

APPROVED

July 27, 2015

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

In Attendance:

Board Members:

James Shalleck, President
Nahid Khozeimeh, Vice President
Mary Ann Keeffe, Secretary
Alexander C. Vincent
David Naimon
Graciela Rivera-Oven

Staff:

Margaret Jurgensen, Election Director
Alysoun McLaughlin, Deputy Election Director
Laletta Dorsey, Acting Voter Registration Manager
Lisa Merino, Office Services Coordinator
Marjorie Roher, Management and Budget Specialist III
Janet Ross, Information Technology Manager
Christine Rzeszut, Operations Manager

Counsel:

Kevin Karpinski

Guests:

Nancy Farrar
Pat Fenati
Sam Fenati
Bertha Flores
Dolly Kildee
Steven Mortellaro
Barbara Sanders
Michael Subin

Convene the Board Meeting and Declare a Quorum Present

Mr. Shalleck called the Board meeting to order and declared a quorum present at 2:30 p.m.

Mr. Shalleck introduced and welcomed Nancy Farrar, liaison for the Montgomery County Republican Central Committee, Dolly Kildee, liaison for the Montgomery County Democratic Central Committee, Barbara Sanders, from the League of Women Voters, and Steven Mortellaro.

Public Comments

No public comments were given.

Additions/Changes to the Agenda

Ms. Jurgensen requested an Executive Session to discuss the Future Fiscal Impact. Mr. Shalleck agreed to hold an Executive Session.

Approval of the May 18, 2015, Board Meeting Minutes

Ms. Khozeimeh made a motion to accept the May 18, 2015, Board meeting minutes as amended. The motion was seconded by Mr. Naimon and passed unanimously.

Approval of the June 2, 2015, Board Meeting Minutes

Ms. Khozeimeh mad a motion to accept the June 2, 2015, Board meeting minutes as presented. The motion was seconded by Ms. Keefe and passed unanimously.

Approval of the June 22, 2015, Board Meeting Minutes

Ms. Khozeimeh made a motion to accept the June 22, 2015, Board meeting minutes as presented. The motion was seconded by Ms. Keefe and passed unanimously.

Approval of the July 1, 2015, Board Meeting Minutes

Ms. Khozeimeh mad a motion to accept the July 1, 2015, Board meeting minutes as amended. The motion was seconded by Ms. Keefe and passed unanimously.

APPROVED

Election Director Status Report (Incorporated as Attachment A)

Personnel

Ms. Jurgensen reported that fourteen temporary employees have been reactivated to assist with election preparations.

Budget (Incorporated as Attachment B and C)

Ms. Roher provided a spreadsheet detailing FY15 expenditures, through June 30, 2015, in advance. She stated that State bills from FY15 are still outstanding.

Ms. Roher provided an FY16 budget spreadsheet in advance at the request of the Board, noting the reductions requested from the County Executive Savings Plan as well as an update to what was proposed to the County Council. The County Council will meet on Tuesday, July 28, 2015, and make a final determination on budget reductions. The Board requested clarification on what was recommended by the Council's Government Operations Committee. Ms. Roher left the meeting to research information requested by the Board.

Voter Registration

Ms. Jurgensen noted that monthly statistics were posted for July. Voter Registration staff is working on a new ERIC upload and cancellations from Delaware and North Carolina.

State Board of Elections

Ms. Jurgensen reported that the State Board of Elections met on July 22, 2015. She reported that they are drafting a letter to the Board of Public Works for reconsideration of the creative consultants RFP regarding outreach/education of the new voting system. She noted that SBE has also encouraged LBEs to submit letters.

Ms. Jurgensen stated that proposed regulations regarding Same Day Voter Registration have been laid over to the August 27, 2015, SBE Board meeting.

Ms. Jurgensen noted that SBE Board members were notified that the software fix is moving forward as expected.

Ms. Jurgensen stated that the Maryland Department of Information Technology is managing the new voting system contract and will be assisting the Board of Elections with contract compliance issues and implementation processes.

Mr. Vincent asked for clarification on the Board of Public Works' motion. Ms. Jurgensen responded that the State Board of Elections had budgeted \$1.8 million for a public education contract between SBE and a third party [public relations firm], which had been turned down by the Board of Public Works. However, another proposal is in process to appeal the Board of Public Works' decision.

Ms. Roher returned to the meeting and clarified that the Council Government Operations' Committee recommended no proposed reduction to the full Council for the Board of Elections' budget.

Attorney Report

Mr. Karpinski stated that a draft letter was provided to the Board in advance regarding Special Elections by Mail. The letter was drafted in response to proposed COMAR regulation 33.21.04(C)(1),(2), regarding canvassing and tabulating vote by mail ballots in a special election - which provides that vote by mail ballots cannot be canvassed until the Thursday after the election.

Mr. Karpinski stated that if the Board would like to respond to the proposed regulation it must be by August 19. The Board is in favor of opening "absentee Ballots" for a special election on Election Day to provide results that evening.

Ms. Keeffe made a motion that Mr. Karpinski draft a letter on behalf of the Board to change/modify the proposed regulation to the special elections process. The motion was seconded by Mrs. Khozeimeh and passed unanimously.

