer is being advertised for filling, Dr. Gilberto Zelaya will be filling in as the Public Information Officer, that Ms. Lisa Merino is the Human Resources Liaison, that Mr. Ryan White is filling in with purchasing, and Ms. Jurgensen and Ms. McLaughlin will be performing budget responsibilities with the assistance of the Office of Management and Budget. Board members inquired about the future staff assignments for these roles. Ms. Jurgensen mentioned that we are not budgeted to fill two positions, one as Public Information Officer and another as Budget Officer and that perhaps in the future, after the new administration comes in, we might ask for budgeting two positions. At the recommendation of Ms. Keeffe, Board and staff members agreed that further discussions would occur with the communications and budget committees.

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Budget (Incorporated as Attachment B)

The budget spreadsheet detailing the final FY18 expenditures as of September 4 and the FY19 budget spreadsheet dated through August 31 were sent in advance to the Board. Ms. McLaughlin noted that the FY18 budget closed with a surplus of \$125,617 and that some expenditures related to the primary election were incurred in FY19 due to the timing of the election. She also noted that there will be some additional unbudgeted expenditures in FY19 due to the recounts, as well as personnel and operating costs due to the three-card ballot for the General Election (with 5 faces).

Ms. Keeffe expressed concern with the \$125,000 surplus and stated that she felt it reflected poor budgeting practices. Mr. Naimon and Ms. Phillips inquired about specific line items that were significantly different than those budgeted and about funds spent in FY19 that could or should have been taken from FY18. Ms. McLaughlin responded that the information was not readily available, but she believed Ms. Roher was preparing an analysis prior to her departure. Ms. Jurgensen added that some of the surplus resulted because Ms. Roher had tried to have some canvassing expenditures paid under the FY18 budget, but the County wanted them paid under the FY19 budget. Ms. Jurgensen and Ms. McLaughlin noted that this conflict arises whenever there is a late June primary and canvassing and recounts occur in July, in the new fiscal year.

Voter Registration

Ms. White stated that she received a request from a Board member to provide an update of newly registered voters by party since the opening of registration.

She reported that for the month of August, there were 652,741 active registered voters and 80,990 inactive voters. The numbers of newly registered voters by party from the close of registration to the end of August were as follows: 1,730 Democrats, 306 Republicans, 7 Greens, 24 Libertarians, 882 Unaffiliateds and 15 others.

Ms. White noted that voter registration closes on October 16, 2018.

State Board of Elections

Ms. White provided a report regarding inquiries by Board members about changes to the absentee ballot application. Her report is attached (see attachment C). She pointed out that since at least 2016 voters seeking web delivery of ballots need to provide identification, such as the last four digits of their Social Security numbers and their driver's license or identification numbers. In addition, due to a new law passed in the last General Assembly session to prevent voter fraud, voters must now indicate the issue date of their driver's license or identification card when requesting an absentee ballot on-line or otherwise. Therefore, the Board staff has been asking such voters to provide that identification if they used the old forms to request absentee ballots. Mr. Banov asked if the specimen absentee ballot form in the voter guide which will be mailed to registered voters will tell voters about the need to provide the required information (including the last four digits of their Social Security number). Ms. White replied that they had anticipated this issue—the need for voters to submit a new application if they wished to submit a web-delivery ballot in the General Election – in the form available on the website.

Ms. McLaughlin provided the remainder of Ms. Jurgensen's written report verbally, stating that staff has completed the proofing process of the Gubernatorial General Election ballots, that they have been certified and placed on the State Board of Elections website, and that Ms. Jurgensen and staff have made it a priority to attend security trainings that include working with the Department of Technology Services and attending tabletop exercises provided by the State.

Board Attorney Report

Nancy Floreen Candidacy

Mr. Karpinski reported that the Board of Elections' staff processed Nancy Floreen's petition to run as an unaffiliated candidate for County Executive. Ms. Jurgensen issued a determination that sufficient signatures were submitted; her letter about that determination is posted on the website. Mr. Karpinski reported that there were no requests for judicial review.

Judicial Watch

Mr. Karpinski reported that the Board of Elections is not actively participating in the *Judicial Watch* case; however, he is monitoring from afar. He stated that Judge Hollander has issued a scheduling order and that discovery has been scheduled to end in December. Mr. Shalleck asked whether the decision to dismiss the County Board from the case could be appealed; Mr. Karpinski said it would be possible only after the court issues a decision on the entire case. He also said that after discovery ends, both parties should be submitting motions for summary judgment, to resolve the case without a trial. Mr. Karpinski will continue to monitor the case, but expects that the County Board of Elections will have no involvement in the case.

