

FREDERICK COUNTY BOARD OF ELECTIONS

The Bourne Building
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MINUTES of the October 21, 2016 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 9:05AM, in the Elections Warehouse at 343 Montevue Lane by the Board President, Ms. Mary Lou Green.

PRESENT:

Mary Lou Green, President	Stuart M. Harvey, Election Director
Mark P. Jeffers, Jr., Vice President	Noreen L. Schultz, Deputy Director
Lawrence C. Hill, Secretary	Marc Welch, Election Administrative Assistant
Carlotta C. Joyner, Board Member	Zachary Howe, Election IT Specialist
William L. Woodcock, Board Member	Russell Schantz, Election IT Staff
Daniel B. Loftus, Board Attorney	

GUESTS: Danielle Gaines, Reporter, Frederick News-Post.

NEW BOARD MEMBER: The Board welcomes new member, Carlotta C. Joyner. Ms. Joyner was sworn in by the Clerk of the Circuit Court, Ms. Sandra Dalton at 9:06 AM on this date.

BOARD OF CANVASSERS: The Board of Canvassers was sworn in by the Clerk of the Circuit Court, Ms. Sandra Dalton at 9:10 AM on this date.

(Mr. Harvey and Mr. Loftus left the meeting.)

EARLY VOTING UPDATE: Ms. Schultz reports that all 4 early voting sites have undergone successful connectivity testing to the main server at SBE. The League of Women Voters will perform polling place evaluations of the early voting centers. Board members will informally visit the four sites during operating hours.

Ms. Green reminded board members that mandatory bag check for Early Voting is Wednesday, October 26, 2016 at 5pm in the Elections Warehouse. She further reminded the Board that mandatory bag check for Election Day will be Friday, November 4, 2016 at 5pm in the Elections Warehouse.

ELECTION JUDGES/ ELECTION JUDGE TRAINING UPDATE: Ms. Schultz reports the ongoing need for Election Judges to serve at Early Voting centers and that training has been ongoing since mid-September. Approximately 3 Election Judge positions remain open, but all

New Chief Judges have been hired and will be trained on October 22 and November 5, 2016. Last minute Election Judges will be trained on November 5, 2016.

Ms. Joyner asked about the difference between the Chief Judge and Provisional Judge roles. Ms. Schultz and Mr. Jeffers discussed the differences and Mr. Jeffers mentioned that the process has improved and mistakes have been reduced.

NURSING HOMES: Ms. Schultz reported election office staff and judges have been going to area nursing homes to facilitate absentee voting for residents who have applied to do so. Ms. Green commented that over 500 voters were assisted and the process went very well. Ms. Joyner and Mr. Woodcock asked about procedures for voter assistance at nursing homes and Ms. Schultz gave an overview of the process.

(A brief recess was called at 9:30 AM. The meeting resumed at 9:37 AM)

SPECIMEN BALLOTS: Ms. Schultz reports specimen ballots have been sent out and the second run will be sent out beginning the week of October 24, 2016. Mr. Woodcock asked about people who have complained about people registering to vote on Election Day. Ms. Schultz and Mr. Jeffers stated that people are voting provisionally if they aren't showing as registered in the pollbook on Election Day. Anyone who votes provisionally but isn't already registered will have their ballot rejected, but they will become registered for future elections.

ABSENTEE VOTING: Ms. Schultz reported 6500 absentee ballots have been sent out and completed ballots are being returned by voters. Ms. Green explained the canvassing schedule regarding absentee and provisional ballots. The first absentee canvass will begin on Thursday, November 10, 2016 at 10 AM. If needed this canvass will continue on Friday, November 11, 2016. The provisional canvass will begin at 10 AM on Wednesday, November 16, 2016. The second absentee canvass will be on Friday, November 18, 2016 at 10 AM. Mr. Hill mentioned the availability of the State Board of Elections calendar on the SBE website. Mr. Howe reported the addition of ExpressVote BMDs for ballot duplication at the canvasses. He explained the process, and the logic and accuracy testing he performed on the units in preparation for the canvass.

ELECTION OF OFFICERS OF BOARD OF CANVASSERS: The Board of Canvassers convened at 9:45 AM. Mr. Jeffers nominated Ms. Green to be chairman of the Board. Mr. Woodcock seconded the motion and it was unanimous.

Ms. Green nominated Mr. Jeffers to vice chairman of the Board. Mr. Woodcock seconded the motion and it was unanimous.

