

APPROVED

February 24, 2014

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

In Attendance:

Board Members:

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

Counsel:

Kevin Karpinski

Staff:

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

Guests:

Kevin Gilloguld  
Dolly Kildee  
Adol Owen-Williams  
Barbara Sanders  
Michael Subin

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### **Convene the Board Meeting and Declare a Quorum Present**

Ms. Keeffe called the Board Meeting to order and declared a quorum present at 2:31 p.m.

### **Public Comments**

Barbara Sanders, Voter Service Chair for the League of Women Voters of Montgomery County, requested to address the Board. Ms. Sanders announced that the County Council has appointed her as one of the fifteen members of the Right to Vote Task Force, along with Dolly Kildee. She stated that an interim procedural report will be available at the end of the month with two recommendations. Ms. Sanders is asking the Board members and staff to contact her if they have concerns, questions, or comments regarding any procedural processes. Ms. Keeffe stated that Ms. McLaughlin is the Montgomery County Board of Elections' resource person; she thanked Ms. Sanders for the offer and for her serving on the Right to Vote Task Force. Ms. Keeffe asked that Ms. McLaughlin provide a list of the members on the Task Force. (Ms. Sanders' statement is incorporated as attachment A)

### **Additions/Changes to the Agenda**

Ms. Jurgensen requested an Executive Session; Ms. Keeffe acknowledged the request and agreed to an Executive Session.

### **Approval of January 27, 2014, Board Meeting Minutes**

The Board reviewed minutes from the January 27, 2014, Board meeting which reflected additional changes. Mrs. Dacek made a motion to approve the minutes as presented. The motion was seconded by Mrs. Jeter and carried unanimously.

### **Election Director Reports (Incorporated as attachment B)**

#### **Personnel**

Ms. Jurgensen reported that temporary staff has been hired to begin the "Train the Trainer" orientation. Training classes will begin on March 6, 2014, and the Board of Elections will need to recruit and train approximately 3,000 individuals in order to have 2,700 Election Judges for Early Voting and Election Day. She noted that if Board members would like to attend a training class they should notify her to ensure space is available.

Ms. Jurgensen reported that the IT Technology position will soon be posted to the website and will remain on the site for two weeks. Ms. Keeffe stated that the IT position is a very important position and hopes that it is filled soon.

Ms. Jurgensen reported that staff has met with County Department of General Services regarding overall requirements for support during the Primary Election.

### **Voter Registration**

Ms. Jurgensen reported that the monthly statistics have been posted to the website. She stated that staff is preparing for High School Voter Registration and that Future Vote will also be hosting voter registration events in the coming months.

Ms. Jurgensen reported that the ERIC report is expected in March. Also, the Military and Overseas applications and ballots will be handled by the State Board of Elections (SBE) beginning March 10, 2014. The local boards of elections have been instructed to direct all mail, faxes, e-mail, and phone calls to SBE staff person Ann Charles. All returned voted ballots will be delivered to the SBE. Ms. Jurgensen stated that, due to the size of Montgomery County and the amount of UOCAVA voters, a driver will be sent to SBE on a daily basis to ensure ballots are received in a timely manner. Ms. Keeffe clarified that the local board of elections are responsible for counting the votes but not for distributing the ballots. The Board expressed concern with the process. Mrs. Rivera-Oven inquired what percent of the voters are UOCAVA. Ms. Jurgensen responded about 10% of the total absentee requests of approximately 43,000. Ms. Jurgensen stated that staff has contacted those jurisdictions with large absentee requests (Howard, Hartford, Ann Arundel) and sent a letter to the SBE with questions and concerns regarding how the process will work. Ms. Phillips suggested that staff be available to provide information to UOCAVA voters who have requested a ballot and who have not heard from the SBE in a certain time frame; the Board agreed. Ms. Jurgensen stated she would add those instructions to the process. Mrs. Jeter inquired if the information could be posted on the website; Ms. Jurgensen responded that once the information is finalized, staff would post it.

