

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION

June 3, 2003

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board

Charles L. Mobley, Jr., President

Marianne Schneider, Democratic Member

John F. Barr, Republican Member

Eileen Wiggins, Democratic Alternate

Dorothy Waters, Republican Alternate

Staff

Dorothy M. Kaetzel, Election Director I

Kaye E. Robucci, Election Deputy Director I

### ORGANIZATION MEETING:

#### **Swearing-in of Board Members and Alternates:**

The swearing-in ceremony and oath were administered by Linda Hult and Sheila Brown, Clerks of the Circuit Court. Board members sworn-in were Charles Mobley, Marianne Schneider and John Barr. Alternate Board members sworn-in were Eileen Wiggins and Dorothy Waters.

#### **Election of Officers:**

The Board convened its organizational meeting at 2:10 PM. Charles Mobley opened nominations for President of the Board. Marianne Schneider made a motion nominating Charles Mobley, Jr. President of the Board. John Barr seconded the nomination. With no further nominations, Mr. Mobley called for a vote. Charles Mobley, Jr. was elected Board President unanimously. Charles Mobley, Jr. then called for nominations for Board Secretary. Charles Mobley, Jr. made a motion nominating Marianne Schneider for Board Secretary. Dorothy Waters seconded the nomination. With no further nominations, Mr. Mobley called for a vote. Marianne Schneider was elected Secretary unanimously. John Barr will act as Board Vice-President.

#### **Selection of Board Attorney:**

Charles Mobley, Jr. made a motion to appoint Gregory Bannon as Board Attorney. Marianne Schneider seconded the nomination. With no further nominations, Mr. Mobley called for a vote. Gregory Bannon was elected the Board Attorney unanimously.

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**Delegation of Authority:**

The Board felt it unnecessary to delegate complete and total authority of all administrative matters to Dorothy Kaetzel, Election Director. The director and staff work closely to keep the Board informed on all election related matters. In addition, the Board is very much involved in all aspects of the election process. Charles Mobley, Jr. made a motion to continue in the same manner, Marianne Schneider seconded the motion and all were in favor.

Charles Mobley called the meeting to order at 2:20 PM. There was a quorum present.

**Approval of Minutes of May 13, 2003:** Charles Mobley asked if the board had any corrections or modifications to the minutes of the May 13, 2003 board meeting. Charles Mobley recommended the following amendment (amendment in bold).

Page 1: Record of those Present.

Eileen Wiggins, Democratic **Alternate**

Charles Mobley also recommended that in the future any thank you notes be included under Correspondence. Minutes stand as corrected.

**Addition/Changes to the Agenda:** Charles Mobley, Jr. called for any additions or changes to the agenda. Charles Mobley asked that discussion of the FY04 Budget be included under Old Business. There were no other requested changes to the agenda.

**Correspondence:**

A. State Board Minutes – April 9, 2003

The Board discussed the following:

- SBE has been meeting with Diebold to negotiate voting system prices. The State may receive a lower price per unit if the State enters into a contract with Diebold for DRE's for all remaining jurisdictions.
- Memo regarding the creating or changing of precinct boundaries.
- IT Positions for the election boards & job specifications.
- A complaint has been filed with the U.S. District Court of Maryland, Poole v Lamone. Mr. Poole, a Baltimore County voter, is seeking a guarantee that the county will accommodate blind and visually impaired voters.
- Brad Barkey, SBE, attended a vendor fair in Jackson, MS to collect information on available Voter Registration Systems.

B. MAEO Meeting Agenda & Silent Auction Memo

Updated agenda was distributed to all Board members. Information on the Silent Auction was distributed to each Board member.

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**Old Business:**

A. Court Case City of Hagerstown

Charles Mobley will check status of Court Case.

B. Contract Extension – ES&S

Dorothy Kaetzel informed the Board that there is an addendum to the Voting System Contract for the City of Hagerstown. The City of Hagerstown would be required to pay \$15,000 per election in 2005. On Tuesday, June 17, Karen Luther, County Purchasing Director, will present the contract to the County Commissioners. Dorothy Kaetzel will inform the Board of the time.

C. Office Picnic

The office picnic has been moved to July 28 at the Elk's Picnic Grounds. Charles Mobley will see if the picnic grounds are available.

D. FY04

Charles Mobley, Jr. did an analysis on the current budget cuts. Charles Mobley talked with Greg Snook and William Wivell regarding the cuts. He asked that the \$1700 for the substitute board members be restored to the budget. Greg Snook and William Wivell agreed to revisit the issue but made no promises. Charles Mobley suggested that the Board send a letter to the County Commissioners requesting the restoration of the \$1700 and explaining in detail the travel expenses. Marianne Schneider made a motion to send a letter to the Commissioners; John Barr seconded the motion. The motion carried unanimously. The letter will be signed by the full board.

**Reports:**

A. Phase II Voting System Implementation

The Board surveyed a warehouse for a possible storage location for the new voting equipment. The warehouse is owned by Bowman and the size and location are good. There are several unanswered questions regarding electrical requirements. The survey was sent to Deibold. An e-mail was sent to Diebold requesting literature and answers to the questions.

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B. Director's Meeting – May 14, 2003

Dorothy Kaetzel reported on the following:

- There are no plans for the Secretary of State to absorb the State Board of Elections.
- Several State Board members had not been appointed to date.
- Joe Torre had not received a copy of our ES&S Contract. Dorothy Kaetzel sent him one.
- Update VRA's are due this month.
- Election Calendar is being revised.

C. CERA Classes

Dorothy Kaetzel and Kaye Robucci completed all of the requirements for their CERA Certification. Sharon Mackereth and Sherrie Bonebrake will be attending CERA classes in Portland, OR from July 11 – 20, 2003.

**New Business:**

A. MAEO Plans

The office staff will be leaving on Sunday at 1:00 PM. Audrey Coffelt will be working in the office while we are at MAEO. Richard Coss will be picking up the work from the MVA on June 9.

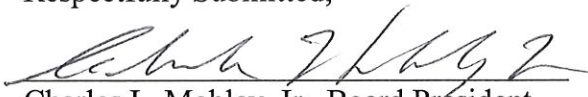
**Scheduling of the Next Meeting**

The next meeting of the Washington County Board of Election will be July 8, 2003, at 2:00 PM at the Board Office.

**Adjournment:**

There being no further business to come before the Board at this meeting, a motion was made by Eileen Wiggins to adjourn at 3:20 PM; Marianne Schneider seconded the motion. Unanimously approved.

Respectfully Submitted,

  
Charles L. Mobley, Jr., Board President      7/08/03  
Date

  
Kaye E. Robucci, Election Deputy Dir., I      6-5-03  
Date