

APPROVED

March 17, 2014

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

In Attendance:

Board Members:

Mary Ann Keeffe, President
Donice Jeter, Vice President
Nancy Dacek, Secretary
Nahid Khozeimih
Graciela Rivera-Oven
Jacqueline Phillips
David Naimon

Staff:

Margaret Jurgensen, Election Director
Alysoun McLaughlin, Deputy Election Director
Marjorie Roher, Management and Budget Specialist
N. Christine Rzeszut, Operations Manager
Gilberto Zelaya, Outreach Coordinator
Lisa Merino, Election Aide II

Guests:

Dolly Kildee
Barbara Sanders

Convene the Board Meeting and Declare a Quorum Present

Ms. Keeffe called the Board Meeting to order and declared a quorum present at 2:32 p.m.

Public Comments

There were no public comments.

Ms. Roher stated that the Montgomery County Board of Elections was presented with a certificate from County Executive Isiah Leggett in recognition of outstanding participation in the 2013 Montgomery County Employee Giving Campaign, based on greater than 25 percent department participation. Ms. Keeffe congratulated the staff.

Additions/Changes to the Agenda

Ms. Jurgensen requested an Executive Session; Ms. Keeffe acknowledge her request and agreed to an Executive Session.

Approval of February 24, 2014, Board Meeting Minutes

The Board reviewed minutes from the February 24, 2014, Board meeting which reflected additional changes. Mrs. Khozeimeh made a motion to approve the minutes as amended. The motion was seconded by Mrs. Rivera-Oven and carried unanimously.

*** Ms. Phillips entered the room at 2:35 p.m. ***

Personnel

Ms. Jurgensen reported that temporary staff had been hired in Voter Registration and Absentee to assist in launching the Nursing Home Program. She noted that two election judge trainers had submitted resignations as they were offered full time employment outside of the County and staff was able to hire additional temporary personnel to assist with training. Ms. Keeffe inquired if the Voter Registration Manger position has been posted. Ms. Jurgensen stated that the job description is currently being rewritten to accurately reflect the job requirements and then will be posted. Ms. Jurgensen announced that the Information Technology Technician position closes March 18, with a potential hire date in early April. Ms. Keeffe inquired if Mr. Satterfield would be available to the Board of Elections on Election Day; Ms. Jurgensen stated that she has spoken with Mr. Satterfield and, although he will busy attending to four other jurisdictions, he has agreed to come in late on Election Day. Ms. Keeffe thanked Ms. Jurgensen.

Election Director Reports (Incorporated as attachment A)

Budget

Ms. Roher reported that current fiscal year expenditures through February 28, 2014, are on track. Supplies for the polling places have been ordered as needed and have been coordinated with the State Board of Elections. (Incorporated as attachment B).

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Ms. Roher stated the County Executive transmitted his FY15 budget at noon today, and the Board of Elections is scheduled to go before the Government Operations Committee on April 7, 2014, at 1:30 p.m., on the 3rd floor in the Council Conference Room.

Voter Registration

Ms. Jurgensen reported that the monthly statistics have been posted on the website. She stated that SBE has notified local boards that an update to MDVoters software will occur in mid-April. Ms. Jurgensen reported that SBE has provided an updated list of deceased individuals to cross reference with the MDVoters files. She added that the High School registration will take place in April and is coordinated with several public and private schools in Montgomery County.

State Board of Elections

Ms. Jurgensen reported that the SBE had notified local boards to prepare to begin ballot proofing and production; staff began Saturday, March 15. Montgomery County has 69 ballot styles. Staff began with optical scan ballots and proofed names of candidates. Some corrections were submitted to SBE on Sunday; however, due to the Federal Government closing today, the Board anticipates a response tomorrow. Ms. Jurgensen stated that SBE will continue to use the same contracted vendor (Kane) for delivery of voting equipment that has been used for the past ten years. A meeting has been scheduled with a Kane representative.

Ms. Jurgensen reminded the Board that the State Ethics Commission is requiring that financial disclosures be submitted no later than April 30, 2014.

Legislative Update

Ms. Jurgensen reported that Senate Bill 15, which permits the SBE to use the Social Security Administration Master Death File for list maintenance, has been amended to require local boards to mail a notice before removing the individual from the list of registered voters. Mrs. Dacek and Ms. Phillips questioned the process; Ms. Jurgensen stated the intent is to prevent the wrong voter from being taken off the rolls. Ms. Jurgensen noted that there was some objection among Senators and Delegates regarding deceased voters being taken off the rolls without a mailing as the Department of Social Security Administration could make mistakes.