### **State Board of Elections**

Ms. Jurgensen reported that the SBE launched the electronic digital display at the Motor Vehicle offices last month. The idea was originated by Gilberto Zelaya with the purpose to reach out to recruit Election Judges, publish critical dates with Voter Registration, and advertise Early Voting. Since the launch, Montgomery County has received nine names of individuals interested in serving as an election judge for Montgomery County.

Ms. Jurgensen stated that the training data base for the Electronic poll books needed for the election judge training has been delayed numerous times due to significant changes. Staff is expecting to receive the training data base Wednesday.

Ms. Jurgensen added that the local boards of elections are beginning to prepare for ballot proofing and, as part of the process, staff has started to verify the spelling of the candidate names. The required PC Memory Cards have been prepared and other smart cards required for the election have been arranged.

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Ms. Jurgensen reported that the SBE will have training classes at the MAEO Conference on March 26 and 27, 2014, adding that the first day will be devoted to MDVoters and the Audit. There will be another session covering the American Disabilities Act and accessibility issues. A sixty minute question and answer session on the new voting system will also be held.

Ms. Jurgensen reported that all candidates need to have a 2013 financial statement on file with the State or local Ethics Commission when filing for office; this includes candidates that filed in 2013 for office. She stated that the legal consequences for failure to file on time will be to have their name removed from the ballot. The Montgomery County Ethics Commission sent a press release in January and a joint media advisory from the Ethics Commission and the Board of Elections was sent on January 28, 2014. The State Board issued a media release on Thursday related to the requirement. The candidates will have until February 27, 2014, to complete the certificate of candidacy and meet the compliance requirements.

Ms. Jurgensen added that batteries for the touch screen voting units were delivered to the county, and staff has completed the EPB software upgrade.

### **Legislative Update**

Ms. Jurgensen reported that staff is monitoring legislation that permits the SBE to use the Social Security Administration Master Death File for list maintenance and the Constitutional Amendment requiring a special election to fill a vacancy in county government in specific circumstances. She stated that the list of legislation will be provided to the Board when it is received.

Ms. Jurgensen reported that election judge training will begin March 6, 2014; an updated number of election judges was provided to the Board. Ms. Jurgensen briefly went over the requirements to serve as an Election Judge and added that requirements of the job have increased because of the technology and the need to process complex issues quickly to meet the needs of the voters. Ms. Phillips inquired if background checks are conducted on election judges, and questioned how we verify they are citizens. Ms. Jurgensen responded that no background checks are done. The election judge is required to sign an oath acknowledging that he/she is a registered voter in Maryland and a citizen. Mrs. Rivera-Oven questioned if election judges need to be 17 years old by Election Day. Mr. Karpinski stated that, according to the Election Law, a minor who is at least 17 years of age, if too young to be a registered voter, may be appointed and serve as an election judge if the minor demonstrates to the satisfaction of the local board that the minor meets all other qualifications for registration in the county. The Board questioned the difference between part-time and full-time election judges and Ms. Jurgensen briefly described the positions.

Ms. Keffe stated that in past elections the Future Vote students were not used during Early Voting. She inquired if the participants could be used during Early Voting, especially the Saturday and Sunday to assist with lines. Ms. Jurgensen stated that Future Vote participants are currently being recruited but, due to the time of the election, participation may be low; however, staff is looking to fill Saturday and Sunday positions. The Board members also suggested that participants be used on days when there is no school or in the evening.

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## **Board Attorney Report**

Mr. Karpinski reported that there is a piece of legislation before the General Assembly regarding petitions on which the Board should consider taking a position. The Bill is from a Delegate from Howard County and will require the local boards to perform an advance determination regarding the reasonableness of the summary on the petition. In the past Mr. Karpinski has advised petition sponsors to include the language of the legislation on the back side of the petition. Mr. Karpinski stated that including the language of the legislation, as opposed to a summary, eliminates any issue regarding whether the summary is reasonable and accurate. Mr. Naimon questioned if there may be a conflict of interest if the County Attorney will need to make a decision on the summary language that he may be a part of developing. The Board agreed not to take a position at this time.

