

# FREDERICK COUNTY BOARD OF ELECTIONS

340A Montevue Lane

Frederick, MD 21702

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## MINUTES of the DECEMBER 18, 2017 Monthly Meeting of The Frederick County Board of Elections

The meeting was called to order at 12:36 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	Stuart Harvey, Election Director
Mark P. Jeffers, Jr., Vice President	Noreen L. Schultz, Deputy Director
Lawrence C. Hill, Secretary	Marc R. Welch, Election Administrative Assistant
Carlotta C. Joyner, Board Member	Bud Otis, County Council Liaison
William L. Woodcock, Board Member	
Daniel B. Loftus, Board Attorney	

### GUESTS:

Kelsie Loos, reporter with the Frederick News Post attended the meeting.

### ADDITIONS / CHANGES TO AGENDA:

The Board will continue discussions regarding a proposed statement to the State Board regarding consistency and accuracy in printed materials for voters.

The Board will take a brief recess at approximately 1pm for a group photograph with the Board and Staff.

### APPROVAL OF MINUTES FOR NOVEMBER 15, 2017 BOARD MEETING:

Mr. Woodcock made a motion to approve the minutes of the November Board meeting, as presented. Ms. Joyner seconded the motion, and it passed unanimously.

### COUNCIL LIAISON COMMENTS:

Mr. Otis mentioned he has received numerous positive comments regarding the recently completed City of Frederick Election. He will also be requesting a set of flags from the County – U.S., Maryland and Frederick County - for the Board offices.

### ELECTION DIRECTOR'S REPORT:

Mr. Harvey reports that all work relating to the City of Frederick Election is now completed, and that staff is now settling into the new offices and beginning work on the upcoming 2018 Election.

## OLD BUSINESS

### FY18 BUDGET:

Mr. Harvey provided an overview of the current status of budget accounts. One final payment from the City of Frederick Election, to cover November billing is expected. The total monies recovered will total approximately \$35,000.

Budgeted money for the 2018 Primary Election will begin to be spent when supplies and other items are purchased.

### 2018 PRECINCTS AND POLLING PLACE CHANGES:

Mr. Harvey recommended approving changes to precinct 02-004 Hillcrest Elementary School. This change would split the precinct to create a new precinct, 02-009 Butterfly Ridge Elementary School. With permission from the State Board, the change would not be effective until the 2018 General Election, when Butterfly Ridge opens. Mr. Jeffers made a motion to approve the change. The motion was seconded by Mr. Hill, and passed unanimously.

### VOTER REGISTRATION TRAINING:

Mr. Harvey provided training to approximately 15 members of the Greater Frederick Republican Women on November 21, 2017.

### OFFICE MOVE:

The office move has been completed. Mr. Harvey expressed appreciation of staff's work to prepare to move. New office furniture is expected to arrive on December 27, 2017.

Mr. Harvey led a discussion about the move and the remaining open items. He also explained how any ongoing costs would be handled.

### SCHOOLS / TEACHER WORKDAY ON ELECTION DAY:

The Frederick News-Post reported that the Frederick County Board of Education will not have a teacher workday on General Election Day in 2018. The in-service day has been moved to the day prior to Election Day.

Mr. Harvey has sent a memorandum of understanding to the Board of Education to cover use of school buildings as polling places for the 2018 elections, and is waiting for a response.

### BRIEF RECESS FOR PHOTOGRAPH

The Board took a brief recess at 1pm for a group photograph of the Board and Staff. Mr. Jeffers made the motion for recess, and Mr. Woodcock seconded. The motion passed unanimously.

The meeting resumed at 1:15pm. Mr. Jeffers made the motion to reconvene, and Mr. Hill seconded. The motion passed unanimously.

### PROPOSED COUNTY LEGISLATION:

Mr. Harvey led discussion regarding changes to a proposed campaign finance bill relating to candidates who serve on certain commissions or boards within Frederick County. The proposed

language has been adjusted to reflect SBE responsibility for campaign finance matters and removal of LBE from responsibility in the proposed legislation.

Mr. Otis provided an overview of the Council's legislative process in this matter.

STATEMENT TO SBE:

Ms. Joyner read the text of the proposed statement to the State Board regarding consistency of voter instructions and signage in polling places:

"The Frederick County Board of Elections urges the State Board of Elections to review materials for 2018 elections to ensure consistency in the instructions. In particular, we urge that instructions be consistent about the deadline for those voting with a provisional ballot to provide missing information to the Board of Elections. For example, in 2016, the "Provisional Ballot Application & Instructions" stated that for voters to complete their voter registration, they should "take or submit your ID or ID number to your local board of elections before 10 a.m. on the 2<sup>nd</sup> Wednesday after Election Day." A poster required to be placed on the wall, however, said that missing information needed to be provided before the 2<sup>nd</sup> Wednesday after Election Day. [Underlining added for emphasis.] While it is unlikely that many voters would be affected by thinking they could not bring their materials in on the morning of the 2<sup>nd</sup> Wednesday, having inconsistent instructions has the potential to cause confusion and undermine confidence in the election system."

Ms. Joyner discussed proposed changes to the wording of the statement with the Board.

Mr. Jeffers felt the statement was too specific, and could be clearer. Mr. Woodcock felt that specifying one example would cause other similar inconsistencies to be overlooked.

The discussion led the Board to recommend the wording of the statement be trimmed, and the tone to be more informal. They directed Mr. Harvey to write a statement to send to SBE.

Mr. Jeffers made a motion to adjust the statement as specified above, and Mr. Woodcock seconded. The motion passed unanimously.

NEW BUSINESS

2018 ELECTION CALENDAR UPDATES:

Mr. Harvey led a review, and discussion of key dates during the upcoming 2018 Election year. He highlighted State changes to ethics form deadlines for candidates as noted on the State Board's 2018 election calendar.

Mrs. Green reminded Board members to plan to limit travel March 13 through 16, 2018 for the MAEO meeting, as well as June 5 through July 5, 2018 for the Primary Election cycle.

The Board discussed the upcoming Supreme Court case regarding redistricting. Mr. Harvey and Mr. Loftus provided an overview of potential issues which could arise based on the outcome of the case.

(Mr. Otis exited the meeting at 1:45pm.)

PRE-PRIMARY TESTING (PPTP):

Pre-Primary Testing and Mock Election for 2018 will get underway in mid-January. Mr. Harvey provided an overview of the process, and testing procedures which will simulate Early Voting, as well as Election Day and the absentee canvass. He advised the Board that their attendance is not required.

2018 GENERAL ASSEMBLY:

The upcoming General Assembly session begins on January 10, 2018. Mr. Harvey discussed possible upcoming legislative proposals. He also provided an overview of possible Montgomery County-only legislation to allow ranked choice voting, and explained how this type of voting works.

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SCHEDULE OF NEXT MEETING: The Board scheduled its next meeting for 10:00 AM on Wednesday January 10, 2017 in Room 119 of the Frederick County Board of Elections Office, located at 340A Montevue Lane.

ADJOURNMENT AND EXECUTIVE SESSION: At 2:04 PM, Mr. Loftus requested that the Board meet in Executive Session in 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. Ms. Joyner moved to adjourn the meeting and proceed to Executive Session. Mr. Woodcock seconded the motion and it was unanimous.

Meeting adjourned at 2:10 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