Mr. Karpinski reported that the SBE will propose a new subtitle and regulation change to implement same day registration and address changes during early voting (provided to the Board in advance). He added that MVA will perform an update every day during Early Voting that will link to the pollbooks. Therefore, the pollbook will indicate if a person is eligible to register to vote according to MVA data. An eligible voter is described as a "Pre-qualified voter" who will demonstrate "proof of residency" [as defined under federal law] and then would be able to vote a "regular ballot." An ineligible voter - not showing in the pollbook as pre-qualified voter and/or cannot demonstrate "proof of residency" - would be provided a provisional ballot. Mr. Naimon noted that the pre-qualified list provided by MVA is not in the statute, but added by SBE or MVA. Mr. Naimon further notes that the pre-qualified voter list may not be accurate. For example, a voter may not show up on the pre-qualified list but have a valid driver's license. Mr. Karpinski acknowledged that same day voter registration will depend heavily on MVAs pre-qualified list. Mr. Naimon questioned how the pre-qualified list is created and how the BOE could further inquire about its creation to ensure its accuracy.

Ms. Jurgensen clarified that the State Epic server used to download the pollbooks is information primarily from MDVoters. Ms. Keeffe noted that there will be no other way to verify/check the information instantly than to use the pre-qualified list in the pollbook. Mr. Naimon suggested that staff ask the SBE Board how the pre-qualified lists are created. Mr. Karpinski stated that he will work with Ms. Jurgensen on the inquiry and respond to the Board.

Old Business

Ms. Jurgensen reported that Ms. McLaughlin provided a report on the meeting with MCPS Superintendent Bowers and the partnership between the Board of Elections and Montgomery County Public Schools in advance (incorporated as attachment D.)

Ms. Jurgensen stated the Mr. Zelaya, Outreach Coordinator, will be the point of contact for Montgomery County Public Schools regarding Voter Registration and Mrs. Rzeszut, Operations Manager, will be the point of contact for facility/operation/leasing issues.

2016 Election Preparation

Early Voting Centers (Incorporated as Attachment E)

Ms. Jurgensen provided a list of potential 2016 Early Voting centers. She confirmed that the Wheaton Community Center, as well as Wheaton Library, will be closed for construction for the 2016 election. No other early voting sites have been submitted for consideration to date. Ms. Jurgensen requested that the Board Attorney begin the MOU process with Montgomery County Government, the City of Gaithersburg, and Wheaton Volunteer Fire and Rescue Squad. The MOU process is the contractual agreement to lease the space and any other duties or processes to lease the property for Early Voting and Election Day. Mrs. Rivera-Oven asked if the majority of funding for the Wheaton Volunteer Fire and Rescue Squad came from County funds, and could the county assist in negotiating a reasonable cost. Ms. Jurgensen responded that according to the Wheaton Volunteer Fire and Rescue Squad, they have offered a reduced rate of \$10,000 for the Primary and \$10,000 for the General. Ms. Jurgensen stated that without an MOU, negotiations are limited; Mr. Subin stated that he will follow up with County facilities about the lease of Wheaton Volunteer Fire and Rescue Squad.

Mrs. Rivera-Oven and Mr. Naimon inquired why the Board is waiting to reserve the Wheaton Volunteer Fire and Rescue Squad. Mrs. Khozeimeh stated that no final decisions can be made prior to the Public Hearing on September 12. Ms. Jurgensen stated that if the Board chooses to support the fourteen sites, staff will ask Wheaton Volunteer Fire and Rescue Squad to hold the facility and contact us if there is a conflict during Early Voting. Ms. Keeffe inquired if all the sites proposed have connectivity. Ms. Jurgensen responded that all sites proposed had no connectivity issues in 2013. With a new voting system, and new servers, booster antennas, and a new configuration for pollbooks, there may be possible issues. At this time, SBE believes that the investment made on new technology will meet the requirements. Mr. Shalleck inquired if there were any additional sites for staff to review.

Ms. Khozeimeh made a motion to adopt the fourteen potential 2016 Early Voting sites the Board is considering, that they be published, and the public be informed. The motion was seconded by Ms. Keeffe. The motion was passed unanimously.

Mrs. Rivera-Oven asked that BOE staff inquire into reserving the Wheaton Volunteer Fire and Rescue Squad and if a deposit is needed to ensure the site is reserved. Ms. Jurgensen requested that she have time to discuss the lease with Mr. Subin and contact Wheaton Volunteer Fire and Rescue Squad to hold the facility for the Early Voting dates in 2016.

The Board noted that sites may be added or taken off the potential list prior to final approval.

New Voting System Update

Ms. Jurgensen reviewed significant dates with the Board:

- Testing of software fix to be completed by August 17, 2015.
- Commence re-installing software to the voting system by September 3, 2015; SBE expects it will take 24 days to complete project.
- Commence delivery of voting equipment and carts soon after completion of acceptance testing.
- Training on ES&S ElectionWare for Montgomery County will be September 14 through 15.
- Train the Trainer will be November 16 through December 16.
- Filing deadline for candidates is February 3, 2016.
- Ballot proofing will be February 5, 2016.
- Overseas ballots mailed/e-mailed March 12, 2016.
- Early Voting April 14 through 21, 2016.
- Election Day April 26, 2016.