## **Budget**

Ms. Roher reported that current fiscal year expenditures through January 31, 2014, are on track. Ms. Keeffe thanked Ms. Roher. (Budget details are incorporated as attachment C).

## **Old Business**

### **Early Voting Electioneering Boundaries**

Mrs. Rzeszut reviewed the proposed Early Voting electioneering boundary lines for Wheaton Community Recreation Center, Marilyn J. Praisner Community Recreation Center, and Mid-County Community Recreation Center (incorporated as attachment D). The Board discussed the Marilyn J. Praisner boundary lines and agreed to place them on the left and right side of the front door at 53 ft., ensuring that the sidewalk is not blocked. They also stated that electioneers may use the center island in its entirety.

Mrs. Rzeszut presented the Board with the Mid-County Community Recreation Center boundary lines and revised entrance. She updated the Board on their previous request to use the basketball court for overflow parking, adding that the Department of Recreation has agreed that it may be used only in the event that there are no other parking spaces available. The Board discussed several options for potential boundary lines. Mr. Naimon made a motion to place the electioneering boundary at 25 ft. on either side and across from the front door. The motion was seconded by Mrs. Rivera-Oven. Ms. Keeffe and Mrs. Rivera-Oven voted for the motion, Mrs. Dacek and Mrs. Khozeimeh voted against the motion, and Mrs. Jeter abstained. The motion failed. Mrs. Dacek made a motion that the electioneering boundary be placed between the two outer light posts on each side of the entrance (about 40 ft.). The motion was seconded by Mrs. Khozeimeh. Ms. Keeffe, Mrs. Jeter, Mrs. Dacek, and Mrs. Khozeimeh voted for the motion and Mrs. Rivera-Oven voted against the motion; the motion passed.

The Board reviewed additional photographs of the Wheaton Community Recreation Center. The Board discussed the electioneering boundaries and options for overflow parking. Mrs. Jeter made a motion to place the electioneering boundary at 25 ft. from the front door. The motion was seconded by Mr. Naimon and carried unanimously. Ms. Keeffe thanked Mrs. Rzeszut.

### **Other Old Business**

Ms. Keeffe stated that she had an opportunity to navigate the Board of Elections' website several different ways and she is disappointed with its appearance. She questioned why there are no deadline dates easily visible on the homepage, noting that there is no indication that we are gearing up for an election. The dates are very important and should be visible. Ms. Keeffe stated that the site is not easy to navigate and needs to be more creative. Ms. Jurgensen stated that the website is currently being updated with information regarding the need for election judges and, due to the vacant IT position, there is no current webmaster.

The Board members suggested that FAQs be placed on the site, as well as a small box with upcoming dates and banners reflecting important information. Ms. Keeffe inquired what the process would be to change the name of Absentee Voting to Vote by Mail; Ms. Jurgensen stated that the name is determined by statute. Mr. Naimon suggested that it could be marketed as such and Ms. Jurgensen agreed that Vote by Mail will be used with Absentee Voting in parenthesis. She added that once the request to vote by mail has been made online, the link will take voters to an application titled absentee ballot request on the SBE. Ms. Jurgensen stated that staff will work to improve the website.

## **2014 Gubernatorial Primary Election Preparation**

### **Election Judge Update**

Ms. Jurgensen provided a status on election judge participants to the Board. She added the total need is for 3,000 election judges for Early Voting and Election Day. Mr. Zelaya approached the Board and updated them on his local drive at high schools for future vote participants, specifically the 17 and 18 year olds. Mrs. Rivera-Oven inquired if Mr. Zelaya could reach out to those 17 year olds to be paid as election judges; he agreed.

