

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION
July 13, 2004

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

Present:

Board

Charles Mobley, Jr., President
John Barr, Republican Member
Dorothy Waters, Republican Alternate
Eileen Wiggins, Democratic Alternate
Gregory Bannon, Attorney

Staff

Dorothy M. Kaetzel, Election Director, I
Kaye E. Robucci, Election Deputy Director, I

Charles Mobley called the meeting to order at 2:03 PM. Marianne Schneider, Democratic Member, was absent. There was a quorum present.

Approval of Minutes of June 15, 2004

Charles Mobley asked if the board had any corrections or modifications to the minutes of the June 15, 2004 Board Meeting. No changes were made and the minutes were approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following additions to the agenda:

Reports: Equipment Upgrades

Old Business: Accessibility Survey at Western Heights Middle School and letter to County Attorney.

New Business: Big Pool Polling Place

Correspondence:

A. Substitute Board Members

Memo from Donna Duncan, SBE, regarding participation by substitute board members.

B. Recognized Political Parties

Memo from Mary Wagner, SBE, regarding the recognized political parties in Maryland.

Gregory Bannon entered the meeting at 2:10 PM.

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C. Western Heights Middle School

Dorothy Kaetzel sent a letter to Linda Lamone, SBE Administrator, requesting permission to move the polling place for District 25-4 from Salem Avenue Elementary School to Western Heights Middle School due to construction. Permission was granted and all voters have been notified of the change.

D. MAEO President

Letter received from Barbara Fisher, Anne Arundel, expressing her appreciation in being elected President of MAEO.

E. Press Releases

A press release was issued from SBE on June 17, 2004 in response to questions concerning the voting system software. A press release was also issued on June 17 from TrueVote MD.

F. Faxing Absentee Ballots

Received procedures for faxing absentee ballots. We are permitted to fax blank absentee ballots but cannot accept voted absentee ballots by fax. We did fax several absentee ballots in 2002.

G. Minutes – May 27, 2004 Director's Meeting

Reports:

A. Director's Meeting – June 22, 2004

Dorothy Kaetzel reported on the Director's meeting.

1. Personnel

- Patrick Strauch has replaced David Heller as Voting System Project Manager
- Jed Carr has replaced Tim Cheater
- Carlene Cash, new Voter Outreach Project Manager

2. Voting System

- Upgrade to the voting units will take place August 9 – 11, 2004
- The encoders will also be upgraded and the batteries changed

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- Site Surveys – we were to have the schedule by July 9 but haven't heard anything to date. Charles Mobley suggested proceeding with the site surveys. He suggested taking one Chief Judge from each polling place and 1 staff or board member. John Barr made a motion to compensate the Chief Judges in the amount of \$10.00 for assisting with the surveys; Eileen Wiggins seconded the motion and all were in favor. We will update the surveys and give to Diebold to redo in Visio.
- Five Key Initiatives have been identified and committees have been formed in the following areas: documentation, judges manual, paperwork reduction, communication and replacement of voting units.
- Archive – all counties have to archive elections. This will be done during the upgrade of the equipment and we will have to pay to have it done.
- Memory Cards – SBE requested our procedures for the return of the memory cards on election night. Dorothy Kaetzel provided this information.

3. Provisional Voting

- New application has been designed
- Convenience voting - no final decision was made at the Director's meeting
- Supplemental VAC – not optional, must be used

4. Absentee Voting

- Initiative by the DOD and Post Office – overseas absentee ballots will be picked up from our office.
- Faxing ballots – blank absentee ballots may be faxed

5. Voter Registration

- Inactive Voters – FOE's can be placed on the Inactive list
- JIS – little information is received on these reports. Don't know when the conviction took place, the crime or the sentencing.

6. ElecTrack Software

- New version has been installed

B. Tamper tape Removal

Dorothy Kaetzel informed the Board that the tamper tape was removed from 357 machines in 1½ days.

