

**Election Director Report
June 13, 2019**

June 17, 2019 - Board Meeting

Agenda Posted June 7, 2019

- I. Convene Board Meeting Quorum Present
- II. Approval of Minutes
- III. Introduction of Kera Bumbray
- IV. Additions/Changes to the Agenda
- V. Executive Session (if needed)
- VI. Public Comments
- VII. Board Member Orientation
 - A. Staff presentation/PowerPoint
- VIII. Board Attorney Report – Kevin Karpinski
- IX. Election Director’s Status Report
 - A. Personnel
 1. Temporaries -IT Staff and Outreach staff
 - B. Budget – Alysoun McLaughlin
 - C. State Board of Elections
 1. Federal Post Card Application and Federal Write-In Absentee were redesigned.
 2. The Project Manager for the Voting Equipment resigned and the State will be looking to fill the position.
 3. Equipment requests have been submitted for the upcoming Election cycle. Montgomery County order submitted April 30, 2019 and again May 6, 2019.
 4. The State Board will make a decision at the July Board meeting regarding the Ballot Marking device.

X. Old Business

Early Voting- Reservations have been made for the following locations for 2020:

- A. EV 01 - Mid County Community Recreation Center
- B. EV 02 - Montgomery County Executive Office Building
- C. EV 03 - Germantown Community Recreation Center
- D. EV 04 - Marilyn J. Praisner Community Recreation Center
- E. EV 05 - Silver Spring Civic Building
- F. EV 06 - Activity Center at Bohrer Park
- G. EV 07 - Damascus Community Recreation Center
- H. EV 08 - Jane Lawton Community Recreation Center
- I. EV 09 - Wheaton Community Recreation Center
- J. EV 10 - Potomac Community Recreation Center
- K. EV 11 – Sandy Spring Volunteer Fire Dept. Ballroom
- L. Alternate: Bauer Community Recreation Center
- M. Alternate: North Potomac Community Recreation Center
- N. Alternate; White Oak Community Recreation Center

Wait Times

- A. Pending decision of the State Board of Election related to the Ballot Marking Device (BMD and fulfillment of the equipment order by Montgomery County. Decision will be made by July 24, 2019.

Minutes Committee

- A. Report by Board members.

FY19 OPERATING BUDGET SPREADSHEET
(as of June 14, 2019)

LINE ITEM	FY19 APPROVED	FY19 YEAR TO DATE
PERSONNEL COSTS	4,119,196	4,491,783
5A001 - Salaries & Wages	3,311,215	3,685,495
50010 - Full Time Salaries	2,269,870	1,964,181
50012 - Part Time Salaries (Part-Time Permanent Employees)	109,750	79,791
50020 - Seasonal Temps (Part-Time Temporary Employees)	636,987	1,031,330
60168 - Temporary Office Clerical (moved from OP for clarity)*	201,329	56,145
SUBTOTAL FOR PART-TIME AND TEMPORARY PERSONNEL	948,066	1,167,266
50324 - Overtime (includes emergency, multi-lingual & holiday)	294,608	610,193
5A002 - FICA	249,351	305,143
5A003 - Group Insurance	379,096	327,347
5A004 - Group Retirement	188,866	173,798
OPERATING EXPENSES	3,954,226	3,472,433
6A001 - Services and Contracts	1,664,319	1,620,370
60060 - Legal/Attorney Services	75,000	97,537
60066 - SBE Program Management	300,000	300,000
60304 - Maintenance - Electrical	2,750	1,062
60314 - Maint - Computer Systems	20,000	3,111
60326 - Repair/Maint Agmts - Office Equip	9,210	470
60412 - Moving Services	82,210	37,539
60530 - Other Professional Services - EJ Stipend	913,820	1,064,240
60532 - Other Non-Professional Services (includes EJ mod.)	60,000	60,266
6A002 - Maintenance	161,821	84,329
61010 - Computer Equip Repairs/Maint (EPB)	161,821	84,329
6A003 - Rentals/Leases	1,205,404	1,038,630
61902 - Furniture Rentals (Polling Place)	10,000	12,461
61924 - Other Equipment Rentals (MDVoters)	400,400	400,400
61926 - Bldg or Space Rental/Leases (Pol. Place)	40,305	40,152
61932 - Other Rentals/Leases (Voting System)	754,699	585,617
6A004 - Office Supplies & Equipment (<\$5,000)	178,884	94,098
62010 - General Office Supplies+	89,565	69,442
62016 - Computer Supplies	5,000	2,494
62018 - Computer Equip (<\$5,000)	35,100	9,012
62022 - Paper and Supplies for Copiers	1,500	208
62028 - Other Supplies & Equipment	47,719	12,942
6A011 - Books, Videos, and Subscriptions	3,500	4,203
62700 - Books/Reference Materials	2,500	728
62712 - Other Books, Videos, and Subscriptions	1,000	3,475
6A012 - Other Supplies/Materials/Equipment	62,000	42,329
62826 - Keys and Locks	12,000	6,050
62840 - Sand	0	49
62946 - Charges from SBE	50,000	36,230
6A013 - Printing/Central Duplicating Services	155,958	147,221
63016 - Imaging	6,000	4,088
63018 - Document Shredding	1,000	279
63020 - Office Mach. Cop. Leasing	18,760	16,551
63022 - Other Central Dup Svc - Printing (all printing costs)	130,198	126,302

Mandated Legal Requirements
Charges from SBE
Election Specific Costs
Personnel Charges
Temporary Personnel Charges
Overtime Costs
Benefits

FY19 OPERATING BUDGET SPREADSHEET
(as of June 14, 2019)

LINE ITEM	FY19 APPROVED	FY19 YEAR TO DATE
6A014 - Outside Printing	103,500	92,734
63100 - Outside Printing/Copying	3,500	1,580
63104 - Sample Ballot Printing	100,000	91,154
6A015 - Mail	125,581	200,226
63200 - Central Dup - Postage - Bulk (services, NO postage)	40,000	115,813
63202 - Central Dup - Postage - Individual (PO Box rental)	3,081	1,809
63206 - Inter-Office Mail/Pony Charge	2,500	2,604
63208 - Other - Mail (Sample Ballot Postage)	80,000	80,000
6A016 - Outside Postage and Mail	91,000	197
63300 - Outside Mail Services (VNCs and all other postage)	90,000	0
63304 - Other Outside Mail Services	1,000	197
6A017 - Motor Pool	45,989	22,702
63500 - Assigned Motor Pool Vehicles	32,294	17,955
63504 - Daily Rental Motor Pool	12,695	4,592
63506 - Other Motor Pool Charges	500	64
63508 - Motor Pool EZPASS Charges	500	91
6A018 - Communications Services	35,270	22,680
63604 - Cellular Phone Line Charges	4,400	6,487
63618 - Blackberry Charges (smart phones)	9,000	7,986
63626 - Communication Modems (SBE)	4,870	0
63634 - Other Communication Services (PP Phone Lines)	17,000	8,207
6A020 - Charges from Others	5,000	530
63810 - Charges for Facility Maintenance	5,000	530
6A021 - Travel	26,000	18,955
64010 - Metropolitan Area Travel	20,000	14,643
64012 - Non-Metropolitan Area Travel	6,000	4,312
6A022 - Education, Tuition, and Training	12,125	8,553
64100 - Local Conference Related	4,000	1,918
64120 - Other Education, Tuition, & Training	8,125	6,635
6A023 - Dues/Memberships	3,000	2,750
64200 - Professional Memberships (Individual)	3,000	2,750
6A024 - Advertising	70,375	68,082
64304 - Advertising - Marketing/Sales	70,375	68,082
6A099 - Miscellaneous Operating Expenses	5,000	3,846
69999 - Other Misc Operating Expenses	5,000	3,846
DEPARTMENTAL TOTAL	8,073,422	7,964,215

Mandated Legal Requirements
Charges from SBE
Election Specific Costs
Personnel Charges
Temporary Personnel Charges
Overtime Costs
Benefits

Montgomery County Board of Elections

Overview

Mission Statement

The mission of the Board of Elections is to register voters, conduct elections, assist persons seeking elective office with candidate filings and campaign fund reports, assist citizens seeking to place questions on the ballot, and preserve election data.

Legal Requirements

Federal

- Voting Rights Act (VRA)
 - Section 203 minority language requirements
- Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)
- National Voter Registration Act (NVRA)
- Help America Vote Act (HAVA)
- Americans with Disabilities Act (ADA)

State

- Constitution of Maryland
- Election Law Article and other state laws
- Code of Maryland Regulations
- State Board of Elections Guidelines and Requirements

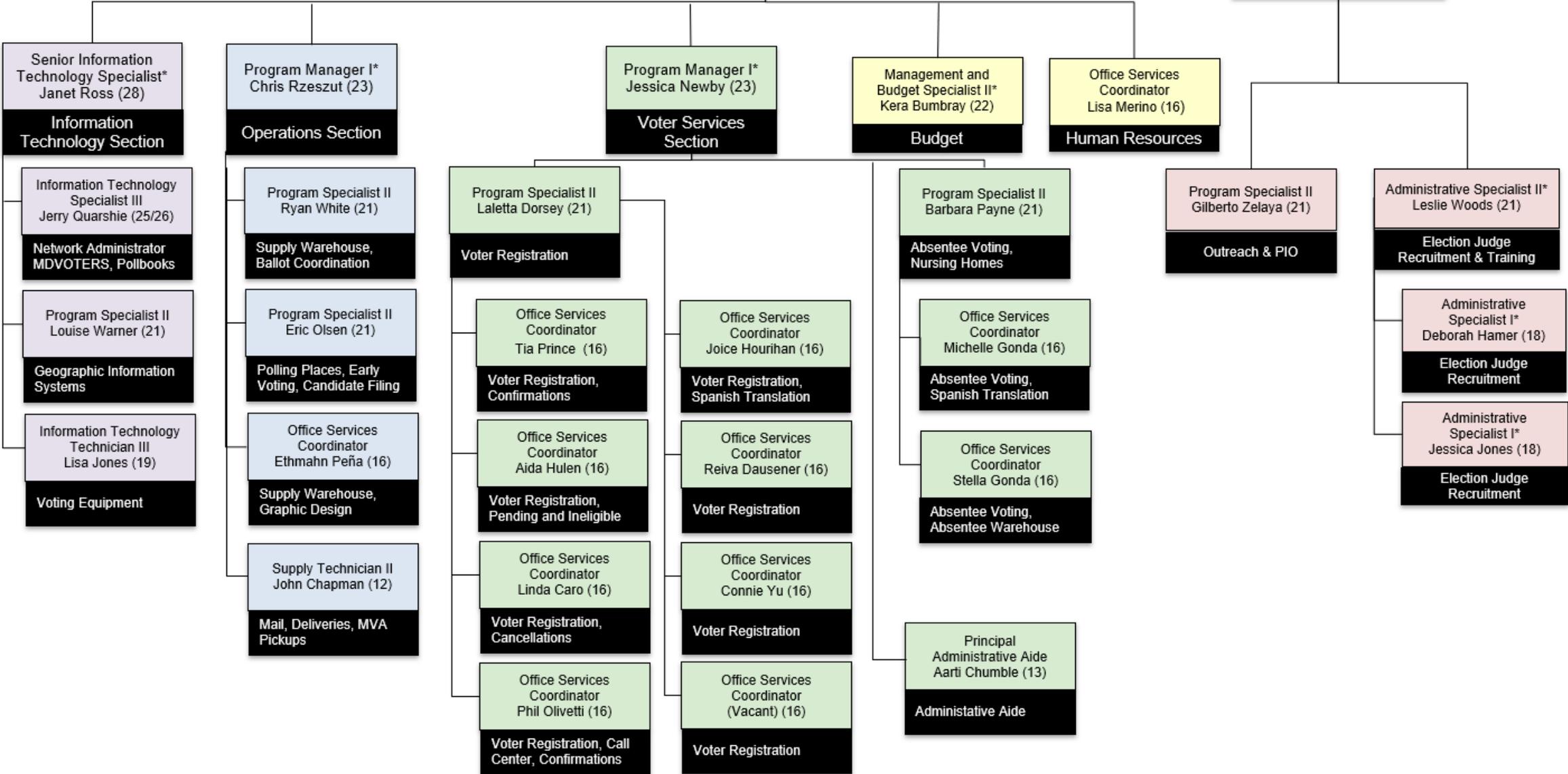
County

- County Charter
- Personnel Regulations, Procurement Regulations, etc.
- Performance Measures
- County funding

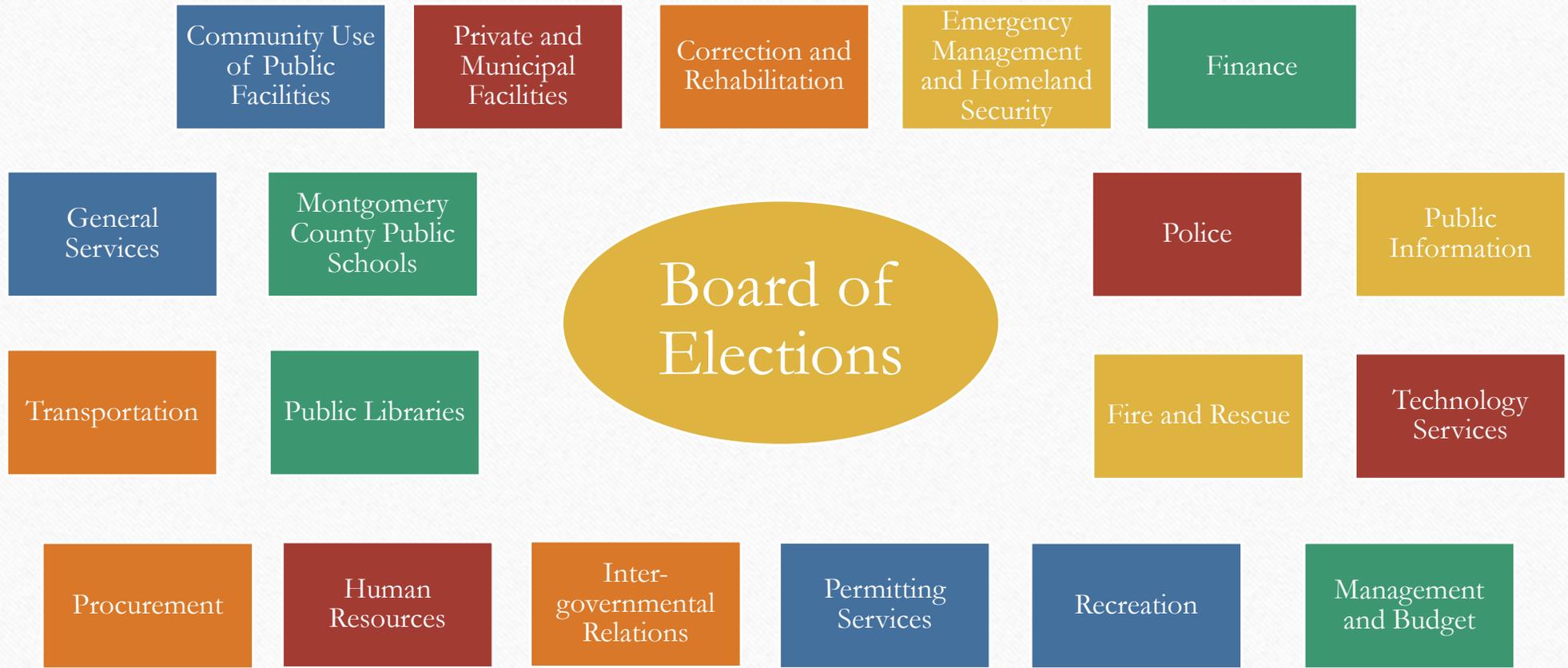
Board of Elections for Montgomery County, Maryland
 President James Shalleck (R), Vice President Nahid Khozeimeh (R), Secretary David Naimon (D), Board Members Diane Nash Dillion (R), Elisse W. Barnes (D), Alternate Members Jacqueline Phillips (R), Alan Banov (D)

Election Director*
 Margaret Jurgensen (M1)