Old Business

Mr. Shalleck thanked Ms. Jurgensen, Mr. Karpinski, and staff on a well-executed election, canvass, recount and petition processing. He added that he has received several compliments on the smoothness and transparency of the process from all sides involved in the recounts.

New Business

Media Review

Dr. Zelaya presented the FY19 advertising plan for the 2018 Gubernatorial General Election (incorporated as Attachment D), which he noted was provided in advance and previously reviewed and discussed with the Board's communications committee. . Contracts with media outlets have been signed. The advertising to diverse communities will be robust. Advertising is scheduled to start the first week of October.

Mr. Vincent stated the committee meeting was very constructive and commended Mr. Naimon's work in helping to put numbers together. The committee worked cooperatively and sought to cast a wide net, Mr. Naimon agreed. Mr. Vincent acknowledged Ms. Roher's research, work and assistance with the communications information.

Mr. Banov asked for a copy of the script which is submitted to the media outlets. Dr. Zelaya agreed to provide it.

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New Item

Mr. Naimon made a series of suggestions related to transparency for consideration at the October Board meeting. Specifically, he suggested: 1) that all letters or emails addressed to the Board President be provided to all Board members; 2) that when Board members send a question to staff, that the response be copied to all Board members; 3) that any information that would affect the casting of votes (i.e., polling places, early voting centers, and absentee voting) go to all Board members; 4) that all meeting materials be received by the Board three business days before the meeting (i.e., Wednesday close of business for a Monday Board meeting; 5) that documents provided to the Board be made available on the website for the public the following day; 6) that public comments be moved to the end of the meeting to better accommodate those who cannot attend the beginning of a 2:30 p.m. Board meeting; and 7) that the Board hold a public evening meeting at least once a year, potentially in different locations in the County. Ms. Phillips asked for a list of these recommendations. Mr. Banov noted that the suggestions seem reasonable. Mr. Vincent and Ms. Keefe expressed approval of some of the suggestions.

Mr. Naimon stated that he would provide his proposals in writing to the Board at the October meeting. Mr. Vincent suggested that Mr. Naimon submit his suggestions in separate motions for each one. Ms. Merino agreed to add the recommendations to the agenda for the October meeting.

2018 Gubernatorial Primary Election Preparation

Sample Ballot

Mr. Eric Olsen presented the artwork for the sample ballot. He noted that some sections needed to be shortened because of the three card ballot for the General Election. Board members made suggestions regarding the text. Mr. Naimon requested that the voter guide make it clear that voters mailing absentee ballots must be sure to have the envelopes postmarked by November 6 and recommending that they put the envelopes in the mail by the prior Saturday. The Board discussed the problem when voters put their absentee ballots in the mailbox too late on Election Day to be postmarked that day and the risk that their ballots will be rejected if the envelopes are not timely postmarked. Mr. Banov suggested language like this: "When you mail it, be sure to allow enough time to have your ballot envelope postmarked on or before Tuesday, November 6. If it is not postmarked on November 6 or earlier, it will not be counted." Board members suggested similar language. Mr. Naimon also recommended that the brochure inform voters that the Board office would be open until 9 p.m. to receive voter registration applications.

Mr. Olsen agreed to check USPS language on mailing by deadlines and to work further on the sample ballot and then circulate it to the Board members.

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Outreach

Mr. Zelaya presented a calendar of outreach events since the primary election. He also discussed outreach scheduled for Montgomery County libraries and in Montgomery County Public Schools.

Approval for Conduct of Logic and Accuracy Testing for Voting Equipment

Ms. McLaughlin requested a motion to authorize staff to proceed with certain tasks. *Ms. Phillips made a motion to direct the Election Director to conduct Logic and Accuracy testing and preparation of all voting units to be used in the 2018 Gubernatorial General Election. The motion was seconded by Mr. Vincent and passed unanimously.*

Early Voting Assignments

Board members discussed the locations where they will be personally present at the beginning of early voting. Ms. Jurgensen stated that the staff wanted to return to Germantown because it was close to the Board offices. The result of that discussion was that all Board members will go to the same sites where they went in the primary election, except for Ms. Phillips, who was at the Damascus Community Recreation Center, and Mr. Naimon, who was at the Lawton Community Recreation Center. Ms. Phillips will go to the Lawton site, and Mr. Naimon will provide a preferred location at a later date.

