



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

December 11, 2018

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

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

Staff:

Barry Jackson, Election Deputy Director II
Teresa Morningstar, Election Supervisor II

Guests:

Matthew Breeding, Republican Central Committee

President Bruce Field called the meeting to order at 2:02PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. Board Attorney Roger Schlossberg and Director Kaye Robucci were absent. There was a quorum present.

Approval of Minutes of October 9, 2018:

Jim Schultheis moved to approve the October 9th minutes as amended, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Deputy Director Barry Jackson suggested the following additions to the agenda, and it was the pleasure of the Board to add them:

Under Correspondence, add "II. November 29, 2018 – Election Director's Meeting Minutes."

Under New Business, add "II. Change to Board Meeting start time."

Under Distributed Information, add "II. Issue Papers, 2019 Legislative Session."

Barry Jackson informed the board that four absentee ballots have been received after the final absentee ballot canvass on November 16th and need to be voted on by the Board of Canvassers. President Bruce Field said that since Roger Schlossberg, board counsel, was not present, the ballots will have to be held until the January board meeting.

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Correspondence:

- I. October 18, 2018 - Election Director's Meeting Minutes
- II. November 29, 2018 – Election Director's Meeting Minutes
- III. Letter from ACLU reminding us of the provisions of HB980
- IV. Letter from Cortnee Bryant, SBE, regarding the Election Worker Training Audit
- V. Letter from Linda Lamone, SBE, regarding our 2018 Primary Election Audit

Reports:

- I. Election Director
 - A. Personnel - Discuss in Executive Session.
 - B. Meetings & Trainings
 1. Personnel Committee: Kevin Keene (Harford) no longer chairman of the committee. Katie Berry (Carroll) has replaced him. Proposal for salary reclassifications is scheduled to go before SBE at the January meeting. If approved, salary adjustments will be effective July 1, 2019.
 2. EW Committee: Nothing to report
 3. Director's Meeting: November 29, 2018 – Barry Jackson informed the board of the highlights of the meeting:
 - a. SBE will be sending a list of scanning units that appeared to have excessive issues with jamming and errors reading ballots. Barry Jackson said he was not aware of any of the scanning units in Washington County having such problems, so he'll be interested to see the report.
 - b. Some of the local boards have expressed interest in leasing additional voting equipment for the 2020 Elections. Barry Jackson said Washington County is one of those local boards. Paul Aumayr with SBE stated that new electronic pollbooks and printers are a work in progress and could be available by late 2019.
 - c. SBE asked everyone to report in the equipment tracker any issues with the carts as a result of the election. Barry Jackson said he was not aware of any issues.
 - d. A "Lessons Learned" session will be planned for January 2019. Jim Schultheis suggested that the issue of other LBEs running out of ballots on Election Day be brought up.
 - e. Manual Ballot Tabulation Audit – Local boards will receive procedures from SBE in January to complete the manual audit. The procedures will closely resemble the recount procedures.
 - f. Tracey Hartman with SBE reported that phase 2 of the Clear Ballot reports have been received and will be distributed shortly.
 4. Modernizing Absentee Ballot Opening Procedures: Barry Jackson explained that this committee was formed by MAEO as a result of requests by larger LBEs to open absentee ballots and canvass them before Election Day. 49 of 50 states currently do this, Maryland is the only state that does not. Barry Jackson is the co-chair of the committee. There is a meeting in Howard County on December 13th.
 - C. Correspondence Received – N/A
 - D. Registration Statistics for November 2018 were distributed to the Board
 - E. Wicomico County Recount – Barry Jackson participated from November 27-29 and gave the board an update. He said that having the experience of working closely

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with another county board of elections gave him a greater appreciation for his own board in Washington County.

II. Attorney – N/A

Old Business:

I. Review of 2018 General Election

A. Pre-election Activities

1. Absentee Ballot Delivery Process – Barry Jackson said Teresa Morningstar did an excellent job managing the entire process, allowing for the absentee canvasses to go smoothly. Barry also shared the following statistics, regarding the increase in absentee ballot requests in this election:

Election	Absentee Ballots Issued	Absentee Ballots Returned	Absentee Ballots Accepted	Absentee Ballots Rejected
2018 Gubernatorial General	3,626	2,929	2,898	31
2016 Presidential General	3,762	3,222	3,025	36
2014 Gubernatorial General	1,296	1,246	1,091	8

2. EW Training – Barry Jackson said that the Board of Education Conference Room on Commonwealth Avenue was an excellent venue for training our election judges. We used Eventbrite to schedule training for our election judges, which was helpful for keeping track of classes and giving students automatic notifications, but there is no interface with MDVOTERS, so the workload on the staff is increased. Election Judges generally approved of the more hands on format of the training.

3. L&A Process – Barry Jackson said he'd like to see more participation from election judges in future testing sessions. Bruce Field agreed that more people need to be involved in the process. Tammy Downin said technical judges would be excellent for this.

4. Early Voting – The board reviewed Hager Hall as a venue for Early Voting. The facility inside is excellent, with room to expand. The traffic flow in the parking lot is problematic, if not dangerous, with narrow passageways that candidates tend to stand in when campaigning. Generally both candidates and voters complained about the parking lot situation. Barry Jackson reported that both he and Director Kaye Robucci let their intentions be known to Hager Hall management that they intend to return for 2020 Early Voting.

5. Packing of supplies (Audrey, Cindy, Larry) – Barry Jackson reported that our part time employees outdid themselves with supply packing in this election, ensuring that everything was complete and efficient. It was discussed that the current group of part time employees will not be around for many more elections,

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so new part time people should be trained by the current group in 2020, so that they can take over eventually.