Mr. Jeffers nominated Mr. Hill as secretary of the Board. Mr. Woodcock seconded the motion and it was unanimous.

POLLING PLACE VISITS: Ms. Green led a discussion of route assignments for polling place visits by board members. Mr. Hill provided maps covering the various routes and shared them with the board. Ms. Schultz provided an overview of the polling place evaluation checklist.

Mr. Hill and Ms. Schultz discussed general details about assignments of Election Judges and canvassing teams based on party affiliation. It was mentioned that the Chief Judges and canvass teams are always of different parties, and that all other staff and judges are assigned as needed, but every effort is made to have a mix of parties in each assignment.

BOARD CRITICAL ITEMS VERIFICATION: Ms. Green informed the board that the verification will take place on Friday, November 4, 2016 at 5 PM at the Elections Warehouse, located at 343 Montevue Lane. Ms. Schultz identified precincts for the board critical items verification. These same locations will be the audit precincts for the 2016 General Election. Precincts selected: 1-02 Tuscarora High School, 2-03 Evangelical Lutheran Church, 7-01 Urbana Elementary School, 10-01 Sabillasville Elementary School, 14-01 Jefferson Ruritan Community Center, 14-02 Valley Elementary School, 24-02 Grace Community Church. Mr. Woodcock moved to accept the proposed verification precincts. Mr. Jeffers seconded the motion and it was unanimous.

(Mr. Harvey and Mr. Loftus returned to the meeting.)

CITY OF FREDERICK 2017 ELECTION: Mr. Harvey discussed procedures for supporting the upcoming Frederick City election in 2017. Initial meeting was held with City representatives a few weeks ago, and further action is waiting on additional information from City of Frederick as well as State Board of Elections. Mr. Harvey said the City will likely make early voting available to City residents for both the September 2017 Primary and November 2017 General Elections. Mr. Harvey will work with State Board of Elections and the City to draft a Memorandum of Understanding and lease agreement for the City of Frederick.

OTHER NEW BUSINESS: Ms. Joyner asked about challenger and watcher procedures, as well as procedures for handling people harassing voters outside the “no electioneering” zone. Ms. Schultz explained general procedures for handling challengers and watchers within the polling room. It was stated that the Chief Judges are responsible for monitoring the “no electioneering” zone and have been instructed to contact law enforcement in the event of serious problems.

Mr. Woodcock asked who board members should talk to during polling place visits, if there are concerns about activities within the polling place. Ms. Green and Ms. Schultz said board members should bring any concerns to the Chief Judges in the polling place.

Mr. Jeffers expressed concerns about parking situation at 9-04 Kemptown Elementary School and accessible parking signage at 9-01 New Market Middle School. Ms. Schultz reported that signs had been ordered and received.

Ms. Green reminded the board that Early Voting results would be tallied beginning at 3 PM on November 8, 2016 and that all board members must be on site at the Elections Warehouse at that time.

Ms. Green announced that Ray Bentz would be filling in for Gene Keller as a county tech during the General Election.

Ms. Green discussed procedures for canvass, including no food and drink in the canvass room. Ms. Schultz said lunch would be provided on November 10 and November 18, 2016.

Ms. Schultz encouraged the board to visit the Election Office to meet the new staff.

Mr. Hill asked if there is a new plan for equipment and results returns on Election Night. Mr. Harvey said traffic control would be improved with Sheriff's Department.

SCHEDULE OF NEXT MEETING: The Board scheduled its next meeting for 12:30 PM on Wednesday December 7, 2016 in Room 108 of the Bourne Building.

ADJOURNMENT AND EXECUTIVE SESSION: At 10:35 AM, Mr. Loftus requested that the Board meet in Executive Session in Elections Warehouse at 343 Montevue Lane. This action is in accordance with the authority granted under the Annotated Code of Maryland, State Government Article, Section 10-508 (a)(7) to consult with counsel to obtain legal advice on a legal matter. Mr. Woodcock moved to adjourn the meeting and proceed to Executive Session. Mr. Hill seconded the motion and it was unanimous.

(Mr. Howe, Ms. Gaines, and Mr. Schantz departed the meeting.)

Meeting adjourned at 11:05 AM.

Respectfully submitted,

Marc R. Welch
Election Administrative Assistant

Approved by:

Mary Lou Green, Board President

Date