Board Attorney Report

Mr. Karpinski was not present.

Old Business

Public Outreach

Ms. McLaughlin presented a draft of the proposed postcard to announce the outreach event at the Mid-County Community Recreation Center. The Board discussed design layout ideas and information to be included. Ms. McLaughlin will implement Board ideas and forward a final postcard to Ms. Keeffe for approval. Ms. Keeffe requested that the April 9, 2014, outreach event information be placed on the website.

Other Old Business

Ms. Jurgensen stated that the website has been updated at the Board's request. She reported that the Department of Technology Services is currently working on an application for smart phones.

Ms. Jurgensen stated that the Town of Chevy Chase has declined to make street parking available around Jane Lawton Community Center for Early Voting and the Primary Election. The Board discussed several options to make parking available for voters. Ms. Jurgensen stated that staff will assure that sufficient parking will be available in the Community Center parking lot. Ms. Keeffe inquired if attending the Town Council meeting to campaign for additional overflow parking on the street would be helpful. Mr. Naimon requested that voters be notified prior to Early Voting that ticketing will occur if they park on the streets surrounding the Community Center, the Board agreed. Ms. Phillips suggested that signs be used to prevent voters from being ticketed. The Board agreed. Ms. Jurgensen will inquire about attending a town meeting. She agreed to place signs surrounding the no "parking zone," and will contact the Community Center to ensure the entire parking lot is available.

2014 Gubernatorial Primary Election Preparation

Election Judge Update

Ms. Jurgensen reported that 2,463 people have submitted election judge questionnaire/applications, of which 2,183 are available for the Primary Election. Montgomery County is still in need of another 700-800 election judges to fulfill the quota. She added the total need is approximately 3,000 election judges for Early Voting and Election Day. Ms. Jurgensen stated that a list of precincts with vacant positions was sent to Ms. Kildee, Democratic Central Committee, and Mrs. Khozeimeh.

Ms. Jurgensen reported that staff has been directed to send a mailer to specific precincts soliciting election judges, especially Republicans.

Ms. Jurgensen stated that the Board of Elections is monitoring the public school year calendar to see if it will be extended as that could cause an issue with the delivery of voting equipment. The schools have requested a waiver to close on June 13, 2014.

Ms. Jurgensen noted that outreach will be occurring in several places and recruitment will be done at high schools in Montgomery County to register and reach out to those students meeting the requirements to serve as an election judge. Ms. Keeffe requested that information regarding 17 year olds serving as election judges be posted on the website. Mr. Zelaya and Mr. Peña will prepare information to be posted. Mrs. Rivera-Oven will forward information regarding the Adventist Group to Mrs. Rzeszut for consideration as on outreach location.

Ms. Phillips asked for a description of the part-time and full time election judge positions. Ms. Jurgensen briefly described the positions. Mrs. Rivera-Oven asked for the bilingual judge numbers. Mr. Zelaya responded there are currently 280 that have filled out applications, of which 95 are certified and need to take the quiz; an additional 43 need Spanish certification and to take the quiz, and 104 are certified and scheduled for training. There are currently 38 judges ready to serve. The need for bilingual judges is 228.

Media Plan (Incorporated as attachment C)

Ms. Keeffe had requested that all the candidate campaigns be notified of the April 9th outreach and inquired if that had been done. Ms. Roher responded that all media advisories are sent to candidates and campaigns; however, no media advisory has been sent as the postcard has not been finalized with the potential information to be distributed. Once the postcard is finalized and translated in Spanish, a media advisory will be distributed.

Ms. Roher briefed the Board on information requested at the previous meeting regarding the placement of Spanish PSAs. The Board had a discussion regarding proposals received. Mrs. Rivera-Oven made a motion that staff use *Radio America* at the proposed price of \$2,500 for radio advertising and the remaining funds for printed advertising in *EL Tiempo Latino*. The motion was seconded by Mrs. Jeter and passed unanimously.

Ms. Keeffe expressed concern with the need to increase funding for advertising in the coming fiscal years to reach the diverse ethnic population that is growing, especially with the new voting system introduction. Ms. Roher stated that for several years, staff has made attempts to increase the advertising budget due to a costly media market with little success. She added with a new voting system, and the need to distribute information to voters all over Montgomery County, she hopes that in FY16 and FY17 we will see an increase in the advertising budget.

Ballot Preparation

Ms. Jurgensen reported that corrections have been submitted to SBE and revisions are expected Tuesday, March 18.

