

PROCEEDINGS

**BOARD OF ELECTION SUPERVISORS
FOR WASHINGTON COUNTY
JUNE 13, 1995**

Present: Richard L. Coss, President
Daris A. Phillips, Democrat Member
Charles L. Mobley, Jr., Republican Member
Roger Schlossberg, Democrat Alternate
Dorothy M. Waters, Republican Alternate
Mark Brugh, Attorney
Dorothy M. Kaetzel, Election Director II
Kaye E. Robucci, Election Deputy Director I

ORGANIZATIONAL MEETING:

Swearing-in of Board Members and Substitutes:

The swearing-in ceremony and oath were administered by Dennis Weaver, Clerk of the Circuit Court. Board members sworn in were Richard L. Coss, Daris A. Phillips and Charles L. Mobley, Jr. Substitutes members sworn in were Roger Schlossberg and Dorothy M. Waters.

Election of Officers:

Subsequent to the swearing-in, the Board convened its organizational meeting at 2:27 p.m. Richard Coss opened nominations for President of the Board. Jim made a motion nominating Richard Coss President of the Board. Daris seconded the nomination. With no further nominations, Mr. Coss called for a vote. Richard Coss was elected Board President unanimously. Richard then called for nominations for Board Vice-President. Richard nominated Daris Phillips for Board Vice-President. Jim seconded the nomination. With no further nominations, Richard called for a vote, and Daris Phillips was elected Vice-President unanimously. Richard then called for nominations for Board Secretary. Richard nominated Jim Mobley for Board Secretary. Daris seconded the nomination. With no further nominations, Richard called for a vote, and Jim Mobley was elected Secretary unanimously.

Richard Coss welcomed Roger Schlossberg to the Board as Democrat Alternate.

Selection of Board Attorney:

Daris moved that Mark Brugh be re-appointed the Board's Attorney. Richard seconded the motion, and the motion carried unanimously.

Delegation of Authority:

On the advice of the Board Attorney, the Board felt it unnecessary to delegate complete and total authority of all administrative matters to Dorothy Kaetzel, Election Administrator. The administrator 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.

MINUTES: Daris moved that the minutes of the meeting held on May 9, 1995 be approved as submitted.

PERSONNEL: Dorothy informed the board that test for the position of registrar has not been scheduled to date.

CORRESPONDENCE: Memo from Gene Raynor, regarding the New Party Petitions was distributed. Enough signatures were received to establish the Libertarian Party in Maryland. Dorothy explained the procedure required to verify that all voters currently registered as Libertarian wish to remain Libertarian.

Dorothy distributed copies of the MAED nominations. Jim Mobley is running for a seat on the Board of Directors.

Letter to the County Commissioners regarding the ballot boxes was distributed. The new ballot boxes are arriving in August and we must dispose of the old ones. Bob Graff, Superintendent of Facilities is willing to take all of them.

Dorothy informed the board that Voter Notification Cards have been ordered for District 10-1 due to the change in polling location. The cards have been received and mailed to the voters.

Memo from Kurt Hornig, SABEL, regarding the May 23, 1995 NVRA meeting was distributed. He will be meeting with the Junior Colleges on June 8 to discuss the implementation of the NVRA. We will be receiving new VRA's with the Libertarian Party in about 2 weeks.

Advertisement from the BRC Assist Center was distributed. They are selling Motor Voter Posters. Decided not to purchase any at this time.

Voter registration was completed at Smithsburg and South Hagerstown High Schools. All schools are now completed.

Budget Reduction Worksheet for Fiscal Year 1995 - 1996 was distributed. Our budget was reduced by \$6,345.00. Jim made a motion that the reduction come from the Temporary Wages Account, #01-5-0121-413-000. Roger seconded the motion.

Letter from John Huculak regarding the Statewide Voter File was distributed. Dorothy explained that it is available now and that a fee is involved for its use. She also stated that not all counties are currently on the system and also that the information could be up to 1 month old. We do not think it would be very helpful at this time.

Copies of a response from the Attorney General regarding disclosure of information was distributed. According to the Attorney General we are not required to disclose information about registered voters over the phone.

Distributed copies of the address and phone numbers of the new Board and staff members.

Dorothy distributed copies of memo from Kurt Hornig, regarding false addresses. We do not receive voter registration applications with false addresses.

Distributed copies of the legislative changes made to Article 33 during 1995 session.

OLD BUSINESS: The survey for the Funkstown Elementary School (District 10-1) has been completed. The school is accessible and will be used instead of the Fire Hall.

We have received the new boxes for the voter authority cards.

The absentee ballot envelopes have been shipped from BRC and reached the printers on June 14.

Dorothy informed the board that Elmo Dryden, President of the Somerset Board, has died. A sympathy card was sent to Mrs. Dryden.

NEW BUSINESS: The final set of responses to the SABEL Board survey were distributed. They are due June 20, 1995.

Dorothy will contact Ralph Giffin to see if the new Paramount Elementary School is completed. If completed, Dorothy will order voter authority cards for District 27-2.

Dorothy will send a letter to Pastor Stouffer, Paramount Brethren in Christ Church, thanking him for use of the church as a temporary polling place.

Dorothy reported on the NVRA meeting held May 23, 1995. Decision made to use the state VRAs instead of the Local VRAs since they contain the Libertarian Party. Training for the Marriage License Bureau has been scheduled for June 15, 1995.

Plans for the MAED meeting were finalized. Two buses have been reserved. Dot and Daris will staff the registration table.

A new computer table was ordered to hold the BRC equipment. The Board members surveyed the office space in the Hamilton

Plaza. Decided that parking would be a problem for poll workers and for the unloading of all the BRC equipment. Board decided to write a letter to the commissioners and Bob Graff telling them how much space we require and that we want our office and storage space in the same building. Board will investigate other possible office spaces.

Dorothy distributed a thank you note from Jason Malott.

Next meeting July 11, 1995.

Daris motioned, seconded by Dot, to adjourn the meeting at 3:55 p.m.

Sincerely,

Kaye Robucci

Kaye E. Robucci
Deputy Election Director I