### **Media Plan**

Ms. Roher reviewed the proposed media plan with the Board. (Incorporated as attachment E) Ms. Keeffe requested that Ms. Roher briefly state the effectiveness and a little history on past usage for each company. Ms. Roher briefed that Board. She stated that *Telemundo* has been difficult to contact and there have been issues with billing. Ms. Keeffe suggested that Mr. Zelaya attempt to make contact with *Telemundo*. Mrs. Rivera-Oven suggested that Ms. Roher contact *Radio America* for a more local targeted outreach; staff agreed. Mrs. Rivera-Oven will forward contact information to Ms. Roher. Mrs. Rivera-Oven

added that the proposal for *El-Zol* seems high, especially if its target point is outside of Montgomery County - Maryland, DC and Virginia registered voters. The Board agreed that staff reach out to *Univision* for a proposal. Ms. Roher asked if the Board would like ads to be placed in the *Gazette* on Wednesday and Friday, the Board came to a consensus that ads will only be placed on Wednesdays. Mrs. Rivera-Oven asked what Spanish publication is used for advertising; Mr. Zelaya responded that free advertising is provided by *Tiempo Latino* and *El Pregonero*. Ms. Roher requested permission to proceed with Comcast, and follow up with *Radio America*, *El-Zol*, *Telemundo*, and *Univision* at the next Board meeting; the Board agreed. Mr. Naimon inquired if *Google* and *Yahoo* have been considered. Ms. Roher responded that *Google ad-Words* was used in 2012 and was not successful and deemed cost prohibitive. Mr. Naimon requested the figures. Mrs. Jeter made a motion that staff move forward on the proposed media advertising with the exception of the use of *Telemundo* and *El-Zol*. The motion was seconded by Mrs. Rivera-Oven and carried unanimously.

### **Polling Place Update**

Ms. Jurgensen reported that all polling place leases have been submitted for Early Voting and Election Day locations. The final polling place list will be placed on the website.

### **New Business**

#### **Public Outreach**

Ms. McLaughlin provided a proposed agenda for the April 9, 2014, Community Outreach Event at Mid-County Community Recreation Center. Ms. Keeffe clarified that the event is an outreach to the community, and an opportunity to meet the staff and Board members, with a question and answer session. Mrs. Rivera-Oven suggested that one of the tables provide information about the Future Vote Program; Ms. Keeffe agreed. Ms. Phillips suggested that Future Vote students attend and serve as hosts; the Board agreed. The Board agreed that students be encouraged to come, and that high school political clubs, candidate campaigns, and civic associations be advised of the event. The Board agreed that flyers be distributed throughout the community. The Board requested an estimated cost for a mailing of postcards to registered voters in the precinct to notify them of the event. The Board agreed that visitors sign in and provide their zip code.

#### **Other New Business**

Ms. Phillips inquired if the MAEO conference is a requirement. Ms. Jurgensen stated that it is not. She announced that the registration deadline is today, the Board discussed the attendance of Board members and staff.

Ms. McLaughlin announced that she will be running for Vice President of the MAEO Board for the opposition slate.

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### Future Meetings

- A. March 17, 2014 - 2:30 p.m.
- 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 4:54 p.m.

\*\*\* Laletta Dorsey, Kevin Gilloguld, Dolly Kildee, Adol Owen-Williams, Chris Rzeszut, Barbara Sanders, and Gilberto Zelaya left the room at 4:54 p.m. \*\*\*

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**Report on Executive Session**

The Montgomery County Board of Elections convened in Executive Session at 4:55 p.m., pursuant to State Government Article 10-508(a)(1) and 10-508(a)(13), to discuss a personnel matter and a matter prevented from public disclosure.