Election Judge Update

Ms. McLaughlin noted that the Board was provided information on the number of Election Judges recruited, trained and assigned. Mr. Naimon asked for a clarification on how to interpret the figures. Ms. McLaughlin summoned Ms. Jessica Jones, Election Judge Recruiter, who clarified that the numbers on the chart indicate that approximately 2,200 Election Judges have been trained.

Board members discussed the inadequate signage at the Sandy Spring Early Voting Center. Mrs. Rzeszut said she was working on a request to the State Highway Administration to allow additional, digital signage along Route 108 to inform traffic about the Sandy Spring Early Voting Center. Mrs. Rzeszut agreed to provide Board members with a copy of the request.

Mr. Karpinski proposed and agreed to draft a letter to the police department, requesting permission for staff delivering election supplies to use HOV lanes on I-270.

Polling Place Update

Ms. Rzeszut addressed the Board regarding handicapped parking at Precinct 13-40, Rock View Elementary School, and at Precinct 09-02, Gaithersburg High School. Mr. Naimon raised the issue of whether schools agreeing to serve as polling places should allow many other functions at the schools during voting. At the request of Board members, Ms. Dolly Kildee also addressed the issue at Gaithersburg High School and identified a tentative solution to her concerns in discussion with Ms. Rzeszut. Ms. Rzeszut stated that parking was also a greater issue than anticipated because the Board was unaware that a number of MCPS events were also being held at the school

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building that day. Ms. Rzeszut stated that staff was working with MCPS to prevent the problem from occurring again. She also stated that at both Gaithersburg High School and Rock View Elementary School a voter rest area would be placed in the hallway for the use of voters walking a long distance from the accessible parking.

Mr. Naimon inquired about the timing of a meeting at St. Catherine Laboure with the Avalon School Administrator and St. Catherine's Christian Education Director. Mrs. Rzeszut responded that the meeting was on July 26. Mr. Naimon expressed concern that Mr. Karpinski had not been involved in the meeting. Mr. Karpinski stated that he would work with Mrs. Rzeszut to review the agreement.

Future Meetings

The next Board meeting will be on October 15, 2018. Ms. Merino stated that it was unclear whether Board members are required to be sworn in again as the Board of Canvassers, but that the swearing in would occur as scheduled at 2:00 pm, prior to the October Board meeting, unless they are notified otherwise.

Mr. Shalleck proposed that the Board meeting be moved from November 19 to November 26, so that the Board can meet then to certify the election as well hold the regular meeting. By consensus, the Board agreed to this change.

Ms. Merino reviewed upcoming dates, including a public test of the voting equipment on October 19 at 10:00 am, which requires attendance of two Board members, and supply verification on November 1 at 4:30 pm.

Ms. Khozeimeh moved to recess the Board meeting and go into a Board of Canvassers Meeting. The motion was seconded by Ms. Phillips and passed unanimously.

***** Board Meeting continued after the Board of Canvassers Meeting *****

Meeting of the Montgomery County Board of Canvassers

The Board met as the Board of Canvassers at 4:41pm to approve minutes from past Board of Canvassers meeting and reject untimely ballots. Mr. Shalleck declared a quorum, as all Board members were in attendance.

Ms. Phillips made a motion to approve the 2018 Gubernatorial Primary Absentee I Canvass Minutes. The motion was seconded by Ms. Keefe and passed unanimously.

Ms. Khozeimeh made a motion to approve the 2018 Gubernatorial Primary Absentee II Canvass Minutes as amended. The motion was seconded by Ms. Keefe and passed unanimously.

Ms. Khozeimeh made a motion to approve the 2018 Gubernatorial Primary Provisional Canvass Minutes as amended. The motion was seconded by Ms. Phillips and passed unanimously.

Ms. Khozeimeh made motion to approve the July 20 and July 21, Recount Minutes for the Democratic Contest for House of Delegates, Legislative District 16 as amended. The motion was seconded by Ms. Keefe and passed unanimously.

Ms. Phillips made a motion to approve the July 23, 2018, Recount Minutes for the Democratic Contest for Montgomery County Executive as amended. The motion was seconded by Ms. Keefe and passed unanimously.

