

FREDERICK COUNTY BOARD OF ELECTIONS

The Bourne Building
355 Montevue Lane, Suite 101
Frederick, MD 21702
Telephone: 301-600-8683 FAX: 301-600-2344

MINUTES of the September 5, 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	Marc R. Welch, Election Administrative Assistant
Lawrence C. Hill, Secretary	
William L. Woodcock, Board Member	
Carlotta C. Joyner, Board Member	
Daniel B. Loftus, Board Attorney	

APPROVAL OF MINUTES FOR JULY 5, 2017 BOARD MEETING:

Mr. Woodcock made a motion to approve as written the minutes of the July 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 in preparation of the 2018 Gubernatorial Election.

ELECTION DIRECTOR'S REPORT:

Mr. Harvey updated the board on progress of the City of Frederick election, and reported that the City's Election Board was pleased with the turnout during early voting. Over 700 voters cast their ballots during the two-day early voting period. Numerous candidates for office were present to electioneer.

The Town of Thurmont will be utilizing one DS200 scanner, as well as a printed precinct register for their upcoming election.

Planning for the impending relocation of the office to 340A Montevue Lane, as well as for the 2018 gubernatorial election is beginning.

OLD BUSINESS

FY18 BUDGET UPDATE:

Mr. Harvey provided an overview of budget accounts so far in FY18.

CITY OF FREDERICK 2017 MUNICIPAL ELECTION:

Mr. Harvey informed the Board about City of Frederick polling places for the upcoming Primary Election on September 12, 2017. He also noted that the City's Board of Elections will be present at 4pm on September 12 to tally Early Voting results.

There was a discussion about the City's voter registration numbers, as well as contingency plans due to the impending arrival of Hurricane Irma.

Mr. Harvey mentioned that State staff will be working beginning at 6am on September 12, until all results, ballots, and materials are returned to the warehouse.

VOTER REGISTRATION VOLUNTEER TRAINING:

Mr. Harvey reported a Voter Registration Volunteer training session for a group of African-American sororities will take place on September 27, 2017.

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.

The City has denied the request to add a crosswalk from the elections warehouse to our new office location on the other side of Montevue Lane.

The move is anticipated to occur during December 2017, but if there are delays encountered during remodeling of the location, this would be delayed until after the June 2018 Primary Election.

SBE BIENNIAL MEETING:

The biennial SBE meeting is scheduled for October 23, 2017 at 9 am at the Doubletree Hotel in Annapolis. There will be a draft agenda forthcoming. Cost will be determined. This meeting is mandatory for the Board, director, deputy director, and Board attorney. Other staff may be included depending on the agenda.

OTHER OLD BUSINESS

Mr. Welch provided an update on the plaque to be purchased to honor past Board members. He has received information from the State's appointment offices. The plaque will be purchased and placed in the lobby of the new office.

NEW BUSINESS

BALLOT TO BALLOT AUDIT

SBE asked several counties, including Frederick to participate in a ballot-to-ballot audit for the purpose of verifying the ClearBallot audit performed following the 2016 General Election. Three teams matched ballot images with physical ballots to ensure they were correctly processed by the ClearBallot audit.

(Mr. Loftus exited @ 1:10pm)

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 one DS200 precinct scanner, and a printed precinct register. The Town has opted to not use an ExpressVote BMD. Ballot mockup is complete, pending nominations. Mr. Harvey discussed the contract, and billing of the Town for the election.

(Mr. Otis exited @ 1:23pm)
(Mr. Loftus returned @ 1:25pm)

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. It is expected that this EV site will return for the 2018 General Election. There are no other issues with the other EV sites for 2018. The County is only required to have 3 sites for early voting. Mr. Harvey provided an overview of current and possible adjustments to Election Day polling places and precincts, including a proposal to split 2-4 Hillcrest into two precincts, adding precinct 2-9 Butterfly Ridge. Additionally 7-1 Urbana Elementary School is being demolished and rebuilt beginning immediately after the conclusion of the current school year, and thus will be unavailable for use as a polling place. Mr. Harvey and Mrs. Schultz are investigating using the nearby Urbana Volunteer Fire Company's activities building.

Mr. Harvey will be verifying availability for this site, as well as other private locations for 2018.

2018 ABSENTEE VOTING

The State Board has notified all local boards in Maryland that the contract with Runnbeck for the printing and mailing of absentee ballots has ended, and has not been renewed. This will require the Board to return to a local process for packing and mailing absentee ballots. Mr. Harvey led a discussion of the process.

OPEN MEETING TRAINING

Mr. Harvey provided an overview of new open meeting requirements. Training on the new policies and procedures must be completed by at least one Board member prior to October 1, 2017.

OTHER NEW BUSINESS

Mr. Harvey is attending a cybersecurity briefing at a joint session of the General Assembly on September 6, 2017.

SCHEDULE OF NEXT MEETING: The Board scheduled its next meeting for 12:30 PM on Wednesday, October 4, 2017 in Room 108 of the Bourne Building at 355 Montevue Lane.

ADJOURNMENT AND EXECUTIVE SESSION: At 1:55 PM, Mr. Harvey requested that the Board meet in Executive Session in room 108 of the Bourne Building at 355 Montevue Lane. This action is in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction and Section 3-305 (b)(7) to consult with counsel to obtain legal

advice on a legal matter. Mr. Jeffers moved to adjourn the meeting and proceed to Executive Session. Ms. Joyner seconded the motion and it passed unanimously.

REPORT ON THE EXECUTIVE SESSION

The purpose of this Executive Session was to discuss a personnel matter, as well as obtaining advice of counsel on a legal matter.

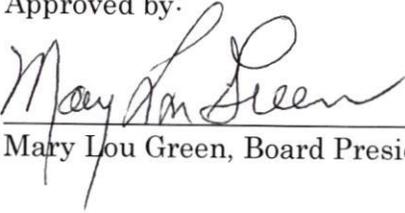
Meeting adjourned at 2:25 PM.

Respectfully submitted,



Marc R. Welch
Election Administrative Assistant

Approved by:



Mary Lou Green, Board President

1/29/18
Date