New Business

Ms. Keeffe inquired if there were any updates from the County Council's Right to Vote Task Force. Ms. McLaughlin responded that recommendations have been made regarding outreach and the sample ballot information placement as well as other suggestions. For example, placing a link

from other county departments' website directing people to the Board of Elections' website. Ms. Keeffe acknowledged the two members of the Task Force in attendance, Ms. Kildee and Ms. Sanders. Ms. Kildee stated that the County Council supports the Right to Vote Task Force recommendations and noted a letter was sent to Ms. Keeffe. Ms. Keeffe and Ms. Jurgensen stated that to date no letter had been received from the County Council. Ms. McLaughlin stated that the sample ballot is currently being drafted and information is still pending as to format and design. Once a final draft is prepared, it will be provided to the Board for final approval. Ms. Sanders stated that the Right to Vote Task Force expressed support for the idea of changing the term absentee voting to voting by mail to avoid confusion and better understand the concept. She noted that the Task Force is also pushing the "3 Ways to Vote". Ms. Keeffe thanked the staff and Ms. Sanders.

Ms. Keeffe stated that she would not be able to attend the MAEO conference.

The April 9 outreach agenda will be distributed to the Board members; all Board members will be attending the outreach event.

Future Meetings

- A. April 9, 2014 – 7:00 p.m. – 8:30 p.m. Public Outreach, Mid-County Community Recreation Center
- B. April 21, 2014 - 2:30 p.m.
- C. May 19, 2014 - 2:00 p.m. with *Early Voting Cage Supply Check*
- D. June 12, 2014 - *First Day of Early Voting*
- E. June 16, 2014 - *Tentative*
- F. June 19, 2014 - Last Day of Early Voting
- G. June 24, 2014 - Election Day
- H. June 26, 2014 - Absentee I Canvass Begins 10:00 a.m. to 7:00 p.m.
- I. July 2, 2014 - Provisional Canvass Begins 10:00 a.m. to 7:00 p.m.
- J. July 7, 2014 - Absentee II Canvass Begins 10:00 a.m. to 7:00 p.m.
- K. July 17, 2014 - Certification/Audit
- L. July 21, 2014 - 2:30 p.m.
- M. August 18, 2014 - 2:30 p.m. - *Tentative*
- N. September 15, 2014 - 2:30 p.m.
- O. October 20, 2014 - 2:00 p.m. with *Early Voting Cage Supply Check*
- P. October 23, 2014 - *First Day of Early Voting*
- Q. October 30, 2014 - *Last Day of Early Voting*
- R. November 4, 2014 - Election Day
- S. November 6, 2014 - Absentee I Canvass Begins 10:00 a.m. to 7:00 p.m.
- T. November 12, 2014 - Provisional Canvass Begins 10:00 a.m. to 7:00 p.m.
- U. November 14, 2014 - Absentee II Canvass Begins 10:00 a.m. to 7:00 p.m.
- V. November 17, 2014 - *Tentative*

Mrs. Khozeimeh made a motion to move to Executive Session. The motion was seconded by Mrs. Jeter and carried unanimously. The Board convened in Executive Session at 4:07 p.m.

*** Laletta Dorsey, Dolly Kildee, Chris Rzeszut,
and Barbara Sanders left the room at 4:08 p.m. ***

Report on Executive Session

The Montgomery County Board of Elections convened in Executive Session at 4:08 p.m., pursuant to State Government Article 10-508(a)(1) to discuss a personnel matter.

The Montgomery County Board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Mary Ann Keffe, Nancy Dacek, Donice Jeter, Nahid Khozeimeh, Graciela Rivera-Oven, David Naimon, Jackie Phillips, Margaret Jurgensen, Alysoun McLaughlin, Marjorie Roher, Gilberto Zelaya, and Lisa Merino.

The Board discussed the election judge stipend for county employees.

With no further business, Mrs. Khozeimeh moved to adjourn the Executive Session. The motion was seconded by Mrs. Rivera-Oven and carried unanimously. The Board meeting reconvened in regular session at 4:18 p.m.

Mrs. Dacek made a motion that county employees who serve as a Chief Judge, Voting Operation Judge, or Roamer during Early Voting and/or Election Day receive 80% of the election judge stipend. The motion was seconded by Mrs. Jeter and passed unanimously.

Executive Session Minutes

Mrs. Khozeimeh made a motion to accept the February 24, 2014, Executive Session minutes. The motion was seconded by Mrs. Dacek and carried unanimously.

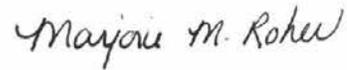
Mr. Naimon thanked the Board and staff and those who had contacted him regarding the death of his father.

