

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

Notice and Distribution of Materials

Draft minutes of July 31, 2023, meeting was distributed to the Board on September 4, 2023.

The Agenda for the September 18, 2023, meeting was posted on the Board of Elections web site on September 4, 2023.

The Director's Report (including Action Items from Board's July 2023 meeting), the budget document, and meeting materials were shared with the Board on September 14, 2023.

Action Items from Previous Meetings

1. Outreach Calendar – shared as a part of the meeting packet.
2. Outreach events - an overview of staff hours

Calendar Year	Total Events	Total Staff engagements	Outreach Hours
06/06/2021-12/31/2021	40	50	197
2022	215	321	688
01/01/2023 - (09/10/23)	98	142	357

3. Information on posting of the ad for Election Aide II temporary positions – communicated to the Board on August 8, 2023.
4. From 2016 election cycle to 2022 election cycle, 944 Future Vote alumni applied to serve as election workers.
5. Future Vote program: demographic breakdown of participants for 2018 and 2022 election cycle.

(2018) Ethnicity	Total	%	(2022) Ethnicity	Total	%
African American	240	13.94	African American	152	14.1
Asian	610	35.82	Asian	378	35.06
Caucasian	522	30.31	Caucasian	324	30.06
Hispanic/Latino	115	6.69	Hispanic/Latino	76	7.05
Multiracial	77	4.47	Multiracial	93	8.63
NOT ENTERED	23	1.34	Other	55	5.1
Other	128	7.43	Not entered	0	0
Total	1715	100	Total	1078	100

Voter Registration Statistics:

Monthly Statistical Report for August 2023 was distributed to Board members on September 1, 2023, and published on the BOE's website. As of the end of August 2023, there were 680,356 active registered voters in Montgomery County and 62,450 inactive voters, for a total voter count of 742,806.

State Board of Elections:

Jared DeMarinis has officially taken the post of Maryland State Election Administrator as of September 1, 2023. Katherine Barry, former Election Director for Carroll County, has been appointed as the new Deputy Administrator of Elections as of September 6, 2023.

SBE has announced the anticipated roll out of the new pollbooks will be postponed for the 2026 election cycle, while the legacy pollbooks will be used for upcoming 2024 Presidential Elections.

Personnel

Permanent positions:

BOE's Human Resources Liaison is working with the assigned recruiter from the Office of Human Resources to expand the reach of our vacancies. Our vacancies are now published on a new networking platform called Handshake. This platform is specifically geared toward students and alumni of higher education institutions and who have an opportunity to freely review vacancies published by participating agencies. The candidates will still need to apply through the County website (links are available through the platform).

On August 28, 2023, Mr. Xiri Xinda joined our team as the new IT Tech III.

Mr. Thomas (Chuck) Williams has joined our team as the new Administrative Specialist II Finance.

We have commenced, with Office of Human Resources (OHR) support, the onboarding process for two IT TECH II new team members. Their start date is planned for September 25, 2023.

The ad for hiring two Office Services Coordinators closed on September 4, 2023, and Staff is expected to commence interviewing process shortly.

The ad for Program Manager II – Voter Services is expected to be advertised next week, and it will be open for a three week period for all interested candidates to apply. The advertising for the position will be done on the county site, State Board of Elections County bulletin and election related outlets.

The department has an additional vacancy for the IT Technician II position, and the vacancy will be readvertised. The ad is expected to be published next week.

Temporary positions:

Due to State Board of Elections decision to use legacy pollbooks for the 2024 election cycle, a limited number of temporary IT staff will join us to complete necessary preparation and maintenance of the pollbooks.

The ad for temporary Election Aide II positions for 2024 election cycle was published on August 8, 2023, and it will remain open until the end of the 2024 election cycle.

The Staff is working with OHR to participate at the County Job Fair scheduled for October 3, 2023. Department will advertise for the Election Aide II and election workers positions.

BOE's Human Resources Liaison and IT Manager are working with the department of Technology and Enterprise Business Solutions (TEBS) to establish a landing page for the Election Aide II position on the BOE's website.

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Flyers are being created specifically for the Election Aide II position that the department plans to distribute at outreach events, recreation centers, and any other outlet that will allow us to post the flyer. The flyer will have an QR code that will take interested candidates to the hiring website page.

A limited number of temporary team members remains on the payroll, assisting Outreach events.

Budget

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 processing of paper and electronic voter registrations, list maintenance activities which includes processing all incoming records provided directly by the voters or received from DHMH, the Jury Commission, Courts or through ERIC.

On September 14, Voter Services attended the second State Board of Elections Regional Training in Washington County. The first training was held at the State Board of Elections on July 26, 2023.

IT Section

IT Staff is preparing the materials required to begin re-installation of the software on the pollbooks.

IT Manager is continuing to work with the Technology and Enterprise Business Solutions (TEBS) department on the implementation of the replacement election worker and future vote portal. The software design phase has been completed. TEBS has begun the software development phase and meets weekly with the IT Manager to resolve any outstanding questions or issues.

The IT Manager is working with the City of Rockville and the City of Gaithersburg on their upcoming elections.

Operations Section

Operations Section Staff is currently working on completion of 2024 Early Voting, Drop Box and Polling Place plans for the 2024 cycle. Site surveys for polling places that have come back online, have had construction updates, or voting room location changes are being conducted.

Recruitment and Election Support

Recruitment continues to process Election Worker applications along with reviewing the recruitment processes for the upcoming election and supporting Outreach by participating in scheduled outreach events.

Meetings / events

Attended meetings / events

On August 2, 2023, Election Director was a panelist, together with the Delaware State Election Administrator and Director of a local Board of Elections in Georgia, at the U.S. Election Assistance Commission Public Meeting on Voter Engagement and Education. The conversation touched upon

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successes and challenges of outreach programs, engagement of diverse communities, partnerships, election workers recruitment and training.

On August 15, 2023, Election Director and Board's Attorney met with Mr. Michael Fletcher and a group of interested citizens to review and discuss voter registration data sets that were previously shared with the Staff. Discussion focused on processes to update voter registration, role of ERIC (electronic registration information center), and potential information dissemination activities to educate voters on importance of returning election mail if addressed to someone who no longer resides at the address.

On August 15, 2023, Janet Millenson, the newly appointed member of the Maryland State Board of Elections visited Montgomery County Board of Elections and met with the Board President, Election Director and Staff. The conversation focused on preparations for 2024 elections, especially on BOE capabilities to sort anticipated increased number of mail-in ballots.

On August 28, 2023, Board President, Board Secretary and Election Director met with the leadership of Montgomery County Students for Change group. The meeting focused on the Group's initiative to lower voting age, and legal and operational aspects of such an initiative. Board President, Board Secretary, and Election Director invited the Group to volunteer in the upcoming elections and serve as election workers.

Upcoming Events:

October 19, 2023: 2023 Biennial meeting of Maryland Election Officials – Board members, Board Attorney, Election Director, and Staff.

October 29, 2023: League of Women Voters of Montgomery County Maryland, Open House – Election Director.