Mrs. Khozeimeh made a motion to approve the July 25, 2018, Board of Canvassers Meeting Minutes. The motion was seconded by Ms. Keefe and passed unanimously.

Mr. Karpinski presented 43 absentee ballots to the Board of Canvassers that were not postmarked by Election Day and received by 10:00 am on the 2nd Friday after Election Day.

Mrs. Phillips made a motion to reject the forty-three absentee ballots as received untimely. The motion was seconded by Ms. Keefe and passed unanimously.

Ms. Khozeimeh moved to adjourn the Board of Canvassers Meeting. The motion was seconded by Ms. Keefe and passed unanimously.

Mr. Vincent made a motion to reconvene into the Public Board Meeting. The motion was seconded by Ms. Phillips and passed unanimously.

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Meeting of the Montgomery County Board of Elections

Ms. Khozeimeh made a motion to go into Executive Session. The motion was seconded by Ms. Keefe and passed unanimously.

Report on Executive Session

The Montgomery County Board of Elections convened in Executive Session at 4:48pm., pursuant to Section, 10-508(a)(13), General Provisions Article to discuss a request to be a confidential voter.

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 Keefe, Alexander Vincent, David Naimon, Jacqueline Phillips, Alan Banov, Kevin Karpinski, Margaret Jurgensen (via phone), Alysoun McLaughlin, and Lisa Merino.

The Board discussed a request to be a confidential voter.


Mrs. Khozeimeh moved to close the Executive Session and reconvene into the regular Board meeting at 4:51. The motion was seconded by Ms. Keefe and passed unanimously.

Mrs. Khozeimeh made a motion to approve the voter's request to be a confidential voter. The motion was seconded by Ms. Keefe and passed unanimously.

Adjournment

With nothing further to discuss, Ms. Khozeimeh moved to adjourn the Board Meeting at 4:51pm. The motion was seconded by Ms. Phillips passed unanimously.

Respectfully Submitted,



Lisa Merino
Office Services Coordinator

APPROVED BY THE BOARD:



Jim Shalleck
President

September 11, 2018

Montgomery County Board of Elections

- I. Quorum declared
- II. Minutes for several meetings have been sent for review for approval at September meeting. Board of Canvassers minutes will be presented for review.
- III Additions/Changes
- III. Public comments - No one has contacted the Board for public comments.
- IV. Election Director Report
 - A. Personnel - Alysoun McLaughlin
 1. Budget Analyst position – status update
 2. Temporaries – Impact of three page ballot
 - B. Budget – Alysoun McLaughlin
 - C. Voter Registration – Jessica White
 1. Petitions
 2. Registration processing
 3. National Voter Registration day – Sept 25 (Jessica & Gilberto)
 - D. State Board of Elections
 1. Ballot proofing has been completed for the English and Spanish ballot, print, audio & on-line. The ballot order has been submitted to the State and the Printer. Ballot was certified on September 7, 2018 by the State Board of Elections. Montgomery County e-mailed all candidates the link to the ballot proofs.
 2. Montgomery County will have a three card ballot, for Early Voting and Election Day. The scanning will be new challenge for the election judges.
 3. The Sample ballot artwork e-mailed to the Board for comments. SBE has specific guidelines for the content of the Sample Ballot and Montgomery County's ballot meets content requirements.
 4. Absentee Ballot file for UOCAVA will be pulled for transmittal to vendor September 14.
 5. Updated Absentee Ballot Application: A revised absentee ballot application has been posted to Montgomery County website that requires the voter using the on-line ballot delivery method must provide the additional information. The revised application

requires the Maryland Driver's License or ID card number, issue date of license or ID and the last four digits of the social security number. This is new legislation passed by Maryland House & Senate to address fraud. Voters who completed the absentee application prior to enactment have been grandfathered based upon guidance of MD Attorney General Office. The correct form is on the Montgomery County BoE website. Applicant may use the on-line application or complete paper form. (**Jessica White**)

6. SBE facilitated several security briefing and table top exercises For the Local Boards of Elections. The current emphasis is security and efforts related to improving security. I have been sharing with the County Dept. of Technology Services the identified needs of the Board of Elections to implement now or in the upcoming fiscal years. Montgomery County staff have attended security training and seminars in the last 6 weeks to strengthen our systems and staff knowledge.