Mock Election

Ms. Jurgensen reported that the mock election will occur October 19 through 23, 2015. She stated that SBE has now decided to close the testing process, due to operational issues faced. Board members are welcome to attend and participate as well as local party representatives. Public interaction testing will occur at a later date. She added that Montgomery County will have two early voting centers and one precinct open during the mock election. Ms. Jurgensen clarified that the operational piece will be tested during the mock election. Ms. McLaughlin noted that BOE intends to test equipment with voters and election judges at a later date; however, SBE is running the mock election and they have decided to run the testing in a controlled environment. Mr. Naimon inquired if members of the public may observe any one of the two locations. Ms. Jurgensen responded yes - Early Voting will be Tuesday, October 20, held for two hours in the morning and two hours in the afternoon, Wednesday will be the simulated bulk upload, and Election Day will be Thursday, October 22, held for two hours. Same Day Voter Registration simulations will also be conducted during the mock election - Early Voting.

Voter Outreach

Ms. Jurgensen reported that the SBE will permit Local Boards of Elections to develop handouts for public education events. Handouts must be approved by State Board staff prior to distribution.

State Board staff has developed a bi-lingual English/Spanish ballot that will be provided soon to Montgomery County, hopefully the week of July 27, 2015. This will permit Montgomery County to demonstrate the new voting system with a ballot.

Ms. Jurgensen stated the SBE expressed the need for local boards to send letters urging the Board of Public Works to reconsider the June 2015 action related to the RFP for public education. She added that SBE is in discussion with the Attorney General's Office and IT to see if the scope of the contract may be reduced. Ms. Jurgensen stated that once the letter from SBE to the Board of Public works is sent, Mr. Karpinski would assist with drafting a letter on behalf of the Board asking them to reconsider funds for outreach. The Board agreed to have a letter drafted once the SBE letter is sent and received by the BOE.

Pilot Election

Ms. Jurgensen reported that the City of Rockville will operate their election using the new equipment at no additional cost to the City or the County. ES&S will now be performing the ballot programming, not SBE as originally planned.

New Business

Communication and Outreach Strategy

Ms. Jurgensen and Ms. McLaughlin reviewed a power point presentation outlining the Communication Strategy and Outreach Plan for the 2016 Election. The Board thanked Ms. Jurgensen and Ms. McLaughlin for their impressive presentation.

Ms. Jurgensen noted that the BOE would like to have an outreach launch event on September 23, to coincide with National Voter Registration Day. However, there are some challenges with this date. The Board recommended September 17 (Constitution Day). Staff will reach out to County Executive Leggett and Prince George's County Executive Baker and its Board, to check availability and schedule an appropriate date.

The Board acknowledged Bertha Flores, assistant to Nancy Navarro, who asked that the Board consider a proclamation for the dates recommended, noting that Councilmember Navarro would support it. The Board agreed to invite the Council members to the launch date. Ms. Keeffe noted that if equipment is not ready for demonstration for the launch date, then a video and or brochures should be made available.

The Board briefly discussed the new term Election Judge Worker.

Mrs. Rivera-Oven suggested adding "seeking fluent Spanish speakers" in the new election worker flyer.

Mr. Shalleck asked that Ms. Flores thank Ms. Navarro for her strong support of the Board of Elections.

Mr. Shalleck inquired when the communication and outreach plan will be sent the Council. Ms. Jurgensen responded that the presentation has not been approved by SBE and additional information needs to be added. The Board agreed that the power point presentation be forwarded to the Council once staff has added the information. Ms. Jurgensen agreed.

Mr. Shalleck stated that, as done in the past, he would like to establish budget and communication sub-committees. Mr. Shalleck asked that Mrs. Khozeimeh be Chair of the Budget sub-committee and Mr. Vincent be Chair of the Communications/Outreach sub-committee. The Board agreed to discuss further appointees to sub-committees at the August Board meeting.

Future Meetings

The Board confirmed that the August 31, 2015, no longer be tentative.

- A. August 31, 2015
- B. September 12, 2015 – Public Hearing
- C. September 14, 2015
- D. October 19, 2015
- E. November 16, 2015
- F. December 21, 2015 - tentative

Ms. Keeffe inquired when Early Voting information will be posted to the website; Ms. Jurgensen stated that information was posted Friday. A new tab will be added for the new voting system and Early Voting site information will also be added. Mr. Naimon asked that the chart he created with data provided by BOE be posted to the website.

With no further items to discuss, Ms. Khozeimeh made a motion to go into Executive Session. The motion was seconded by Ms. Keeffe and passed unanimously.

Report on Executive Session

The Montgomery County Board of Elections convened in Executive Session at 5:25 p.m., pursuant to State Government Article 10-508(a)(13) to discuss the Future Fiscal Impact and Executive Session minutes.

The Montgomery County Board of Elections met in closed session on this date. The following members of the Board and staff were in attendance: Jim Shalleck, Nahid Khozeimeh, Alexander Vincent, Mary Ann Keeffe, David Naimon, Graciela Rivera-Oven, Margaret Jurgensen, Alysoun McLaughlin, Marjorie Roher, Lisa Merino, and Board Attorney Kevin Karpinski.

The Board discussed the Future Fiscal Impact statement for the FY17 Operating Budget.

The Board reviewed the Executive Session minutes.

APPROVED

With no further business, the Executive Session was adjourned and the Board reconvened in Regular Session.

Approval of Executive Session Minutes

Mrs. Khozeimeh made a motion to accept the Executive Session minutes. The motion was seconded by Ms. Keeffe and passed unanimously.

The Board agreed to post the Early Voting sites as well as Mr. Naimon's spreadsheet on the website.

Adjournment

Ms. Khozeimeh moved to adjourn the meeting. The motion was seconded by Ms. Keeffe and carried unanimously. The meeting adjourned at 5:58 p.m.