Deputy Election Director*
 Alysoun McLaughlin (M3)



Montgomery County Government Support



2020 Goals

Results posted online by 11pm

Election Day wait times of 30 minutes or less

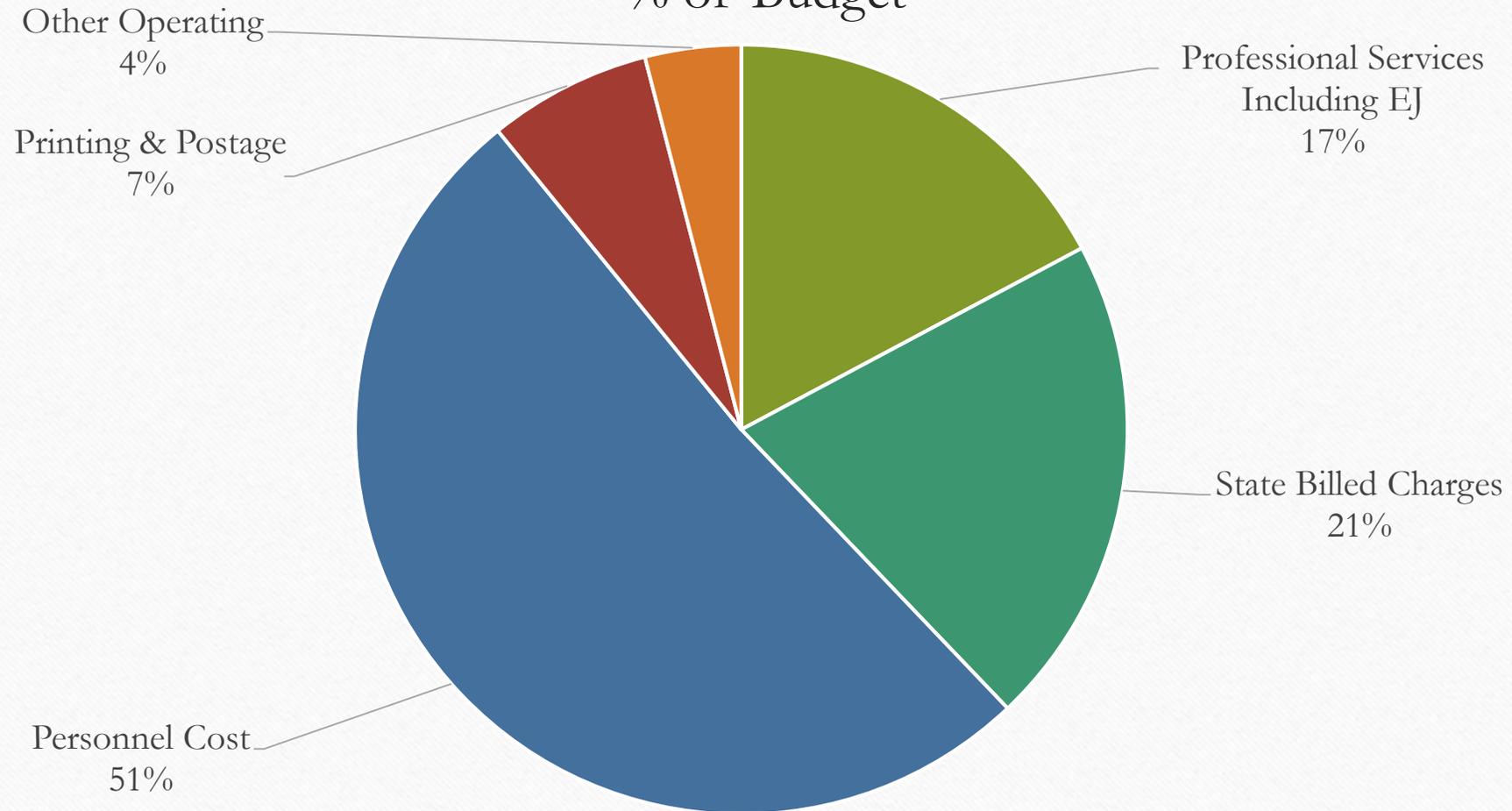
Continued High Voter Satisfaction

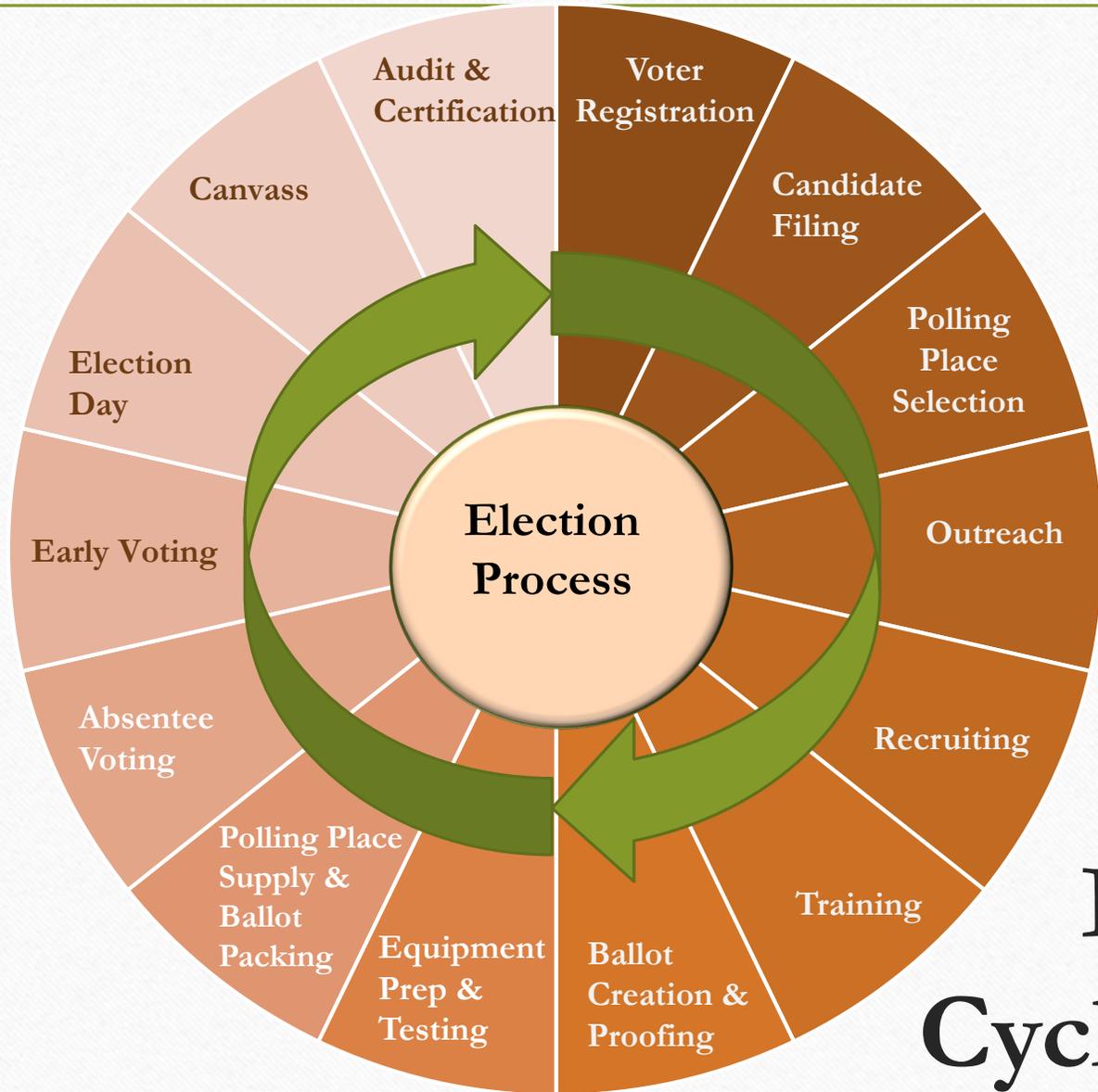
Pre-Election Cycle Prep

- Post-Election Analysis
- Lessons Learned
- Allocation
- Budget

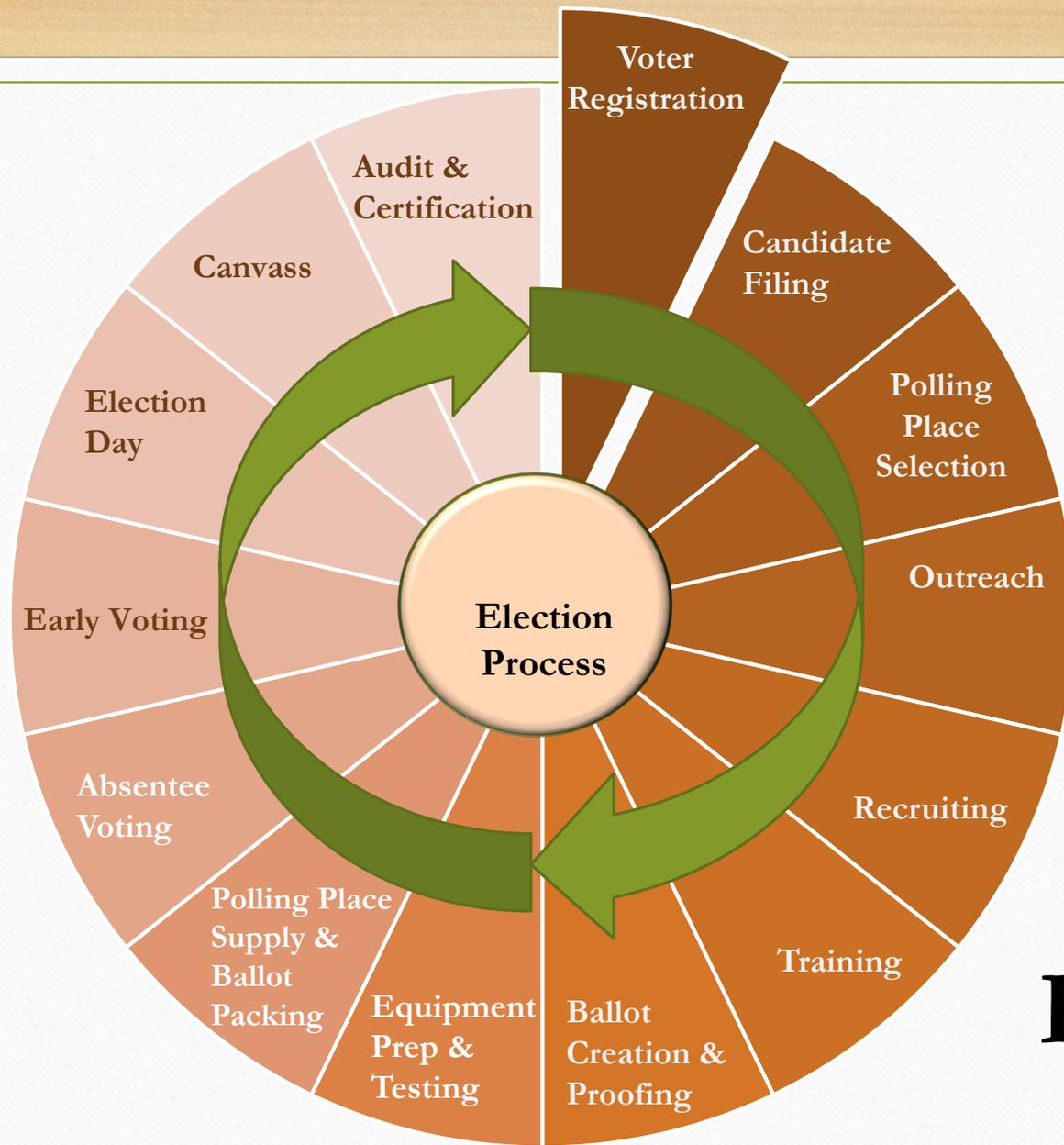
Board of Elections Budget

% of Budget





Election Cycle Overview



Voter Registration

Voter Registration Activities



Registering and Updating Voters



718,028 Total Registered Voters



Petition Processing



Registrar Training



Provisional Ballot Processing



List Maintenance

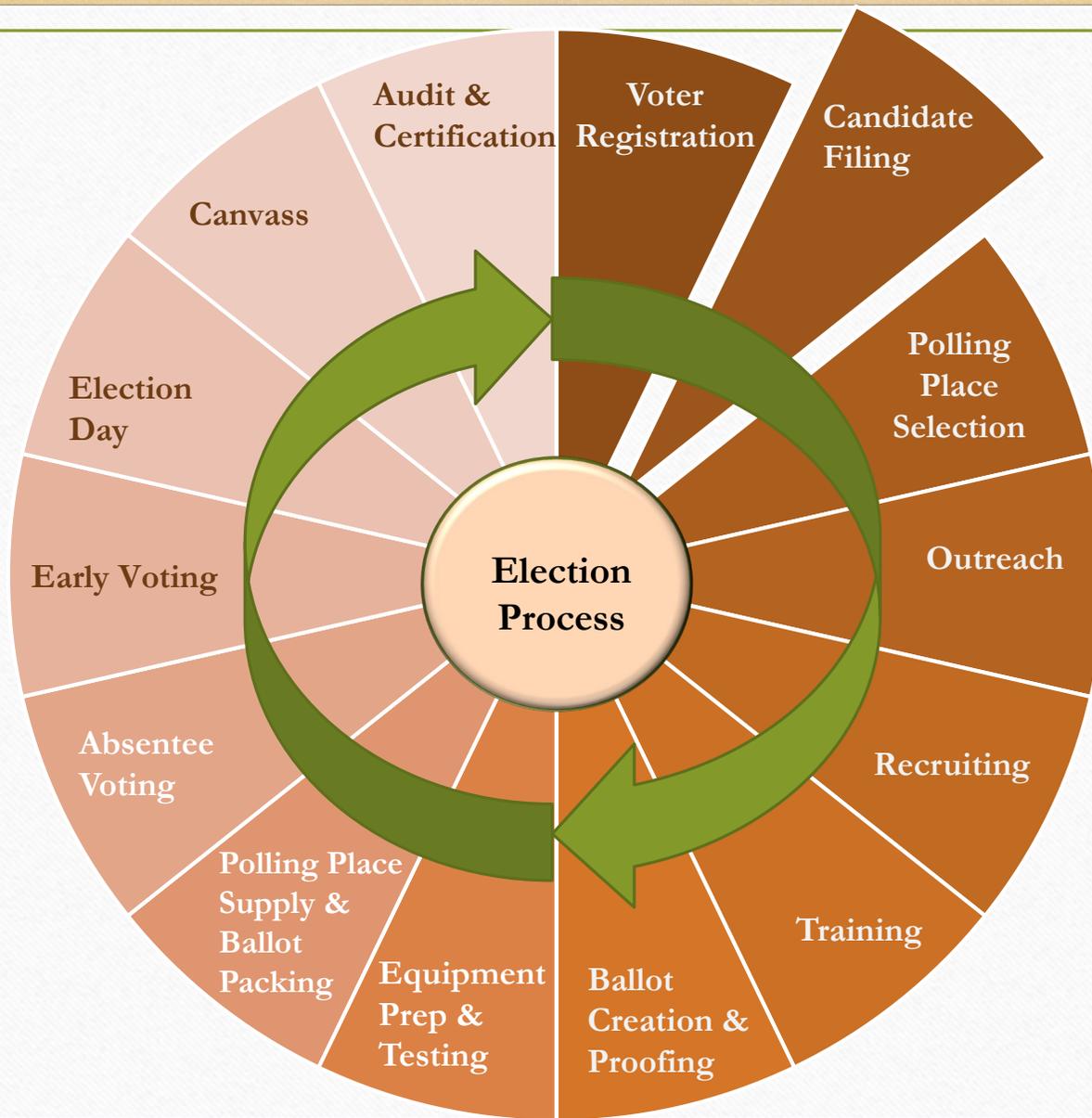
Registration and Verification

Application options:

- Online
- In-person
- By mail
- MVA
- Same Day Registration

First-time voter must be verified or show ID

- Maryland Driver's license or ID #
- Last 4 of Social Security Number
- Show ID at the Polling place



