

FREDERICK COUNTY BOARD OF ELECTIONS

340A Montevue Lane

Frederick, MD 21702

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

MINUTES of the May 9, 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

Russ Schantz, County Election Tech

Carl Dayley, Election Clerk Lead Advanced

ADDITIONS / CHANGES TO AGENDA:

The Board took a moment to recognize Russ Schantz on his return to assist with the 2018 Primary Election cycle. Mr. Harvey noted the addition of a Legislative update to Old Business, and discussion of the Mount Airy special election to New Business.

APPROVAL OF MINUTES FOR APRIL 4, 2018 BOARD MEETING:

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

COUNCIL LIAISON COMMENTS:

Council Liaison was not present for this meeting.

ELECTION DIRECTOR'S REPORT:

Mr. Harvey reports that preparation for the 2018 Gubernatorial Primary is ongoing, and notified the Board that the Primary Election ballots have arrived. The secure Absentee Ballot storage room is being prepared. The room includes fire sprinklers, and badge access control.

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 reported on printing and postage expenditures, and noted that an advertising expense was mistakenly charged to the Primary Election budget, and needs to be moved to the Early Voting budget. Mr. Welch will work with accounting to effect this change. The State Board will include charges for ballot printing in the quarterly billing.

2018 ELECTION UPDATE:

Mr. Harvey provided the Board with a single page calendar of critical dates for the Primary Election in June.

Mrs. Schultz provided a summary of Election Judge Staffing status. Currently there is a need to hire 5 Chief Judges, and approximately 80 additional judges for Election Day assignments. The need is greatest for Republican judges in Frederick City election districts.

Frederick County Public Schools have notified staff and teachers of the need for election workers. Board staff will provide the State Board with a report of how 16 and 17 year olds worked as election judges.

Mr. Harvey discussed specimen ballot status, reporting that design was completed, and printing was underway. The mailing will go to approximately 170,000 registered and pending voters. The final address list will be sent to the printer later this month.

Interviews are underway for temporary staff to help support the 2018 cycle. Mr. Harvey and Mrs. Schultz expect to hire 3 employees who will work through the General Election.

Mr. Harvey has filed the paperwork to begin the hiring process for the Election Supervisor II position. The current plan is to interview and hire immediately following the certification of the Primary Election.

MAEO BOARD MEETING

Mr. Harvey and Mr. Welch attended the most recent MAEO Board Meeting. Mr. Harvey was reappointed as MAEO Legislative Chairman. The MAEO Board discussed the 2019 Annual Conference, possibly to be scheduled in May of 2019, as well as the Biennial Meeting/Conference to be held in FY2020. Mrs. Schultz reapplied to serve on the Early Voting/Election Judge committee, and Mr. Welch applied to serve on the Early Voting/Election Judge, Election Technology, and MAEO Elections committees.

OPEN HOUSE -- RESCHEDULING:

The Board discussed rescheduling the open house, and chose Wednesday, July 25, 2018 from 3pm – 7pm.

BRUNSWICK CITY ELECTION:

The Board discussed Brunswick's upcoming Municipal election, scheduled for August 7, 2018. The City will utilize 2 DS200 Precinct Scanners, and 3 Electronic Pollbooks. The agreement to use this equipment has been prepared, and is being reviewed by the City Council. Mr. Harvey provided an overview of budget discussion with the City Clerk.

2018 GENERAL ASSEMBLY OVERVIEW:

Mr. Harvey gave an overview 3 major Elections-related bills signed by Governor Hogan:

HB1278	Election Law – Post-election Tabulation Audit	Signed by Governor, effective June 1, 2018.
HB1331	Election Law – Cybersecurity	Signed by Governor, effective July 1, 2018.
HB1717	Election Law – Voter Registration Lists and Voter Registration Numbers (Voter Registration List Protection Act)	Signed by Governor, effective immediately.

NEW BUSINESS

NURSING HOME PROGRAM:

Mr. Dayley gave an overview of the Nursing Home Program, as well as a schedule of facilities to be visited. Several facilities are scheduled, and Mr. Dayley will be contacting the remaining locations to schedule those visits. There are 5 Democratic, and 5 Republican volunteers to serve on teams to assist voters in the various facilities. These volunteers will be trained during the week of May 14, 2018. Mr. Dayley discussed new training materials, and the forms to be implemented in the 2018 program.

CYBERSECURITY PROGRAM AT HOOD COLLEGE:

Mr. Harvey provided an overview of a new Cybersecurity program to be offered at Hood College. He will be meeting with college staff on Friday, May 11, to determine how the Board could be involved in partnership with the school.

VOTER REGISTRATION DATA REQUEST FORM UPDATE:

Mr. Harvey presented the Board with proposed updates to the Voter Registration Data Request form. The format was updated to better reflect the layout and terminology used on the State Board's application. Mr. Harvey also proposed updating pricing.

Mr. Jeffers made a motion to accept the updated format and pricing. Mr. Woodcock seconded, and the motion passed unanimously.

MOUNT AIRY SPECIAL ELECTION:

Mr. Harvey informed the board that Mount Airy may have a special election to replace a council member who is expected to resign. The election is tentatively scheduled for September 10, 2018. The town is requesting a printed precinct register. Mount Airy's candidate filing deadline may be July 30, 2018. The voter registration deadline would be August 13, 2018.

SCHEDULE OF NEXT MEETING: Mrs. Green reminded the Board of the already-scheduled meeting on Friday, 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 TO EXECUTIVE SESSION:

At 2:07 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. Ms. Joyner seconded the motion, and it passed unanimously.

Meeting adjourned at 2:30 PM.

Respectfully submitted,



Marc R. Welch
Election Administrative Assistant

Approved by:



Mary Lou Green, Board President

2/6/2019
Date