Respectfully Submitted,



Lisa Merino
Office Services Coordinator

APPROVED BY THE BOARD:



Jim Shalleck
President

Montgomery County Board of Elections Director's Report July 24 2015

There will be a need to hold an Executive Session to discuss the Future Fiscal 2017 Impact request for the upcoming fiscal year.

Director's Status Report

A. Personnel

The Board has reactivated 14 individuals working full and part-time to assist in election preparations. The tasks included moving equipment and materials in the warehouse and assisting with polling place surveys. This is short term project with finish date of September 9 2015.

State Board held training on the DS 200 and Express Vote Unit. Staff attended training.

B. Budget

County Council has not completed their deliberations on the FY 16 County Executive's Savings Plan. The Council will meet on Tuesday, July 28, 2015 and will recess until September 11 2015.

Ms. Roher provided spread sheets related to the budget in the advance packet.

C. Voter Registration

The staff received additional ERIC data information for processing as well as cancellations from Delaware and North Carolina. Monthly statistics are posted at the beginning of each month.

D. State Board of Elections

State Board of Elections (SBE) met on July 22 2015. The Board is drafting a letter for submission to the three members of the Board of Public Works to reconsider the motion and support the creative consultants RFP for public education for the new voting system. The State Board encourage the local boards of elections to send letters to re-instate the funding. The agency meeting the requirements of the bid process will develop a communication plan for the State Board of Elections. The State Board members directed the staff to determine if the contract could be reduced in scope to minimize cost. The State Board staff and Deputy Attorney General stated they would investigate that possibility and provide this information to the SBE members this week.

The agenda presented to the State Board members the regulations for same day voter registration. The proposed regulations were laid over for deliberation at the August 27 2015 meeting. Kevin Karpinski is prepared to discuss this matter with the Board today.

State Board members were briefed on the information related to the software with the new voting system. Board members were advised that the software fix was at the testing laboratory and is moving forward as expected. No new problems have been discovered. The State Administrator provided background on the problem related to the transmission of election results and the Election Assistance Commission (EAC) rule related to modem transmission of results. The new EAC members have been advised of problems and are aware of the issue and impact to Maryland elections reporting. It is expected to be a topic for further discussion by the EAC.

The State of Maryland Dept. of Information Technology (DoIT) is managing the New Voting System contract. The assistance of the agency is to aid the Board of Elections with implementation and contract issues as the project continues to roll out.

Board Attorney Report – Kevin Karpinski

1. Same Day Voter Registration regulations
2. Special Election by Mail regulations

Old Business

- A. Board of Education Meeting

2016 Election Preparations

- A. Early Voting Centers
 1. List of locations in advance packet
 2. Permit public testimony on August 31, 2015 meeting
 3. Public hearing September 12, 2015 at Executive Office Bldg. Auditorium
 4. Final day to receive testimony is Monday, September 15, 2015
 5. September 21, 2016 Early Voting Center Recommendations
- B. New Voting System

SBE Staff and Election Directors Meeting on July 23 2015 regarding New Voting System

1. Introduced the Dept. of Information Technology staff assisting the SBE staff.
- 2.

Significant dates

- Testing of software fix completed – projected to be August 17 2015
- Commence re-installing software to voting system September 3, 2015 with expectation it will take 24 days to complete project.
- Commence delivery of voting equipment and carts as quickly as possible upon completion of acceptance testing
- Training on ES&S ElectionWare for Montgomery County September 14-15
- Train the Trainer begins November 16 thru December 16.
- Filing Deadline for candidates February 3, 2016
- Ballot proofing February 5 2016
- Overseas ballots mailed/e-mailed March 12 2016
- Early Voting April 14 – 21, 2015
- Election Day April 26 2016

Mock Election – October 19 – 23

- Closed testing process to allow the SBE and LBE staff to test operational aspects of all the systems, the Pollbooks, ExpressVote and DS 200. Board members are welcome to attend or participate. Montgomery County will have two early voting centers and one precinct in this mock election.
- Testing for voter interactive experiences and time trials will occur later.
- TBD – planning session and content of test

Voter Outreach

State Board will permit the Local Boards of Elections to develop handouts for public education events. It must be approved by the State Board staff prior to distribution.

State Board staff have developed a bi-lingual English/Spanish ballot that will be provided to Montgomery County very soon; their goal is the week of July 27 2015. This will permit Montgomery to demonstrate the unit with a ballot.

State Board staff developing an in-house logo and shared with meeting attendees. This is a preliminary draft and not a final.

State Board staff discussed SBE meeting and the need to send letters urging the Board of Public Works to reconsider the June 2015 action related to the RFP for public education.

Electronic Pollbooks

The contract to upgrade software and to fix the pollbooks is expected to finalize in the near future. When this is completed, SBE will accept delivery of units that need repair. TBD is the software upgrade schedule. Montgomery County has 32 units needing repair.

Express Vote Booth and ADA table

The State Board has finalized the ExpressVote unit stand and ADA table. The contract will go forward to the Board of Public Works. DoIT is working with staff to finalize.

Pilot Election

City of Rockville will have their election using the new equipment at no cost to the City or the County. ES&S will perform the ballot programming not SBE.