Candidate Filing



Summary Guide

Maryland Candidacy & Campaign Finance Laws

Published by:
Maryland State Board of Elections
Linda H. Lamone, Administrator

Division of Candidacy and Campaign Finance
Jared DeMarinis, Director

151 West Street, Suite 200
P.O. Box 6486
Annapolis, MD 21401-0486

Local – 410.269.2880
Toll Free – 800.222.8683 x 4
MD Relay – 800.735.2258

Revised: March 2017

Candidate Filing

- Candidates register their campaign entity with the State Board
- Local candidates complete the filing process at our office
- Montgomery County candidates can opt to receive public financing if they meet fundraising requirements
- State Board tracks campaign financing and public funds



Summary Guide

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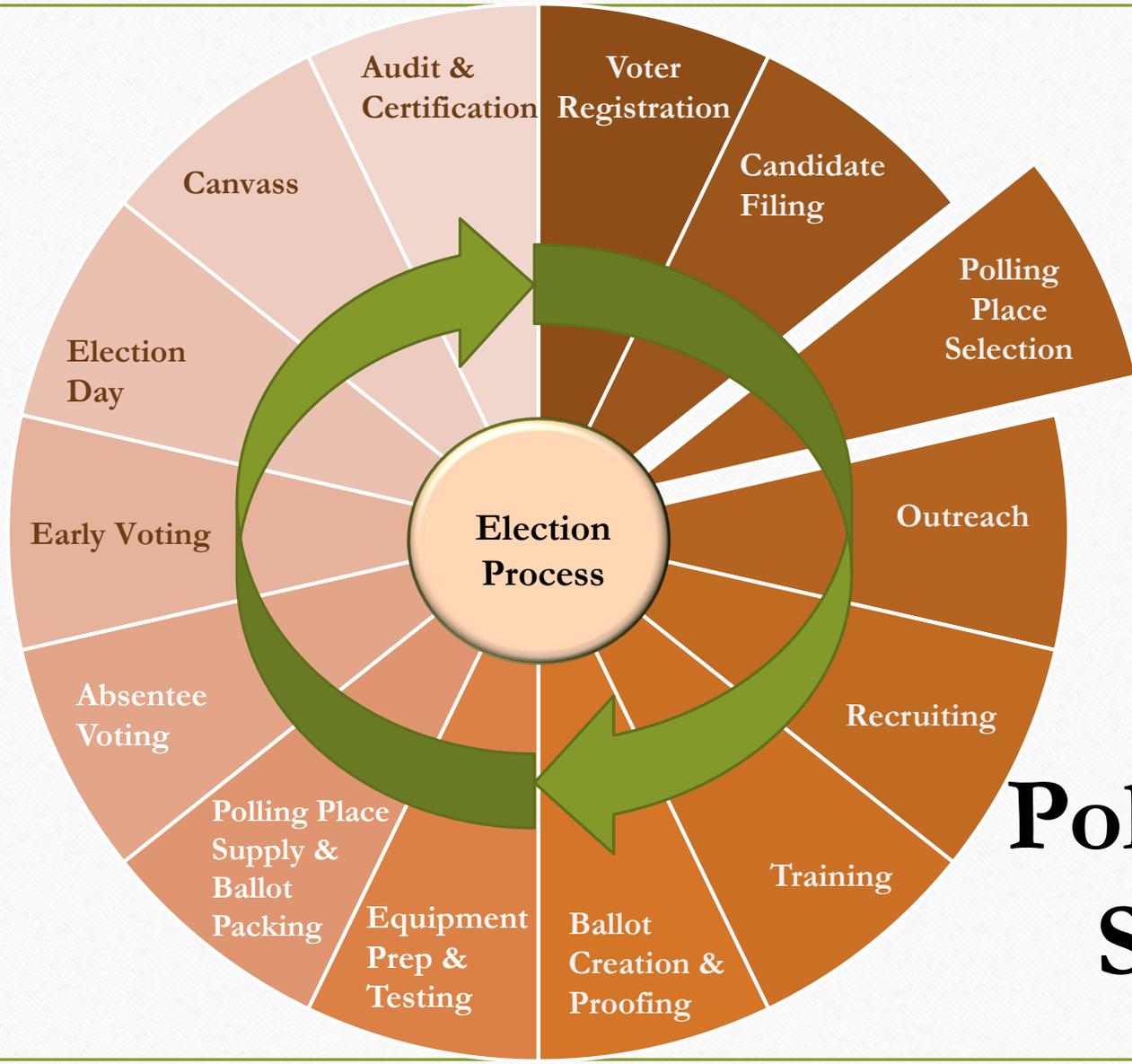
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Revised: March 2017

Offices to Appear on 2020 Ballot

- President and Vice President
- Representatives in Congress
- Delegates to the National Convention
- Judge of the Circuit Court
- Judges of the Court of Special Appeals
- Board of Education
 - At-Large
 - District 2
 - District 4



Polling Place Selection

Polling Place Selection

Early Voting

June

Early Voting site assessments

July 15

Staff will present site options to the Board

~~Oct. 28~~ **Sept. 30***

Deadline to submit proposed sites to the State Board

~~Nov. 28~~ **Oct. 28***

Designation of Early Voting Centers by State Board

*Date updated based on SBE calendar issued on 06/21/19

Polling Place Selection

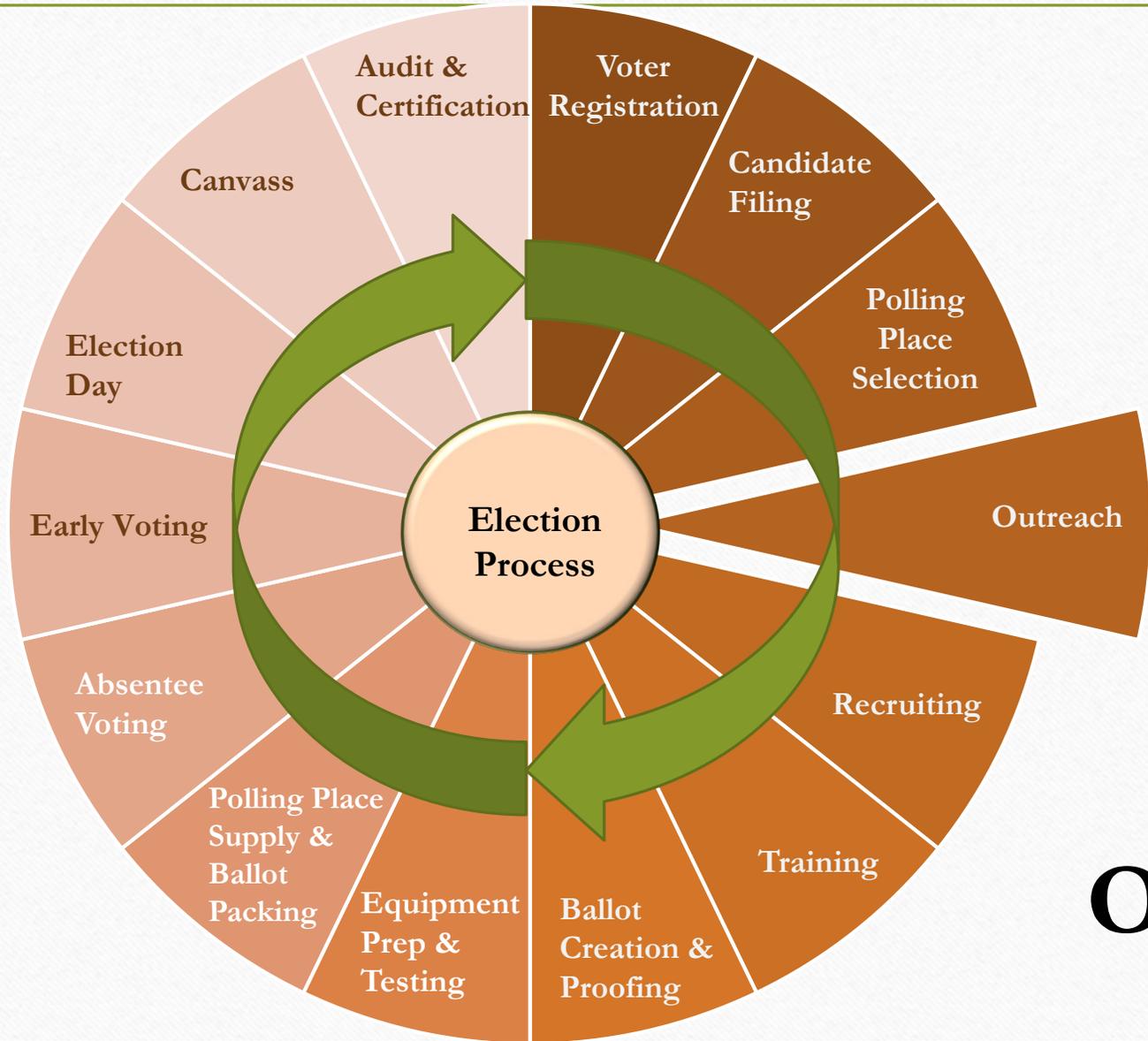
Election Day

- Determine previously used sites available for 2020 elections
- Assess and survey potential new or replacement locations
- Obtain Board approval for new locations by January 2020
- Complete leases and insurance for all private facilities
- Coordinate with Public Safety – all locations

Polling Place Selection

Election Day

- Work with county officials, school personnel, and private facilities on preparations for Election Day
- Plan for any accommodations needed under the ADA
- Legal mandate to send Voter Notification Cards to voters whose polling place location have changed



Outreach

Outreach and Empowerment

- Year-round program with 750-1,000 events per year
- Educate voters about voting choices
 - Vote by Mail
 - Early Voting
 - Election Day
- Demonstrate voting equipment
- Recruit Election Workers
 - Requirement to recruit Election Workers who speak multiple languages under Section 203 of the Voting Rights Act

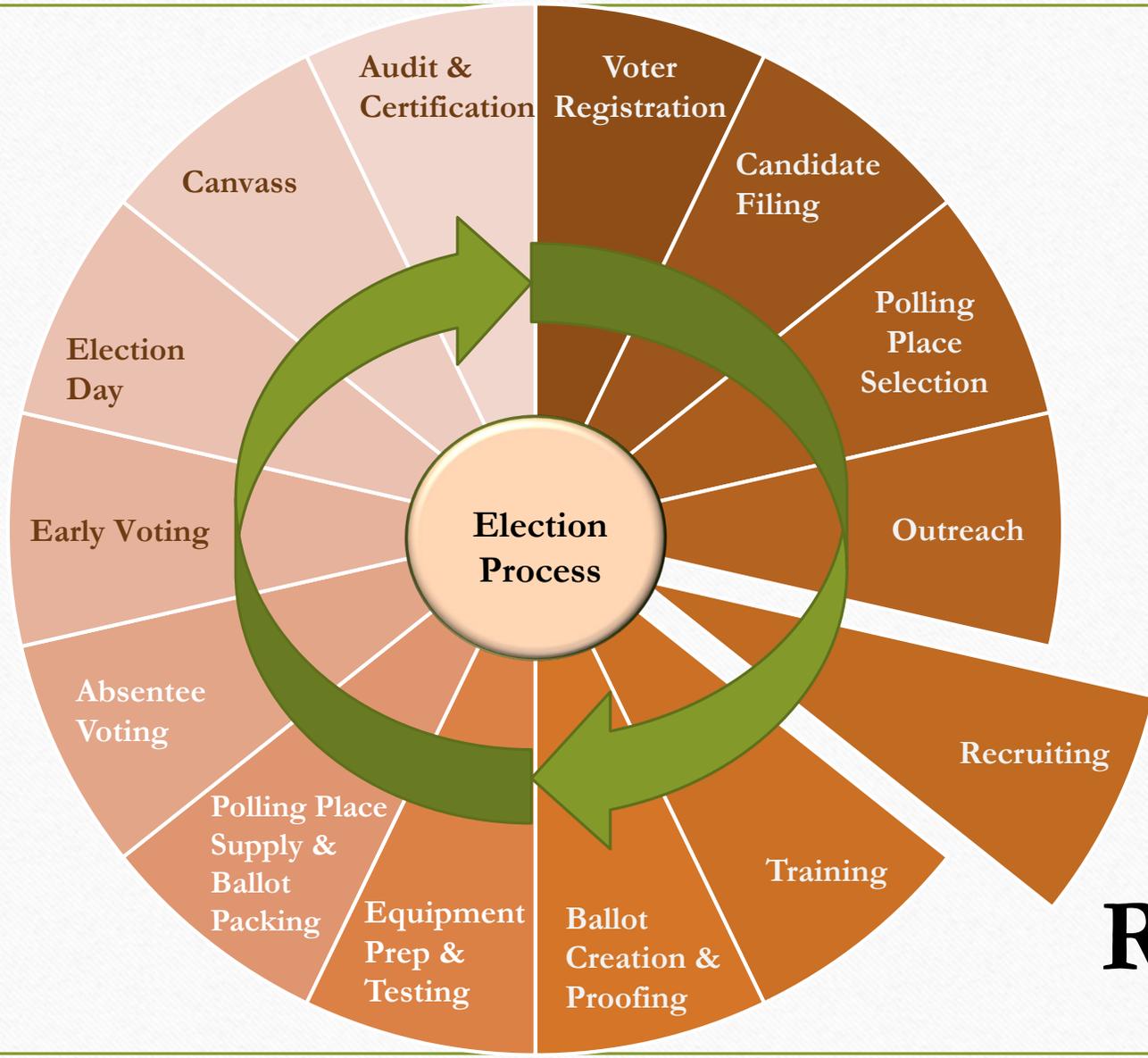




Future Vote Program

Future Vote provides a bridge to the wider community and helps students develop new skills. The youth and their family members work side by side, interacting with diverse cultures, learning about the democratic process, and giving something back to their community through civic participation.

- Multiple national awards; EAC award for Future Vote Initiative in 2018 for innovation and efficiency
- 44,000 students have earned 93,000 SSL hours (Student Service Learning)
- 35-40% of participants have bilingual skills
 - Most common: Amharic, Chinese, Farsi, French, Hindi, Korean, Spanish & Vietnamese



Recruiting

The **Election Worker Program** is responsible for staffing all early voting sites and election day polling places. We recruit, train, assign, pay and evaluate the performance of 4,000 election workers.



Maintain an active database of election workers which is supplemented each election cycle with new applicants



Recruit year-round with increased effort in the six months preceding an election



Contact voters who express interest on Voter Registration Application



Generate reminders, via email and telephone, to schedule or complete training.

