

Letter of Agreement

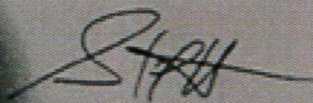
This document represents an outline and agreement for the transition of the Deputy Director at the Montgomery County Board of Elections between Steve Harsman and Sarah Greathouse.

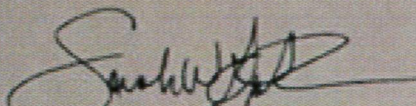
After several meetings and discussions, the following parameters have been agreed upon by all parties as indicated by the signatures below:

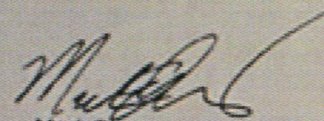
- Sarah will be appointed Deputy Director at reorganization on March 2, 2021.
- Sarah will have full control as Deputy Director, including all staff, decision making, and duties as outlined in the ORC.
- Steve will not have any supervisory role with employees.
- Steve will not engage in any staff issues and will direct all inquiries from staff directly to Sarah.
- Steve will be reappointed at reorganization on March 2, 2021 as an employee of the Board with current pay and benefits.
- Steve will report directly to the Board Members during this transition plan and will serve as an advisor, trainer and institutional knowledge resource to Sarah and the Board Members.
- Steve will continue to assist Sarah in all aspects of the office as she identifies any needs, vendor relationships and any other area which may be beneficial to the transition.
- Steve will be working remotely from home and will be available for assistance in any manner Sarah or the Board may need during this transition period.
- Steve will work in the office upon agreement during periods needed or requested by Sarah.
- Steve will provide historical knowledge, experience and proofing which may be needed for any projects.
- Steve will be eligible during this plan for any benefit, time accrual, board action, increase that is provided to employees.
- Steve will use earned time-off from Oct 8, 2021 - Jan 31, 2022. Steve's official retirement date will be Feb 1, 2022.


The purpose of this agreement and transitional plan is to provide an extended period for additional training, institutional knowledge and assistance. The role Steve will play during this period will be a resource to Sarah and the Board. The end goal is to have a successful transition and all items in this agreement is agreed upon in good faith. Steve as stated, will not have a supervisory role, will always act in accordance to this agreement and in the best interest of Sarah and the Board. These terms shall not change unless agreed upon by all parties.

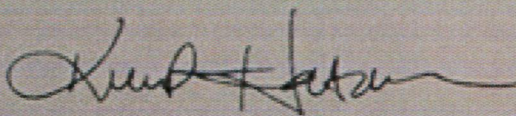
The undersigned agree on this day, November 23, 2020 to adhere to these parameters as outlined within this document.


Steve Harsman


Sarah Greathouse


Mark Owens


Shane McLin


Kurt Hatcher