

**MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTION  
June 12, 2012**

**35 W. Washington Street  
Hagerstown, MD 21740  
240-313-2050**

**Present:**

**Board**

John Benchoff, President  
Carroll Earp, Vice President  
Tammy Downin, Secretary  
Bruce Field, Member  
William Blazes, Member  
Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Election Director, I  
Sharon Mackereth, Election Deputy Director, I

John Benchoff called the meeting to order at 2:05PM. There was a quorum present

**Approval of Minutes of May 8, 2012:**

John Benchoff asked if the Board had any corrections or modifications to the minutes of the May 8, 2012, Board Meeting. Approved with motion to accept by Carroll Earp; seconded by Tammy Downin. All were in favor.

Approval of the Special Meeting minutes of April 13, 2012 with motion to accept as submitted by Carroll Earp; seconded by Tammy Downin. All were in favor.

Approval of the Special Meeting minutes of April 23, 2012 with motion to accept as submitted by Carroll Earp; seconded by Bill Blazes. All were in favor.

**Addition/Changes to the Agenda:**

John Benchoff asked if there were any additions or omissions to the agenda. Kaye Robucci requested the following addition –

**Correspondence:** Memo regarding Absentee Instructions.

**Correspondence:**

- A. Thank you from Hospice for donation in Memory of Kelly Bell, daughter of Audrey and Jack Coffelt.
- B. Letter from Mr. Chad Colliflower and response from Kaye Robucci.
- C. Copies of Thank you letters sent to Red Cross, Engineering and Public Works.

Thank you to Roger Schlossberg, Board Attorney, for his assistance.

D. State Board Meeting Agenda, May 24, 2012 – E-Mailed to Board.

E. State Administrator's Report, May, 2012 – E-Mailed to Board.

American Elect Party collected sufficient signatures and is now an established party.

F. Assistant Attorney General's Report, May 24, 2012 – E-Mailed to Board.

The Libertarian and Green parties will have to submit sufficient qualifying signatures by August 6, 2012 to regain their party status.

G. May 29, 2012 Article regarding on-line ballot marking – E-Mailed to Board.

H. Order from Judge Robert M. Bell, 2012 Legislative Districting of the State – E-Mailed to Board - Scheduling Order.

I. Libertarian Party decision – E-Mailed to Board.

J. Memo from Linda Lamone, SBE, regarding 2010 Audit response.

K. Memo from Rick Urps regarding the Polling Place Evaluation Summary for the 2012 Primary Election and our responses to the audit.

L. Memo from Nikki – Absentee instructions. SBE is going to reprint the instructions. Kaye sent Nikki Trella, SBE, the suggestions from the Board but when the issue was revisited, the Board determined not to request the changes.

### **Reports:**

A. Technical Judge Lessons Learned, May 22, 2012 –

Kaye Robucci reviewed with the Board the Lessons Learned meeting with the tech judges. The techs offered some suggestions and the Board agreed that some were valid ideas and that we should be able to implement many of them.

The Board suggested we send out a letter to all of the tech judges providing them with this synopsis of the meeting. This way we could give the techs who were unable to attend the Lessons Learned meeting a chance to provide some input. We will include a deadline date to have all of the information back. Our intention is to provide them with feed back, a collaboration of information from all of the tech judges and this office.

We are still in need of judges for the General Election. Kaye informed the Board that we are sending out another batch of recruitment letters for election workers. We would like to target students who attend Kaplan College, HCC Criminal Justice Programs,

local police officers (both retired and off duty officers) and correctional officers. Kaye will reach out to the local Fraternal Order of Police to recruit election workers. It is required by SBE to have a refresher class for all judges and any new judges will get full training.

**B. MAEO Recap -**

The Board was impressed with the use of videos for the training of election workers. Anne Arundel County has developed an online video for easy access by the workers at their convenience. Kaye will contact David Garreis, Anne Arundel, for copies of the videos.

Roger Schlossberg, Board Attorney, informed the Board of issues discussed during the Attorneys' Breakout session at MAEO. Roger offered to do a presentation on Challengers and the challenge process and procedures at the next Board Meeting.

Kaye thanked John Benchoff and Carroll Earp for gathering items for our doors prizes. Reimbursement to the Board Members for the door prizes will be taken care of.

**Old Business –**

**A. Change Polling Places for South High and Chewsville Community Center -**

The Board discussed the details of the surveys needed to be completed on Thursday, June 21, 2012. We will do Antietam Academy at 9:00AM and Bethel United Methodist Church in Chewsville at 11:30AM. Kaye asked whether we should ask the Chief Judges from 10-2 and 18-1 to join us at these locations to aid in the surveys and provide some input.

The Chief Judges at these locations are Faye Stauch and Dan Rohrer at 10-2; Susan Fowler and Carlos Rodriguez at 18-1.

Those Board Members able to attend will meet us at Antietam Academy at 9:00AM.

Mark Mills, Board of Education, will assist with the survey of Antietam Academy. Kaye will have the survey forms and a camera for pictures of the possible polling places.

**B. Visit polling places to re-survey –**

Kaye Robucci questioned how many of the polling places will need re-surveyed and which ones just need re-designed because of the placement of the tables, keeping in mind the location of the basket for return of the access cards. North Hagerstown HS, District 21-2 has always been at a bad location in the school. Because of the location there is little privacy for the voter. A new facility is needed for that district by 2014.