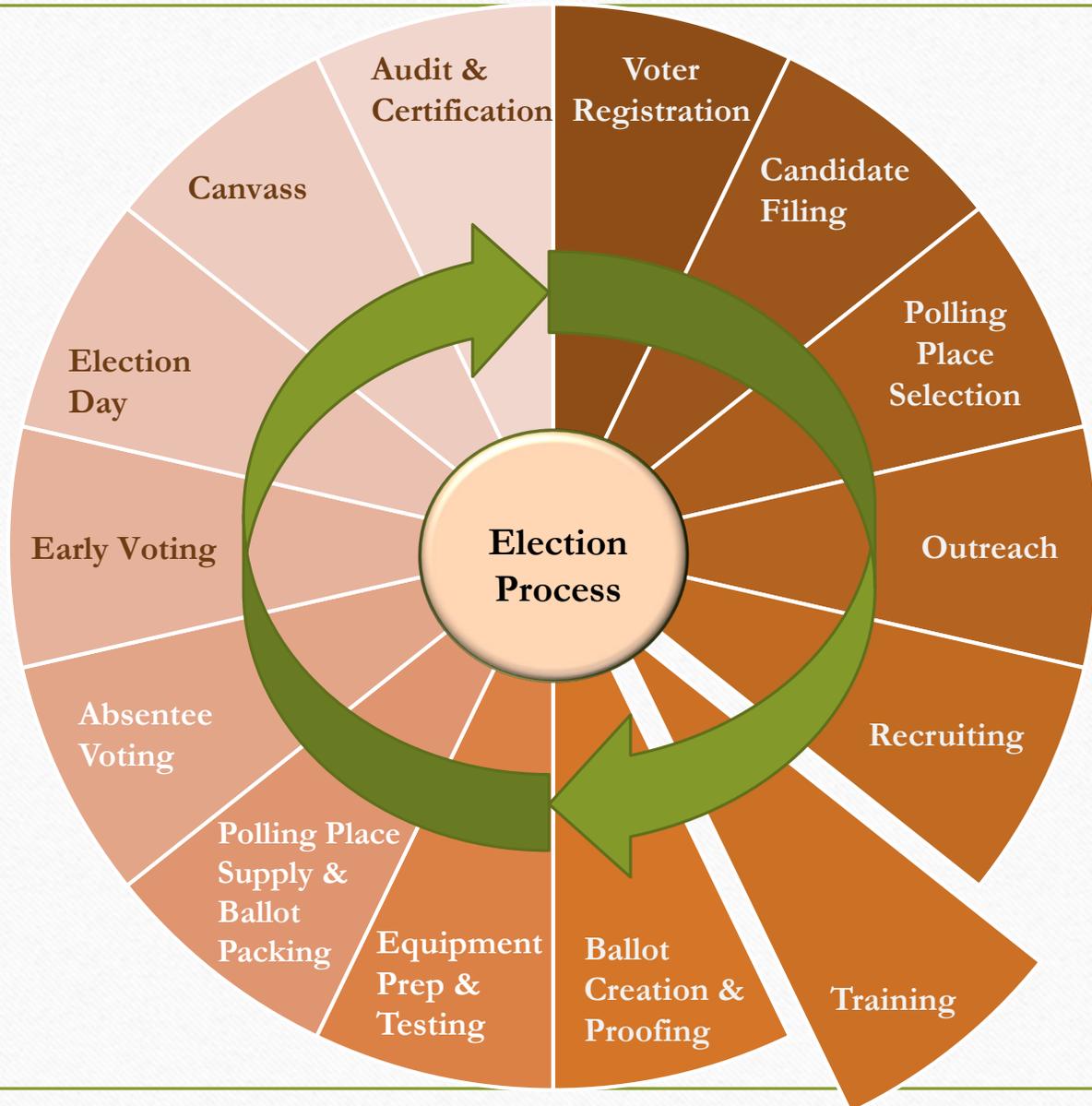
Election Worker Program: Recruitment

Full Day Positions (6 a.m.~11 p.m.)

- Chief Judges
- Voting Operations Judges (VOP)
- VOP + additional responsibility
 - Provisional
 - Driver
- Standby Judges
- Roamers

Part Day Positions

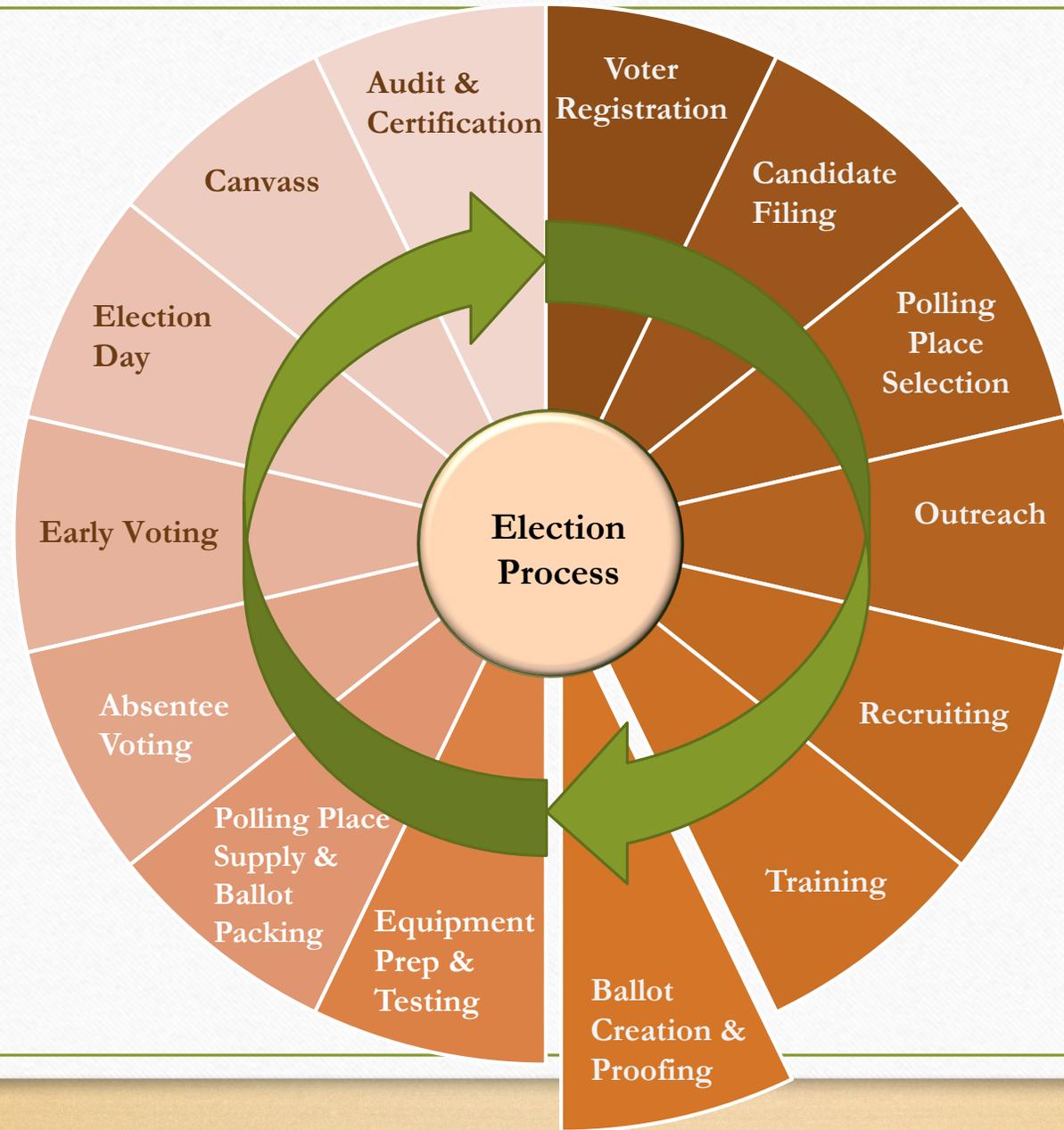
- VOP-A (6 a.m.-3 p.m.)
- VOP-B (2 p.m.~11 p.m.)
- Closing Judge (6:30 p.m. ~11:30 p.m.)
- Regional Site Technician (7:30 p.m.~11:30 p.m.)
- Election Night Support (7:30 p.m.~early morning)



Training

Election Worker Program: Training

- Required by state law for all Election Workers
- Two-part curriculum:
 - **Stage I** read manual and pass online quiz
 - **Stage II** hands-on training class
 - Walk-in refresher training (optional)
- Small class sizes with low trainer to student ratio
 - Award-winning precinct performance evaluation
- Classes held at various locations throughout the county



Ballot Creation & Proofing

Ballot Proofing

Ballot Proofing Form

County Name: _____ Date: _____
 Ballot Style Number: _____
 LBE Contact Person: _____ Phone Number: _____

INSTRUCTIONS:

When you are proofing your ballot, please use this form as a checklist to make sure all issues are found.

Section B

Proofing Layout – Paper Ballot

Check the following items:

- | | | | |
|---|--------------------------|--------------------------|--|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | Official Ballot Heading is correct and left margin exists: |
| | YES | NO | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <ul style="list-style-type: none"> Official Ballot
Gubernatorial Primary Election
June 26, 2018 State of Maryland, Your County
Party Ballot Should start over the letter <i>n</i> in the word Selections circled in red in the image on the right |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | Instructions are correct and match the example to the right |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | Ballot style indicator is shown |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | Candidate names are the same size font, text does not encroach on the ruling lines and all text other than candidate name is not bold |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | All candidates within a contest take up the same amount of space and have borders Note: Nomination Vacant may or may not take up the same amount of space. |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | Proper footer appears at the bottom of the page under the last contest <ul style="list-style-type: none"> Vote Both Sides – ballot content is front and back End of Ballot – no more contests appear |
| 7 | <input type="checkbox"/> | <input type="checkbox"/> | Appropriate text appears under the candidate names |

1 Official Ballot
2018 Gubernatorial Primary Election
June 26, 2018

2 State of Maryland, Dorchester County
Republican Ballot

BS REP 1

3

5

Instructions

Making Selections

Fill in the oval to the left of the name of your choice. You must blacken the oval completely, and do not make any marks outside of the oval. You do not have to vote in every race.

Do not cross out or erase, or your vote may not count. If you make a mistake or a stray mark, you may ask for a new ballot.

Governor / LL Governor
Vote for 1
 Larry Hogan and Boyd K. Rutherford
 Unopposed

Representative in Congress
District 1
Vote for 1
 Martin Elbom
 Andy Harris
 Lamont Taylor

State Senator
District 37
Vote for 1
 Adelaide "Addie" Eckardt
 Unopposed

House of Delegates
District 37B
Vote for up to 2
No more than 1 per county
 Keith Graffius (Dorchester County)
 Johnny Mautz (Talbot County)
 Christopher T. Adams (Wicomico County)

U.S. Senator
Vote for 1
 Tony Campbell
 Chris Chaffee
 Evan M. Cronhardt
 Nnabu Eze

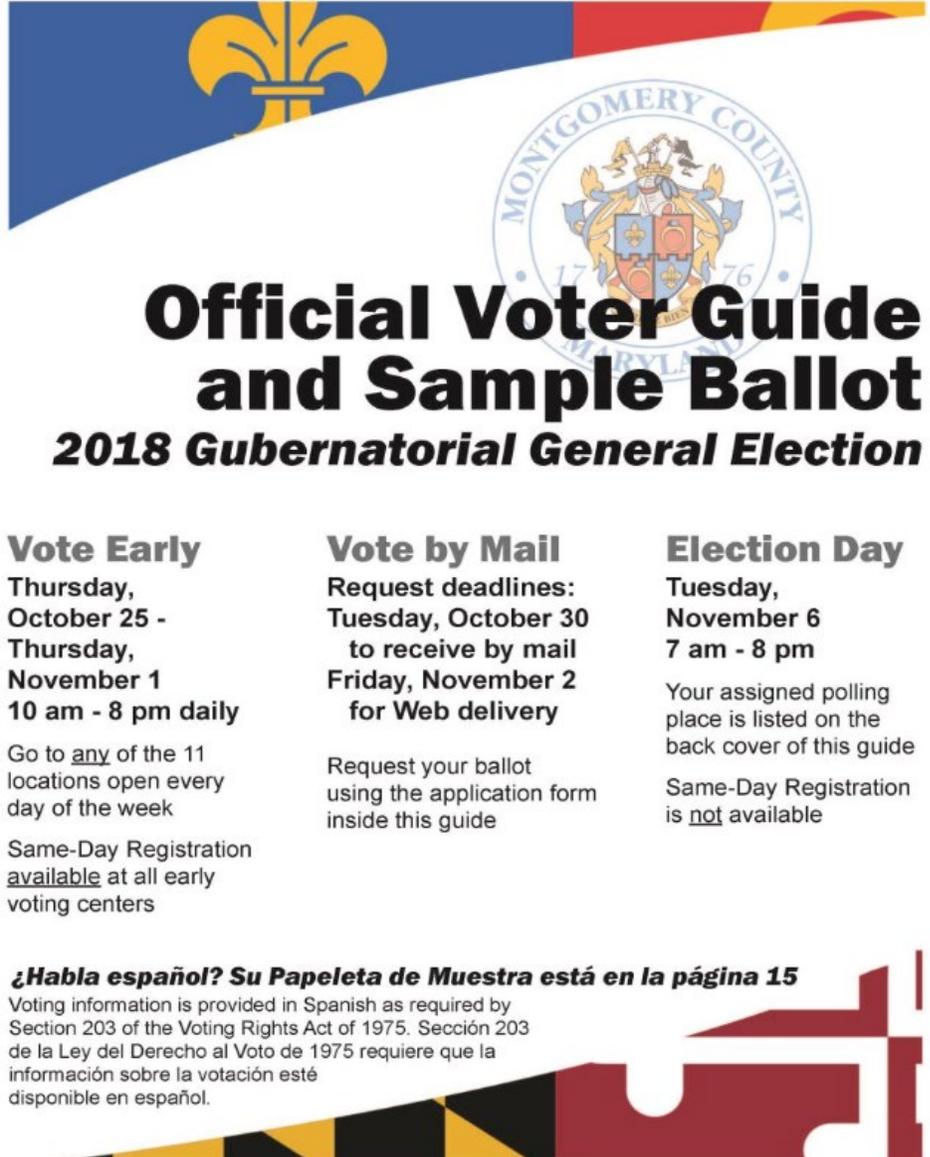
Attorney General
Vote for 1
 Craig Wolf
 Unopposed

Comptroller
Vote for 1
 Anjall Reed Phukan
 Unopposed

- State Board sends initial reports for validation by the local board
- Ballot text and the audio ballot must be proofed in English and Spanish
- Bi-partisan proofing teams
- 77 ballot styles in the last election
- Only 10 to 12 days to proof the ballot by law
- Ballot must be displayed and certified by the election director before printing

Sample Ballot

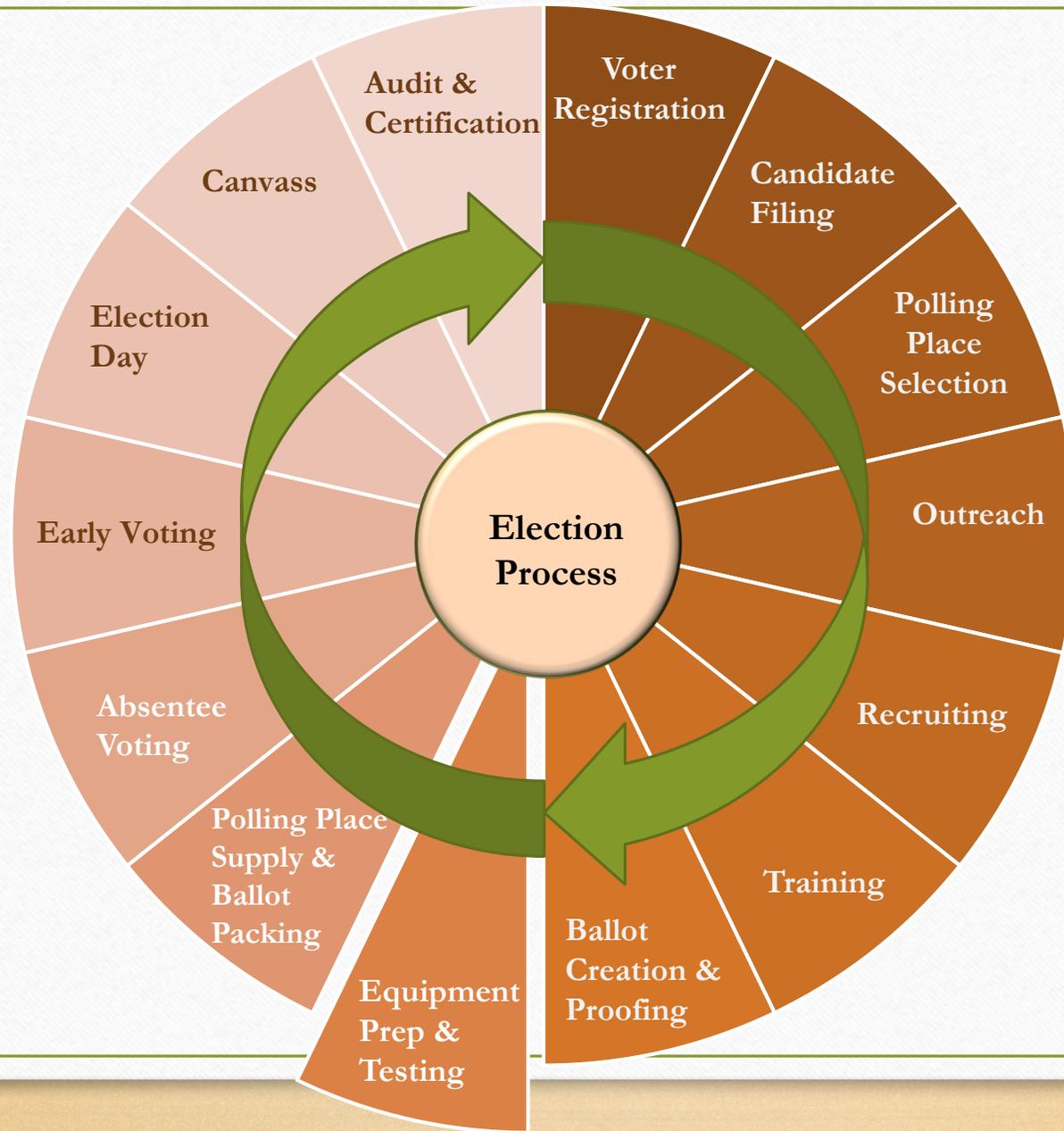
- Sent to every registered voter
- Finalized after ballot is certified
- Target arrival to voter seven days prior to close of registration
- Much of the content is prescribed by the State Board of Elections



**Official Voter Guide
and Sample Ballot**
2018 Gubernatorial General Election

Vote Early Thursday, October 25 - Thursday, November 1 10 am - 8 pm daily	Vote by Mail Request deadlines: Tuesday, October 30 to receive by mail Friday, November 2 for Web delivery	Election Day Tuesday, November 6 7 am - 8 pm
Go to <u>any</u> of the 11 locations open every day of the week	Request your ballot using the application form inside this guide	Your assigned polling place is listed on the back cover of this guide
Same-Day Registration <u>available</u> at all early voting centers		Same-Day Registration is <u>not</u> available

¿Habla español? Su Papeleta de Muestra está en la página 15
Voting information is provided in Spanish as required by
Section 203 of the Voting Rights Act of 1975. Sección 203
de la Ley del Derecho al Voto de 1975 requiere que la
información sobre la votación esté
disponible en español.