VI Board Attorney Report – Kevin Karpinski

VII Old Business

VIII New Business

A. Media Review – Gilberto Zelaya

IX 2018 Gubernatorial General Election

A. Preparation of Sample ballot – Alysoun McLaughlin

1. Three cards for every voter
2. Expect delivery of 2,760,000 ballots
3. Ordered an additional 300 blue bins
4. Arrangements for additional storage has been made.

B. Outreach – Gilberto Zelaya

C. Motion to approve the conduct of Logic and Accuracy for voting equipment is required.

D. Report on several polling locations was e-mailed to the Board members. Chris Rzeszut will field questions.

E. Early Voting Assignments – (Open & Close) – Alysoun McLaughlin

1. Silver Spring Civic Center – Board President Jim Shalleck & Gilberto Zelaya
2. Other 10 locations – please advise staff of your choice.
3. Public testing – October 19, 2018 at 10:00 a.m.

4. Supply verification – November 1 at 4:30PM at
The Board of Elections, lower level.
- F. Election Judge update – handout

X Future Meetings – Lisa Merino

Adjourn

Montgomery County Board of Canvassers

1. Quorum
2. Minutes
 - a. Absentee 1
 - b. Absentee 2
 - c. Provisional

Motion to adopt the Canvass Minutes

3. Minutes
 - a. Recount of Legislative District 16- House of Delegates
 - b. Recount of County Executive

Motion to adopt minutes

4. Reject Absentee "too late" ballots

FY18 OPERATING BUDGET SPREADSHEET
 (Through June 30, 2018, as of September 4, 2018) - *FINAL*

LINE ITEM	FY18 APPROVED	FY18 YEAR TO DATE*
PERSONNEL COSTS	4,205,542	4,165,251
5A001 - Salaries & Wages	3,419,987	3,393,809
50010 - Full Time Salaries	2,200,927	2,331,511
50012 - Part Time Salaries (Part-Time Permanent Employees)	130,936	85,070
50020 - Seasonal Temps (Part-Time Temporary Employees)	636,987	601,919
60168 - Temporary Office Clerical (moved from OP for clarity)	200,601	101,555
SUBTOTAL FOR TEMPORARY PERSONNEL	837,588	703,474
50324 - Overtime (includes emergency, multi-lingual & holiday)	250,536	273,754
5A002 - FICA	239,603	245,153
5A003 - Group Insurance	357,768	337,184
5A004 - Group Retirement	188,184	189,105
OPERATING EXPENSES	4,691,315	4,605,988
6A001 - Services and Contracts	1,625,954	1,522,121
60060 - Legal/Attorney Services	75,000	84,384
60066 - SBE Program Management	541,134	541,133
60304 - Maintenance - Electrical	0	1,301
60314 - Maint - Computer Systems**	25,000	2,990
60326 - Repair/Maint Agmts - Office Equip	11,000	8,838
60412 - Moving Services	25,500	40,430
60414 - Building Construction	0	0
60530 - Other Professional Services - EJ Stipend	913,820	743,046
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	100,000
6A002 - Maintenance	249,497	190,182
61010 - Computer Equip Repairs/Maint (EPB)	249,497	190,182
6A003 - Rentals/Leases	1,904,821	1,848,132
61902 - Furniture Rentals (Polling Place)	7,000	8,918
61924 - Other Equipment Rentals (MDVoters)	400,400	400,400
61926 - Bldg or Space Rental/Leases (Pol. Place)	40,305	31,697
61932 - Other Rentals/Leases (Voting System)	1,457,116	1,407,117
6A004 - Office Supplies & Equipment (<\$5,000)	141,684	164,383
62010 - General Office Supplies+	72,315	86,989
62016 - Computer Supplies	5,000	7,522
62018 - Computer Equip (<\$5,000)**	28,000	13,671
62022 - Paper and Supplies for Copiers	0	118
62028 - Other Supplies & Equipment	36,369	56,083
6A011 - Books, Videos, and Subscriptions	3,500	5,355
62700 - Books/Reference Materials	2,500	1,572
62712 - Other Books, Videos, and Subscriptions	1,000	3,784
6A012 - Other Supplies/Materials/Equipment	152,324	158,689
62826 - Keys and Locks	265	6,533
62848 - Tools	0	96
62896 - Parking Meters	0	0
62946 - Charges from SBE	152,059	152,059
6A013 - Printing/Central Duplicating Services	143,054	271,016
63016 - Imaging	10,000	4,088
63018 - Document Shredding	0	89
63020 - Office Mach. Cop. Leasing	11,760	18,596
63022 - Other Central Dup Svc - Printing (all printing costs)	121,294	248,242
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY18 OPERATING BUDGET SPREADSHEET
(Through June 30, 2018, as of September 4, 2018) - *FINAL*