We need to visit Boonsboro Middle School, District 6-2 and Rohrer'sville Station 8. When we do – Roger Schlossberg should be with us. John Benchoff and Roger Schlossberg will be out of town July 20th through August 3<sup>rd</sup>, maybe it could be scheduled before those dates.

C. Purchase of Electronic Pollbooks and Printers –

Kaye Robucci thanked the Board for their permission to purchase more electronic pollbooks and printers. They are scheduled to be here by the end of June, 2012. Also purchased, with the recommendation of SBE, is a new cart to transport the printer used for “Ballot on Demand”. The cart was purchased from C.R. Daniels, Inc. a vendor that was set up at the MAEO Conference. Personnel from the company will deliver and assemble the cart with the printer.

**New Business**

A. Petitions -

Kaye Robucci presented several petition pages to the Board for their opinion on whether the pages are original or a photo copy. There are no indentations on the back of the sheets to show that pressure was applied by the use of an ink pen. It was suggested that if the signatures were signed on a very hard surface then possibly no indentation would appear. This matter has been sent to SBE and their decision is a judgment call on our part. Are they original sheets or hi-grade photo copied sheets? Are they the original signatures (required by law) or not? It is impossible to say they are definitely copies and there is no strong reason for saying that there is a reason to reject them. Roger Schlossberg, Board Attorney, referred to State Regulations and found no guidance. All of the Board Members agreed to accept the sheets.

Roger informed the Board and staff that the regulations need reprinted each time there is a revision to COMAR and this is an on going process. There is a revision coming in July, 2012, hence a new set should be presented to the Board at the August meeting. The Board was asked to bring their COMAR manuals to the next meeting and a revised set will be given at that time.

Roger Schlossberg, Board Attorney left the meeting at 3:40PM.

B. Refresher Election Worker Training Classes –

Kaye Robucci informed the Board that she was able to contact Pastor Randy Reid, Emmanuel United Methodist Church, and asked about the use of the church meeting rooms. A facility is required for the refresher training classes scheduled for August 20th through September 14th, just before the General Election. Pastor Randy agreed, stating that a meeting is needed to talk about logistics and scheduling matters. Kaye will put together a working schedule for both refresher classes and full detailed classes for any new judges we might acquire.

C. General Election Preparations – Bruce Field, Board Member, proceeded with a discussion on requested checklists for election workers.

- Checklists – The Tech Judges and Chief Judges both have requested a type of checklist for making sure they cover all the duties required on election day. SBE provided us with checklists (on the online library).

We have found that the judges do not always read the manual. But, the manual is needed as a baseline for the checklist. The following are the suggestions discussed –

- 1) The checklist needs to be a one page with just topics to remind them in what they need to do.
- 2) One checklist for opening procedures which also touches on pre-setup and actual setup.
- 3) One checklist for during the day procedures.
- 4) One for closing procedures.

We do not want to add more paperwork for the judges. A way to test this checklist is to hand it to a Chief Judge and ask them “Tell me if you can use this?” and “Does this make sense?” This is a review checklist as a guide not a working document with step by step instructions. Even if you know what you are doing – this list would help to make sure everything is completed. It should consist of just the key points to help the workers. Should they be used in training? What are they going to do with it? Both chiefs need this to keep each other in line.

We need to address the areas that our judges have problems with. Should we provide them with a list of the top 10 errors? Not pointing to one specific precinct because they did this or that wrong. We do not want to offend the judges.

Kaye will comprise a list of the top 10 errors and e-mail it to the Board for their input.

Bruce will go ahead and do a list for Operations and Close down procedures.

Opening and Close down are the easiest to do. Operations will be more detailed – more issues to consider.

We need to consider where to put these lists on election day for easy access. We need Chief Judges who are conscientious.

- Calendar – Election Day Calendar – needs more work.
- Security at the Polling Place –

Question – Should we anticipate the need for additional security at the polling places on election day? Carroll Earp and Roger Schlossberg have called attention to this issue. The Local Boards have been given caution by SBE that this election will be nothing like any other. Kaye will contact Doug Mullendore, County Sheriff, City of Hagerstown Police Dept. and the local Police Departments in Boonsboro, Smithsburg, Hancock and Williamsport; and alert them to the potential for problems during the election. Kaye will request support and drive-bys during the election.

D. Purchase of cart for Ballot on Demand Printer –

We have purchased a cart for the “Ballot on Demand Printer” (see page 4, section C).

E. Summer Picnic -

The summer picnic was discussed - it will be similar to the past picnics with potluck and fried chicken. The date will be discuss at a later meeting.

**Members Remarks**

Done.

**Scheduling of Next Meeting**

The next meeting of the Washington County Board of Elections will be held on July 10, 2012 at the Washington County Office Building, 35 W. Washington St., Room 101, Hagerstown, MD.

**Distributed Information**

Minutes from Lessons Learned, May 22, 2012.

**Adjournment:**

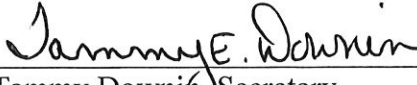
There being no further business to come before the Board at this time, Tammy Downin made a motion to adjourn at 4:24PM; Bruce Field seconded the motion. Unanimously approved.

Compiled by Sharon C. Mackereth  
Deputy Director, I

Respectfully Submitted,

  
\_\_\_\_\_  
John Benchoff, Board President

7/19/12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tammy Downin, Secretary

7/13/12  
\_\_\_\_\_  
Date