**Equipment
Prep &
Testing**

IT Timeline

June-July-August 2019

- Inventory
- Inspect all voting booths
- Removal of side rails from black carts
- EV Site signal testing

Jan-Feb-Mar-Apr 2020

- Prep equipment
- Regional Collection Network (RCN) testing

Sept-Oct-Nov-Dec 2019

- New equipment acceptance testing
- Software upgrade (DS200, DS850)
- Battery charging (DS200s, pollbooks)

Equipment Preparation – Voting System



Electionware®



Memory Stick



DS200



BMD



DS850

Logic & Accuracy Prep

- Allocate equipment (BMDs/DS200s)
- Allocate and pack peripherals
- Create draft Integrity Reports
- Prep L&A paperwork
- Format memory sticks
- Label memory sticks w/ serial number and polling place identification data

Create Media

- Load final election database to Electionware®
- Load election data to memory sticks

Logic & Accuracy

- Perform L&A on all voting equipment
- Complete L&A paperwork
- Verify data on Integrity reports
- Conduct Public Demonstration

Equipment Preparation – Electronic Pollbooks



MS6600 Duplicator



Compact Flash Card



Electronic Pollbook



Compact Flash Adaptor



Pollbook printer

Logic & Accuracy Prep

- Allocate equipment (pollbooks & printers)
- Create draft Integrity Reports
- Prep L&A Paperwork
- Update pollbook software

Create Media

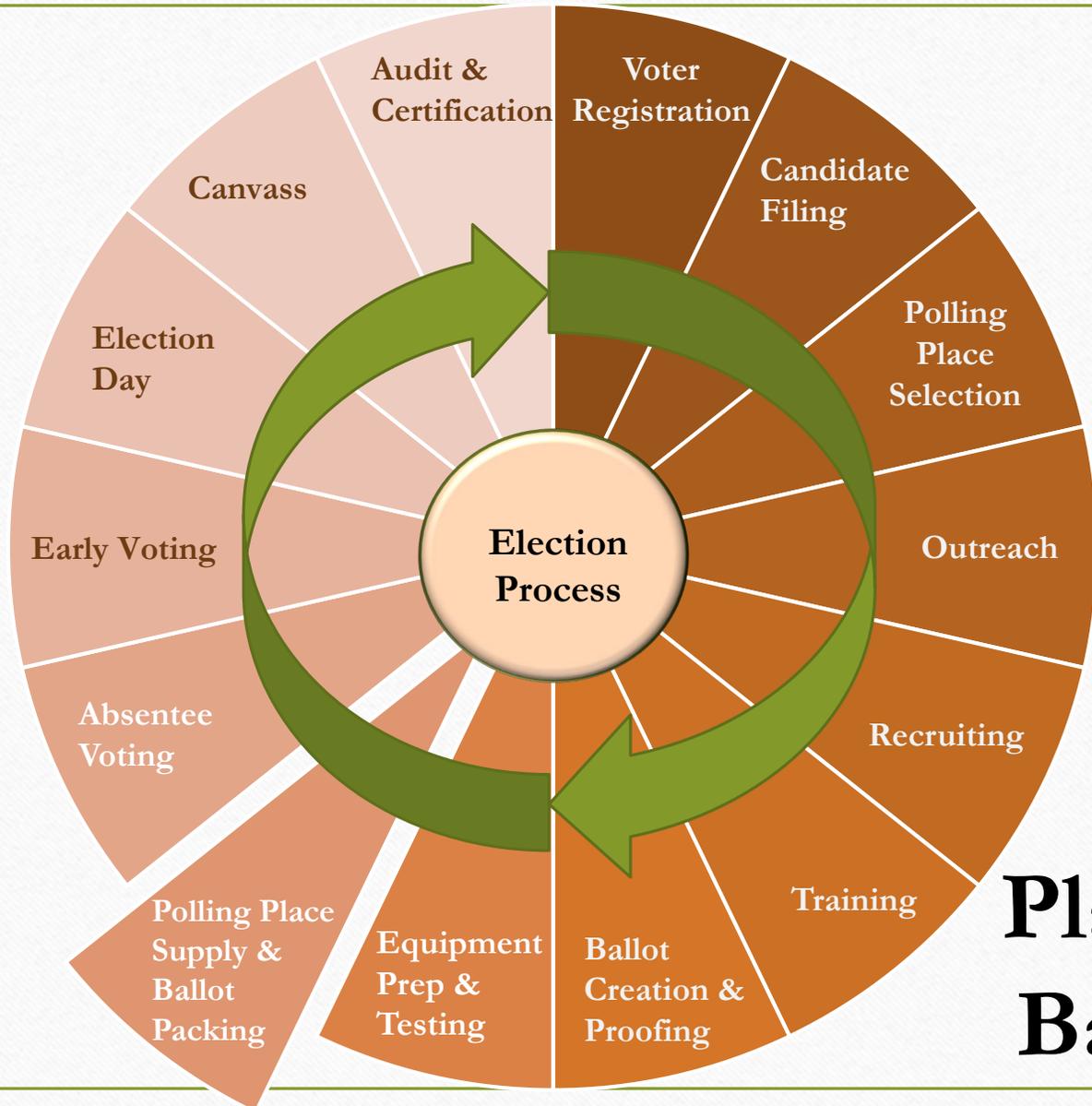
- Label all compact flash (CF) cards w/ polling place identification data
- Duplicate pollbook database using duplicator onto CF cards

Logic & Accuracy

- Perform L&A on all pollbooks
- Complete L&A paperwork

Bulk Update

- Copy bulk update file to CF card for Election Day pollbooks
- Perform bulk update on all Election Day pollbooks
- Perform voter lookup test on every pollbook
- Verify data on Integrity Reports



Polling Place Supply & Ballot Packing

Polling Place Supplies and Ballot Packing

Ballot order and allocation done beforehand

Ballots and supplies are packaged by early voting center or precinct

Supply bag verification

Supply pick-up by Election Judges



Polling Place Supplies and Ballot Packing

Ballot order and allocation done beforehand

Ballots and supplies are packaged by early voting center or precinct

Supply bag verification

Supply pick-up by Election Judges



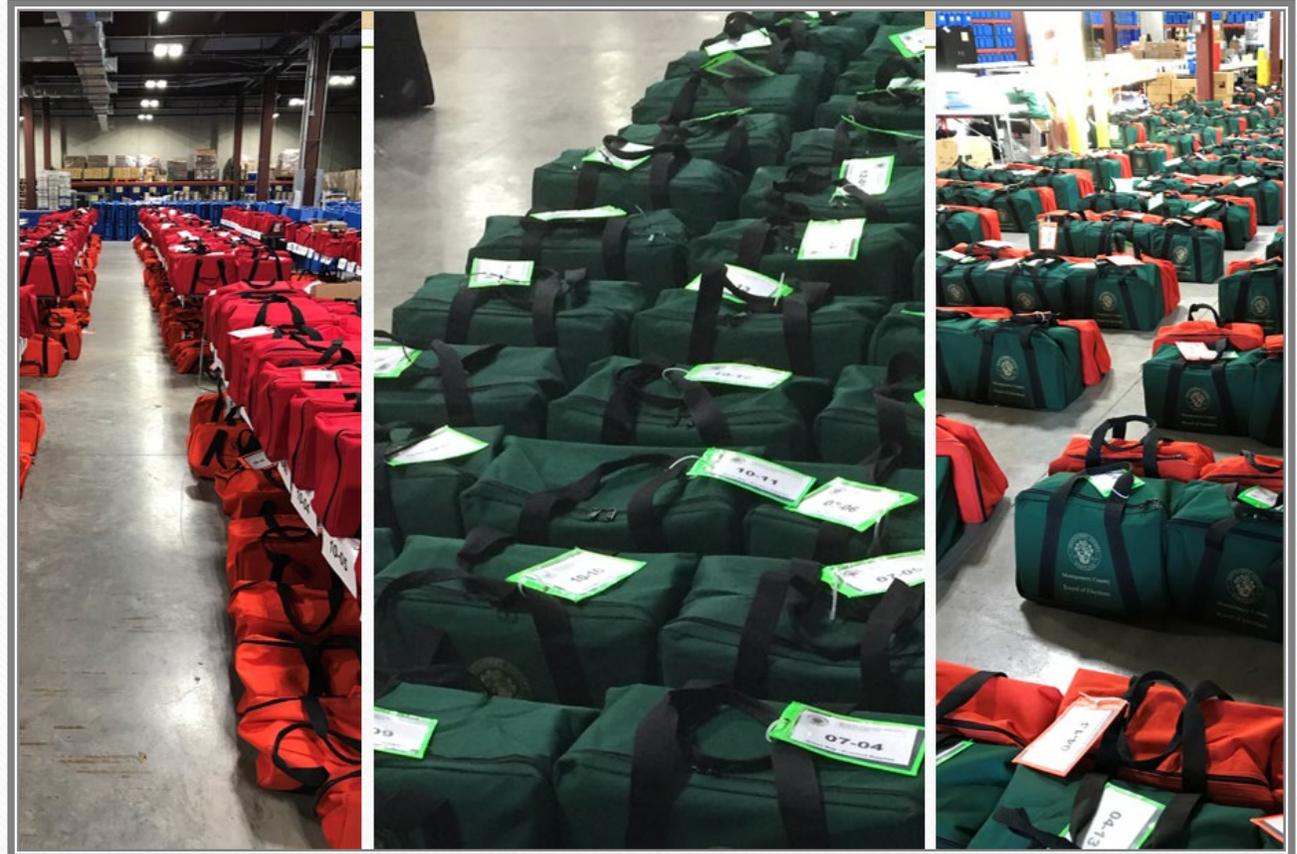
Polling Place Supplies and Ballot Packing

