

# 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 January 11, 2017 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 10:09 AM, in Room 108 of the Bourne Building at 355 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 M. Harvey, Election Director  
Noreen L. Schultz, Deputy Director  
Marc R. Welch, Election Administrative Assistant  
Karen Varner, Election Supervisor  
Jodye Roebuck, Election Clerk

### ADDITIONS / CHANGES TO AGENDA:

Mr. Harvey added two items of new business, including information about election-related bills at the 2017 General Assembly.

### APPROVAL OF MINUTES FOR DECEMBER 7, 2016 BOARD MEETING:

Mr. Woodcock moved to approve the minutes of the December 7, 2016 board meeting. Mr. Jeffers seconded the motion, and it passed unanimously.

### COUNCIL LIAISON COMMENTS:

Council Liaison was not present for this meeting.

### BOARD OF CANVASSERS:

Mr. Jeffers moved to convene the Board of Canvassers in order to review additional absentee ballots. Mr. Woodcock seconded the motion, and it passed unanimously.

Mrs. Varner presented several UOCAVA ballots which were returned too late. After review by the Board, Mr. Woodcock moved the ballots be rejected. Mr. Jeffers seconded the motion, and it passed unanimously.

(Mrs. Varner exited the meeting.)

The Board reviewed draft minutes from the absentee and provisional canvasses.

November 10-11, 2016: Absentee 1 Canvass. Mr. Woodcock moved to approve the minutes as prepared. Mr. Jeffers seconded the motion, and it passed unanimously.

November 16 & 18, 2016: Provisional Canvass. Mr. Jeffers moved to approve the minutes as prepared. Ms. Joyner seconded the motion, and it passed unanimously.

November 18, 2016: Absentee 2 Canvass. Mr. Woodcock moved to approve the minutes as prepared. Mr. Jeffers seconded the motion, and it passed unanimously.

Mr. Jeffers moved to close the Board of Canvassers meeting. Mr. Woodcock seconded the motion, and it passed unanimously.

Mr. Woodcock moved to re-open the monthly meeting of the Board of Elections. Mr. Jeffers seconded the motion, and it passed unanimously.

**ELECTION DIRECTOR'S REPORT:**

Mr. Harvey reported that the Maryland General Assembly has opened the 2017 Session and that several election-related bills have been introduced.

Mr. Harvey reports that post-election maintenance is underway in the elections warehouse.

Preparations for the City of Frederick election, as well as other municipal elections are underway.

**OLD BUSINESS**

**FY 2017 BUDGET:**

Mr. Harvey reports all expenses for Early Voting and Election Day are now reflected in the budget, except those from the State Board of Elections.

The Board discussed budget overages in the Meals and Early Voting accounts. Mr. Harvey stated that even though we went over in specific accounts, overall we are under budget, having used just over half of the FY 2017 budget.

(Mr. Hill arrived at 10:27 AM.)

**CITY OF FREDERICK MUNICIPAL ELECTIONS:**

Mr. Harvey reported that the Memorandum of Understanding with the City has been drafted and reviewed by counsel. It has now been forwarded to the City for comment and revision based on their needs. A final MOU is expected at the February meeting.

**POST-ELECTION MAINTENANCE:**

Mr. Harvey reports that the voting system was released for post-election maintenance on December 20, 2016 and that work to examine all equipment used during the 2016 General Election has begun.

DEMOCRATIC CANDIDATE WORKSHOP:

Mr. Harvey attended the Democratic Central Committee's Candidate Workshop and reported there were approximately 30 people in attendance. Mr. Harvey presented information relating to candidate filing.

NEW BUSINESS

LEAGUE OF WOMEN VOTERS:

The staff will be meeting with the League of Women Voters on January 24, 2017, to discuss the polling place evaluations for the 2016 General Election. These evaluations were conducted during Early Voting and Election Day. The Board was invited to attend.

2017 GENERAL ASSEMBLY BILLS:

The Board discussed the various bills effecting elections that are being considered in the 2017 General Assembly.

OFFICE PC REPLACEMENTS:

Mr. Harvey reports that all computers in the office have been replaced with new equipment from the County.

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SCHEDULE OF NEXT MEETING: The Board scheduled its next meeting for 12:30 PM on Wednesday February 1, 2017 in Room 108 of the Bourne Building at 355 Montevue Lane.

ADJOURNMENT AND EXECUTIVE SESSION: At 10:56 AM, 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, 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 passed unanimously.

During Executive Session, the Board referred a number of election-related matters to the State Board for their review.

Meeting adjourned at 11:24 AM.

Respectfully submitted,

Marc R. Welch  
Election Administrative Assistant

Approved by:

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Mary Lou Green, Board President

Date