



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

August 14, 2018

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President
Jim Schultheis, Secretary
William Blazes, Member
Martin Lumm, Member

Staff:

Kaye Robucci, Election Director II
Barry Jackson, Election Deputy Director II

Guests:

None

President Bruce Field called the meeting to order at 2:03PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. Vice President Tammy Downin and Board Attorney Roger Schlossberg were absent. There was a quorum present.

Approval of Minutes of June 12 and July 10, 2018:

Bruce, July 10, page 3, FY19, change \$6,500 to \$65,000.

Jim Schultheis moved to approve the June 12th minutes and the July 10th minutes as amended, Marty Lumm seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Correspondence, add press release about FBI visiting SBE
Reports: III. DHS Tabletop

Correspondence:

- I. Directors' Meeting Minutes from July 19, 2018
 - A. *PIA Requests – MVA File* – Nikki Charlson (Deputy State Election Administrator) stated that there has been numerous PIA requests from the press, campaigns, and candidates to release the file of transactions that were not sent to SBE from April 22, 2017 through June 5, 2018 by the MVA. The advice from the Assistant Attorney General was that the file of MVA transactions are not to be disclosed to

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the public. If any requests are received, do not provide the file of transactions and forward the request to Nikki.

- B. Table Top Exercises
 - 1. DHS National Table Top – Monday, August 13th from 12 noon to 4 pm. Kaye Robucci, Barry Jackson and Dean Robucci attended. Table Top was hosted by DHS in Washington, DC via teleconference. Twenty states around the country participated. Almost all LBEs traveled to Anne Arundel LBE and represented Maryland. Several IT related security scenarios were presented, and states were asked to volunteer how they would handle the situation.
 - 2. SBE Table Top – Thursday, August 16th from 9 am to 4 pm - Nikki stated that the Anne Arundel County Board of Elections will host the table top exercise conducted by SBE. Nikki Charlson encouraged each local board to send up to three people, preferably the Director, Deputy Director, and an IT staff member. Kaye Robucci, Barry Jackson and Dean Robucci will attend.
- C. *Release of Voting Systems* – Paul Aumayr reported that the release of the voting systems may occur next week with the exception of Montgomery County.
- D. *Post-Election Maintenance* – Paul Aumayr stated that the post-election maintenance may begin after the voting system is released. He reiterated that maintenance does not have to occur on all the equipment, but maintenance must be completed on pieces of equipment that have been tagged or reported as not working properly. Paul also stated that machine logs from the scanning units detailing the number of ballot jams or ballots that could not be read will be released to the local boards in the next couple of days.
- E. *Electronic Pollbooks Updates* – Paul Aumayr reported that a software update to fix a “backend bug” on the electronic pollbooks will be available before the general election. In response to a question, Paul clarified that the “backend bug” concerns the log sequence numbers not being sequential and are inconsistent.
- F. *Return of Pollbook Master CF Cards* – Paul Aumayr reminded everyone to send to Andrew the master CF cards. He clarified that they can be mailed through USPS or UPS.
- G. FY2018 Inventory Audit – Keith Ross stated that the FY2018 audit period has ended. There are some outstanding tasks and reconciliations that need to be completed. The Regional Managers will be working with those local boards that still need to complete the inventory. Keith congratulated the five local boards that reached a 100% completion rate. **Washington County was one of the five!** Across the State, we are at a 95% completion rate.
- H. *Absentee Ballot Application – Revised for HB 1331* – Erin Perrone stated that House Bill 1331 requires the paper form of the absentee ballot application to ask for the voter’s Maryland driver’s license or ID card number and the last four digits of the voter’s social security number. The changes have been made to the application, but it has to be approved by the State Board. The application will be presented to the State Board at the scheduled meeting at 2 pm. Once approved, Natasha Walker will post it to SBE’s website and Erin will post it to the Online Library. In the meantime, Erin clarified that it is not necessary for voters who have already requested an absentee ballot for the general election to complete a new application. She also stated to wait until the new application is available to send to voters requesting an absentee ballot.
- I. *Election Judge Forms – General Election* – Erin Perrone reported that the election judge forms to be used for the general election have been updated and

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posted to the Online Library. Most of the forms had small changes, such as changing "2018 Gubernatorial Primary" to "2018 Gubernatorial General." Erin asked everyone to let her know if she missed anything. In response to a question, Erin stated that there are no special training requirements for election judges prior to the general election at this time. She reiterated that any new election judges must be fully trained, while returning election judges may receive a refresher training.

