

# FREDERICK COUNTY BOARD OF ELECTIONS

340A Montevue Lane

Frederick, MD 21702

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

## MINUTES of the August 1, 2018 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 12:33 PM, in Room 119 of the Frederick County Board of Elections, 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

Christine Winer, Election Supervisor

Marc R. Welch, Election Administrative Assistant

Bud Otis, County Council Liaison

### ADDITIONS / CHANGES TO AGENDA:

Mr. Harvey noted the addition of several items to New Business. Ms. Joyner requested addition of discussion regarding a recent press release to New Business.

### APPROVAL OF MINUTES FOR JUNE 8, 2018 BOARD MEETING:

Mr. Jeffers made a motion to approve the minutes of the June Board meeting. Mr. Hill seconded the motion, and it passed unanimously.

### COUNCIL LIAISON COMMENTS:

Mr. Otis expressed his ongoing appreciation for the efforts of the Board and staff on behalf of candidates, and citizens.

### ELECTION DIRECTOR'S REPORT:

Mr. Harvey reports that post-election work for the 2018 Gubernatorial Primary is ongoing, including processing of voter update forms, online, mail, and in person registrations and changes. He welcomed Christine Winer, as the Board's new Election Supervisor.

### POST-ELECTION CANVASS:

Ms. Joyner made a motion to convene the Board of Canvassers to review one late Absentee Ballot. Mr. Woodcock seconded the motion, and it passed unanimously.

The Board of Canvassers reviewed a late Absentee Ballot, which was received on July 13, 2018. Mr. Harvey and the Board discussed the process of giving the voter credit for having voted, even though their ballot would be rejected.

Mr. Woodcock made a motion to reject the late Absentee Ballot. Mr. Jeffers seconded the motion, and it passed unanimously.

Mr. Woodcock made a motion to adjourn the Board of Canvassers. Ms. Joyner seconded the motion, and it passed unanimously.

### OLD BUSINESS

#### FY18 BUDGET:

Mr. Harvey provided an overview of the current status of budget accounts, and provided the Board with an overview of the FY18 closeout process, including issues paying judges, and polling places.

The Board discussed the processes of paying judges, and polling places, including the poor communication from the finance division regarding these processes. Mr. Harvey explained the FY18 charges which have been charged to the FY19 budget accounts, and how those will be rolled back to the appropriate accounts in FY18.

#### 2018 PRIMARY ELECTION REPORTS:

Mrs. Schultz discussed the successful election, and training of election judges. She reported that approximately 60 judges who were trained failed to show up at their assigned polling places on Election Day. Last minute Chief Judge drop-outs were handled on-site at the affected polling places.

Ms. Winer reported that supply packing was completed ahead of schedule. She said that Election Day was quiet, with minimal phone calls from polling places to report issues.

Mr. Welch said training went well over all and felt that having multiple rooms in which to conduct classes made it easier to keep judges engaged and focused on their particular roles, rather than having to sit through irrelevant material meant for other judges. He said the adjusted checklists for chief judges helped speed the returns process on Election Night, and that each polling place took approximately 60 to 90 seconds, resulting in 62 of 63 polling places being returned within approximately 75 minutes.

Mr. Harvey commended Carl Dayley for his first-time work on the Nursing Home Program, Absentee Ballots, and the post-election canvasses.

Mrs. Green commented that the entire staff did a great job executing the election process from beginning to end.

Mr. Woodcock mentioned that "institutional knowledge" is excellent, and keeping staff is beneficial to ongoing success. He said he would provide further comment in an email to the Board and staff. Mr. Woodcock mentioned that some chief judges suggested an opening checklist for use during Monday night, and Election morning setup procedures.

Ms. Joyner expressed concern that no interior election signs were posted at 2 of the polling places she visited. The Board discussed options to improve compliance with the requirement that signs be posted.

Mr. Jeffers reported that 09-002 Green Valley Elementary School had no provisional judge working on Election Day. The Board discussed consolidating smaller polling places, specifically 07-005/006 St. Ignatius since it has so few voters, and low turnout. Mr. Harvey and the Board discussed possible solutions.

Mr. Jeffers also expressed concern with the ongoing problems with voter confusion at 09-003/009 Oakdale Middle School and 09-006 Oakdale Elementary School. These two polling places are adjacent to each other and voters frequently go to the wrong location, and become frustrated when they are redirected to the adjacent school. The Board discussed sign options, including directional signs to make it clearer which polling place is at which school.

Mr. Hill expressed similar concern with voter confusion surrounding 02-010 Monocacy Middle School, and 02-015 Monocacy Elementary School. He also asked questions about how confidential voters are processed in the polling place. Mr. Harvey explained the process, and said it could be brought up during re-training with Check-in and Chief Judges for the General Election, in order to ensure voter privacy on Election Day.