LINE ITEM	FY18 APPROVED	FY18 YEAR TO DATE*
6A014 - Outside Printing	100,550	99,190
63100 - Outside Printing/Copying	550	14,190
63104 - Sample Ballot Printing	100,000	85,000
6A015 - Mail	134,360	224,837
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	136,220
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	84,288
6A016 - Outside Postage and Mail	90,500	33
63300 - Outside Mail Services (VNCs and all other postage)	90,000	0
63304 - Other Outside Mail Services	500	33
6A017 - Motor Pool	41,243	38,292
63500 - Assigned Motor Pool Vehicles	31,318	33,594
63504 - Daily Rental Motor Pool	9,925	4,653
63508 - MP EZPASS Charges	0	44
6A018 - Communications Services	33,670	18,353
63604 - Cellular Phone Line Charges	2,800	1,674
63618 - Blackberry Charges (smart phones)	9,000	9,640
63624 - Communication Circuits	0	89
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	6,950
6A020 - Charges from Others	1,500	776
63810 - Charges for Facility Maintenance+++	1,500	776
6A021 - Travel	23,276	21,100
64010 - Metropolitan Area Travel	17,996	13,089
64012 - Non-Metropolitan Area Travel+++	5,280	8,010
6A022 - Education, Tuition, and Training	10,125	9,435
64100 - Local Conference Related	2,000	2,680
64102 - Non-Local Conference Related	0	0
64120 - Other Education, Tuition, & Training	8,125	6,755
6A023 - Dues/Memberships	2,000	2,185
64200 - Professional Memberships (Individual)	2,000	2,185
6A024 - Advertising	28,257	28,318
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales+++	28,257	28,318
6A099 - Miscellaneous Operating Expenses	5,000	3,593
69999 - Other Misc Operating Expenses	5,000	3,593
DEPARTMENTAL TOTAL	8,896,856	8,771,239
* 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		

FY19 OPERATING BUDGET SPREADSHEET
(Through August 31, 2018, as of September 4, 2018)

LINE ITEM	FY19 APPROVED	FY19 YEAR TO DATE*
PERSONNEL COSTS	4,320,525	640,639
5A001 - Salaries & Wages	3,503,212	545,129
50010 - Full Time Salaries	2,260,538	119,005
50012 - Part Time Salaries (Part-Time Permanent Employees)	109,750	4,822
50020 - Seasonal Temps (Part-Time Temporary Employees)	636,987	234,404
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	14,786
SUBTOTAL FOR TEMPORARY PERSONNEL	838,316	249,189
50324 - Overtime (includes emergency, multi-lingual & holiday)	294,608	172,113
5A002 - FICA	249,351	39,826
5A003 - Group Insurance	379,096	35,990
5A004 - Group Retirement	188,866	19,694
OPERATING EXPENSES	3,752,897	120,829
6A001 - Services and Contracts	1,462,990	76,341
60060 - Legal/Attorney Services	75,000	37,535
60066 - SBE Program Management	300,000	0
60304 - Maintenance - Electrical	2,750	0
60314 - Maint - Computer Systems**	20,000	0
60326 - Repair/Maint Agmts - Office Equip	9,210	0
60412 - Moving Services	82,210	0
60530 - Other Professional Services - EJ Stipend	913,820	38,470
60532 - Other Non-Professional Services (includes EJ mod.)	60,000	336
6A002 - Maintenance	161,821	0
61010 - Computer Equip Repairs/Maint (EPB)	161,821	0
6A003 - Rentals/Leases	1,205,404	14,850
61902 - Furniture Rentals (Polling Place)	10,000	0
61924 - Other Equipment Rentals (MDVoters)	400,400	0
61926 - Bldg or Space Rental/Leases (Pol. Place)	40,305	14,850
61932 - Other Rentals/Leases (Voting System)	754,699	0
6A004 - Office Supplies & Equipment (<\$5,000)	178,884	3,599
62010 - General Office Supplies+	89,565	3,599
62016 - Computer Supplies	5,000	0
62018 - Computer Equip (<\$5,000)**	35,100	0
62022 - Paper and Supplies for Copiers	1,500	0
62028 - Other Supplies & Equipment	47,719	0
6A011 - Books, Videos, and Subscriptions	3,500	1,681
62700 - Books/Reference Materials	2,500	386
62712 - Other Books, Videos, and Subscriptions	1,000	1,295
6A012 - Other Supplies/Materials/Equipment	62,000	1,364
62826 - Keys and Locks	12,000	1,054
62848 - Tools	0	0
62896 - Parking Meters	0	0
62946 - Charges from SBE	50,000	310
6A013 - Printing/Central Duplicating Services	155,958	9,366
63016 - Imaging	6,000	4,088
63018 - Document Shredding	1,000	0
63020 - Office Mach. Cop. Leasing	18,760	3,068
63022 - Other Central Dup Svc - Printing (all printing costs)	130,198	2,210
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY19 OPERATING BUDGET SPREADSHEET
(Through August 31, 2018, as of September 4, 2018)