New Business

Communication Strategy and Outreach Plan

- A. Powerpoint presentation at meeting

FY15 OPERATING BUDGET SPREADSHEET
Through June 30, 2015 (As of July 6, 2015)

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
PERSONNEL COSTS	3,703,256	3,469,181
5A001 - Salaries & Wages	3,022,390	2,822,353
50010 - Full Time Salaries	1,927,788	1,745,832
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	712,981
60168 - Temporary Office Clerical (moved from OP for clarity)	201,329	111,816
SUBTOTAL FOR TEMPORARY PERSONNEL	850,289	824,797
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	251,724
5A002 - FICA	209,979	220,767
5A003 - Group Insurance	286,432	266,303
5A004 - Group Retirement	184,455	159,759
OPERATING EXPENSES	3,760,559	3,755,648
6A001 - Services and Contracts	1,305,634	1,268,762
60060 - Legal/Attorney Services	100,000	80,985
60066 - SBE Program Management	485,370	485,370
60304 - Maintenance - Electrical	0	0
60314 - Maint - Computer Systems	25,000	27,424
60326 - Repair/Maint Agmts - Office Equip	11,000	12,916
60412 - Moving Services	25,000	24,700
60414 - Building Construction	0	4,327
60416 - Building Design	0	0
60530 - Other Professional Services - EJ Stipend	624,764	598,540
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	34,500
6A002 - Maintenance	115,233	115,233
61010 - Computer Equip Repairs/Maint (EPB)	115,233	115,233
6A003 - Rentals/Leases	1,306,165	1,305,898
61902 - Furniture Rentals (Polling Place)	7,000	6,734
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	0
61924 - Other Equipment Rentals (MDVoters)	864,766	864,766
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	24,500
61932 - Other Rentals/Leases (DREs)	409,899	409,898
New Voting System (Optical Scan)	0	0
6A004 - Office Supplies & Equipment (<\$5,000)	185,600	182,974
62010 - General Office Supplies+	84,140	77,301
62016 - Computer Supplies	5,000	5,000
62018 - Computer Equip (<\$5,000)	28,000	28,000
62022 - Paper and Supplies for Copiers	0	4,184
62028 - Other Supplies & Equipment	68,460	68,488
6A011 - Books, Videos, and Subscriptions	3,500	4,048
62700 - Books/Reference Materials	2,500	2,115
62712 - Other Books, Videos, and Subscriptions	1,000	1,933
6A012 - Other Supplies/Materials/Equipment	133,584	135,970
62826 - Keys and Locks	0	2,385
62946 - Charges from SBE	133,584	133,584
6A013 - Printing/Central Duplicating Services	172,115	174,408
63016 - Imaging	35,380	6,533
63018 - Document Shredding	0	301
63020 - Office Mach. Cop. Leasing (see 61904)	11,760	17,506
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	150,068
Mandated Legal Requirements		
Charges from SBE		
Election Specific Costs		
Personnel Charges		
Temporary Personnel Charges		
Overtime Costs		
Benefits		

FY15 OPERATING BUDGET SPREADSHEET
Through June 30, 2015 (As of July 6, 2015)

LINE ITEM	FY15 APPROVED	FY15 YEAR TO DATE*
6A014 - Outside Printing	105,550	105,015
63100 - Outside Printing/Copying	550	15
63104 - Sample Ballot Printing	105,000	105,000
6A015 - Mail	138,361	139,843
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	36,005
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	21,081
63206 - Inter-Office Mail/Pony Charge	750	2,756
63208 - Other - Mail (Sample Ballot Postage)	80,000	80,000
6A016 - Outside Postage and Mail	38,000	85,568
63300 - Outside Mail Services (VNCs and all other postage)	37,500	85,301
63304 - Other Outside Mail Services	500	266
6A017 - Motor Pool	29,114	12,521
63500 - Assigned Motor Pool Vehicles	25,614	5,092
63504 - Daily Rental Motor Pool	3,500	7,239
63506 - Other Motor Pool Charges	0	0
63508 - MP EZPASS Charges	0	190
6A018 - Communications Services	150,399	176,774
63600 - Local Telephone Service Charges	25,000	70,097
63604 - Cellular Phone Line Charges	6,800	2,454
63618 - Blackberry Charges (smart phones)	9,000	8,152
63624 - Communication Circuits	27,729	20,550
63626 - Communication Modems (SBE)	24,870	18,521
63634 - Other Communication Services (PP Phone Lines)	57,000	57,000
6A020 - Charges from Others	26,148	54
63810 - Charges for Facility Maintenance	26,148	54
6A021 - Travel	13,996	17,922
64010 - Metropolitan Area Travel	7,996	12,953
64012 - Non-Metropolitan Area Travel	6,000	4,969
6A022 - Education, Tuition, and Training	10,125	7,446
64100 - Local Conference Related	2,000	2,628
64120 - Other Education, Tuition, & Training	8,125	4,818
6A023 - Dues/Memberships	2,000	2,559
64200 - Professional Memberships (Individual)	2,000	2,559
6A024 - Advertising	20,036	16,177
64300 - Advertising - Jobs	0	0
64304 - Advertising - Marketing/Sales	20,036	16,177
6A099 - Miscellaneous Operating Expenses	5,000	4,477
69999 - Other Misc Operating Expenses	5,000	4,477
DEPARTMENTAL TOTAL	7,463,816	7,224,829
Balance Remaining for Late Invoices/Charge Backs		238,986
* Included prior year encumbrances		
+ 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		

FY16 STAFF BUDGET REQUEST
July 1, 2015 - June 30, 2016 - Presidential Primary Election (w/new Voting System)