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 Keeffe, Nancy Dacek, Donice Jeter, Nahid Khozeimeh, Graciela Rivera-Oven, David Naimon, Jackie Phillips, Kevin Karpinski, Margaret Jurgensen, Alysoun McLaughlin, Marjorie Roher, Michael Subin, and Lisa Merino.

The Board reviewed a personnel matter.

\*\*\* Mr. Subin left the room at 5:36 p.m. \*\*\*

The Board reviewed a matter prevented from public disclosure.

With no further business, Mrs. Khozeimeh moved to adjourn the Executive Session. The motion was seconded by Mrs. Jeter and carried unanimously. The Board meeting reconvened in regular session at 5:58 p.m.

**Adjournment**

With no further business, Mrs. Khozeimeh moved to adjourn the regular session. The motion was seconded by Mrs. Rivera-Oven and carried unanimously. The meeting adjourned at 5:59 p.m.

Respectfully Submitted,



Marjorie M. Roher  
Management & Budget Specialist III

APPROVED BY THE BOARD:



Mary Ann Keeffe  
President

February 24, 2014

Good afternoon, President Keefe, Board of Elections members and staff,

Since I was last in attendance at a Board of Elections meeting in November, the County Council appointed me as one of the 15 members of the Right to Vote Task Force, along with Dolly Kildee, another regular Board member attendee. Deputy Director Alysoun McLaughlin also serves as an ex officio member. Briefly, the Council charged the Task Force to

- a. Review all local laws and practices that may affect the right to vote;
- b. Review and recommend changes at the local level to uphold voting rights and increase voter participation;
- c. Develop plans and take action to promote early voting and same-day registration and make recommendations to the Council on any policies or actions needed to strengthen these efforts;
- d. Develop plans for a voter registration program designed to register eligible high school students and support voter education programs to increase citizenship knowledge and participation in the democratic process;
- e. Review Maryland election laws and regulations and recommend legislation that would strengthen the right to vote in Montgomery County, including whether the General Assembly should adopt automatic voter registration, allowing eligible voters to "opt-out" of the voter registration database instead of "opt-in"; and
- f. Review with the Montgomery County Board of Elections the strengths and weaknesses of our election practices and regulations after the 2014 general election.

With only three months until our recommendations deadline, I am drawing a lot on my decade-plus attendance at monthly Board meetings and participation on joint LWV-Board registration, civic education and polling place projects in Task Force discussions. My interactions with all of you provide a totally different perspective on many of the issues from those of other Task Force members, who all volunteered for this task and are far more informed than many other citizens. Although Alysoun serves by virtue of her position with the Board, and has been an excellent resource and guide on the registration and voting processes and procedures, I think your informal insights are crucial to this Task Force.

Consequently, I am offering and encouraging both Board and staff members to contact me informally with your thoughts or suggestions about these Task Force topics. Additionally, as a retired federal employee with the experience of having less than informed public comments about my work, I also am seeking your guidance on any means that would facilitate the Board of Elections in carrying out ideas already in the works or that the Council may adopt from the Task Force proposals. Thank you for already dedicating your professional and civic activities to enhancing the voting experience of Montgomery County citizens.

Barbara Sanders, Voters Service Chair,  
League of Women Voters of Montgomery County, MD  
[Bsanders@TerpAlum.umd.edu](mailto:Bsanders@TerpAlum.umd.edu)  
301-587-1323

**Feb. 2014 Election Director's Report  
Montgomery County Board of Elections**

**Personnel**

The training staff will commence February 24, 2014 with the "Train the Trainer" orientation. The Board will bring on 18 temporary persons to serve as trainers. The Board of Elections will need to train approximately 3000 individuals to have 2700 Election Judges.

Training staff will begin to train Election Judges on March 6, 2014. The staff will train here then March 10, 2014 move to the Lawton Community Center to train Election Judges for that region of the county. If you wish to attend training, please notify me to insure a seat in the class.

IT Technician position will post on the county human resources website the last week of February for 2 weeks.

