

# 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 November 15, 2017 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 12:40 PM, in Room 108 of the Bourne Building at 355 Montevue Lane by the Board President, Mrs. Mary Lou Green.

### PRESENT:

Mary Lou Green, President	Stuart Harvey, Election Director
Mark P. Jeffers, Jr., Vice President	Noreen L. Schultz, Election Deputy Director
Lawrence C. Hill, Secretary	Marc R. Welch, Election Administrative Assistant
Carlotta C. Joyner, Board Member	
Daniel B. Loftus, Board Attorney	

### GUESTS

Rosemary Orthmann, with the League of Women Voters attended the meeting.

### ADDITIONS / CHANGES TO AGENDA:

Ms. Joyner requested addition of a discussion regarding instructional signs in polling places.

### APPROVAL OF MINUTES FOR OCTOBER 4, 2017 BOARD MEETING:

Mr. Jeffers made a motion to approve as written the minutes of the October 4, 2017 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 led a discussion with the board of the recently completed City of Frederick, and Town of Thurmont elections.

Mr. Loftus complimented the work of staff and election judges during these elections.

Planning for the impending relocation of the office to 340A Montevue Lane, as well as for the 2018 gubernatorial election is underway.

## OLD BUSINESS

### FY18 BUDGET UPDATE:

Mr. Harvey provided an overview of budget accounts so far in FY18. He reports the Board has recovered money from the City election. October billing will be sent, this week, with November billing following in early December.

Money from the 2018 Primary Election printing budget was used toward furniture purchase for the new office.

The Board has been billed for the first quarter of FY18 by the State Board of Elections.

Mr. Harvey provided an overview of the budget report format.

### CITY OF FREDERICK 2017 MUNICIPAL ELECTION:

Mr. Harvey provided statistics regarding the recent City election. Early voting turnout over two days was approximately 1700, Election Day turnout was approximately 7000. The Absentee canvass processed 263 absentee ballots. Cumulative turnout was 21.5% of approximately 42000 eligible City voters.

### VOTER REGISTRATION VOLUNTEER TRAINING:

Mr. Harvey reported a Voter Registration Volunteer training session for the Republican Women's Club will take place on November 21, 2017.

### SBE BIENNIAL MEETING:

Mr. Harvey, Mr. Loftus, and the Board discussed information presented at last month's Biennial Meeting at the State Board of Elections.

### TOWN OF THURMONT ELECTION:

Mr. Harvey provided a further recap of the Town of Thurmont election. He reports there was a 10% turnout. Mr. Welch was on hand to assist with the opening of the polls, and Mr. Harvey and Shafiq Satterfield assisted with closing.

### OFFICE RELOCATION:

Mr. Harvey updated the Board on the impending office relocation to 340A Montevue Lane. New furniture has been ordered, with delivery expected in mid-December. There have been a series of meetings to discuss various aspects of the remodeling process, and the move. The tentative date of the move will be during the week of December 11, 2017. Office furniture may be delayed, so contingency plans will be made at an upcoming meeting on Friday, November 17, 2017.

Mr. Hill inquired about the costs for changing address on various pre-addressed forms, letterhead, business cards, etc. Mr. Harvey said there will be costs to update forms, and envelopes, but there would be minimal costs for letterhead, and business cards since we print those as needed in the office.

### CANDIDATE FORUM:

There was a Candidate's Forum presented by Frederick County Public Library on November 13, 2017. Mr. Harvey attended and provided an overview of policies, and procedures for filing for office.

Mr. Jeffers also attended the Forum, and expressed appreciation to the attendees, as well as to Mr. Harvey and Staff.

Mr. Harvey led discussion of the content of the meeting, and comments made by candidates and potential candidates.

2018 PRECINCT AND POLLING PLACE CHANGES:

Mr. Harvey received a phone call from Council President, Bud Otis regarding concerns about the proposed split of precinct 02-004 Hillcrest Elementary School, adding precinct 02-009 Butterfly Ridge Elementary School. After brief discussion with the Board, Mr. Harvey recommended tabling the resolution to the December meeting, so Mr. Otis can be present for the discussion.

The Board discussed the accessibility study regarding precinct 24-001 Church of the Transfiguration. Mr. Harvey informed the Board that the site survey for the Memorial Hall building qualifies as accessible, and will be used in the upcoming 2018 Election.

Mr. Harvey informed the Board that, while the Myersville Fire Hall has more than adequate space, the configuration of the parking lot makes it unsuitable for use as a voting location.

NEW BUSINESS

TEACHER WORKDAY ON ELECTION DAY

Mr. Harvey summarized for the Board, a newspaper article regarding changes to the 2018-2019 school calendar. There are several concerns, including: reduced availability of parking, especially at elementary school polling places, and reduced availability of school faculty and staff as election judges.

PROPOSED COUNTY LEGISLATION

The Board discussed proposed County legislation regarding campaign activity, and campaign finance. Mr. Harvey provided an overview of the legislation, pointing out areas of concern for the Board's consideration. It is the view of Mr. Harvey and the State Board that Part 10 of the proposed legislation isn't in the correct section of State Law. This part should not be in the Ethics section, rather it should be the State Campaign Finance section. Reports mentioned in the proposed legislation should go to the State Board, not the local Boards, as written.

Mr. Harvey will monitor the bill to make sure changes are made.

Mr. Jeffers made a motion to recommend the changes discussed. Ms. Joyner seconded the motion, and it passed unanimously.

OTHER NEW BUSINESS

Ms. Joyner mentioned concerns regarding inconsistencies between provisional ballot applications, instructions, and signage. Mr. Harvey recommended contacting the State Board regarding the inconsistencies to request a review and adjustment to the language on the various materials.

Ms. Joyner requested the entire board send such a recommendation to the State Board. Mr. Loftus suggested she provide a clear explanation of the concerns for the Board to review and vote on in the December meeting.

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SCHEDULE OF NEXT MEETINGS: The Board scheduled its next meeting for 12:30 PM on Monday, December 18, 2017 in Room 119 of the Board of Elections office at 340A Montevue Lane. The Board also scheduled the January 2018 meeting for Wednesday, January 10, 2018 at 10:00 AM in the same location.

ADJOURNMENT AND EXECUTIVE SESSION: At 2:10 PM, 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, General Provisions Article, Section 3-305 (b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter.

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

REPORT ON THE EXECUTIVE SESSION

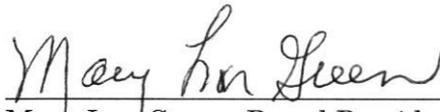
The purpose of this Executive Session was to discuss the proposed FY19 budget.

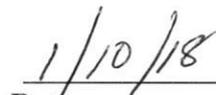
Meeting adjourned at 2:25 PM.

Respectfully submitted,

Marc R. Welch  
Election Administrative Assistant

Approved by:

  
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Mary Lou Green, Board President

  
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Date