



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

July 10, 2018

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President

Tammy Downin, Vice President

Jim Schultheis, Secretary

William Blazes, Member

Martin Lumm, Member

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

Guests:

Peter Perini, Democratic Central Committee

Jerry DeWolf, Republican Central Committee

President Bruce Field called the meeting to order at 2:02PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. There was a quorum present.

Edits to Minutes of June 12, 2018:

Scheduling of Next Meeting – change location to office.

Executive Session – rework the adjournment of regular meeting and remove Jim Schultheis as voting member.

Roger Schlossberg was sworn in as a member of the Board of Canvassers.

Amended minutes will be approved at the August board meeting.

Additions/Changes to the Agenda:

Correspondence, Directors' Meeting Minutes from May 24th, 2018

Correspondence, Certification of Local Ballot Questions

Old Business, IV. MAEO Personnel Actions Status Update

WASHINGTON COUNTY BOARD OF ELECTIONS

July 10, 2018

Page 2

Correspondence:

- I. Directors' Meeting Minutes from May 24th, 2018
 - A. LBE Counsel – Pre-Election Conference Call #1 – Kaye is unaware if Roger Schlossberg participated on the call.
 - B. Statewide Table Top Exercise, Anne Arundel LBE, August 16, 2018 – Kaye Robucci, Barry Jackson, and Dean Robucci attending.
 - C. Reminder to submit L&A files to SBE upon completion.
 - D. Inventory – Keith Ross of SBE reported that inventory audit compliance is at about 70% statewide. Washington County's inventory audit compliance is complete, and we did not have any problems
 - E. Joint MACO/SBE/MAEO Election Security Effort – June 7, 2018, 2:00PM – A working group was formed to facilitate collaboration between SBE, MACO, and MAEO. Tammy Downin asked Kaye Robucci to find out if anyone from Washington County Government attended.
 - F. The next election directors' meeting is scheduled for July 19, 2018.
- II. Certification of Local Ballot Questions – No local ballot questions for 2018.

Reports:

- I. Director's Report
 - A. Personnel - N/A
 - B. Meetings & Trainings
 1. Personnel: Sherrie surgery, July 25 - ?
 2. EW Committee: N/A
 3. Director's Meeting: July 19 Conference Call
 4. Joint Committee Hearing, July 12, 2018 – Barry Jackson will attend
 5. Modernizing Absentee Ballot Opening Procedures: N/A
 - C. Correspondence Received – May 24 Directors' Meeting minutes received. Kaye Robucci went over the highlights during the correspondence section of the agenda.
 - D. Registration Statistics for July 2018 were distributed to the Board
 - E. Voting System Activities:
 1. Inventory - completed
 2. Post Election maintenance in near future
 - F. Candidate:
 1. Declination of Nomination – The deadline is August 28, 2018.
 - G. Precinct & Polling Issues:
 1. Return to original polling place: 25-1 and 27-1
 - H. Projects
 1. Election Judge Training Site for September – Kaye Robucci will call Mark Mills at the Washington County Board of Education.
 2. Reevaluate Election Judge Training Curriculum – Kaye Robucci and Barry Jackson will reevaluate the training curriculum for the General Election.
 3. Recruiting Election Workers – Sherrie Bonebrake and Tammi Derr, on going
- II. Attorney's Report – N/A

WASHINGTON COUNTY BOARD OF ELECTIONS

July 10, 2018

Page 3

Old Business:

- I. By-Laws – table until August, 2018
- II. FY19 Budget – Final budget was distributed to the Board. \$65,000 for leasing a building was removed.
- III. Review of 2018 Primary Election
 - a. Pre-election Activities
 - i. Election Judge Training (curriculum) – to be reviewed prior to September Training.
 - ii. Early Voting – Jim Schultheis asked if there was any way to police the situation in the front parking lot, where candidates were flagging down cars on their way to vote. Kaye Robucci said, to the best of her knowledge, there is no way to do that if the candidate is outside the 100ft no electioneering zone, but she would check with board attorney, Roger Schlossberg.
 - iii. Packing of supplies – Kaye Robucci said that part time workers Audrey Coffelt, Cindy Russell and Larry Shipe did a great job.
 - iv. Delivery of Voting Equipment went very well, even with road closures in south county, due to flooding.
 - v. Supply Pickup (enough helpers, Saturday and Monday) Kaye Robucci said there were more judges picking up on Monday than in the past, which is a problem, because we are not staffed to handle Monday pickups as well as Saturdays.
 - b. Election Day
 - i. Polling Place Visits –
 1. Tammy Downin reported that election judges complained of unclean conditions at Precincts 09-000, Leitersburg and 14-001, Ringgold.
 2. Jim Schultheis noticed that some election judges are still hovering too closely to voters at Steps 3 and 4.
 3. Tammy Downin said chief judges at Maranatha Brethren Church asked for chalk to line their 100ft no electioneering zone.
 4. Marty Lumm received numerous complaints from voters about campaigners being too aggressive.
 - ii. Election Workers
 1. Board members observed that, in general, chief judges are still not filling out hourly voter count totals properly.
 2. Kaye Robucci wants to go back to separate ballot stacks for regular and provisional voting, rather than “one bucket of ballots.”
 - iii. Equipment issues (paper jams, shorter ballots) – Things went well overall, two or three issues with scanning units jamming.
 - iv. Food – Everyone enjoyed the food catered by Desert Rose Café in Williamsport.
 - v. Election Night Activities (tasks, return process, enough helpers and flatbeds) –
 1. Discussion of Maugansville Ruritan chief judges returning to the warehouse after 10:30PM on Election Night. Bruce Field suggested we stress to chief judges to alert the Board if they will be late or need help.
 2. Bill Blazes thought we needed another cart with a box to load bags.