**Meetings**

Staff met with County Dept. of General Services related to overall Board of Elections requirements for facility support and overall department needs for the Primary Election 2014. The topics covered included installation of the stand-by generator for this facility, support staffing for this facility and polling places, and printing and mail of all election related materials. Personnel requirement were discussed.

**Voter Registration**

Monthly Statistics posted on website.

Staff is preparing for the High School Voter Registration events in the high schools for 16, 17 and 18 years old students.

The Future Vote program will be hosting voter registration events in the upcoming months at county facilities.

ERIC Reports expected in March for maintenance of voter registration lists.

Absentee requests to date – 150 applications

Military and Overseas applications and ballots will be handled by the State Board of Elections commencing March 10, 2014. The local boards of elections have been instructed to direct to State Board of Elections. All mail, faxes, e-mail and phone calls will be directed to the State Board of Elections staff person Ann Charles. Returned voted

ballots will be delivered to the State Board of Elections. Written instructions and procedures will be provided to the Local Boards of Elections soon.

### **State Board of Elections**

State Board of Elections launched the electronic digital display at the Motor Vehicle Offices across the state. The purpose is to recruit Election Judges, publish critical dates such as close of Voter Registration and advertise Early Voting. This was an idea that Gilberto Zelaya developed and reached out to the Motor Vehicles Department, Maryland Election Officials and the State Board of Elections. Montgomery County has received nine names of individuals expressing an interest in serving as an election judge in the first month it has been running, approximately 78 person state-wide expressed interest.

The training data base for the Electronic Poll books needed for the Election Judges training has been delayed numerous times. The largest jurisdictions, Baltimore County, Prince George's and Montgomery County are all starting the Election Judge training the beginning of March. This has handicapped the preparations for Election judge training. This is important because the EPBs have been upgraded and elements of the EPBs visual display have changed as well as processes.

The local boards of elections are beginning to prepare for the ballot proofing and productions process. The staff has started to verify the spelling of the names of the candidates for the ballot. The required PC Memory Cards have been prepared and other smart cards required for the election for a secure deliver to the State Board has been arranged.

The State Board of Elections will have two training classes at the MAEO Conference on March 26 and 27, 2014. This conference is not a required attendance for the Board or Board Attorney. The first day will be devoted to MDVoters and the Audit. There will be another session covering American with Disabilities and accessibility issues. There will be a question and answer for sixty minutes on State Board of elections planning for the new voting system.

State Board of Elections reviewed with the Election Directors the new requirement that all candidates need to have the 2013 financial statements on file with the state or local ethics commission when filing for office, this includes candidates that filed in 2013 for office. The legal consequences for failure to file on time will be to have the candidates name removed from the ballot. This issue was identified by our staff in January 2014. The Montgomery County Ethics Commission sent a press release in January and a joint media release with the Ethics Commission and the Board of Elections was sent on January 28, 2014. The County Ethics Commission has a banner on it's web page and our web page reflects links to the State, County and School Board Ethics Commissions. The State Board issued a media release on Thursday related to the requirement. The candidates will have until February 27, 2014 to "cure" the certificate of candidacy to meet the compliance requirements. The county board of ethics will support our office on Tuesday, February 25 2014.

Batteries for the Touch screen voting units were delivered to the county, one year later than promised. The staff has completed the software upgrade to the Electronic Poll books. The IT support staff will begin pulling the old batteries from the TS units and replace with the new batteries.

### **Legislative Update**

Staff is monitoring legislation that permits the State Board of Elections to use the Social Security Administration Master Death File for list maintenance and the Constitutional Amendment requiring a special election to fill a vacancy in county government in specific circumstances. The list of legislation is sent to the Board members when it is received.

### **Election Judge**

Training will commence March 6, 2014 with the Voting Operation Judges classes. The majority of the judges serve in this capacity. The Board needs 3000 individuals to serve at the Early Voting Centers and Polling Places.

