



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

June 11, 2019

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

#### **Present:**

#### **Board:**

Tammy Downin  
Jim Schultheis  
Bill Blazes  
Martin Lumm  
Connie Mozingo

#### **Staff:**

Kaye Robucci, Election Director II  
Barry Jackson, Election Deputy Director II  
Teresa Morningstar, Election Supervisor II

#### **Guests:**

Randy Barber – Chairman, Democratic Central Committee  
Matt Breeding – Republican Central Committee  
Brian Kane  
Dean Robucci, IT Election Services

Election Director Kaye Robucci, acting as presiding officer, called the meeting to order at 3:09PM at the Washington County Board of Elections Office, 35 W. Washington Street, First Floor Conference Room, Hagerstown MD 21740. There was a quorum present.

#### **Organizational Meeting:**

##### **I. Swearing-in and Election of President**

President Officer – Election Director Kaye Robucci

A. Acknowledgment of prior Swearing-In of Members by Kevin Tucker, Clerk of the Circuit Court, on June 5, 2019.

B. Election of President

1. Nominations - Jim Schultheis nominated Marty Lumm, Tammy Downin seconded. No other nominations were made. Nominations were closed.

2. Balloting - By raise of hands Marty Lumm was elected unanimously

##### **II. Remainder of Organizational Meeting**

Presiding Officer – Newly elected President Marty Lumm

A. Election of Vice-President

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1. Nominations - Jim Schultheis nominated Tammy Downin, Connie Mozingo seconded. No other nominations were made. Nominations were closed.
  2. Balloting – By unanimous vote, Tammy Downin was elected.
  - B. Election of Secretary
    1. Nominations - Jim Schultheis nominated Bill Blazes, Tammy Downin seconded. No other nominations were made. Nominations were closed.
    2. Balloting – By unanimous vote, Bill Blazes was elected.
  - C. Election of Assistant-Secretary
    1. Nominations – Tammy Downin nominated Connie Mozingo, Bill Blazes seconded. No other nominations were made. Nominations were closed
    2. Balloting – By unanimous vote, Connie Mozingo was elected.
  - D. Enactment of By-Laws
    1. Adoption of Existing By-Laws - Tammy Downin moved to adopt the existing by-laws, Bill Blazes seconded, and the motion carried unanimously.
    2. Acknowledge Board’s authority to amend By-Laws by future actions – the board will review updated by-laws submitted by SBE and discuss a motion to approve the updated by-laws at the July board meeting.
  - E. Appointment of Board Attorney
    1. Nominations - Jim Schultheis made a motion to appoint Brian Kane as board attorney, Bill Blazes seconded. No other nominations were made. Nominations were closed.
    2. Balloting – By unanimous vote, Brian Kane was appointed board attorney.
- III. Adjournment of Organizational Meeting – Tammy Downin moved to adjourn the organizational meeting and go into regular session, Connie Mozingo seconded, and the motion carried unanimously.

### **Approval of Minutes of May 7, 2019:**

Tammy Downin moved to accept the May 7, 2019 minutes, Jim Schultheis seconded, and the motion was carried unanimously.

### **Additions/Changes to the Agenda:**

Kaye Robucci requested the following changes to the agenda:

Change “Minutes of the May 14, 2019 Board Meeting” to “Minutes of the May 7, 2019 Board Meeting.”

Change “April Registration Statistics” to “May Registration Statistics.”

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Randy Barber, Chairperson of the Washington County Democratic Central Committee, submitted a timely request to address the Board. He will be granted that opportunity during Old Business, II. Early Voting Location(s) for 2020.

### Correspondence:

None

### Reports:

- I. MAEO Conference
  - A. Kaye Robucci noted that four years ago, the MAEO conference included an orientation for new board members. They did not do that at this year's conference, so Kaye distributed introductory information to all the board members.
  - B. Kaye Robucci observed that the conference was very busy, and that we were only able to attend two of the six breakout sessions.
  - C. Marty Lumm said that he attended the open meetings session, and he left with more questions than answers.
  - D. Jim Schultheis spoke with State Elections Administrator Linda Lamone at the conference concerning the Election Board's struggles with county government regarding a combined facility.
  - E. Teresa Morningstar forwarded the MAEO survey to the Board.
- II. Election Director
  - A. Personnel
    1. Sherrie Bonebrake is off until July 11, 2019, recuperating from surgery.
    2. Salary proposal – State Board of Elections will revisit the topic at the June 26 meeting. Local Board of Election employees may receive a 2% increase on top of the 3% COLA on July 1.
  - B. Meetings
    1. Election Worker Manual Committee: Meeting June 20, 2019
    2. Director's Meeting: June 13, 2019
    3. Modernizing Absentee Ballot Opening Procedures (MABOP): SBE is reviewing the proposed opening procedures and will give their feedback.
  - C. Trainings
    1. Supervisor Training – HUB Training for Kaye Robucci, Barry Jackson, and Teresa Morningstar.
    2. National Table Top Exercise, June 19, 2019 at Anne Arundel LBE, hosted by DHS. Kaye Robucci and Teresa Morningstar will attend.
  - D. Legislative Update – No update.
  - E. Registration Statistics for May, 2019 were distributed to the Board
  - F. Voting System Activities:
    1. Requested additional equipment for 2020. SBE has not decided how to use the BMD's for 2020.
    2. Inventory Project – completed 100%
    3. Repaired Equipment – 2 of 3 EPB's repaired by SBE are OK.
    4. Charging of Equipment is ongoing.
  - G. Candidate Information:

