

FREDERICK COUNTY BOARD OF ELECTIONS

340A Montevue Lane

Frederick, MD 21702

Telephone: 301-600-8683 FAX: 301-600-2344

MINUTES of the April 4, 2018 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 12:32 PM, in Room 119 of the Frederick County Board of Elections Office, located at 340A Montevue Lane by the Board President, Mrs. Mary Lou Green.

PRESENT:

Mary Lou Green, President

Mark P. Jeffers, Jr., Vice President

Lawrence C. Hill, Secretary

Carlotta C. Joyner, Board Member

William L. Woodcock, Board Member

Daniel B. Loftus, Board Attorney

Stuart Harvey, Election Director

Noreen L. Schultz, Deputy Election Director

Marc R. Welch, Election Administrative Assistant

Bud Otis, County Council Liaison

ADDITIONS / CHANGES TO AGENDA:

Mr. Harvey added discussion of Karen Varner's upcoming retirement party to New Business.

APPROVAL OF MINUTES FOR MARCH 7, 2018 BOARD MEETING:

Mr. Woodcock made a motion to approve the minutes of the March Board meeting, as presented. Ms. Joyner seconded the motion, and it passed unanimously.

ADJOURNMENT TO EXECUTIVE SESSION:

At 12:33 PM, Mr. Harvey requested that the Board meet in Executive Session in Room 119 of the Frederick County Board of Elections Office, located at 340A 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 this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

Mr. Woodcock moved to adjourn the meeting and proceed to Executive Session. Mr. Hill seconded the motion, and it passed unanimously.

The Board re-opened the meeting at 1:10pm. Ms. Joyner made the motion to re-open. Mr. Jeffers seconded the motion, and it passed unanimously.

GUESTS

Taylor Angleberger, Frederick County Sheriff's Office, Mike Lee, Frederick City Police, and Dennis Dudley, Frederick County Division of Emergency Management joined the meeting to discuss polling place security for 2018 Elections.

COUNCIL LIAISON COMMENTS:

Mr. Otis expressed his ongoing appreciation for the efforts of the Board and staff.

Mr. Otis provided an update of the FY19 budget process.

ELECTION DIRECTOR'S REPORT:

Mr. Harvey reports that preparation for the 2018 Gubernatorial Primary is underway, and notified the Board that the City of Brunswick inquired about contracting with the Board to support their August 7, 2018 Election.

OLD BUSINESS

FY18 BUDGET:

Mr. Harvey provided an overview of the current status of budget accounts, and noted that as preparations for the 2018 Primary have begun, money in the Primary Election account was now being spent. He provided information about an error made at the FCPS mail room that impacted postage on certain mailed items. FCPS is aware of the error, and will credit back the overcharges.

2018 ELECTION UPDATE:

Ms. Schultz provided a summary of Election Judge Staffing status. Currently there is a need to hire approximately 150 additional judges for Election Day assignments. Judges assigned to Early Voting will receive their assignment letters within the week.

Ms. Joyner asked about Election Judge recruitment, and discussed the MAEO Election Judge Outreach break-out session.

Mr. Welch provided an overview of the first day of Election Judge training, and outlined upcoming class schedules.

2018 ELECTION SECURITY

The Board discussed election security with guests from various police and emergency agencies.

Mr. Dudley will provide Mr. Harvey with links to various "Active Shooter" awareness videos for possible inclusion in Election Judge training. He also provided an overview of security priorities based upon expected threats, striking a balance between safety and openness in the polling place, and training judges to handle potential situations. He stressed the importance of judges being familiar with the emergency plan for their particular polling place. He recommended Chief Judges make a point to discuss emergency plans with other judges on the morning of Election Day before the polls open.

Mr. Harvey advised the Board of an upcoming security assessment from Department of Homeland Security. Ms. Joyner asked what the Board's role would be during the assessment, and Mr. Harvey will advise once more information is received from DHS.

(Ms. Schultz exited at 1:50pm.)
(Guests exited at 2:00pm.)

BALLOT PROOFING:

Mr. Harvey provided an overview of the ballot proofing process. The ballot will be 2-sided 8.5x11". Ballot production is expected to begin next week.