Ballot order and allocation done beforehand

Ballots and supplies are packaged by early voting center or precinct

Supply bag verification

Supply pick-up by Election Judges



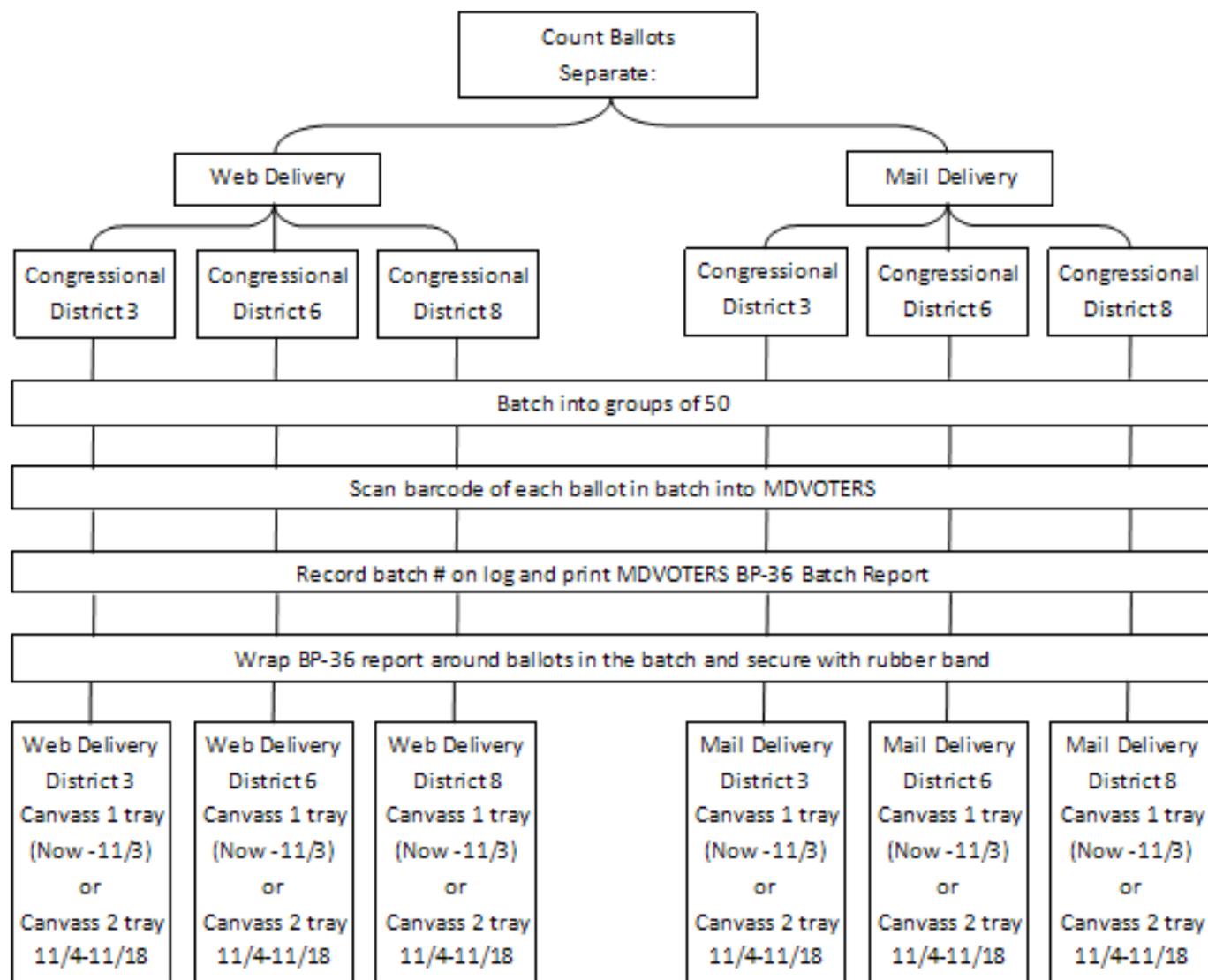


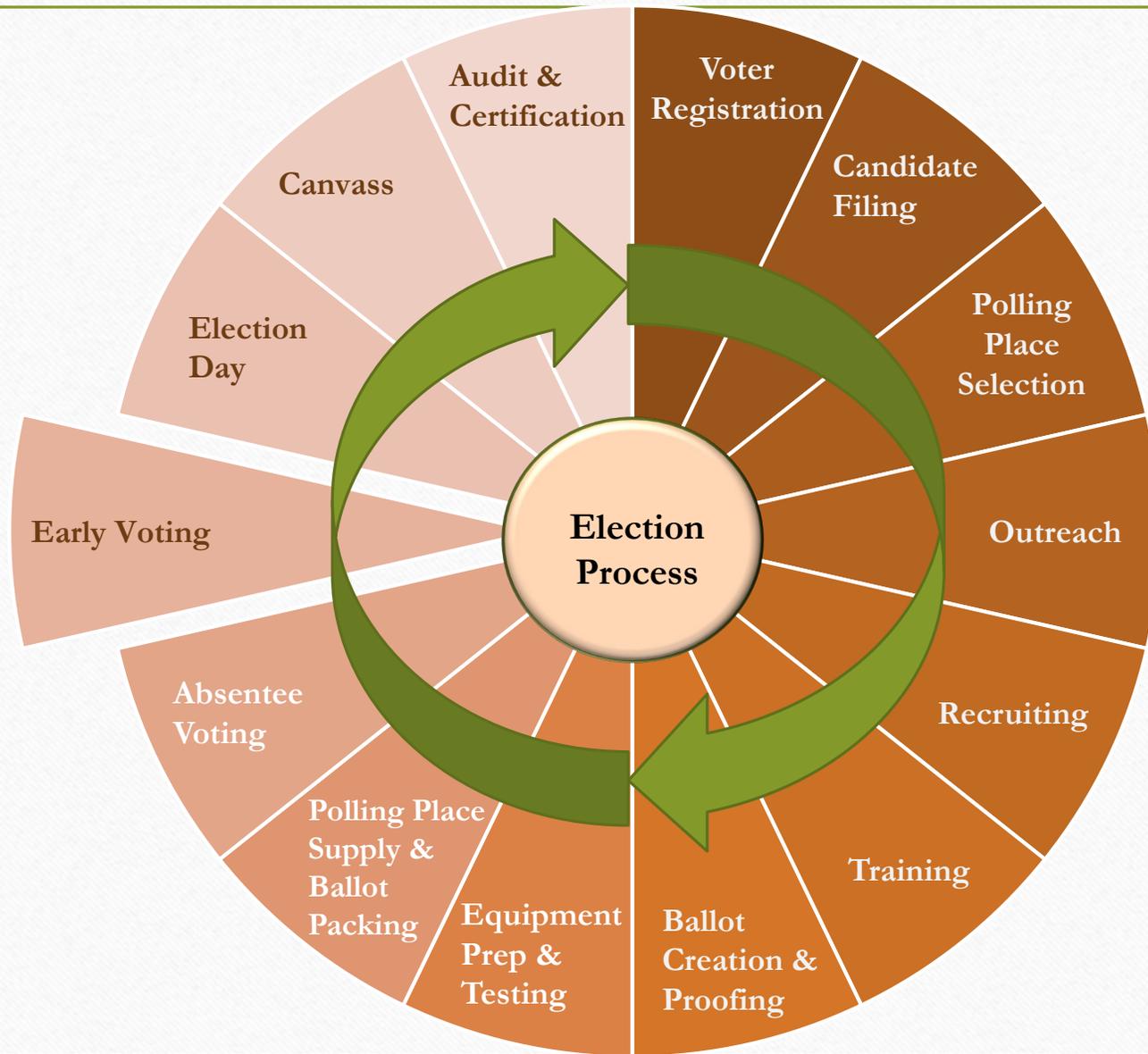
Absentee Voting

No-Excuse Absentee Voting

- Absentee Application Processing
- UOCAVA
- Nursing Home and Assisted Living Program, In-Person and by Agent Absentee
- Mailing, Emailing, and Faxing Absentee Ballots
- Receiving and Staging Ballots for Canvass







**Early
Voting**

Early Voting 2020

Primary Election

- Thursday, April 16 – Thursday, April 23
- 10:00 am – 8:00 pm daily

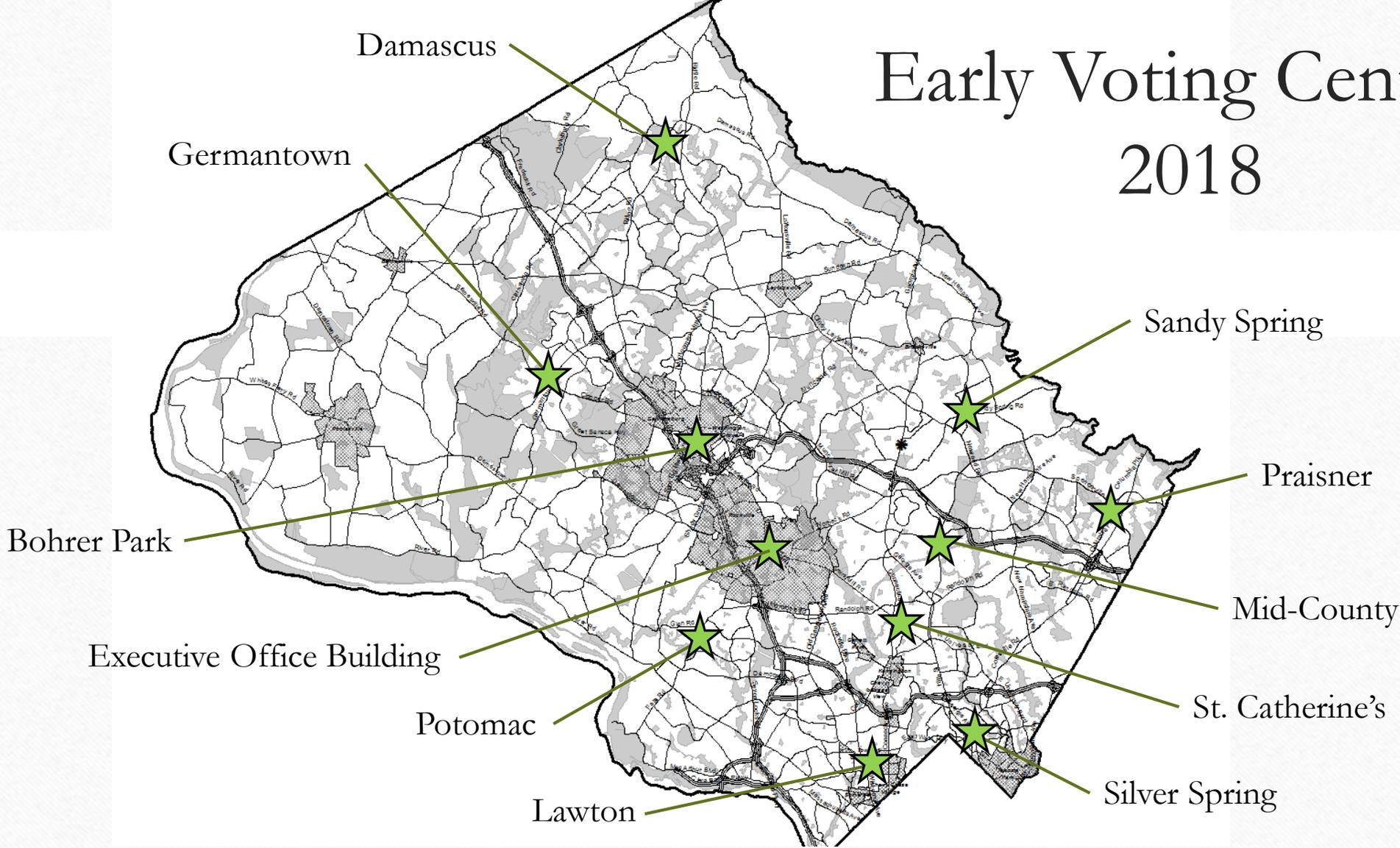
General Election

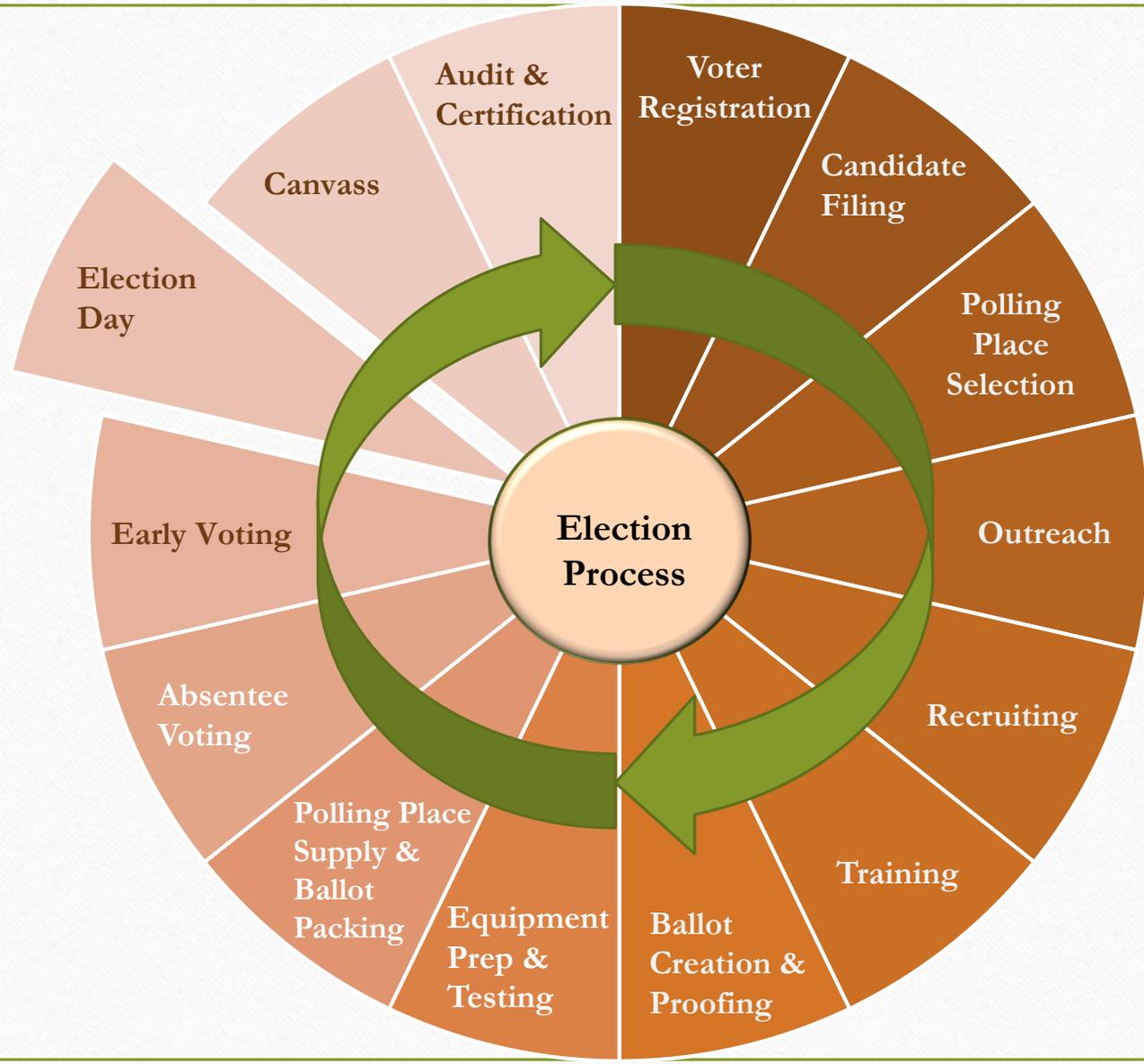
- Thursday, October 22 – Thursday, October 29
- 8:00 am – 8:00 pm daily

Early Voting 2020

- 11 Early Voting Centers (Optional 12th site)
- Wait times available on BOE website (www.777vote.org)
- Center Managers and Chief Judges run early voting centers supported by an Early Voting Help Desk and runners
- Daily intake of critical documents and re-supply of sites

Early Voting Centers 2018





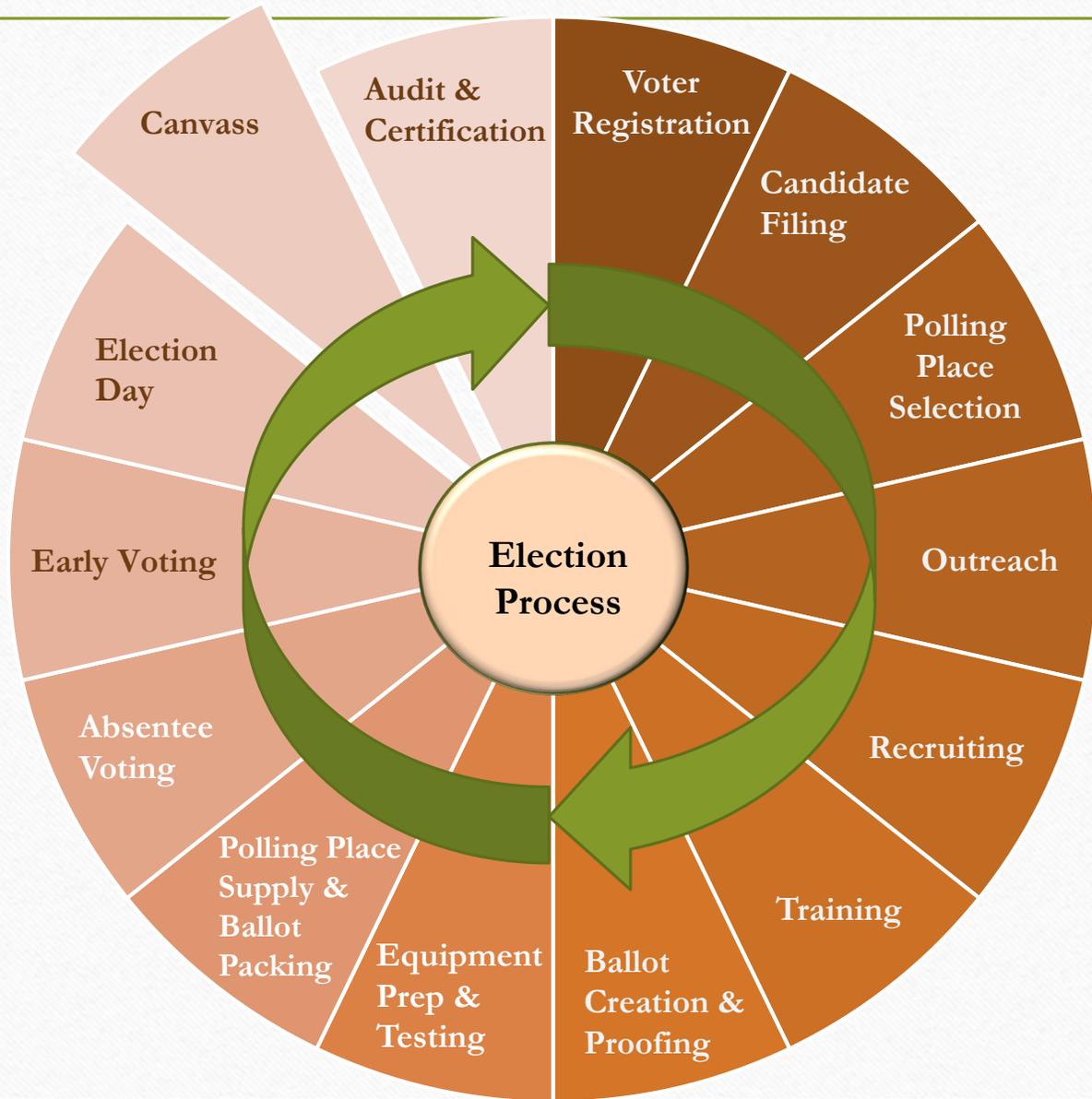
**Election
Day**

Election Day

- More than 230 polling places covering 256 voting precincts
- Voting hours from 7:00 am to 8:00 pm
- Board Role

Election Day

- Polling Place Support Program (League of Women Voters)
- Help Desk – Monitors issues arising at the polling place
- Voter Services Line – Answers voter questions
- Regional Collection Network – Uploads results at 6 locations
- Election Night Returns – Return of voted ballots, supplies and equipment



Canvass

Absentee and Provisional Canvass

- Board Members are sworn-in as the Board of Canvassers at board meeting prior to Election Day
- Absentee Canvass 1 convenes on 1st Thursday following Election day at 10 a.m.
- Provisional Canvass convenes on the 2nd Wednesday following Election Day at 10 a.m.
- Absentee Canvass 2 convenes on the 2nd Friday following Election Day at 10 a.m.
- Each Canvass reconvenes until all ballots for that Canvass are processed

April

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

* Canvass Hours 9:30 am – 7:30 pm

Canvassing Absentee Ballots

- Absentee Ballots are distributed to bi-partisan ballot processing teams in batches
- Teams review each envelope to determine whether it was timely received and signed.
- Timely, signed ballots are opened, the ballot removed and the opened envelope set aside.
- Ballots are reviewed for compliance and ability to be read by the ballot scanner.