C. Equipment Information

Dorothy Kaetzel reported on the status of several voting units. Three cases were repaired and returned to our office. One touch screen unit is still out.

D. Equipment Upgrades – will take place August 9 – 11, 2004. Charles Mobley requested that someone be present while the upgrades are being done.

Old Business:

A. Letter to County Attorney

A letter will be sent to Richard Douglas, County Attorney, regarding the 2004 Salary Study Commission.

B. Accessibility Survey - Western Heights Middle School - 25-4

Charles Mobley and John Barr surveyed Western Heights Middle School. The cafeteria will be the polling location. Charles Mobley reported that some signs will be needed outside to direct handicapped voters to a different entrance. Equipment can be delivered to the back or front of the building because there is an elevator. Charles Mobley will be in contact with Mr. Munday, Board of Education, regarding the phone in the cafeteria.

C. City of Hagerstown

Met with the Election Board for the City of Hagerstown on July 12, 2004. They completed the municipal election questionnaire and Nathan Robinson will work up a price. The City Board discussed the possibility of using fewer voting units due to the low voter turnout. They calculated the use of 35-40 voting machines for the 13 precincts. Charles Mobley will meet with Greg Snook, President, County Commissioners, and Rod Shoop, County Administrator, to discuss the fee for the rental of the units. The Election Board determines the terms and conditions of the lease. The City Election Board will make a presentation to the Hagerstown City Council on August 3, 2004. Dorothy Kaetzel gave the City Election Board several suggestions on changes to their charter. Next meeting: August 9, 2004 at 10:00 AM.

John Barr will be absent for the August 10, 2004 meeting.

D. Lessons Learned Action Plan

The Lessons Learned Action Plan was distributed to each member. This is the result of the meeting with the Chief Judges in April. Sixty-two items were identified as requiring attention. Most items will be addressed during the training classes in September. The Board will make a decision regarding items #42 & #43 on page 8 at the August Board meeting.

E. Picnic - August 16, 2004 at 6:00 PM at the Elks Picnic Grounds. Nathan Robinson and Dutch Chase will be invited.

John Barr left the meeting at 4:10 PM.

New Business:

- A. Election Worker Training Classes have been scheduled. The training classes will be held in our office building.

September 18, 2004 9:00 – 12:00 New Workers
1:00 - 4:00 Review CJ

September 25, 2004 9:00 – 12:00 Review CJ

Sixteen Quick Reference Guides were received from SBE. Dorothy Kaetzel and Kaye Robucci will review them for use in November. Any that we revise need to be approved by the SBE.

- B. Kaye Robucci reported that Connie Michaels, Contact for Big Pool Community Center, called to let us know that the Community Center is considering requesting an increase in the rental fee. We currently pay \$50.00 for the use of the building. Connie Michaels indicated that they suffered a loss in income because they were unable to rent the facilities prior to the primary election because the voting units had been delivered. They were meeting July 13 to discuss the situation. Any requests will be put in writing to the Election Board. In 1994, the Election Board voted to pay new polling places \$25.00.

Executive Session

Motion made by Dorothy Waters to enter into executive session at 4:15 PM for discussion of personnel matters; Eileen Wiggins seconded the motion and all were in favor. Regular session resumed at 4:20 PM.

Members Remarks:

Gregory Bannon reported on the Attorney Breakout Session at MAEO. They discussed the pending lawsuits. Any questions regarding the voting equipment should be directed to SBE. Gregory Bannon asked Prince George's County for a copy of their contract for a municipal election.

Dorothy Kaetzel distributed updated election calendars.


Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held August 10, 2004, at 2:00 PM at the Board Office.


Adjournment:

There being no further business to come before the Board at this time; Eileen Wiggins made a motion to adjourn at 4:30 PM and Dorothy Waters seconded the motion. Unanimously approved.

Respectfully Submitted,


Charles L. Mobley, Jr., Board President

8/10/04
Date


Kaye E. Robucci, Election Deputy Dir, I

7-15-04
Date