BRIEF RECESS

The Board took a brief recess at 2:11pm. Mr. Woodcock made the motion for recess, and Ms. Joyner seconded. The motion passed unanimously.

The meeting resumed at 2:15pm. Mr. Jeffers made the motion to reconvene, and Mr. Hill seconded. The motion passed unanimously.

WEBSITE:

Mr. Welch highlighted updated features and content on the Board website.

EQUIPMENT HAULING:

Staff has met with the hauling contractor for the Primary. The hauler will deliver signage for polling places in the southern portion of the County. Jim Brown will deliver signs for the northern portion of the County.

2018 GENERAL ASSEMBLY OVERVIEW:

Mr. Harvey gave an overview of current General Assembly Bills relating to Elections:

HB0152 (SB1048)	Secure and Accessible Registration Act	PASSED. Governor's signature pending.
HB0532 (SB0594)	Elective Franchise – Registration and Voting at Precinct Polling Place (Constitutional Amendment)	PASSED. Will appear on 2018 General Election Ballot.
HB0630 (SB0289)	Frederick County – Ethics/Campaign Activity – Governing Body, County Board and Commission Members, and Board of Licensing Commissioners	PASSED. Governor will likely sign.
HB0829 (SB0730)	Local Government – Municipal Elections – No-Excuse Absentee Voting	PASSED. Governor will likely sign.
HB1278	Election Law – Post-election Tabulation Audit	PASSED House. Senate likely to pass.
HB1331	Election Law – Cybersecurity	Bill sponsors have met to rewrite based on SB0333.

HB1717	Election Law – Voter Registration Lists and Voter Registration Numbers (Voter Registration List Protection Act)	Possibly will pass.
SB0333	Election Law – Ballot Request and Canvassing Procedures	Bill sponsors have met to rewrite based on HB1331.

MAEO ANNUAL CONFERENCE:

The Board discussed the presentations given at the MAEO Annual Conference.

OPEN HOUSE RESCHEDULING:

Mr. Harvey suggested the Board come up with a July date for rescheduling the open house. The Board tabled this topic until a future meeting.

NEW BUSINESS

BRUNSWICK CITY ELECTION:

Brunswick’s election is scheduled for August 7, 2018. The City has requested use of election equipment. Since regular election equipment is unavailable post-Primary until released by the State Board of Elections, Mr. Harvey proposes using equipment usually allocated for Election Judge training. This equipment would receive standard post-election maintenance, as well as logic and accuracy testing prior to deployment for the Brunswick City Election. Staff will train judges, equipment, and support. Shafiq Satterfield with the State Board of Elections will develop the ballot and ElectionWare database, as well as provide tabulation at the close of the election.

KAREN VARNER’S RETIREMENT:

Karen Varner’s last day will be April 30, 2018. She is working with Carl Dayley on Absentee ballots, and the Nursing Home Program. Christine Winer is assisting. Mr. Harvey provided an overview of the Nursing Home Program. He advises the Election Supervisor II position will be posted after the completion of the Primary Election.

Ms. Varner’s retirement party will be on April 27, 2018 from 2-4pm at the office.

SCHEDULE OF NEXT MEETING: Mrs. Green reminded the Board of the already-scheduled meeting on Wednesday, May 9, 2018. Each of these meetings will be held at 12:30 PM in Room 119 of the Frederick County Board of Elections Office, located at 340A Montevue Lane.

The Board scheduled its June meeting on June 8, 2018 at 9:00am. This meeting will take place at the Board of Elections warehouse, located at 343 Montevue Lane. The meeting will be followed by the public demonstration of the voting system at 1pm, at the same location.

ADJOURNMENT:

Mr. Hill moved to adjourn the meeting. Mr. Woodcock seconded the motion, and it passed unanimously.

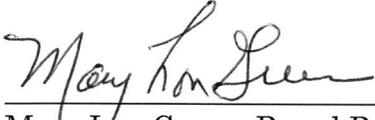
Meeting adjourned at 3:06 PM.

Respectfully submitted,



Marc R. Welch
Election Administrative Assistant

Approved by:



Mary Lou Green, Board President

5-9-18

Date