

Montgomery County Board of Elections Election Director's Report – July 2023

Notice and Distribution of Materials

Draft minutes of June 5, 2023, and June 26, 2023, meetings were distributed to the Board on July 21, 2023.

The Agenda for the July 31, 2023, meeting was posted on the Board of Elections web site on July 24, 2023.

The Director's Report, the budget document, meeting materials and Action Item from the previous Board meeting were shared with the Board on July 27, 2023.

Action Items from Previous Meetings

1. Outreach Calendar – shared as a part of the meeting packet.
2. Outreach Events per Zip Code – shared as a part of the meeting packet.
3. 2022 Canvass Minutes – shared with the Board on July 13, 2023.

Voter Registration Statistics

Monthly Statistical Report. The Report for June 2023 was distributed to Board members on July 3, 2023. As of the end of June 2023, there were 677,752 active registered voters in Montgomery County and 61,239 inactive voters, for a total voter count of 738,991.

State Board of Elections: SBE is finalizing a set of forms that would need to be completed by the local Boards to prepare submissions for early voting and polling place locations.

Personnel

Permanent positions:

The Department has readvertised the Administrative Specialist II – Finance position on June 22, 2023. The ad closed on July 22 and we are awaiting the list of well qualified candidate to be provided by Office of Human Resources so the Staff could commence interviews.

As previously reported, the panel conducted additional interviews for Tech III position and selected a candidate. OHR is conducting the follow up process to enable onboarding of the selected candidate.

The Staff has received the list of qualified candidates for the three IT Tech II positions from OHR. The interviewing processes started on July 27, 2023, and it is scheduled to be finalized on July 31, 2023.

The Staff prepared and forwarded to the OHR the ad for Election Assistant II positions for 2024 election cycle. We expect the ad to be published shortly.

The documentation for posting OSC Voter Services ad is being finalized and it will be forwarded to OHR shortly to be published.

Temporary positions: A limited number of temporary team members remains on the payroll. The temporary staff is assisting with Outreach events and preparation for the training on the new poll books.

Budget

Montgomery County Board of Elections
Election Director's Report

The new fiscal year started as of July 1, 2023. The attached Budget Document reflects the approved 2024 Budget and up-to-date recorded spending.

Sections' Activities

Voter Services: The Voter Registration team continues its daily List Maintenance activities which includes processing of all incoming records, provided directly by the voters, DHMH, Jury Commission and AOC's. Voter Services is still compiling the list of names and contacts of municipal officials who would need to be notified of any polling places changes as per HB 410. On July 26th Voter Services attended Regional Training and Review on List Maintenance at the State Board of Elections.

IT Section: IT Manager is working with TEBS on the implementation of the replacement election worker and future vote portal used to submit applications, schedule training, etc., to the Election Resource Management System. The requirements analysis and planning phases are completed. The project is now moving into the software design and software development phases. IT Manager is continuing to work with the City of Rockville and the City of Gaithersburg on their upcoming municipal elections. IT Mapping Specialist is researching and preparing demographic data maps in anticipation of demographic data needs for 2024 election planning. IT Specialist Technician III is continuing to participate in the new pollbook implementation as a core member of the project team.

Operations Section: The Operations team is consolidating the blue bins used during the 2022 General election and reorganizing the warehouse in anticipation of a court ruling that could potentially enable us to shred 2020 election ballots and free up storage space. The Team is reviewing printshop materials and corresponding printing timelines for the upcoming 2024 cycle. The Team is also in the process of evaluating and adjusting supply checklists for the upcoming elections.

Recruitment and Election Support: The Election Worker Recruitment team continues to process received election worker applications and works with the Outreach Program by participating in various events throughout the County. The Recruitment Team sent out 823 postcards in the second quarter with relevant information to voters who requested additional information about the Election Worker program.

Upcoming Meetings / Events

U.S. Election Assistance Commission Public Meeting on Voter Engagement and Education, August 2, . Election Director received an invitation to join the panel based on the 2020 Clearinghouse Award that Montgomery County Board of Elections received for its SMS texting. Other panelist will be election directors / administrators from other jurisdictions that received EAC awards.

Website Updates

Completed:

- Board Members Bios
- Election Workers position description and stipend
- Mail In Ballot information
- Election Dates updates
- Future Vote updates

In process:

- Election Worker individual Position Descriptions
- Mail In Ballot Frequently Asked Questions