

APPROVED

**MEETING MINUTES**

**Monday, October 18, 2021**

**BOARD MEETING OF THE MONTGOMERY COUNTY BOARD OF ELECTIONS**

**18753 N. Frederick Avenue, Suite 210, Gaithersburg MD 20879**

**In Attendance:**

**Board Members:**

Nahid Khozeimeh, President (In-person)  
Diane Nash Dillon, Vice President (Virtual)  
David A. Naimon, Secretary (Virtual)  
Amoretta M. Hoeber, Board Member (Virtual)  
Elisse W. Barnes, Board Member (Virtual)  
Alexander C. Vincent, Substitute Board Member (Virtual)  
Alan Banov, Substitute Board Member (Virtual)

**Board Attorney:**

Kevin Karpinski, Esq. – Board Counsel (In-person)

**Staff in Attendance on site:**

Margaret Jurgensen, Director  
Alysoun McLaughlin, Deputy Director  
Boris Brajkovic, Voter Services Manager  
Kera Bumbray, Management and Budget Specialist  
Lisa Merino-Dean, Administrative Specialist  
Janet Ross, Information Technology Manager  
Christine Rzeszut, Operation Manager

**Audio of the meeting can be found on YouTube at the link below:**

<https://youtu.be/MdJhBrw-czk>

**Convene Board Meeting and Declare Quorum Present [:22]**

Mrs. Khozeimeh declared a quorum present.

**Board President Remarks [:22]**

Mrs. Khozeimeh thanked everyone for attending.

**Additions to Agenda**

Mr. Karpinski requested that an Executive Session be held to discuss a personnel matter.

**Disclosure of Campaign Contributions [:58]**

Mrs. Hoeber disclosed that she donated \$100 to the campaign of Bill Folden of Frederick County for Delegate to the Maryland Legislature. She added that she was a sponsor for the Maryland Federation of Republican Women Lunch. She donated \$500.

Ms. Jurgensen reported that SBE has implemented a new election management system that is being tested during the mock election. Staff has received copies of the mock election ballot utilizing the precinct-based system. There are 1,275 ballot faces. Staff expects to be finished proofing ballots by Wednesday.

Mr. Banov asked when the SBE would give advice about how many drop boxes we may use. Ms. Jurgensen said it would be taken up at the next meeting of local election directors.

#### **Budget [17:14]**

Ms. Jurgensen reported that the 2021 year-end transfer has occurred.

Ms. Bumbray reported that the Board of Elections (BOE) is in the 2<sup>nd</sup> quarter, with most of the expenditures in personnel costs. As of October 6, BOE has expended about 14 percent of the budget and this is consistent with temporal spending during a year with a Primary Election.

Ms. Jurgensen reported that the budget committee met virtually to discuss allowing the staff to include the costs related to the build-out in the supplemental budget. This build-out is to assist the staff in receiving all of the additional equipment that is coming to the facility including additional ballot marking devices, additional poll book printers, additional DS-200's and additional black carts. Because of the additional equipment, there becomes a significant space issue which requires us to add more shelving as well as to make changes to doors. Staff is continuing to work with the Office of Management and Budget reviewing these costs. Staff is answering their questions and have emphasized that if this is going to occur, it needs to occur and be completed by January 31<sup>st</sup> when the Board expects delivery of some of this additional equipment from the State. The process of review by the Department of General Services, as well as the cost estimates provided by the proposed contractor, are the elements that are being reviewed. This would include items with regard to the last budget supplemental request that occurred at the last Board Meeting. There were two different line items addressing the shelving. At this point the only space available is upwards which means additional shelving. It is significant shelving; it has to have some serious weight capacity due to the weight of equipment that needs to be placed on that shelving.