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Adjournment

With no further business, Mrs. Dacek moved to adjourn the regular session. The motion was seconded by Mrs. Jeter and carried unanimously. The meeting adjourned at 4:24 p.m.

Respectfully Submitted,



Marjorie M. Roher
Management & Budget Specialist III

APPROVED BY THE BOARD:



Mary Ann Keeffe
President

Election Director' Report for March 2014

Status Reports

Personnel

The Board has one new temporary employee in voter registration/absentee to assist in the Nursing Home Program. The Board received the resignation of two trainers because they were offered full time employment with benefits. The Board staff was able to bring on an additional three persons to assist with training.

Budget

Budget expenditures are on track for the year. Supplies for the polling places have been ordered as needed and coordinated with the State Board of Elections. County Executive will announce his budget on March 17, 2014 at Noon.

Voter Registration

The monthly statistics have been updated. There has been a small increase in the number of persons attending the classes to register as a voter registrar. High School registration will take place in April of 2014 and is coordinated with the public and private high schools.

State Board of Elections

State Board of Elections notified the Local Boards of Elections to prepare to begin ballot proofing and production after March 17, 2014. Board staff has proofed the names of candidates recorded in candidate filing software for the State Board of Elections master list.

All supplies for the elections have been ordered that come through the state contracts. Vendors related to the state contract have been set and we have been notified that we will have the same movers as we have had in the past.

Legislative Update

SB 15 the Legislation enabling the State Administrator of Elections to arrange to receive reports of specified deceased individuals from the United States Social Security Administration has been amended to require local boards of elections to mail a notice before removing the individual from the list of registered voters.

Old Business

Public Outreach

Alysoun has developed a mailer for the April 9, 2014 Outreach event at Mid-County Community Recreation Center.

The website has been updated. The county Department of Technology Services is working on smart phone apps and website.

2014 Primary Election Preparations

Election Judge Update

The letter was sent by the county administration to county employees to encourage participation as an Election Judge. Attached is the number of persons that have indicated their interest in serving. We need 2700 individuals to serve as Election Judges for the Primary Election cycle for Early Voting and Election Day; based on the number of persons signed up for training, there is still a great need. A list of precincts with vacant positions was sent to the Democratic Party Liaison Dolly Kildee.

The Town of Chevy Chase declined to make parking spots on Willow Street and other streets surrounding the Jane Lawton Community Center available for Early Voting for the Primary Election.

We are monitoring the Montgomery County Public Schools calendar as it relates to the last day of school and the equipment delivery for the election.

We have notified all county agencies of the 2014 election and significant dates that may impact their agency and additional support needed by this agency.

Ballot Preparation will begin March 17, 2014.

FY14 OPERATING BUDGET SPREADSHEET
Through March 31, 2014 (As of April 9, 2014)

LINE ITEM	FY14 APPROVED	FY14 YEAR TO DATE
PERSONNEL COSTS	3,343,744	1,701,786
5A001 - Salaries & Wages	2,693,965	1,320,923
50010 - Full Time Salaries	1,769,402	1,153,266
50012/50020 - Part Time Salaries/Seasonal Temps	470,531	131,153
60168 - Temporary Office Clerical (moved from OP for clarity)	209,719	23,792
SUBTOTAL FOR TEMPORARY PERSONNEL	680,250	154,945
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	12,712
5A002 - FICA	188,420	94,514
5A003 - Group Insurance	281,302	172,317
5A004 - Group Retirement	180,057	114,033
OPERATING EXPENSES	3,180,548	1,149,509
6A001 - Services and Contracts	1,090,650	323,400
60060 - Legal/Attorney Services	100,000	21,143
60066 - SBE Program Management	367,569	185,602
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	27,509
60326 - Repair/Maint Agmts - Office Equip	11,000	5,709
60412 - Moving Services	25,000	0
60414 - Building Construction	0	0
60416 - Building Design	0	160
60530 - Other Professional Services - EJ Stipend	534,080	0
60532 - Other Non-Professional Services (includes EJ mod.)	28,001	83,277
6A002 - Maintenance	85,000	0
61010 - Computer Equip Repairs/Maint (EPB)	85,000	0
6A003 - Rentals/Leases	1,137,689	514,316
61902 - Furniture Rentals (Polling Place)	7,000	0
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	7,672
61924 - Other Equipment Rentals (MDVoters)	691,320	191,320
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	1,764
61932 - Other Rentals/Leases (DREs)	414,869	313,560
New Voting System (Optical Scan)	0	0
6A004 - Office Supplies & Equipment (<\$5,000)	125,093	87,526
62010 - General Office Supplies+	69,006	16,211
62016 - Computer Supplies	5,000	19,857
62018 - Computer Equip (<\$5,000)	20,000	11,018
62022 - Paper and Supplies for Copiers	0	1,608
62028 - Other Supplies & Equipment	31,087	38,832
6A011 - Books, Videos, and Subscriptions	3,500	3,035
62700 - Books/Reference Materials	2,500	0
62712 - Other Books, Videos, and Subscriptions	1,000	3,035
6A012 - Other Supplies/Materials/Equipment	77,668	3,197
62826 - Keys and Locks	0	33
62946 - Charges from SBE	77,668	3,164
6A013 - Printing/Central Duplicating Services	170,953	30,994
63016 - Imaging	35,380	4,075
63018 - Document Shredding	0	0
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	0
63022 - Other Central Dup Svc - Printing (all printing costs)	123,813	26,919
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY14 OPERATING BUDGET SPREADSHEET
Through March 31, 2014 (As of April 9, 2014)

