

PROCEEDINGS

**WASHINGTON COUNTY
BOARD OF ELECTIONS
January 8, 2002**

Present: Marianne Schneider, Democratic Member
Charles Mobley, Jr, Republican Member
Eileen Wiggins, Democratic Alternate
Dorothy Waters, Republican Alternate
Dorothy M. Kaetzel, Election Director II
Kaye E. Robucci, Election Deputy Director I

Marianne Schneider called the meeting to order at 2:03 PM. Richard Coss, President, is on vacation and Marianne Schneider will assume the chair until his return. Roger Schlossberg, Attorney, was absent.

A thank you note from Doris James was shown to the Board. Doris's husband, Harold, passed away December 21, 2001. Flowers were sent from the Board and staff.

MINUTES: The minutes of the December 11, 2001 Board meeting were discussed. Charles Mobley recommended the following amendments (amendments in bold).

Page 3 - New Business:

The review of the confidentiality of a voter's record was tabled until the January meeting. A letter was **just** sent to the voter requesting verification of the home address and the need to remain confidential. **It is too soon to expect a response from the voter.**

Page 2 - Old Business:

Kaye Robucci reported that the daily **computer** backups are going well. In addition to the daily **computer** backup done at 3:00 AM there is now a daily dump performed at 4:00 PM. A CD is burned and is stored offsite.

Dot Waters made a motion to approve the minutes as amended; Charles Mobley seconded the motion and all were in favor.

CORRESPONDENCE:

A letter from John & Bonnie Reynolds was distributed to the Board.

Minutes of the October 15, 2001 State Board Meeting were distributed.

The Motor Voter Newsletter was distributed. Virginia was well prepared in the November 2001 election. Some of the changes Virginia implemented are the use of conditional ballots, the counting of all ballots at the precincts and a statewide voter registration system.

OLD BUSINESS: The Board discussed the need for improved telephone communication on election day. The staff met with Jodie Ebersole, IT Department, regarding the new county phone system. The system is currently being installed. The new system will have many nice features including: voice mail and auto attendant. A meeting is to be scheduled with a Verizon representative to discuss our needs. We will let the Board know when the meeting is scheduled so they may attend.

The confidentiality of a voter's record was discussed. Charles Mobley recommended that a second letter be sent to the voter by certified mail. The letter will indicate that unless the voter contacts the election office by March 11, 2002; the Board will make a decision at the March 12, 2002, Board meeting whether the confidential information should be revealed.

Statutory changes for AB - high-risk professions was tabled until the next board meeting.

Statistics generated from the MVA mass mailing to date are:

| | |
|-----------------|-------|
| Total Received | 1,112 |
| New Registrants | 449 |
| Changes | 449 |
| Duplicates | 214 |

Dorothy Kaetzel updated the Board on the vacant Clerk II Position. There has been no response to the letter requesting an exemption to the hiring freeze. Dorothy will contact Ernestine Blake-Green for an update.

Charles Mobley shared an article from the Baltimore Sun regarding the new voting system.

NEW BUSINESS: The Board reviewed the FY 03 Budget. The Budget is due January 16, 2002. Charles Mobley recommended putting \$2,000.00 in Account #600600 - Computer/Software Equipment for any needed hardware or software.

The Board reviewed and discussed the Preliminary Governor's Redistricting Plan. Several of Washington County's election districts are split into different legislative districts (10-1, 10-3, 13-0 & 24). Dorothy Kaetzel recommended having that part of 24 that is to be in Legislative 2C be made part of District 25-4. There is currently no one living in that part of 24 and that area has already been annexed into the City of Hagerstown. Charles Mobley will contact the Delegation about this request.

Memo from Bob Graff informing us that our office storage space in the basement will no longer be available to us. He would have available space at 131 W. North Avenue in Hagerstown. It is imperative that we retain storage space in the basement. Marianne Schneider will talk to Rod Shoop about the situation.

Dorothy Kaetzel and Kaye Robucci will be attending Election Center Training in Charleston, SC from February 8 - 12, 2002. They will be attending a class and a seminar toward their CERA certification.

Next board meeting will March 12, 2002. Due to the training class and conflict of schedules in February, there will not be a February Board meeting.

The MAEO meeting will be in Ocean City in May 2002.

The 2002 Election Calendar will be available at the March board meeting

Dorothy Waters made a motion to adjourn at 3:28 PM; Charles Mobley seconded the motion and all were in favor.

Respectfully submitted,

Kaye E. Robucci

Kaye E. Robucci
Election Deputy Director I