LINE ITEM	FY19 APPROVED	FY19 YEAR TO DATE*
6A014 - Outside Printing	103,500	0
63100 - Outside Printing/Copying	3,500	0
63104 - Sample Ballot Printing	100,000	0
6A015 - Mail	125,581	3,465
63200 - Central Dup - Postage - Bulk (services, NO postage)	40,000	386
63202 - Central Dup - Postage - Individual (PO Box rental)+++	3,081	475
63206 - Inter-Office Mail/Pony Charge	2,500	2,604
63208 - Other - Mail (Sample Ballot Postage)	80,000	0
6A016 - Outside Postage and Mail	91,000	138
63300 - Outside Mail Services (VNCs and all other postage)	90,000	0
63304 - Other Outside Mail Services	1,000	138
6A017 - Motor Pool	45,489	426
63500 - Assigned Motor Pool Vehicles	32,294	426
63504 - Daily Rental Motor Pool	12,695	0
63508 - MP EZPASS Charges	500	0
6A018 - Communications Services	35,270	7,608
63604 - Cellular Phone Line Charges	4,400	908
63618 - Blackberry Charges (smart phones)	9,000	0
63624 - Communication Circuits	0	0
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	6,700
6A020 - Charges from Others	5,000	0
63810 - Charges for Facility Maintenance+++	5,000	0
6A021 - Travel	26,000	1,101
64010 - Metropolitan Area Travel	20,000	83
64012 - Non-Metropolitan Area Travel+++	6,000	1,018
6A022 - Education, Tuition, and Training	12,125	0
64100 - Local Conference Related	4,000	0
64102 - Non-Local Conference Related	0	0
64120 - Other Education, Tuition, & Training	8,125	0
6A023 - Dues/Memberships	3,000	0
64200 - Professional Memberships (Individual)	3,000	0
6A024 - Advertising	70,375	0
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales+++	70,375	0
6A099 - Miscellaneous Operating Expenses	5,000	888
69999 - Other Misc Operating Expenses	5,000	888
DEPARTMENTAL TOTAL	8,073,422	761,468
* 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		

Montgomery County Board of Elections

Voter Services Report

September 17, 2018

Updated Absentee Ballot Application

Background: HB 1331, passed in the 2018 legislative session, went into effect on July 1, 2018. Under this act, voters who submit a paper absentee application requesting online ballot delivery must provide their Maryland Driver's License or Maryland ID number, issue date of the Maryland DL/ID and the last four digits of their social security number. UOCAVA voters and voters with a disability are only required to provide the last 4 digits of their social security number. While this requirement is new for voters using a paper application, this is already the requirement for someone registering or requesting an absentee ballot using the online voter registration system.

Challenge: Several issues have been identified that contributed to the challenge of implementing this new process.

- **Timing:** Implementing a legislative change between a primary and general election is always challenging. This issue was partly mitigated by the guidance provided by the Attorney General's office that voters who requested online ballot delivery prior to the effective date of the law are not required to provide a supplemental application with the additional information.
- **Form Design:** The initial modified absentee application provided by SBE on August 3rd led to some confusion regarding what specific information is required and which voters must provide it. This issue resulted in missing information on most, if not all, of the applications received requesting online ballot delivery.
- **Form Revision:** A revised form was issued on August 31st and posted to SBE's website on September 13th. As a result, the newest form is not yet being widely used.