The Board packet will have an updated report of individuals who have completed the Election Judge Questionnaire. Requirements to serve as an Election Judge are citizen of the United State and Maryland, 17 years of age, ability to read, write and speak English. The requirements of the job have increased because of the technology and the need to process complex issues quickly to meet the needs of the voters. The Election Judge positions are part-time and others requiring a full day commitment. The Board is required to have a Spanish speaking election judge at all precincts and there is always a need for Republican Election Judges.

### **Polling Places**

Polling places have been confirmed and the final lease was hand delivered on Friday.

### **Public Outreach Event**

Reservation made for the Mid-County Community Recreation Center  
April 9, 2014 at 7:00 p.m. – Alysoun McLaughlin will provide details.

### **County Council Right to Vote Task Force**

Alysoun McLaughlin is the liaison for the Board with the County Council and she will provide a brief update.

**FY14 OPERATING BUDGET SPREADSHEET**  
**Through January 31, 2014 (As of February 16, 2014)**

LINE ITEM	FY14 APPROVED	FY14 YEAR TO DATE
<b>PERSONNEL COSTS</b>	<b>3,343,744</b>	<b>1,267,573</b>
<b>5A001 - Salaries &amp; Wages</b>	<b>2,693,965</b>	<b>976,834</b>
50010 - Full Time Salaries	1,769,402	879,159
50012/50020 - Part Time Salaries/Seasonal Temps	470,531	71,895
60168 - Temporary Office Clerical (moved from OP for clarity)	209,719	21,055
<b>SUBTOTAL FOR TEMPORARY PERSONNEL</b>	<b>680,250</b>	<b>92,950</b>
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	4,725
<b>5A002 - FICA</b>	<b>188,420</b>	<b>69,338</b>
<b>5A003 - Group Insurance</b>	<b>281,302</b>	<b>132,335</b>
<b>5A004 - Group Retirement</b>	<b>180,057</b>	<b>89,066</b>
<b>OPERATING EXPENSES</b>	<b>3,180,548</b>	<b>998,234</b>
<b>6A001 - Services and Contracts</b>	<b>1,090,650</b>	<b>313,329</b>
60060 - Legal/Attorney Services	100,000	15,996
60066 - SBE Program Management	367,569	185,602
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	25,085
60326 - Repair/Maint Agmts - Office Equip	11,000	5,709
60412 - Moving Services	25,000	0
60414 - Building Construction	0	0
60530 - Other Professional Services - EJ Stipend	534,080	0
60532 - Other Non-Professional Services (includes EJ mod.)	28,001	80,937
<b>6A002 - Maintenance</b>	<b>85,000</b>	<b>0</b>
61010 - Computer Equip Repairs/Maint (EPB)	85,000	0
<b>6A003 - Rentals/Leases</b>	<b>1,137,689</b>	<b>508,122</b>
61902 - Furniture Rentals (Polling Place)	7,000	0
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	4,795
61924 - Other Equipment Rentals (MDVoters)	691,320	191,320
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	570
61932 - Other Rentals/Leases (DREs)	414,869	311,437
New Voting System (Optical Scan)	0	0
<b>6A004 - Office Supplies &amp; Equipment (&lt;\$5,000)</b>	<b>125,093</b>	<b>42,646</b>
62010 - General Office Supplies+	69,006	10,622
62016 - Computer Supplies	5,000	19,857
62018 - Computer Equip (<\$5,000)	20,000	10,550
62028 - Other Supplies & Equipment	31,087	1,617
<b>6A011 - Books, Videos, and Subscriptions</b>	<b>3,500</b>	<b>2,877</b>
62700 - Books/Reference Materials	2,500	0
62712 - Other Books, Videos, and Subscriptions	1,000	2,877
<b>6A012 - Other Supplies/Materials/Equipment</b>	<b>77,668</b>	<b>85</b>
62826 - Keys and Locks	0	33
62946 - Charges from SBE	77,668	52
<b>6A013 - Printing/Central Duplicating Services</b>	<b>170,953</b>	<b>18,017</b>
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	13,942
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