Montgomery County Board of Elections
November 6, 2016 General Election
Absentee Canvass 1 Team Worksheet-Web

Table # 4 Ballots: [handwritten]

Batch # 14 Count: 25

Starting Count:
of envelopes in the batch, verify that the # equals the batch count

Envelopes / Ballots referred to board:
(# log ballot)

of ballots to be scanned:
(# log ballot)

Referred Envelopes / Ballots Log

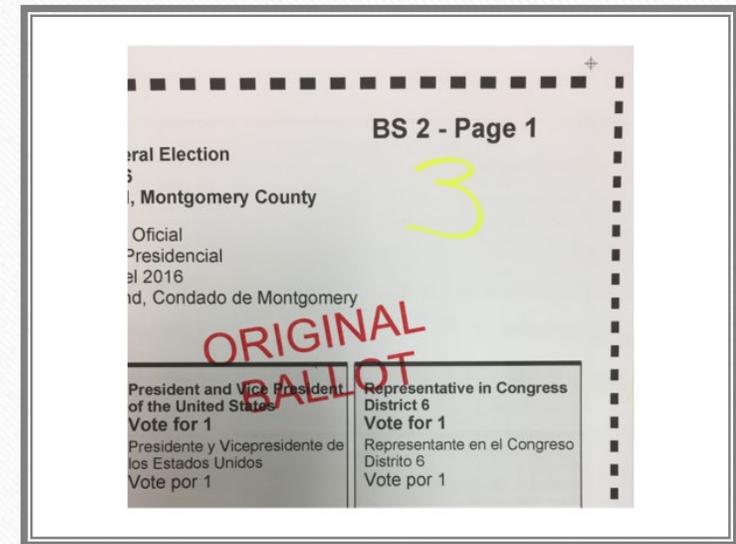
Ballot ID # and Name	Referred Reason
1 Jane Doe #1500123	No Signature
2	
3	
4	
5	

Batch # 14
BS 3
MAIL



Canvassing Absentee Ballots

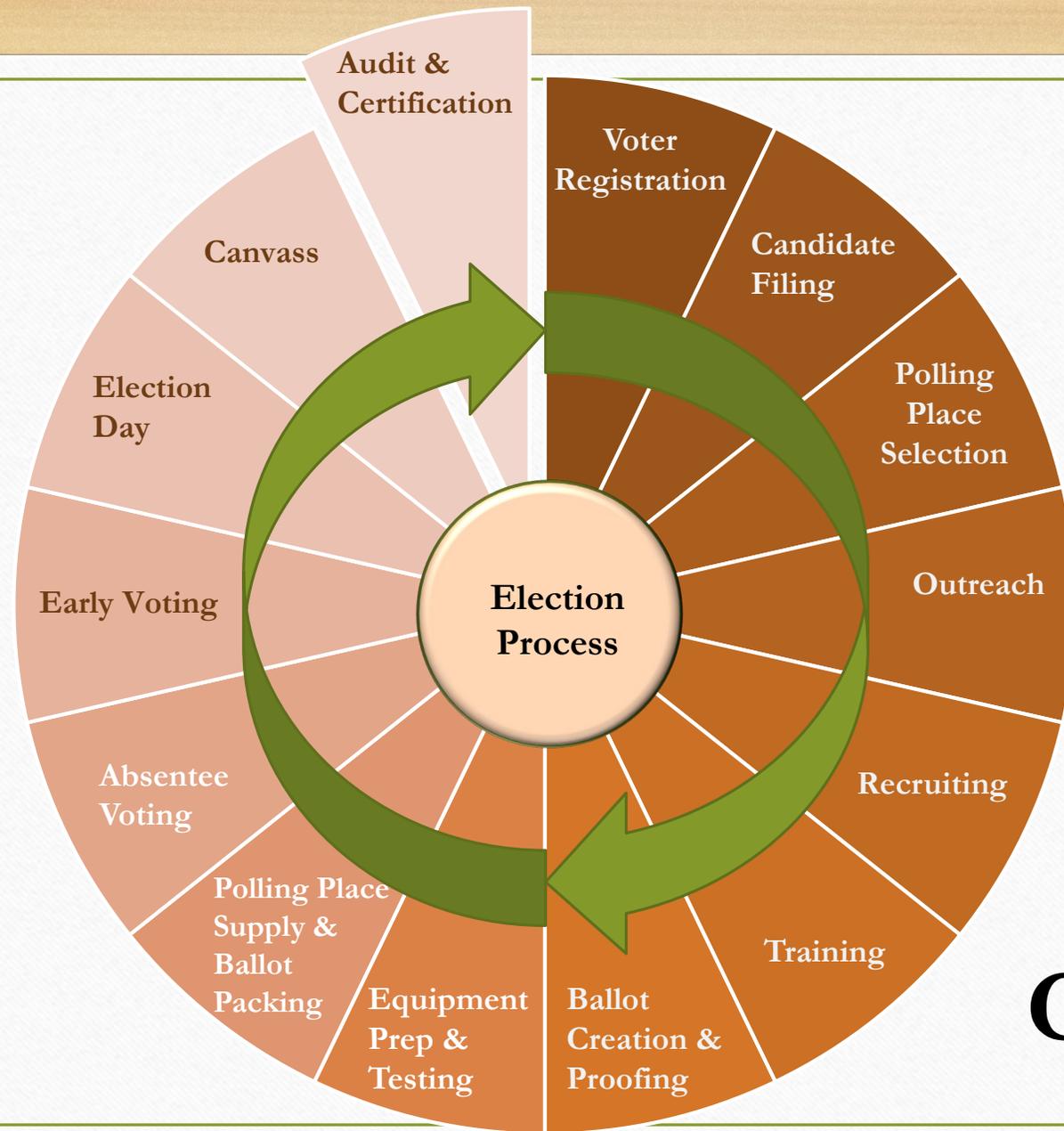
- Ballots that cannot be read by the ballot scanner and web delivery ballots are duplicated by the teams.
- Any questionable ballot (not timely received, no signature, multiple ballots in envelope, voter intent questions) are referred to the Board of Canvassers to rule on whether to accept or reject the ballots.
- Timely ballots that are in compliance are transferred to ballot scanning room to be tabulated.





Tabulating Absentee & Provisional Ballots

- Ballots are transferred to scanner room in batches
- Batch counts from canvassing teams are matched to scanner counts to ensure every ballot is counted

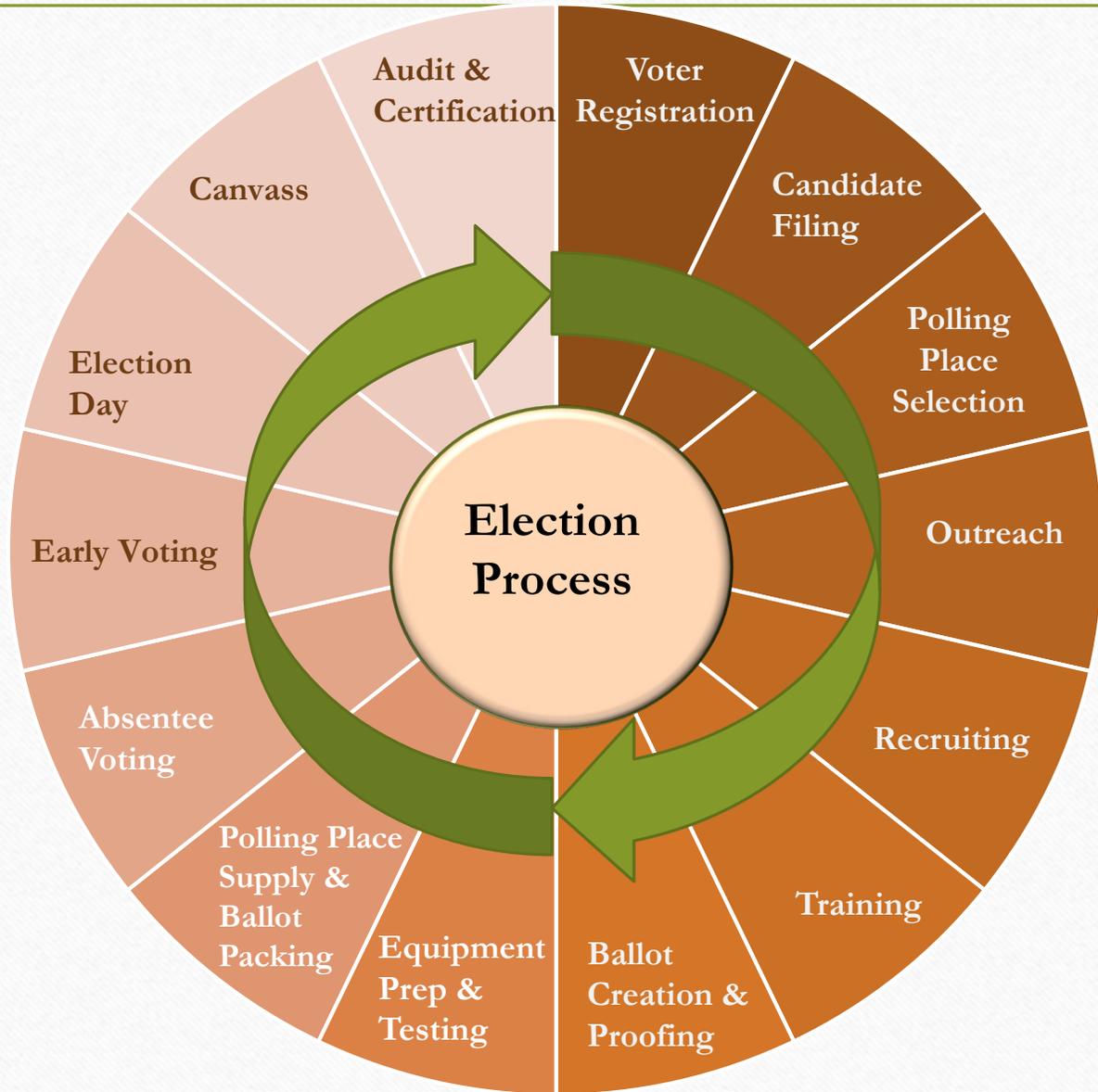


Audit & Certification



Pre-Certification Audit

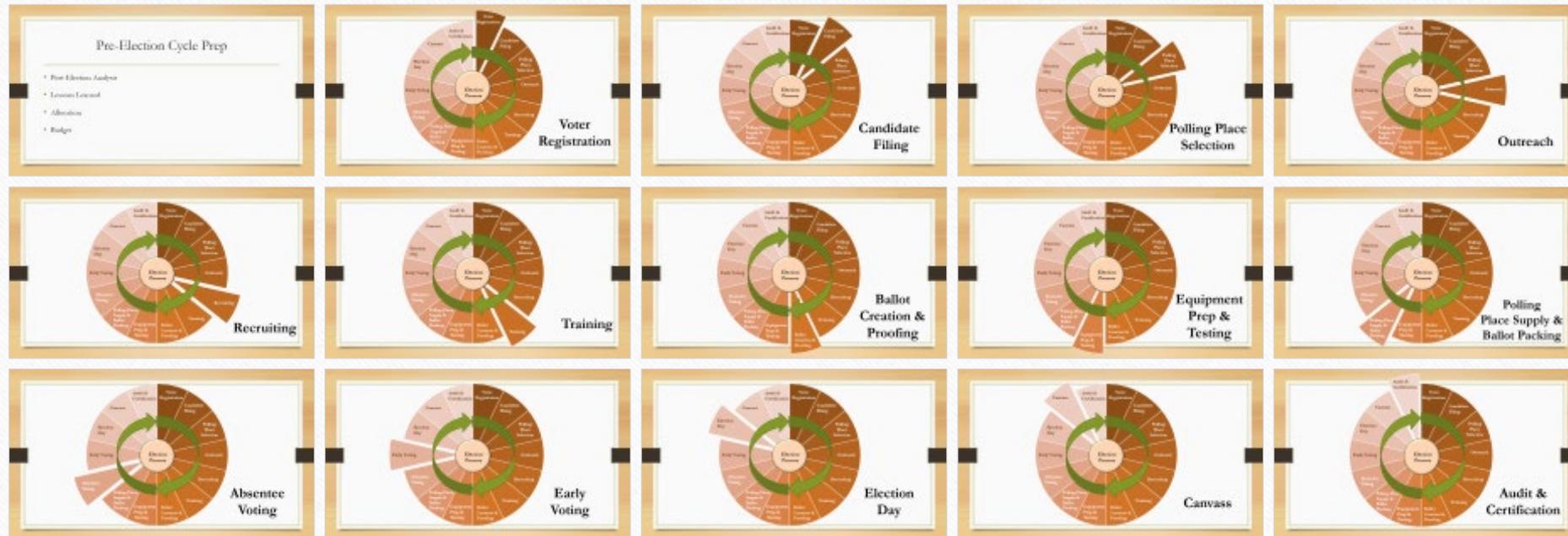
- Post-election audit before we certify the election
- 100% verification of Election Night results
- # of paper oaths = number of ballots cast
- # of counted absentee and provisional ballots = eligibility data in MDVOTERS
- Third party independent tabulation of results from ballot images
- Review that procedures were conducted properly
- Read Chief Judge logs, roamer reports, voter complaints, Help Desk tickets
- Investigate and explain anomalies...before we certify the election



Montgomery County Board of Elections

List Maintenance

Section Reference





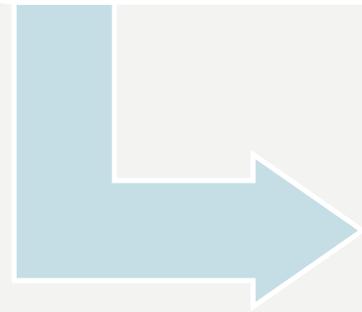
LIST
MAINTENANCE
101

MONTGOMERY COUNTY BOARD OF ELECTION
JESSICA NEWBY ~ VOTER SERVICES MANAGER

COMPLIANCE

Federal Law

- National Voter Registration Act (NVRA)
- Help America Vote Act (HAVA)



State Law

- Constitution of Maryland
- Election Law Article



COMAR

- State Regulation

CANCELLATION WITHOUT CONFIRMATION

Address
Change

- Voter Request
- Notice of registration from another State

Deceased

- Department of Health and Mental Hygiene
- Social Security Administration*

Felon

- Clerk of the District and Circuit Court*

Non-Citizen

- Jury Commission*

*Cancellation occurs two weeks after notification sent

Please remove me from the voter
registration roll.

[Redacted]

[Redacted]

[Redacted]

Brookeville, MD 20833

Thank you.