LINE ITEM	FY15 APPROVED	FY16 MARC	OMB MANDATED 3% MARC REDUCTION	FY16 CC Approved	OMB REQUESTED 2% Reduction	FY15 - FY16 DIFFERENCE	FY16 FINAL (IF REDUCTIONS ARE TAKEN)	COMMENTS
PERSONNEL COSTS	3,685,082	3,098,033		3,931,173	-140,000	108,205	3,791,173	
5A001 - Salaries & Wages	3,004,216	2,417,167		3,232,848	-140,000	90,746	3,092,848	
50010 - Full Time Salaries	1,910,342	1,946,280		1,991,886		81,544	1,991,886	
50012/50020 - Part Time Salaries/Seasonal Temps	648,960	648,960		791,048	-135,000	7,088	656,048	Removal of CC Reconciliation List Items
60168 - Temporary Office Clerical (moved from OP for clarity)	200,601	200,601		200,601		0	200,601	
SUBTOTAL FOR TEMPORARY PERSONNEL	849,561	849,561		991,649	-135,000	7,088	856,649	
50324 - Overtime (includes emergency, multi-lingual & holiday)	244,313	244,313		249,313	-5,000	0	244,313	Removal of CC Reconciliation List Items
5A002 - FICA	209,979	209,979		218,236		8,257	218,236	
5A003 - Group Insurance	286,432	286,432		305,315		18,883	305,315	
5A004 - Group Retirement	184,455	184,455		174,774		-9,681	174,774	
OPERATING EXPENSES	3,040,356	2,766,379		2,625,178	-266,256	-616,434	2,358,922	
6A001 - Services and Contracts	1,133,723	1,133,723		1,108,723	-467	-25,467	1,108,256	
60060 - Legal/Attorney Services	100,000	100,000	-25,000	75,000		-25,000	75,000	
60066 - SBE Program Management	313,459	313,459		313,459		0	313,459	
60304 - Maintenance - Electrical	0	0		0		0	0	
60314 - Maint - Computer Systems ***	25,000	25,000		25,000		0	25,000	
60326 - Repair/Maint Agmts - Office Equip	11,000	11,000		11,000		0	11,000	
60412 - Moving Services	25,000	25,000		25,000		0	25,000	
60414 - Building Construction	0	0		0		0	0	
60416 - Building Design	0	0		0		0	0	
60530 - Other Professional Services - EJ Stipend	624,764	624,764		624,764	-467	-467	624,297	Alternate reduction suggestion*
60532 - Other Non-Professional Services (includes EJ mod.)	34,500	34,500		34,500		0	34,500	
6A002 - Maintenance	85,000	150,000		150,000	-65,000	65,000	85,000	Alternate reduction suggestion*
61010 - Computer Equip Repairs/Maint (EPB) ***	85,000	150,000		150,000	-65,000	0	85,000	
6A003 - Rentals/Leases	844,021	531,500		531,500	-128,128	-440,649	403,372	
61902 - Furniture Rentals (Polling Place)	7,000	7,000		7,000		0	7,000	
61904 - Copiers, Fax, Mailing Machine Rentals (see 63020)	0	0		0		0	0	
61924 - Other Equipment Rentals (MDVoters)	500,000	500,000		500,000	-128,128	-128,128	371,872	Staff Recommended Reduction
61926 - Bldg or Space Rental/Leases (Pol. Place)	24,500	24,500		24,500		0	24,500	
61932 - Other Rentals/Leases (DREs) ***	312,521	0		0		-312,521	0	
New Voting System (OS)	0	0		0		0	0	*

* SBE informed BOE in March to expect to be billed at least \$2,476,664 in FY16 (does not include blue boxes, memory sticks, & other unidentified items).

FY16 STAFF BUDGET REQUEST
July 1, 2015 - June 30, 2016 - Presidential Primary Election (w/new Voting System)