- J. *Bytegrid Services* – Nikki Charlson reported that the press statement regarding Bytegrid was shared with all the local boards. Bytegrid, formerly known as Sidus, is used to host MDVOTERS, OLVR, various parts of voter services (Voter and Polling Place Lookup, Online Ballot Delivery), and election night results and reporting. Nikki stated that other options are being explored at this time and will be making some decisions in the coming days. Nikki stated that a FAQs will be distributed and reiterated that there is no evidence of any tampering with data.
 - K. *HB 1331 Reporting Requirements* – Nikki Charlson stated that HB 1331 requires each county to report to SBE any IT security issues or any suspicious activity. She shared the information with MaCO and the affiliated IT staff from the counties.
 - L. *Processing MVA Records* – Roger Stitt stated that the 80,000+ records from the MVA have been received by SBE and are currently "staged" in MDVOTERS. SBE and some of the local boards are checking some of the records for accuracy before processing the batches. Roger reported that the Canton Group is testing a software process to determine if any of the records are duplicate records and to include only the most recent transaction. As an example, Roger stated that Baltimore County currently has 575 batches, so a process is being tested to eliminate as much duplication as possible.
 - M. *ERIC Reports* – Janet Smith reported that the ERIC reports were loaded into MDVOTERS on Wednesday, July 18th and are ready to be processed. She stated that the cross-state report should be processed first and the NCOA report should be processed second. The deadline to process both reports is Tuesday, August 7th to meet the NVRA deadline of Wednesday, August 8th. Janet reminded everyone to send confirmation cards out to voters and that the DHMH deceased report may be processed after the NVRA deadline.
 - N. *LBE Technician Engagement Period* – Shafiq Satterfield stated that the engagement period for the LBE Technician will be 10 weeks for the general election. Training is set to begin on Monday, September 10th. In response to a question, Shafiq stated that the LBE Technician is not a requirement.
 - O. *LBE Support Technician Overtime Hours* – Shafiq Satterfield stated that 30 hours of overtime will be available.
 - P. *Hiring Request* – Shafiq Satterfield reported that if a local board has a request for a specific person to be hired through the staffing contractor, the staffing contractor will reach out to that person directly and the local board director will be copied on the email.
 - Q. *Troubleshooting Scenarios for EFS* – Shafiq Satterfield reported that he will be working on more troubleshooting and hands-on scenarios for the election field support training. This will develop the ability to identify issued and being efficient in solving those issues for the EFS.
 - R. *The next Election Directors' Meeting* will be a short in-person meeting prior to the table top exercise on Thursday, August 16th.
- II. *Certification of Local Ballot Questions* – No local ballot questions for Washington County in 2018.

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- III. Press Release about FBI visiting SBE – SBE released a press release announcing that the FBI visited their office. The purpose of the visit was to alert SBE of findings of the investigation of the Office of the Special Counsel that directly affected SBE. One of the Russian oligarchs under investigation was the primary investor in ByteGrid, a company that has a contract with SBE to provide services and support to the state's election software.