Mr. Loftus commented that the Election went very well, and that voters were not impacted by the shortage of Election Judges, or problems surrounding the MVA data issues. He complimented Mr. Harvey and the Staff on their hard work to ensure the process works smoothly.

#### PETITIONS UPDATE:

Mr. Harvey provided an overview of the petitions processed by Staff in preparation for the 2018 General Election. He gave a status update on the successful petition efforts by Earl Robbins, candidate for County Executive, and Neal Simon, candidate for US Senate. He also updated the Board on the ongoing verification process of Mr. Otis' effort to become a candidate for County Council At-Large. At this time staff is waiting for the petition to be submitted by the Frederick County Career Firefighters to amend the County Charter to mandate collective bargaining. Mr. Harvey and the Board discussed the verification process for this and all other petitions.

#### RECESS:

At 1:28pm, Mr. Jeffers made a motion for a brief recess. Mr. Hill seconded the motion and it passed unanimously. Mrs. Green declared the Board meeting in recess at 1:28pm.

#### RECONVENE:

At 1:47pm, Mr. Woodcock made a motion to reconvene. Ms. Joyner seconded the motion and it passed unanimously. Mrs. Green called the meeting back to order, at 1:47pm.

(Mrs. Schultz exited the meeting at 1:47pm.)

#### POLLING PLACE CHANGE:

Mr. Harvey provided an overview of the planned location change, pending the State-mandated accessibility study, to Sugarloaf Elementary School for polling place 07-001. New voter notification cards will be generated and mailed to voters impacted by this change in advance of the General Election. The Board discussed the process for doing the accessibility study. Mr. Harvey and Mrs. Schultz will visit Sugarloaf Elementary School on August 21, 2018 to conduct the study. MDVOTERS and the website will be updated with this change.

#### GENERAL ELECTION PREPARATIONS:

Mr. Harvey provided an overview of preparations for the 2018 General Election. Training for new and returning election judges begins on September 11, 2018 with returning Chief Judges. The training schedule will be emailed to the Board once finalized. The Board discussed upcoming important dates.

#### BRUNSWICK CITY ELECTION:

The election is on August 7, 2018. Election judges and city staff were trained on July 26, 2018. The City will pick-up equipment and supplies on August 6, 2018. Mr. Welch will provide help desk support beginning at 7am on the day of the Election in the event of technical problems during the opening process. Mr. Harvey, and Shafiq Satterfield from the State Board will be present to assist with closing, and processing of the results. Mr. Harvey provided an overview of the City's election process and procedures.

#### OPEN HOUSE:

Turnout was light, due to inclement weather, but those who attended enjoyed touring the facility, and talking with Board and Staff.

### NEW BUSINESS

#### STAFFING CHANGES:

Mr. Harvey updated the Board on staffing. Nathan Whye will join the staff on Monday, August 6, 2018. Initially he will be assisting with post-election maintenance in the warehouse, as well as training on MDVOTERS.

The Election Clerk Lead/Advanced position has been posted, and applications will be accepted through the August 14 deadline. Mr. Harvey is hoping to interview shortly after, and hire by early September.

Russ Schantz will return as a temporary employee during the General Election cycle. Additionally, Mr. Harvey has requested an additional temporary employee to help with warehouse operations and preparation for the election.

#### DHS SECURITY REVIEW:

Mr. Harvey gave an overview of the security review conducted by DHS on July 19, 2018. A report is being prepared by DHS.

#### IN THE STREET:

Staff will be staffing a table at In The Street in downtown Frederick on September 8, 2018, from 11a-5p. The League of Women Voters will be on hand to assist.

#### UNITED WAY LEADERSHIP WEEK:

Mr. Harvey provided an overview of the United Way's Summer Serve program. Staff has been asked to participate in Leadership Week, and will host ten 12-17 year olds to teach them about leadership and elections.

OTHER NEW BUSINESS:

Ms. Joyner brought up concerns regarding unclear language in a recent press release regarding Voter Registration Volunteer training. The Board discussed the language and agreed the language should be more specific in future press releases.

\*\*\*\*\*

SCHEDULE OF NEXT MEETING:

The Board scheduled its next meeting on Wednesday, September 5, 2018 at 12:30 PM in Room 119 of the Frederick County Board of Elections Office, located at 340A Montevue Lane.

ADJOURNMENT TO EXECUTIVE SESSION:

At 2:45 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. Jeffers seconded the motion, and it passed unanimously.

At 3:05 PM, Mrs. Green made a motion to adjourn the Executive Session. Mr. Woodcock seconded the motion, and it passed unanimously.

Meeting adjourned at 3:05 PM.

Respectfully submitted,



Marc R. Welch  
Election Administrative Assistant

Approved by:

  
\_\_\_\_\_  
Mary Lou Green, Board President

  
\_\_\_\_\_  
Date