

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION
June 15, 2004

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

Present:

Board

Charles Mobley, Jr., President
Marianne Schneider, Democratic Member
John Barr, Republican Member
Dorothy Waters, Republican Alternate
Eileen Wiggins, Democratic Alternate

Staff

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

Charles Mobley called the meeting to order at 2:05 PM. Gregory Bannon, Attorney, was absent. There was a quorum present.

Approval of Minutes of May 11, 2004

Charles Mobley asked if the board had any corrections or modifications to the minutes of the May 11, 2004 Board Meeting. Eileen Wiggins noted the following correction on page 3 – New Business - District 25-4, Salem Avenue Elementary School. The correct name of the school we wish to move to is Western Heights **Middle** School (correction in bold). Minutes were approved as corrected.

Addition/Changes to the Agenda: Dorothy Kaetzel requested the following additions to the agenda under correspondence: SBE Board Minutes for February, March & April, County Bulletin, letter from MAEO to Linda Lamone, Voting System Project Work Plan and the MAEO Post Election Summit. Charles Mobley requested the County Salary Commission Study be discussed under correspondence

Correspondence:

A. Constitution Party

Now a recognized party in the state. Letters were sent to those currently affiliated with the Constitution Party to determine their party affiliation choice at this time.

B. Certification of Local Ballot Questions

Deadline for certification to the local boards is August 16, 2004. Dorothy will send the notice to the county attorney.

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C. SBE Minutes

The minutes of the February, March & April 2004 Board minutes were distributed.

D. Letter from MAEO to Linda Lamone, Administrator

MAEO is requesting SBE to clarify the status of LBEs in the administration of Maryland elections.

E. County Bulletin

The County Bulletin, Vol. 17 was distributed. Dorothy Kaetzel noted the following:

- State Board meeting rescheduled to July 7, 2004
- Director's Meeting – June 22, 2004
- Tamper Tape removal supplies have been ordered
- We are not to schedule any new demonstrations through Diebold until further notice

F. 2004 Salary Study Commission

Washington County will be conducting a salary study this year. Dorothy Kaetzel and Charles Mobley will draft a letter to the County Commissioners.

G. Voting System Project Work Plan

The Voting System Project Work Plan was distributed. It was a result of the Lessons Learned Workshops.

H. Post Election Summit Lessons Learned Report

Report was distributed to the Board

Reports:

A. Visit to Warehouse

Charles Mobley reported on setting up the voting equipment for maximum privacy. We found that if you slant the machines and don't raise the screen higher than the 2nd position helps to maintain privacy.

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B. Director's Meeting – May 27, 2004

Dorothy Kaetzel reported on the Director's meeting. She noted the following:

- Tamper Tape removal supplies have been ordered by Joe Torre and are due by 6/18/04.
- A history file should be kept for each voting unit. Those sent for repairs are to be returned within 30 days.
- Technical Judges may be used in the polling places.
- Provisional Applications need to be updated to reflect all recognized parties in MD
- Paper trail – Linda Lamone showed a paper trail from a Baltimore County ballot. It was 10' long and took 4 minutes to print.
- Additional training will be conducted on provisional voting and canvassing
- Pamphlet – Electronic Voting Myth vs. Fact was distributed. Joe Torre developed this upon the request of our election worker, Carroll Earp.
- Election Preparation Milestone Dates were distributed to the Board

C. MAEO Meetings – June 6 – 9, 2004

Dorothy Kaetzel thanked the Board for their attendance and participation in the "Parade of Counties".

Dorothy Kaetzel reported on the Director's breakout session. She noted the following:

- LBE's would like the paperwork condensed. Any suggestions are to be sent to Margaret Jurgesen by 6/16/04. Ms. Jurgesen would also like a list of what paperwork is required to certify the election.
- Procedures for taking a voting unit off line on election day
- VAC vs. Supplemental Form
- Provisional voting for convenience

Charles Mobley reported on the Board Members breakout session. He reported that the room was not setup properly to conduct a meeting of that type and there appeared to be no agenda. He spoke with Linda Lamone regarding media coverage on the new system. She indicated that we could use our own local media to generate some news regarding the system.

Kaye Robucci reported on the Staff breakout session. Cynthia Pellegrino presented a program on organizational change.

Evaluation Sheets were collected.

Old Business:

A. City of Hagerstown

A meeting to discuss the upcoming City of Hagerstown elections took place on June 1, 2004. Present were Charles Mobley, Dorothy Kaetzel, Kaye Robucci, Ruth South, Jean Calhoun, Eve McGrory, Donna Spickler, Brenda Hawbaker and Nathan Robinson. Charles Mobley informed the City of the changes that have taken place, the decisions that will need to be made and potential costs. According to EL, §9-105, (b)(1) a local board may lease a voting system to any governmental or nongovernmental entity within the county and (2) The local board shall determine the terms and conditions of the lease. Rod Shoop, Administrator, Washington County, is requesting that the rental fee be a fair rate for both the city and the county and offered his assistance in the determination. Charles Mobley would like to meet with Rod Shoop. Next meeting with the City of Hagerstown will be July 12, 2004.

B. Lessons Learned – Meeting with Chief Judges

The Board reviewed the information gathered from the meeting with the Chief Judges. The information will be updated and sent to the Board and all Chief Judges.

C. District 25-4 – Salem Avenue School

Dorothy Kaetzel spoke with Mary Wagner, SBE, regarding the requirements for moving a polling place between the primary and general elections, Letter stating the reason for the move will to be sent to Linda Lamone. It will in turn be taken before the State Board. Charles Mobley and John Barr will survey Western Heights Middle School on June 17, 2004 at 9:00 AM. Dorothy Kaetzel will call and make arrangements.

John Barr left the meeting at 3:40 PM.

New Business:

A. Travel Pay – Substitute Board Members

Charles Mobley made a motion that substitute board members will receive hourly compensation for travel to and from the MAEO and Biennial meetings. Marianne seconded the motion and all were in favor.

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B. Office Picnic

Charles Mobley will inquire if the Elks Picnic Grounds is available on August 9 or 16.
Picnic will be at 6:00 PM

Members Remarks:

Dorothy Kaetzel informed the Board that \$4,500 will be received for provisional judge pay.

Training for Chief Judges and new election workers will be scheduled for August and September. Board will decide how much to pay new workers for working 1 election.

Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held July 13, 2004, at 2:00 PM at the Board Office.

Marianne Schneider will be absent for the July meeting.

Adjournment:

There being no further business to come before the Board at this time; Marianne Schneider made a motion to adjourn at 3:55 PM and Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,


Charles L. Mobley, Jr., Board President 7/13/04
Date


Kaye E. Robucci, Election Deputy Dir, I 6-16-04
Date