[Redacted]

**VOTER REQUEST
FOR
CANCELLATION**

CONFIRMATION PRIOR TO CANCELLATION

Address Change

- National Change of Address (NCOA)
- Return Mail (Sample Ballot, Polling Place Change Notification)
- Electronic Registration Information Center (ERIC)
- Jury Commission

Deceased

- Jury Commission
- Other Sources

RETURN MAIL

Montgomery County
Board of Elections
P.O. Box 4333
Rockville, MD 20849-4333



NON-PROFIT
U.S. Postage
Paid
Permit No. 1209
Rockville, MD

YOUR POLLING PLACE
SU CENTRO ELECTORAL

ANSK
473

RETURN SERVICE REQUESTED

- IF RECIPIENT DECEASED
Check here and return to sender
- IF NOT AT THIS ADDRESS
Check here and return to sender

WHITE OAK COMMUNITY RECREATION CENTER, 1700 APRIL LANE, SILVER SPRING, MD

2658327 Cong Dist 3
*****FCRWSH**0223

NIXIE 209042201-3N 702 10/16/16 47263
POSTAGE DUE = \$.
RETURN TO SENDER
ATTEMPTED - NOT KNOWN
UNABLE TO FORWARD



MONTGOMERY COUNTY
BOARD OF ELECTIONS
POST OFFICE BOX 4333
ROCKVILLE MD 20849-4333

Important Information

POLLING PLACE
CENTRO ELECTORAL
ADDRESS:
DIRECCION ROCKVILLE, MD 20854
PARTY AFFILIATION: UNAFFILIATED
AFILIACION POLITICA: UNAFFILIATED
VOTER ID NUMBER:
NUMERO DE IDENTIFICACION DEL VOTANTE



Handwritten signature and date: 10/25/17

NOTIFICATION DATE: 3/21/2017
FECHA DE NOTIFICACION
REGISTRATION DATE:
FECHA DE REGISTRACION

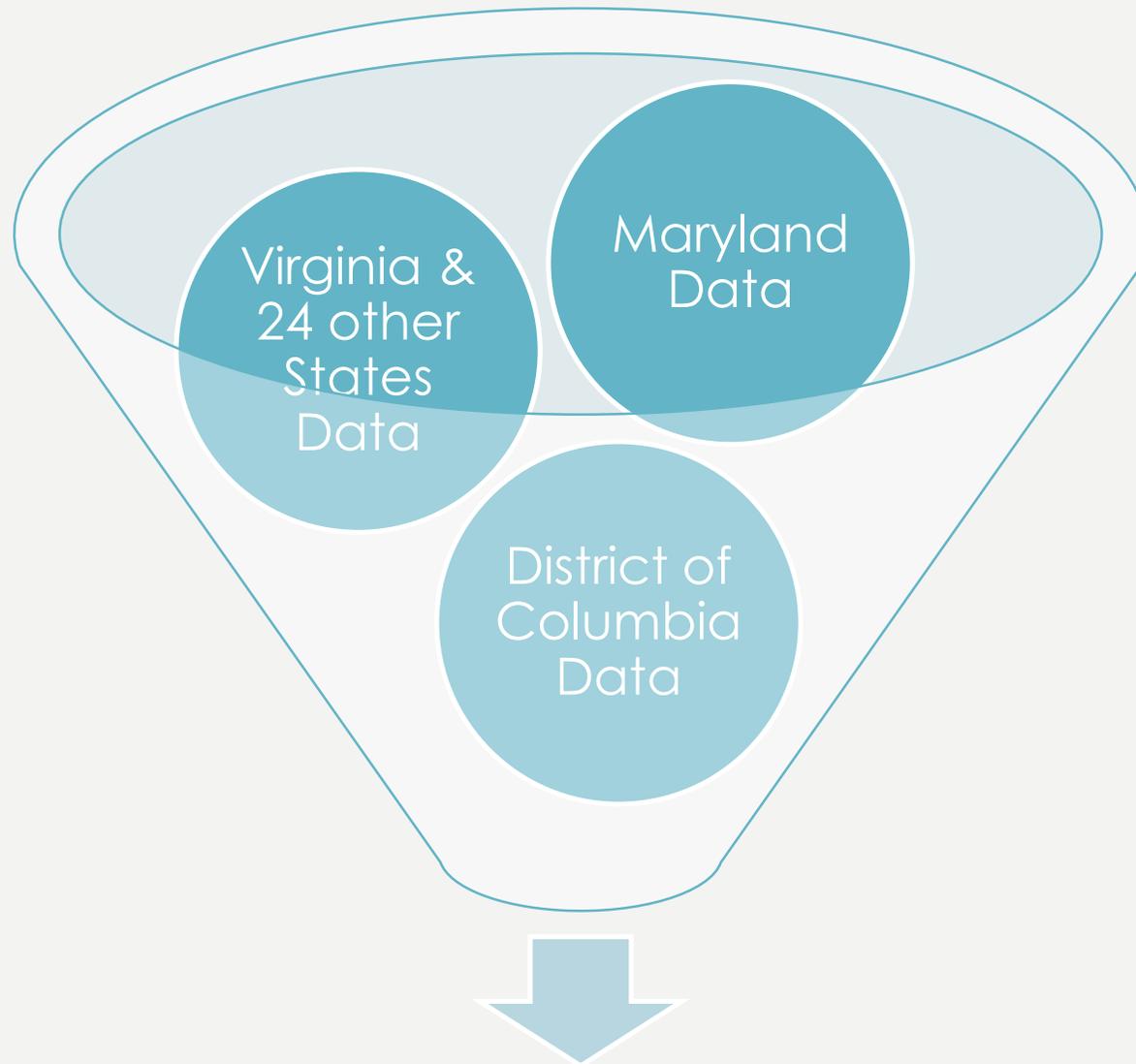
FIRST-CLASS MAIL
U.S. Postage
PAID
Rockville MD
Permit No. 138

NIXIE 207 CE 1 8604/14/17
RETURN TO SENDER
NOT DELIVERABLE AS ADDRESSED
UNABLE TO FORWARD
BC: 20849433333 *0817-03307-14-26

REGISTRATION UPDATED 20849>4333

ELECTRONIC REGISTRATION INFORMATION CENTER (ERIC)

- Maryland joined in 2013
- 26 States and District of Columbia share information
- Comparison list is processed every other month
- Has improved the efficiency of List Maintenance
- Social Security Administration records and National Change of Address implemented in March 2017



List of voters who appeared on
more than one data source

CONFIRMATION PROCESS

- Confirmation notice is sent to the new address
- Voter is made inactive after two weeks if no response is received
- Remains inactive for two Federal General Elections
- Inactive voters are cancelled if they fail to vote in the two subsequent Federal Elections
- Confirmation process is suspended 90 days prior to every federal election - No voters can be made inactive during this time.

INACTIVE VOTERS

- Retain all the same rights as active voters
- Still appear in the poll book
- Vote a standard ballot at the polls upon written confirmation of current address
- Address corrections are documented using the Voter Update form
- Address change:
 - Same Day Registration during early voting
 - Provisional Ballot on election day

VOTER AUTHORITY CARD
Presidential General Election 2012

Jefferson, Thomas
5 Main St. Anytown 12345
DOB: 8/20/1830
ID#: 9 Party: Democrat
DIST/PREC: 001-001-1. CONG=03; LEGIS=32; COUNCIL=001
EPB Number: 018797
Ballot Style: 2
Issued: 10/29/2013 15:28:24 Issued By: RU
Reason: 0

IMPORTANT
If your address or other information has changed, please request the Voter Update Form from an election judge.

****AFFIRMATION OF RESIDENCY FOR INACTIVE VOTER****
I hereby affirm, under penalty of perjury, that the address printed above or the address I provided on the Voter Update Form is my current residence address. Please sign in the space below.

Voter Signature

Check-In Judge Initials: _____

Voting Unit Judge Initials: _____ Voting Unit # _____

DO NOT REMOVE THIS CARD FROM THE POLLING PLACE.

Sample ballot mailing returned
(10/15/2018)



Confirmation postcard sent
(02/10/2019)



Voter made inactive
(02/25/2019)



Failure to vote in 2 subsequent federal elections



Voter cancelled
(12/30/2022)

Votes in any
County or
Statewide
Election

Updates
voter record
or signs
petition

Submits an
application
for absentee
ballot

REACTIVATION

LIST MAINTENANCE OBSTACLES

1

Deaths
Outside of
Maryland

2

College
Students

3

Transient
Population

4

Large
Volume of
Changes

CURRENT STATUS

- 57,395 Inactive Voters
- 9,960 Active 16 & 17 y/o Registered Voters
- 3,171 Military and Overseas Voters
- Cancellations/Subtractions since June 2015: 171,942
- Confirmations sent since June 2015: 235,602
- NCOA via ERIC is processed every 2 months
- Changes take up to four years to see

STATE BOARD OF ELECTIONS

P.O. BOX 6486, ANNAPOLIS, MD 21401-0486 PHONE (410) 269-2840

David J. McManus, Chairman
Patrick J. Hogan, Vice Chairman
Michael R. Cogan
Malcolm L. Funn
Kelley Howells



Linda H. Lamone
Administrator

Nikki Charlson
Deputy Administrator

June 3, 2019

Via U.S. Mail and E-mail (to Counsel)

Jim Shalleck, Chairman
Montgomery County Board of Elections
P.O. Box 4333
Rockville MD 20849-4333

Re: Implementation of Upgrade/Replacement of Voting Equipment

Dear Mr. Shalleck:

Thank you for your letter concerning the implementation of new voting equipment. I appreciate the opportunity to provide you with information that has previously been shared with the local boards as well as information that we have recently learned.

Use of Ballot Marking Devices

As you stated in your letter, the members of the State Board of Elections (State Board) have discussed at multiple meetings the use of the ballot marking devices. Although we all expected the navigation issues to be resolved before the 2018 election cycle, Election Systems and Software (ES&S), the voting system vendor, only partially addressed the navigation in a pre-2018 election software release. As a result, we decided against installing this version¹.

During these discussions, the members of the State Board requested feedback from local election officials. In addition to the on-going opportunity at each board meeting, the State Board dedicated one meeting in 2017 – the August 27, 2017 meeting² – to receive feedback from local election officials on the use of the ballot marking device. All local election officials were invited to provide feedback at this meeting, but no one from the Montgomery County Board of Elections provided feedback.

¹ Your letter implies that there was no explanation why the necessary upgrades were not performed. That is simply not the case. The reasons were discussed at the April 20, 2017, meeting of the State Board and an Election Directors' meeting held on the same day. The Montgomery County Board of Elections was represented at both meetings – the Vice President, a board member, and the Deputy Director attended the State Board meeting, and one or more representatives attended (either in person or by phone) the Election Directors' meeting. An electronic version of the minutes of the State Board meeting are available at https://elections.maryland.gov/pdf/minutes/2017_04.pdf. See page 1 for a list of individuals present at the meeting and page 6 for a summary of the discussion.

² An electronic version of the minutes is available at https://elections.maryland.gov/pdf/minutes/2017_08.pdf.

Electronic Pollbooks

You are correct that electronic pollbooks have been used for more than ten years, but you are not correct that “poll book problems continue to increase with every election cycle.” We received **no** reports from the Montgomery County Board of Elections about pollbook performance issues in the 2016 or 2018 elections. A recent test of the pollbook batteries showed that only one of the 20 batteries tested by the Montgomery County Board of Elections failed to hold a charge for 2½ hours. If the Montgomery County Board of Elections has pollbooks that have not performed as expected, please direct the staff to report this information on the tracking spreadsheet all local boards use to report equipment issues.

In 2017, we started working with our pollbook vendor to design a new device on which the pollbook software could run. After many months of work, it became apparent that the proposed prototypes would not meet our requirements and we would not be able to implement new pollbook hardware for the 2020 elections. This information – and the implementation of new hardware for the 2022 elections – was shared with the local boards at a March 21, 2019, Election Directors’ meeting. At least one representative of the Montgomery County Board of Elections participated in this meeting.

At this same meeting, we updated the local boards on the status of implementing same day registration on election day. Before any final decisions could be made, the General Assembly had to pass legislation defining the requirements³. Once the legislative session ended, we notified our pollbook software vendor of the necessary changes and expect that testing on the revised software will start in the summer and continue into early fall.⁴ Although there may be additional networking requirements on election day, the process flow for same day registration on election day will be the same as the process during early voting.

Communication and Role of the Local Boards of Elections

Although you give three examples to suggest a larger problem – that is, the failure of the local boards to participate in the selection process and the lack of clear, definitive dates when equipment will be upgraded or replaced, the examples do not support your conclusion. With respect to the procurement of the current voting system, an individual representing the local boards of elections⁵ was a member of the committee evaluating the voting system proposals. As detailed above, we keep the local boards updated via monthly Election Directors’ meeting, a biweekly newsletter, and of course, informal communications initiated by individual local boards. We also work and share system-related information with the Maryland Association of Election Officials’ Elections Technical Committee.

³ The General Assembly ultimately passed legislation authorizing same day registration on election day. The legislation as introduced, however, required same day address changes on election, but these provisions were removed by amendment. The evolution of this legislation indicates why it is necessary to wait until the conclusion of the legislative session to begin work; if we had proceeded with the legislation as introduced, we would have developed requirements that would not have been needed.

⁴ This information was provided to the local boards at the March 21, 2019, Election Directors’ meeting.

⁵ This individual is employed by a local board of elections in a county with a large number of voters and was well qualified to consider the voting system from this perspective.

Responses to Specific Questions

In your letter, you list a series of questions. Answers to each question are provided below.

1. Have the necessary upgrades been made to the [ballot marking devices] so that they can be used for early voting and election day voting in 2020? If not, what is the expected timeframe?

Answer: No, the voting system in Maryland has not been upgraded to address to the ballot layout and navigation issues identified for the ballot marking devices. Last month, ES&S submitted for federal testing and certification a software version that addresses these issues and expects that the U.S. Election Assistance Commission will certify this version no later than October 31, 2019. We are now testing a beta version of this software and identifying the impact of changes on how elections are administered in Maryland. The timing of federal certification and the impact of additional software changes are significant factors in our decision to upgrade the voting system⁶.

The members of the State Board intend to discuss the use of the ballot marking device at its June 27, 2019, meeting. To prepare for this meeting, we issued to each local board a survey requesting feedback on the use the ballot marking device and we expect that this feedback will inform the State Board's decision. You or another representative of the Montgomery County Board of Elections are, of course, welcome to attend this meeting and share your thoughts in person with the State Board members.

2. Is the State pursuing procurement of new electronic pollbooks for use in 2020 and, if so, when will those pollbooks be delivered to the local boards for testing and implementation? If not, what is the expected timeframe and does the State envision any upgrades to the current pollbooks to enhance their functionality until a new solution is implemented?

Answer: As explained above, new pollbooks are planned for the 2022 elections. There will be a software upgrade before the 2020 elections. The new software will facilitate same day registration on election day and resolve previously identified defects.

3. Has a plan been developed for implementation of same day voter registration? When will the final plan for implementation of same day registration be shared with the local boards?

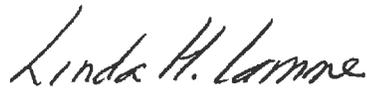
Answer: As explained above, the pollbook software is being updated to implement same day registration on election day. The process flow for voters and election judges will remain the same. We are currently testing various connectivity options and expect to provide the local boards with instructions and equipment to determine the ability of polling places to connect to a central network.

⁶ This upgrade requires installing new software on every part of the voting system – servers, desktops, scanning units, and ballot marking units. Planning for this upgrade is well underway, and the upgrade – if it is approved and installed – will be complete in early 2020.

It should be apparent from this letter that we keep the local boards informed in various ways and you have my commitment that we will continue to do so⁷. Since it appears based on the questions in your letter that you do not have relevant information, I encourage you to request that staff provide you with copies of summaries of State Board⁸ meetings and Election Directors' meetings and request that other board members share information presented at meetings they attend. This will ensure that you and your fellow board members have a better understanding the status of various election administration changes and systems. If, after receiving these summaries, you have additional questions, we will be happy to answer those questions.

I hope the information in this letter is useful to you and that receiving and reviewing summaries of future meetings of the State Board and Election Directors' meetings will provide you with updated information. I look forward to working with the Montgomery County Board of Elections and all local boards of elections to prepare for the 2020 elections.

Sincerely,



Linda H. Lamone
State Administrator

cc: Members, State Board of Elections

⁷ State procurement and budget rules limit the disclosure of certain information. We regularly balance these limitations with the need to share information with the local boards. When we unable to share information, it is because we are prohibited from doing so.

⁸ Minutes of the State Board are posted at <https://elections.maryland.gov/about/board.html>.