

# FREDERICK COUNTY BOARD OF ELECTIONS

The Bourne Building  
355 Montevue Lane, Suite 101  
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## MINUTES of the October 4, 2017 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 12:30 PM, in Room 108 of the Bourne Building at 355 Montevue Lane by the Board President, Mrs. Mary Lou Green.

### PRESENT:

Mary Lou Green, President	Stuart Harvey, Election Director
Mark P. Jeffers, Jr., Vice President	Noreen L. Schultz, Deputy Director
Lawrence C. Hill, Secretary	Bud Otis, County Council Liaison
William L. Woodcock, Board Member	Deborah Carter, Dem Central Committee (Guest)
Carlotta C. Joyner, Board Member	
Daniel B. Loftus, Board Attorney	

### APPROVAL OF MINUTES FOR SEPTEMBER 5, 2017 BOARD MEETING:

Mr. Woodcock made a motion to approve as written the minutes of the September 5, 2017 board meeting. Mr. Jeffers seconded the motion, and it passed unanimously.

### COUNCIL LIAISON COMMENTS:

Mr. Otis expressed support for the Board of Elections efforts throughout the year and had no comments at this time. The Board expressed their appreciation for his continued support.

### ELECTION DIRECTOR'S REPORT:

Mr. Harvey updated the board on progress of the City of Frederick election, and discussed upcoming tasks and events associated with the upcoming City of Frederick's general election.

## OLD BUSINESS

### FY18 BUDGET UPDATE:

Mr. Harvey provided an overview of budget accounts so far in FY18. Mr. Harvey updated the Board on the recovery amount paid to the County from the City of Frederick for staff support and supplies to conduct the city's early voting and primary election.

### 2018 PRECINCTS AND POLLING PLACES

Mr. Harvey discussed adjustments for the 2018 Precincts and Polling places. Due to scheduling conflicts with Middletown Volunteer Fire Company, there won't be a Middletown EV site (EV4) for the 2018 Primary. This EV site will return and is approved for use in the 2018 General Election. The Board insisted that this change must be well advertised. Ms. Joyner made a motion to eliminate Middletown Volunteer Fire Company Activities Building as an Early Voting location for the 2018 Primary Election and reestablish its use for the 2018 General Election. Mr. Woodcock seconded the motion and it passed unanimously.

Mr. Harvey provided an overview of current and possible adjustments and included a proposal to split 02-004, Hillcrest Elementary School, into two precincts, adding precinct 02-009 Butterfly Ridge Elementary School in fall 2018, when Butterfly Ridge opens. The Board tentatively approved the split of Precinct 02-004 in order to create Precinct 02-009. Additionally Precinct 07-001, Urbana Elementary School, is being demolished and rebuilt beginning immediately after the conclusion of the current school year in June 2018, and thus will be unavailable for use as a polling place. Mr. Harvey and Mrs. Schultz surveyed the nearby Urbana Volunteer Fire Company's activities building for use in the Primary Election. Mr. Jeffers motioned to relocate Precinct 07-001 to the Urbana Volunteer Fire Company's activities building for the 2018 Primary Election, and then permanently move Precinct 07-001 to the new Sugarloaf Elementary School for the 2018 General Election and all future elections. Sugarloaf Elementary School will open in fall 2018.

Mr. Harvey and Mrs. Schultz have scheduled a polling place accessibility survey at a newly renovated building at the Church of the Transfiguration in anticipation of using the building for voting in the 2018 elections and all future elections.

#### CITY OF FREDERICK 2017 MUNICIPAL ELECTION:

Mr. Harvey informed the Board about City of Frederick plans to send out a specimen ballot to all city voters before the start of early voting. Mr. Harvey assisted city staff by contacting a printer to quote a price for printing and mailing of the specimen ballots. This assisted the City's Board of Supervisors of Elections to unanimously approve this decision.

There was a discussion about retraining the City's chief and unit election judges. Mr. Harvey encouraged the City's Board to retrain only the chiefs and units to reinforce procedures and explained that it was common for election judges to be retrained between primary and general elections.

Mr. Harvey mentioned that State staff will be working beginning at 6am on November 7, until all results, ballots, and materials are returned to the warehouse that night.

#### VOTER REGISTRATION VOLUNTEER TRAINING:

Mr. Harvey reported on a Voter Registration Volunteer training session for the group Delta Sorority that took place on September 27, 2017 and informed the Board of a training being held on November 21, 2017 for the new Frederick County Republican Women's group.

#### OFFICE RELOCATION:

Mr. Harvey updated the Board on the impending office relocation to 340A Montevue Lane. New furniture will cost approximately \$46,000. Since the County has budgeted \$40,000, the Board will provide the difference from its existing budget.

Office furniture and finishes have been decided on and ordered. Demolition has begun and the move is still anticipated to occur during the month of December 2017.

#### SBE BIENNIAL MEETING:

The biennial SBE meeting is scheduled for October 23, 2017 at 9 am at the Doubletree Hotel in Annapolis. Mr. Harvey distributed a draft agenda. The cost will be \$100 per person. This meeting is mandatory for the Board, director, deputy director, and Board attorney.

#### TOWN OF THURMONT ELECTION

The Town of Thurmont has requested the Frederick County Board of Elections to support their upcoming election. The Town will use two DS200 precinct scanners, and a printed precinct register. The ballot layout is complete and logic and accuracy testing will be performed on October 5. The town of Thurmont has advertised the election and training of five election judges will be held on October 20 at our office. Mr. Harvey also discussed the contract items, and the updated billing of the Town for the election.

(Mr. Otis exited the meeting @ 1:25pm)

NEW BUSINESS

SECURITY BRIEFING:

Mr. Harvey attended a cybersecurity briefing at a joint session of the General Assembly's committees that deal with elections on September 6, 2017 and briefed the Board on items that were discussed.

ELECTION DIRECTORS MEETING:

Mr. Harvey and Mrs. Schultz attended a web meeting of Election Directors and State Board staff on September 28, 2017 and informed the Board on items discussed. One item of interest was the second submission of a Request for Proposal for the packaging and mailing of absentee ballots for the 2018 Primary and General Elections.

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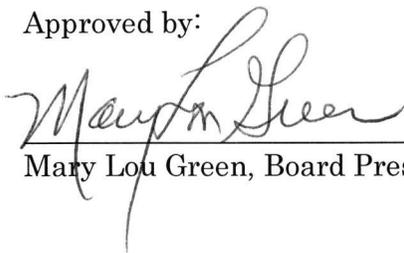
SCHEDULE OF NEXT MEETING: The Board scheduled its next meeting for 12:30 PM on Wednesday, November 15, 2017 in Room 108 of the Bourne Building at 355 Montevue Lane.

ADJOURNMENT: Mr. Jeffers moved to adjourn the meeting at 2:10 PM. Mr. Woodcock seconded the motion and it passed unanimously.

Respectfully submitted,

Noreen L. Schultz  
Deputy Election Director

Approved by:



Mary Lou Green, Board President

11/15/17  
Date