Mr. Banov asked Ms. Jurgensen if staff has followed up on his suggestion to make it clear that the build-out work be completed by January 31. She answered in the affirmative. In answer to a question by Mr. Vincent, Ms. Jurgensen said the work could take up to twelve weeks. Mr. Naimon asked if the contract would contain a requirement that the work be completed by January 31. Ms. Jurgensen responded that it would be up to the County's Office of Management and Budget to decide whether to have such a term in the contract, since the County would be contracting with Klinedinst.

#### **Personnel [26:54]**

Ms. McLaughlin reported that voter services positions are now being advertised and interviews are being conducted.

#### **Website [27:19]**

Mr. Naimon said that the Board is not constrained to propose only two alternate sites and proposed Long Branch Community Center be used as an alternate site because it reaches a large population, has convenient bus routes and significant parking spaces, and has a large room.

Ms. Jurgensen shared that she has spoken with the Director of Recreation regarding Long Branch. Ms. Jurgensen indicated that there is considerable concern as to whether that facility will be available in time for the election. The Board can ask that the Long Branch location be utilized, but the Board needs to keep in mind, particularly in the primary, that there is a finite amount of space for parking, there is a swimming pool at that location and it will be difficult for individuals to have access to that location. If the Board chooses to add Long Branch, the staff will work with the Department of Recreation and see whether it will permit it.

Mr. Naimon moved to accept three alternate locations, including East County Community Recreation Center, the Upper County Community Recreation Center and Long Branch Recreation Community Center, using the social hall. The motion was seconded by Dr. Barnes and passed unanimously.

He also asked if the Board would be using the social halls at the Bauer Drive, Wheaton, and White Oak Recreation Centers during the Primary's Early Voting and their gyms during the General Election's Early Voting. Ms. Jurgensen confirmed that plan. He also said it was very helpful that Recreation Department's staff acted as line management during the 2020 election.

#### **Polling Places [57:09]**

Ms. Jurgensen reviewed staff's recommendation for the 2022 polling places. The presentation included changes based on planned construction, buildings being demolished, or returning to the "home" precinct. List can be found [here](#).

Mr. Naimon asked how many locations have multiple precincts in one building. Ms. Jurgensen responded that staff proposes to combine 2 precincts into one room to avoid confusion. The process is not new. It has been done at Bethesda-Chevy Chase High School. Ms. McLaughlin reminded the Board that everything that we are projecting is preliminary due to redistricting.

#### **Old Business [1:25:15]**

Mr. Naimon asked how any polling place decisions can be made until after redistricting, particularly with regard to the IMAAM Center for Precinct 13-07. If the IMAAM Center is selected and changes are needed, what would be the impact. Mr. Karpinski responded that MOUs are only needed for private facilities. He added that staff is evaluating what facilities are in the area and finding limited viable options. Ms. Jurgensen added that the Board can lay this over until next month; however, staff wants to ensure there are sufficient polling places for the 2022 elections.

Dr. Barnes asked if the Board could see floor plans for the IMAAM Center; Ms. Jurgensen agreed to provide them. Mr. Naimon asked for the square footage of the gym versus the cafeteria at Tilden Middle School. He also suggested that the Board staff consider other alternatives to the Springbrook High School for Precinct 5-05 which would be within walking distance of voters in the Burnt Mills precinct, such as in Precincts 5-06, 5-10, and 5-13. Ms. Jurgensen agreed that the staff would consider

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The Montgomery County Board of Elections convened in Executive session at 4:26pm, pursuant to State Government Article, Sections 10-508(a)(2)(7) and (10), to discuss a personnel matter. The following were in attendance: Nahid Khozeimeh, Diane Nash Dillon, David Naimon, Amoretta Hoeber, Elisse Barnes, Alexander Vincent and Board Attorney Kevin Karpinski. Staff in attendance: Margaret Jurgensen, Alysoun McLaughlin, Jerry Quarshie and Lisa Merino-Dean.

APPROVED BY THE BOARD:

A handwritten signature in black ink, appearing to read 'Nahid Khozeimeh', is written over a faint, light-colored circular stamp or watermark.

Nahid Khozeimeh  
Board President