LINE ITEM	FY15 APPROVED	FY16 MARC	OMB MANDATED 3% MARC REDUCTION	FY16 CC Approved	OMB REQUESTED 2% Reduction	FY15 - FY16 DIFFERENCE	FY16 FINAL (IF REDUCTIONS ARE TAKEN)	COMMENTS
6A004 - Office Supplies & Equipment (<\$5,000)	185,600	139,144		125,004	-28,000	-88,596	97,004	
62010 - General Office Supplies+	84,140	84,140	-14,140	70,000		-14,140	70,000	
62016 - Computer Supplies	5,000	5,000		5,000		0	5,000	
62018 - Computer Equip (<\$5,000)	28,000	28,000		28,000	-28,000	-28,000	0	Alternate reduction suggestion*
62022 - Paper and Supplies for Copiers	0	0		0		0	0	
62028 - Other Supplies & Equipment ***	68,460	22,004		22,004		-46,456	22,004	
6A011 - Books, Videos, and Subscriptions	3,500	3,500		3,500	0	0	3,500	
62700 - Books/Reference Materials	2,500	2,500		2,500		0	2,500	
62712 - Other Books, Videos, and Subscriptions	1,000	1,000		1,000		0	1,000	
6A012 - Other Supplies/Materials/Equipment	77,668	77,668		77,668	0	0	77,668	
62826 - Keys and Locks	0	0		0		0	0	
62946 - Charges from SBE	77,668	77,668		77,668		0	77,668	
6A013 - Printing/Central Duplicating Services	172,115	172,115		169,336	0	-2,779	169,336	
63016 - Imaging + Document Shredding (63018)	35,380	35,380		35,380		0	35,380	
63020 - Office Machines/Copier Leases (see 61904)	11,760	11,760		11,760		0	11,760	
63022 - Other Central Dup Svc - Printing (all printing costs)	124,975	124,975		122,196		-2,779	122,196	
6A014 - Outside Printing	105,550	100,550		100,550	0	-5,000	100,550	
63100 - Outside Printing/Copying	550	550		550		0	550	
63104 - Sample Ballot Printing	105,000	100,000		100,000		-5,000	100,000	
6A015 - Mail	138,361	138,361		136,361	-10,000	-10,000	128,361	
63200 - Central Dup - Postage - Bulk (services, NO postage)	36,530	36,530		36,530		0	36,530	
63202 - Central Dup - Postage - Individual (PO Box rental)	21,081	21,081		21,081	-10,000	-10,000	11,081	Alternate reduction suggestion*
63206 - Inter-Office Mail/Pony Charge	750	750		750		0	750	
63208 - Other - Mail (Sample Ballot Postage)	80,000	80,000		80,000		0	80,000	
6A016 - Outside Postage and Mail	38,000	38,000		38,000	0	0	38,000	
63300 - Outside Postage (VNCs and all other postage)	37,500	37,500		37,500		0	37,500	
63304 - Other Outside Mail Services (FedEx)	500	500		500		0	500	
6A017 - Motor Pool	29,114	29,114		10,832	0	-18,282	10,832	
63500 - Assigned Motor Pool Vehicles	25,614	25,614	-15,000	8,832		-16,782	8,832	
63504 - Daily Rental Motor Pool + Other MP Charges (63506)	3,500	3,500	-1,500	2,000		-1,500	2,000	
63508 - MP EZPASS Charges		0		0		0	0	

FY16 STAFF BUDGET REQUEST
July 1, 2015 - June 30, 2016 - Presidential Primary Election (w/new Voting System)

LINE ITEM	FY15 APPROVED	FY16 MARC	OMB MANDATED 3% MARC REDUCTION	FY16 CC Approved	OMB REQUESTED 2% Reduction	FY15 - FY16 DIFFERENCE	FY16 FINAL (IF REDUCTIONS ARE TAKEN)	COMMENTS
6A018 - Communications Services	150,399	175,399		99,399	-7,000	-58,000	92,399	
63600 - Local Telephone Service Charges	25,000	50,000		50,000		25,000	50,000	
63604 - Cellular Phone Line Charges	6,800	6,800	-4,000	2,800		-4,000	2,800	
63618 - Blackberry Charges (smart phones)	9,000	9,000		9,000		0	9,000	
63624 - Communication Circuits	27,729	27,729	-12,000	15,729		-12,000	15,729	
63626 - Communication Modems (SBE)	24,870	24,870	-20,000	4,870		-20,000	4,870	
63634 - Other Communication Services (PP Phone Lines)	57,000	57,000	-40,000	17,000	-7,000	-47,000	10,000	Alternate reduction suggestion*
6A020 - Charges from Others	26,148	26,148		11,148	0	-15,000	11,148	
63810 - Charges for Facility Maintenance	26,148	26,148	-15,000	11,148		-15,000	11,148	
6A021 - Travel	13,996	13,996		23,996	-10,000	0	13,996	
64010 - Metropolitan Area Travel	7,996	7,996		17,996	-10,000	0	7,996	Removal of CC Reconciliation List Items
64012 - Non-Metropolitan Area Travel	6,000	6,000		6,000		0	6,000	
6A022 - Education, Tuition, and Training	10,125	10,125		10,125	-6,125	-6,125	4,000	
64100 - Local Conference Related	2,000	2,000		2,000		0	2,000	
64120 - Other Education, Tuition, & Training	8,125	8,125		8,125	-6,125	-6,125	2,000	Alternate reduction suggestion*
6A023 - Dues/Memberships	2,000	2,000		2,000	0	0	2,000	
64200 - Professional Memberships (Individual)	2,000	2,000		2,000		0	2,000	
6A024 - Advertising	20,036	20,036		20,036	-10,036	-10,036	10,000	
64304 - Advertising - Marketing/Sales	20,036	20,036		20,036	-10,036	-10,036	10,000	Alternate reduction suggestion*
6A099 - Miscellaneous Operating Expenses	5,000	5,000		5,000	-1,500	-1,500	3,500	
69999 - Other Misc Operating Expenses	5,000	5,000		5,000	-1,500	-1,500	3,500	Alternate reduction suggestion*
TOTAL REQUEST	6,725,438	5,864,412	-146,640	6,556,351	-406,256	169,087	6,150,095	

+ Includes office supplies, polling place supplies, and office furniture

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

*Total of Alternate Reduction Suggestions = \$126,126; the \$150,000 in reconciliation list items has not been transferred to our budget and, therefore, an alternate for that amount is not applicable at this time.

Notes of Meeting with Montgomery County Public Schools – July 7, 2015

Notes as of July 20, 2015

Participants:

Montgomery County Board of Elections

Jim Shalleck, President

Mary Ann Keeffe, Secretary

David Naimon, Board Member

Alysoun McLaughlin, Deputy Election Director

Montgomery County Public Schools

Larry Bowers, Interim Superintendent

Arronza LaBatt, Executive Director of School Support and Improvement

Ruschelle Reuben, Executive Director of School Support and Improvement

Katie Rossini, Student Leadership Coordinator

Purpose:

Members of the Board of Elections and Interim Superintendent Bowers met to discuss current partnerships between the Board of Elections and Montgomery County Public Schools to equip students to participate in their government, including registering students to vote and recruiting and training students to serve as registrars, Election Judges and Student Election Aides.