WASHINGTON COUNTY BOARD OF ELECTIONS

July 10, 2018

Page 4

3. Barry Jackson reported that the newly instituted number system for returning chief judges worked well. He requested an additional flatbed cart and six total helpers for unloading chief judge vehicles on General Election night.
- c. Post Election Activities
 - i. Canvasses (AB1, Provisional, AB2) – Jim Schultheis requested that we add an agenda item for a future meeting to talk about the Provisional process. He believes the provisional ballot application is confusing regarding party affiliation and would like to see it changed. Peter Perini said he felt the absentee and provisional canvasses went smoothly. Jerry DeWolf also mentioned that members of his committee attended the canvasses and reported back that they went very well.
 - ii. Use of BMD for duplicating went well.
 - iii. Audit Procedures went well.
- IV. MAEO Personnel Actions Status Update – Marty Lumm asked what can be done to get Election Board staff members a raise. Kaye Robucci said that the MAEO Personnel Committee has created new positions that would allow for pay increases, but it must be approved by the State Board of Elections.

New Business:

- I. Absentee delivery issues – Kaye Robucci reported that there was a number of voters who requested absentee ballots and did not receive their ballots. We need to find out how prevalent this problem was around the state, and what can be done to keep this from happening in the General Election.
- II. Petition Candidates – Kaye Robucci reported that we are currently processing petitions for John Barr, William “Bill” McKinley, and George “Matt” Feiser.
- III. PEPs – Performance Evaluation Process – (Closed Session) PEPs are due on July 13th.
- IV. EW Training location – Kaye Robucci will call Mark Mills with the Board of Education to confirm dates for General Election training.
- V. Polling Places – 2018 General
 - a. 25-1: Return to Bethel Gardens – Barry Jackson will call to confirm
 - b. 27-1: Return to Fountaindale Elem School
 - c. 3-4: remain in Gym? Barry Jackson will call to confirm
- VI. Homeland Security follow-up meeting will occur at the end of July or beginning of August.
- VII. Picnic – Tentatively scheduled for September 25th at 6:00PM at Bruce Field’s home.

Members Remarks:

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, August 14, 2018 at 2:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- I. July Registration Statistics

WASHINGTON COUNTY BOARD OF ELECTIONS

July 10, 2018

Page 5

Adjournment:

There being no other business to come before the Board at this time, Bruce Field called for a motion to adjourn the regular session and convene an Executive Session. Jim Schultheis made this motion at 3:31PM. Bill Blazes seconded the motion, and it was carried unanimously. Peter Perini and Jerry DeWolf left the meeting before going into Executive Session.

Executive Session:

At 3:31PM, Jim Schultheis moved to adjourn the regular meeting and convene an Executive Session under State Government Article, § 10-508 (a) to discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. The vote to close the regular session and go into closed session was as follows:

Motion By: Jim Schultheis

Seconded By: Bill Blazes

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Bruce Field	{ }	{ }	{ }	{ }
Tammy Downin	{X}	{ }	{ }	{ }
James Schultheis	{X}	{ }	{ }	{ }
Martin Lumm	{X}	{ }	{ }	{ }
William Blazes	{X}	{ }	{ }	{ }


After the vote to go into Closed Session, Kaye Robucci and Barry Jackson left the meeting.

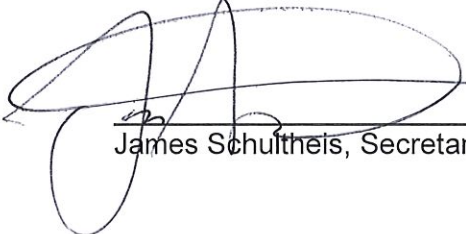
Marty Lumm made the motion to close the Executive Session at 3:58PM, Bill Blazes seconded, and the motion passed unanimously.

The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,

 8/14/18
 Bruce Field, President Date

 8/14/18
 James Schultheis, Secretary Date