Reports:

- I. Director's Report
 - A. Personnel -
 1. Sherrie Bonebrake is having therapy on her repaired right shoulder.
 2. Kaye Robucci will speak to Sylvia Brown at SBE about staff salaries.
 3. Purchased Varidesks for the staff, which allow the staff to sit or stand at their workstations.
 - B. Meetings & Trainings
 1. Personnel: N/A
 2. EW Committee: N/A
 3. Director's Meeting: August 16, 2018
 4. Modernizing Absentee Ballot Opening Procedures: N/A
 5. Table Top Exercises, August 16, 2018
 - C. Correspondence Received – N/A
 - D. Registration Statistics for July 2018 were distributed to the Board
 - E. Voting System Activities:
 1. Post Election Maintenance will be completed this month
 2. Finished unloading carts and bins
 - F. Candidate:
 1. Declination of Nomination – The deadline is August 28, 2018. The following candidates have declined their nominations:
Harry Jones
Terry Gwizdala
 2. Petition Candidates
John Barr, County Commissioner: Qualified
William McKinley, County Commissioner: Qualified
Matt Feiser, County Commissioner: Did not qualify
Neal Simon, US Senate: Qualified
 - G. Precinct & Polling Issues:
 1. Return to original polling place: 25-1 and 27-1
 - H. Projects
 1. EW Training Site for September – BOE Transportation Dept. Auditorium
 2. Re-evaluate Training Curriculum – Refresher, Combining CI, VJ and Provisional
 3. Recruiting Election Workers – Sherrie Bonebrake & Tammi Derr, on going
- II. Attorney's Report – N/A
- III. DHS Tabletop Exercise – Previously discussed in Correspondence, I.B.1.

Old Business:

- I. By-Laws – Motion on the floor was approved unanimously for the below changes:
 - A. Article 3, Section 3.3.E.2 – Complete closed meeting minutes shall be **presented at the subsequent board meeting for approval. Agenda for subsequent**

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board meeting shall indicate if closed meeting is only for the approval of minutes. [held until the next closed meeting for presentation to the board.]

- B. Article 5, Section 5.4 – The Board **may** delegate[**s**] the duties designated in *Duties of the Board and Election Director* to the election director.
- C. Article 6, Section 6.4 – Strike section B - Reimbursement for an expense that was not budgeted must be approved by the president prior to payment.
- II. Personnel Update – Covered in the Director's Report.
- III. Absentee Delivery Issues – Kaye Robucci said that we want to make sure what happened in the Primary Election (some voters did not receive absentee ballots in the mail from a third party contractor hired by SBE) doesn't happen in the General Election.
- IV. Petition Candidates – Covered in the Director's Report.
- V. Election Worker Training Location – Covered in the Director's Report.
- VI. Homeland Security Follow Up Meeting – On August 1, 2018, Bruce Field, Kaye Robucci, and members of the staff reviewed recommendations with Dave Johnston of DHS.
- VII. Picnic: Bruce Field requested that the date of the picnic be changed from September 25, 2018 to September 23, 2018. All in attendance generally agreed.

New Business:

- I. Election Worker Training Schedule – Kaye Robucci is still working on the schedule.
- I. General Election Calendar – Kaye Robucci is still working on the calendar.

Members Remarks:

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, September 11, 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

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. Bill Blazes made this motion at 3:05PM. Marty Lumm seconded the motion, and it was carried unanimously.

Executive Session:

At 3:05PM, Bill Blazes moved to adjourn the regular meeting and convene an Executive Session under State Government Article, § 10-508 (a) to discuss: (i) The appointment,

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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: Bill Blazes

Seconded By: Marty Lumm

Vote to Close Session:

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

Jim Schultheis made the motion to close the Executive Session at 3:16PM, Marty Lumm seconded, and the motion passed unanimously.

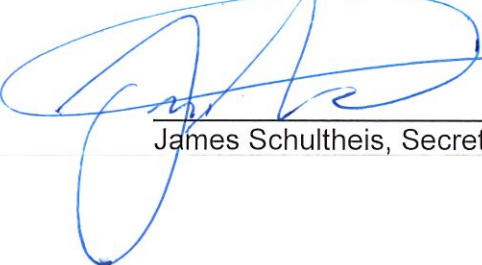
The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,



Tammy Downin, Vice President Date 9/11/18



James Schultheis, Secretary Date 9-11-18