6. Supply Pickup (enough helpers, Saturday and Monday) – Tammy Downin said that she thought the supply pickup by chief judges on Saturday went very well, with the vast majority picking up on Saturday and only a few picking up on Monday.

B. Election Day

1. Polling Place Visits – Barry Jackson commented that the board did 24 evaluations out of the 49 polling places. Each LBE is required to evaluate at least 50%. This needs to be addressed in the 2020 election. Marty Lumm reported that several voters at Heritage Academy complained that it was hard to find. More directional signs will be allocated for 2020. Marty also said that filling out hourly voter turnout sheets at the polling places continues to be an issue. Bruce Field suggested that teaching the proper way to fill out the sheet be added to the election judge training curriculum. Bruce reported that election judges at Fountaindale Elementary, in an effort to overcome the problem of ballots not tearing off cleanly from their stubs, took packs of ballots out of the polling room to a paper cutter to cut the stubs off. This will also be addressed in 2020.

2. Election Workers – Barry Jackson reported that after the Herald-Mail newspaper placed an article calling for additional election judges right before the general election, we received an excellent group of applicants. Barry also said that some of our better election judges would not return in 2020, mostly because of issues they had working with other judges at their polling places.

3. Equipment issues (ballot paper, BACs jamming) – Generally, everything went smoothly with equipment on Election Day. While closing up on Election night at Trinity Lutheran, the scanning unit fell over while being put back in the transfer cart. Also, at Smithsburg Elementary, a network cable was malfunctioning and not allowing the electronic pollbooks to connect to each other. The cable was replaced before the polling place opened, however, and there were no more problems after that.

4. Food – Desert Rose catered lunch and dinner on Election Day for the board and staff, and everyone thoroughly enjoyed it.

5. Election Night Activities (tasks, return process, enough helpers and flatbeds)

a) Barry Jackson said that he was disappointed in the number of helpers we received from Alternative Sanctions. We had requested 6, were promised 4, but only 2 showed up. The 2 that showed up were excellent, but we had to enlist the help of returning chief judges to assist with the volume of supplies returning.

b) Barry Jackson relayed Director Kaye Robucci's interest in changing the Election Night supply return process to a drive up solution, where chief judges would remain in their vehicles, and representatives of the board would remove the equipment and check it in. Bruce Field was not sold but said he would entertain the idea.

C. Post Election Activities

1. Canvasses (AB1, Provisional, AB2) – The board generally agreed that the canvasses went very well.

2. Use of BMD for duplicating – Barry Jackson reported that we intend to use multiple BMDs for duplication ballots in the 2020 Election. Bruce Field said

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he believed we would still need at least one handwritten duplication team in certain circumstances.

3. Audit Procedures – In January, after SBE releases procedures for performing the manual audit, the board and staff will meet to go over them.

II. New location for the Office, Warehouse, Training and Early Voting – Barry Jackson reported that all five of the newly elected County Commissioners told him, while campaigning, that finding a consolidated location for the Board of Elections was a priority. Barry believed that the parking and traffic flow situation at Hager Hall, previously mentioned, drove the point home to many of the candidates.

III. Tri-Hosts for the 2019 MAEO Meetings – Barry Jackson reminded the Board that Washington County will host the 2019 MAEO Conference in Ocean City, along with Allegany and Garrett Counties. Some of the responsibilities of the hosts are to put conference packets together for each attendee, provide giveaway items for conference packets, help check in attendees, and manage the gift basket silent auction.

New Business:

I. Early Voting Location(s) for 2020

A. The Board expressed a desire to return to Hager Hall, should a permanent location not be identified by 2020.

B. The Board is also considering a second Early Voting site, perhaps somewhere in South County. Community Volunteer Fire Company in Fairplay was introduced as a possible second site.

II. Change to Board Meeting start time – Marty Lumm made a motion for the purpose of voting to amend the Bylaws of the Washington County Board of Elections, Section 3.1 – Time and Location, A. Regular meetings, change [2:00PM] to **3:00PM**. Tammy Downin seconded the motion, and the board passed it unanimously. The amendment to the Bylaws will be voted on in the January Board meeting.

III. Christmas Dinner – Everyone thoroughly enjoyed the Christmas Dinner at Dutch's Daughter in Frederick. The staff would like to have the Christmas Dinner at Hickory Bridge in 2019.

Members Remarks:

Jim Schultheis requested that an item be put on the January meeting agenda to discuss canvass procedures. Bruce Field said he wants the topic to go into closed session, under Personnel, because the topic of canvass procedures will unavoidably turn to speaking of specific individuals.

Bruce Field announced, in the interest of full disclosure, that he made a donation to Delegate Paul Corderman's campaign prior to the election.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, January 8th, 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.

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Distributed Information:

I. November 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. Marty Lumm made this motion at 3:25PM. Tammy Downin seconded the motion, and it was carried unanimously.

Executive Session:

At 3:25PM, Marty Lumm moved to adjourn the regular meeting and convene an Executive Session under State Government Article, § 10-508 (a) to discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. The specific reason for going into Executive Session was to discuss developments on staff salaries. The vote to close the regular session and go into closed session was as follows:

Motion By: Marty Lumm

Seconded By: Tammy Downin

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 3:38PM, Bill Blazes seconded, and the motion passed unanimously.

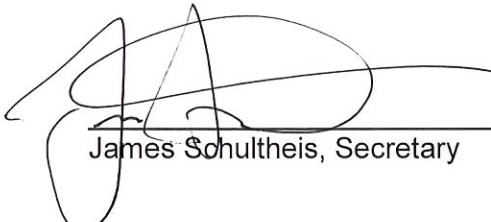
The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,

 3/12/19

 Bruce Field, President Date

 3/12/19

 James Schultheis, Secretary Date