Summary:

Board of Elections members and staff expressed gratitude to the Interim Superintendent for Montgomery County Public Schools' ongoing support, and for the dedication and efforts of MCPS personnel to provide students with opportunities to register to vote and to serve their community through the Future Vote and Election Judge programs.

Board of Elections members discussed concerns that had prompted the request for the meeting, regarding apparent low participation numbers for some high schools in the spring high school voter registration program. MCPS and BOE staff discussed reasons for the apparent decrease in participation, including:

- Increased opportunities, since the program was begun in 1971, for students to register at other times of the year, such as by preregistering to vote when the student obtains a driver's license or ID at the Motor Vehicle Administration and through the State of Maryland's online voter registration website;
- Increases in other voter registration activity occurring on school property, including third party voter registration through student organizations and in social studies

classes, and the Board of Elections' own school-based efforts to recruit students to participate in the Future Vote and Election Judge programs; and

- The timing of the recent decrease in voter registration between presidential years, when the Board of Elections sees a lull in adults, as well as students, registering to vote.

MCPS personnel discussed the findings of recent contact with school personnel, which confirmed that the participation figures for the spring drive understate the amount of voter registration activity that is going on in the schools. They have confirmed that many schools did, in fact, conduct a voter registration drive, even though they have no measured activity through the spring drive program.

MCPS personnel stated that Katie Rossini, Student Leadership Coordinator, will be working with schools to develop a new method of measuring voter registration activity in the schools, with the intent of capturing total participation figures rather than measuring only one program. MCPS and BOE personnel will also work toward identifying a single point of contact for each school, to facilitate both measurement and coordination of activities.

Meeting participants discussed available data and possible ways of measuring student voter registration and registration activity. BOE personnel noted that a CD had been provided to MCPS personnel containing public voter registration records to compare against MCPS records. After discussion about potential privacy concerns, it was agreed that BOE would retrieve the CD from MCPS and an analysis of public voter registration records against MCPS student data would not be conducted at this time.

Meeting participants discussed the timing of the spring voter registration drive, specifically that in the 2015-2016 school year, the date will need to be changed to accommodate voter registration deadlines for the presidential primary election. After discussion about potential dates and the pros and cons of each, it was agreed that the drive will be conducted before between November 30 and December 15 for the 2015-2016 school year and that, in for the 2016-2017 school year, MCPS will consider conducting the drive between September 19 and October 7 in anticipation that nationwide voter registration drives will occur around National Voter Registration Day (September 23, 2016).

After discussion about the dates and times of student registrar training, it was agreed that MCPS and BOE personnel will explore conducting training on multiple dates and in multiple locations, rather than having one coordinated date and location for training and making individual arrangements with schools for makeup training. In addition, it was agreed that MCPS and BOE personnel will explore ways of providing the training online.

After a discussion about voter education and recent changes in state law, MCPS personnel stated that Katie Rossini, Student Leadership Coordinator, will be meeting with personnel who are responsible for the social studies curriculum to ensure that the information that students are receiving in their national, state and local government course is consistent with voter

education being provided by the Board of Elections. MCPS personnel will also work with the Board of Elections to explore ways of encouraging student peer-to-peer voter education, such as videos, and to explore whether students would be interested in creating videos or other materials that the Board of Elections can use as a part of its voter education activity.

Board of Elections members reiterated their gratitude to Interim Superintendent Bowers and expressed appreciation for the ongoing work of MCPS personnel, in partnership with BOE personnel, to equip students to participate in their government.

Potential 2016 Early Voting Centers

Center	Type	Name	Room	Address		
1	County	Mid-County Community Rec Center	Social Hall	2004 Queensguard Road	Silver Spring	20906
2	County	Executive Office Building	Auditorium	101 Monroe Street	Rockville	20850
3	County	Germantown Community Rec Center	Social Hall	18905 Kingsview Road	Germantown	20874
4	County	Marilyn J. Praisner Community Center	Social Halls, Rm A&B	14906 Old Columbia Pike	Burtonsville	20866
5	County	Silver Spring Civic Building	Great Hall	One Veterans Place	Silver Spring	20910
6	City	Activity Center at Bohrer Park	Social Halls A, B, C	506 South Frederick	Gaithersburg	20877
7	County	Damascus Community Rec Center	Social Hall	25520 Oak Drive	Damascus	20872
8	County	Jane E. Lawton Community Rec Center	Social Hall	4301 Willow Lane	Chevy Chase	20815
9	Private	Wheaton Fire Station Ballroom	Social Hall	2400 Arcola Ave	Wheaton	20902
10	County	Bauer Community Rec Center	Social Hall	14625 Bauer Drive	Rockville	20853
11	County	Bethesda-Chevy Chase Regional	Rooms A, B, & C	4805 Edgemoor Lane	Bethesda	20814
12	County	Longwood Community Rec Center	Social Hall	19300 Georgia Avenue	Brookeville	20833
13	County	Potomac Community Rec Center	Social Hall	11315 Falls Road	Potomac	20854
14	County	White Oak Community Rec Center	Social Hall A & B	1700 April Lane	Silver Spring	20904

July 15, 2015