Scope: The scope of this issue is limited. Voters typically use the online voter registration system when requesting online ballot delivery. Additionally, many voters requested online delivery for the general election when requesting their ballot for the primary election. Therefore, these groups of voters were not impacted. Overall, about 50 voters have been affected by this issue.

Resolution: Montgomery County Board of Elections has taken several steps in order to ease the transition, eliminate confusion and minimize the impact on voters.

- **Distribution:** The newest application is posted on the Montgomery County Board of Elections' website. Upon receipt, the newest form was printed and is being sent to any voter who requests an application.
- **Dedicated Staffing:** Absentee applications are being reviewed immediately upon receipt to determine if the necessary information has been provided.
- **Proactive Response:** Voters who used an older form or did not provide all the required information are being contacted by phone and/or email. Voters are offered the opportunity to change the delivery method to US Mail, or provide the additional information required to receive online ballot delivery.

FY19 ADVERTISING PROPOSAL - 2018 GUBERNATORIAL GENERAL ELECTION

MEDIA OUTLET	FY18 SPENT	FY19 PROPOSED	DESCRIPTION OF PROPOSAL	SUBCOMMITTEE RECOMMENDATION	FINAL AMOUNT	CONTRACT SIGNED	PAYMENT MADE
Comcast	8,376	10,000	1,035 TV PSAs; 30,000 Digital PSAs (reach ~515,000)	9,000	8,800	✓	✓
Radio ElZol	3,000	5,000	No response from Radio America. ElZol will give us 33 PSAs, FB ads to reach 30,000, and display banner to reach 100,000. In addition, if we advertise with both ElZol and WPGC, they will throw in 30 PSAs on ESPN Deportes.	5,000	5,000	✓	
Washington Chinese News	1,500	4,000	3 full page ads	3,000	3,000	✓	✓
Korea Times	500	3,600	1/3 page print ad, in b/w, 9 ads (3 each - voter registration deadline, early voting information, election day information)	2,100	2,300	✓	✓
Telemundo	3,500	5,000	16 30 second PSAs; 3000 digital impressions targeted to Montgomery County zip codes	4,500	4,500	✓	✓
Washington Hispanic Newspaper*	0	4,000	<i>Recommended by Gilberto Zelaya as a better reach to Hispanic Community than El Tiempo Latino. 4 1/2 page color ads; one editorial piece; and 2 digital ads.</i>	3,000	3,000	✓	✓
Google AdWords	0	3,500	<i>Good option to replace Facebook; used effectively in the past. Margie recommends reducing this by \$126 to accommodate the revised proposal from Korea Times.</i>	3,500	3,674	N/A	
WMAL/Cumulus Digital	2,500	7,500	Mobile display to 350,000; native display to 65,000; 10 PSAs	6,500	6,400	✓	✓
WPGC	2,000	5,000	24 PSAs, FB ads to reach 30,000; mobile display to reach 100,000. Additional Spanish PSAs if advertise on both WPGC and ElZol.	5,000	5,000	✓	
WMMJ	0	0	27 PSAs; FB post during early voting; "Madelyne in the City" live promotion (possibly on National Voter Registration Day)	3,000	3,000	✓	✓
African Mirror Newspaper	0	5,000	<i>Identified by Gilberto Zelaya as good reach to African Continental Community. 3 full page ads and 3 leaderboards.</i>	4,875	4,875	✓	✓
WTOP*	0	7,500	565,000 cross platform impressions	6,500	6,500	✓	✓
WASH (iHeart media)*	2,500	5,000	20 PSAs; digital streaming w/companion banner for a total of 164,354 impressions.	4,500	4,500	✓	✓
Senior Beacon Newspaper	0	1,875	<i>Attempt to reach out to senior community. 1/3 page color ad (5x9.5") plus a jumbo banner on website</i>	1,823	1,823	✓	✓
Total Traffic Weather & News	0	0	51 15 second PSAs during traffic and weather reports on 11 major stations in the metropolitan area reaching 305,894 people	8,077	8,003	✓	✓
TOTAL	23,876	66,975		70,375	70,375		

70,375 avail

* Waiting for revised proposal - proposal shown is for the staff proposed amount.