6A014 - Outside Printing	80,550	450
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	80,000	450
6A015 - Mail	138,361	19,111
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	14,977
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	1,642
63206 - Inter-Office Mail/Pony Charge	750	2,292
63208 - Other - Mail (Sample Ballot Postage)	80,000	200
6A016 - Outside Postage and Mail	38,000	54,960
63300 - Outside Mail Services (VNCs and all other postage)	37,500	54,862
63304 - Other Outside Mail Services	500	98
6A017 - Motor Pool	29,002	40,123
63500 - Assigned Motor Pool Vehicles	25,502	40,106
63504 - Daily Rental Motor Pool	3,500	0
63508 - MP EZPASS Charges	0	17
6A018 - Communications Services	127,809	56,813
63600 - Local Telephone Service Charges	25,000	40,193
63604 - Cellular Phone Line Charges	6,800	7
63618 - Blackberry Charges (smart phones)	9,000	5,426
63624 - Communication Circuits	27,729	4,301
63626 - Communication Modems (SBE)	2,280	1,335
63634 - Other Communication Services (PP Phone Lines)	57,000	5,550
6A020 - Charges from Others	26,148	0
63810 - Charges for Facility Maintenance	26,148	0
6A021 - Travel	13,996	8,870
64010 - Metropolitan Area Travel	7,996	3,447
64012 - Non-Metropolitan Area Travel	6,000	5,423
6A022 - Education, Tuition, and Training	10,125	3,851
64100 - Local Conference Related	2,000	2,475
64120 - Other Education, Tuition, & Training	8,125	1,376
6A023 - Dues/Memberships	2,000	2,640
64200 - Professional Memberships (Individual)	2,000	2,640
6A024 - Advertising	20,036	0
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	0
6A099 - Miscellaneous Operating Expenses	3,968	225
69999 - Other Misc Operating Expenses	3,968	225
DEPARTMENTAL TOTAL	6,524,292	2,851,295
+ Includes office supplies, polling place supplies, and office furniture		
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

2014 Advertising Proposal

Approved Advertising Budget	\$20,086
Comcast	\$10,235
445,371 impressions (Spanish & English)	Approved by Board 2/24/14
80 additional impressions at no charge	
CBS Radio El-Zol	\$ 3,000
90 impressions (\$33.33 each)	
Telemundo	\$ 2,500
24 spots (\$104.16 each)	
Univision	\$2,560
20 spots + banner ads on noticiasdc.com (\$103 each)	
Radio America	\$3,240
81 spots (\$40 each)	
Gazette	\$ 2,500
Mandated ads regarding accessible polling places and election judge recruitment	Approved by Board 2/24/14
Ride-On Bus Signs	\$ 1,025
Signage in all 340 Ride-On buses	Approved by Board 2/24/14
Future Vote Students	\$ 2,800
Early Voting fliers for distribution at county Metro stations and train stations	Approved by Board 2/24/14
TOTAL EXPENDITURE	\$27,860
Over budget by \$7,774	(\$3,526 available to remain on budget)
Media Advisories	N/A
41 media advisories distributed to more than 3,000 individuals, including media, candidates, elected officials, and MCPS Quick Notes (also distributed in Spanish to the Hispanic media)	
Facebook	N/A
Communication of all media advisories and other information as directed by the Election Director	
Twitter	N/A
Communication of all media advisories and other information as directed by the Election Director	

Election Judge Video	N/A
Produced by the Office of Public Information and provided for use at outreach events. The video will also be distributed to the PEG Channels and Comcast to fill PSA slots.	
Montgomery County Department of Recreation Guide	N/A
Two page ad informing readers of voter registration and absentee guidelines, Early Voting, and tips for preparing to vote	