**FY14 OPERATING BUDGET SPREADSHEET**  
**Through January 31, 2014 (As of February 16, 2014)**

<b>6A014 - Outside Printing</b>	<b>80,550</b>	<b>450</b>
63100 - Outside Printing/Copying	550	0
63104 - Sample Ballot Printing	80,000	450
<b>6A015 - Mail</b>	<b>138,361</b>	<b>17,928</b>
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	13,794
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
<b>6A016 - Outside Postage and Mail</b>	<b>38,000</b>	<b>37,886</b>
63300 - Outside Mail Services (VNCs and all other postage)	37,500	37,819
63304 - Other Outside Mail Services	500	67
<b>6A017 - Motor Pool</b>	<b>29,002</b>	<b>3,322</b>
63500 - Assigned Motor Pool Vehicles	25,502	3,305
63504 - Daily Rental Motor Pool	3,500	0
63508 - MP EZPASS Charges	0	17
<b>6A018 - Communications Services</b>	<b>127,809</b>	<b>42,794</b>
63600 - Local Telephone Service Charges	25,000	28,719
63604 - Cellular Phone Line Charges	6,800	7
63618 - Blackberry Charges (smart phones)	9,000	4,060
63624 - Communication Circuits	27,729	3,232
63626 - Communication Modems (SBE)	2,280	1,226
63634 - Other Communication Services (PP Phone Lines)	57,000	5,550
<b>6A020 - Charges from Others</b>	<b>26,148</b>	<b>0</b>
63810 - Charges for Facility Maintenance	26,148	0
<b>6A021 - Travel</b>	<b>13,996</b>	<b>7,832</b>
64010 - Metropolitan Area Travel	7,996	2,670
64012 - Non-Metropolitan Area Travel	6,000	5,162
<b>6A022 - Education, Tuition, and Training</b>	<b>10,125</b>	<b>1,376</b>
64100 - Local Conference Related	2,000	0
64120 - Other Education, Tuition, & Training	8,125	1,376
<b>6A023 - Dues/Memberships</b>	<b>2,000</b>	<b>1,345</b>
64200 - Professional Memberships (Individual)	2,000	1,345
<b>6A024 - Advertising</b>	<b>20,036</b>	<b>0</b>
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	0
<b>6A099 - Miscellaneous Operating Expenses</b>	<b>3,968</b>	<b>225</b>
69999 - Other Misc Operating Expenses	3,968	225
<b>DEPARTMENTAL TOTAL</b>	<b>6,524,292</b>	<b>2,265,806</b>
+ 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		

Montgomery County Board of Elections

**EARLY VOTING  
2014  
Proposed "No Electioneering"  
Boundaries**

**Marilyn J. Praisner  
Community Recreation  
Center**





**Mid-County  
Community  
Recreation Center**







## 2014 Advertising Proposal

<b>Approved Advertising Budget</b>	<b>\$20,086</b>
Comcast	\$10,235
445,371 impressions (Spanish & English)	
80 additional impressions at no charge	
CBS Radio El-Zol	\$ 3,000
90 impressions	
Telemundo	\$ 2,500
Attempting to reach	
Gazette	\$ 2,500
Mandated ads regarding accessible polling places and election judge recruitment	
Ride-On Bus Signs	\$ 1,025
Signage in all 340 Ride-On buses	
Future Vote Students	\$ 2,800
Early Voting fliers for distribution at county Metro stations and train stations	
Media Advisories	N/A
41 media advisories distributed to more than 3,000 individuals, including media, candidates, and elected officials (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.	
<b>TOTAL EXPENDITURE</b>	<b>\$22,060</b>
Over budget by \$1,974	