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1. Filing began February 5, 2019 – Andi Overton filed for Mayor on May 29, 2019.
- H. Projects
  1. Transition from Outlook to Maryland.gov account to be completed by August 31, 2019.
  2. Clean-up of E Drive – Teresa Morningstar is heading that up.
  3. Election Workers – Tammi Derr is responsible for recruiting and assigning election judges.
  4. New Workstations with Windows 10 ordered – Dean Robucci will install them.
  5. New Laptop ordered
  6. Networking Survey – visit each polling place this summer – Barry Jackson and Dean Robucci. Dean reported that SBE is envisioning a network setup on Election Day similar to Early Voting.
  7. Remove ballots from blue bins and pack for storage – will take place during the week June 17. Kaye Robucci, Teresa Morningstar, and part time workers will perform this work.
  8. Inspect Voting Booths for damage – will take place during summer 2019.
- III. Attorney – no report.

### Old Business:

- I. New location for the Office, Warehouse, Training and Early Voting
  - A. Linda Lamone requested backup documentation of our search for a combined facility through the years. Kaye Robucci provided it on May 10.
- II. Early Voting Location(s) for 2020
  - A. Baymont Inn Ballroom – large enough room, but “old and tired.” Parking lot is in disrepair (cracks, sinkhole), grass uncut.
  - B. Elk’s Club – need to determine if the selling of alcohol on premises meets the state requirement.
  - C. Western Maryland Hospital? Bill Blazes will check into it.
  - D. Randy Barber was afforded an opportunity to speak regarding the need for a combined facility and made the following comments:
    1. Early Voting needs to be in a central location, such as Hagerstown.
    2. Randy has been in contact with local, state, and federal elected officials, who are willing to help.
    3. City council also has a role to play.
    4. Involve advocacy groups.
- III. FY20 Budget – County Commissioners passed the budget on June 4, 2019.
- IV. MOU- Board Attorney – Kaye will review sample MOUs from other counties and create one for Washington County.
- V. Networking at Polling Places on Election Day – covered in Election Director’s report.
- VI. Municipalities – Use of Voting Equipment and Pollbooks – tabled until September meeting.

### New Business:

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- I. Biennial, Thursday, October 17, at the Crowne Plaza Hotel in Annapolis. Kaye Robucci distributed copies of the County Bulletin to the board and pointed out the description of the biennial. It is mandatory for the board, director, and designated staff.
- II. Election Judge Training location is the Board of Education Transportation Department conference room.
- III. Confidential Voter – request for confidentiality from voter. Jim Schultheis moved to grant the voter confidential status, Tammy Downin seconded, and the motion carried unanimously.
- IV. Summer Picnic to honor Board Members and Attorney tabled to July meeting.

**Members Remarks:**

Jim Schultheis requested we make the search for Early Voting our top priority.

**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on Tuesday, July 9, 2019 at 3:00PM. 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. May Registration Statistics

**Approval of Executive Session Minutes:**

Connie Mozingo moved to approve the April 9, 2019 executive session minutes, Jim Schultheis seconded, and the motion carried unanimously, Connie Mozingo being the lone abstention.

Tammy Downin moved to approve the May 7, 2019 executive session minutes, Jim Schultheis seconded, and the motion carried unanimously, Connie Mozingo being the lone abstention.

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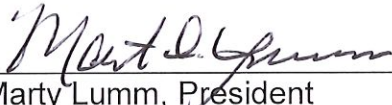
**Adjournment:**

There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting. Tammy Downin made this motion at 5:21PM. Jim Schultheis seconded the motion, and it was carried 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  
Election Deputy Director II

Respectfully Submitted,

  
Marty Lumm, President

7/9/2019  
Date

  
Bill Blazes, Secretary

7/12/19.  
Date