

**MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS**

**May 11, 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  
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 2:00 PM. There was a quorum present.

**Approval of Minutes of April 13, 2004**

Charles Mobley asked if the board had any corrections or modifications to the minutes of the April 13, 2004 Board Meeting. There were no corrections or modifications and the minutes were approved as submitted.

The Board entered into closed session on April 13, 2004 at 2:48 PM by authority of Article §10-508(a). The Statement for Closing a Meeting is attached. Charles Mobley asked if the board had any corrections or modifications to the 3<sup>rd</sup> Draft of the minutes of the Closed Board Meeting. Dorothy Waters asked several questions which were answered and the minutes were approved as submitted.

Gregory Bannon, Attorney, entered the meeting at 2:10 PM.

The Board presented commendations to Dorothy Kaetzel, Kaye Robucci, Sharon Mackereth, Sherrie Bonebrake, Doris James, Audrey Coffelt, Cindy Russell and Troy Chase in appreciation of their hard work and dedication during the Primary Election.

**Addition/Changes to the Agenda:** Dorothy Kaetzel requested that the minutes from the SBE Lesson Learned session be discussed under Reports.

**Correspondence:**

A. Constitution Party

Memo from Mary Wagner, SBE, indicating that the Constitution Party is now a recognized party in the State of Maryland.

B. Salary Increases

Memo from Linda Lamone, Administrator, to Gregory Snook, President of the County Commissioners, advising him that the State Board has adopted a new salary schedule for the employees of the local election boards.

**Reports:**

A. Election Information Systems Specialist Position

Charles Mobley reported on the status of the Information Systems Specialist Position. Charles Mobley and Dorothy Kaetzel met with the County Commissioners on April 27, 2004 to discuss the IT position. The County Commissioners met at the Election Board today to further discuss the position with Joe Torre and Pam Woodside, SBE. An alternative proposal was made by Ron Whitt, Director IT, to create a county IT position that would support the election board when needed and be utilized in other areas when elections are not being held. The County Commissioners will make a decision whether the position will be a new full time IT position exclusive to the election office or the alternative to create a county position and support the election office when needed.

The Board expressed the need to have a person on site for a 10 week period at election time. This person must be exclusive to the election board during this time. A follow-up letter will be sent thanking the County Commissioners for meeting with the Board and reiterating the major points especially the fact that after November 2004 we have no support from Diebold.

B. Tamper Tape and Site Surveys

Charles Mobley reported that instructions should be received by the end of the week for the removal of the tamper tape from the voting units. Also, information on the site surveys will be forth coming and that someone from office should be present during the site surveys.

**Washington County Board of Elections**  
**May 11, 2004 Board Minutes (Continued)**  
**Page 3**

C. Lessons Learned

Dorothy Kaetzel reported on the April 13, 2004 Lesson Learned Session. The local boards prioritized the most important activities and initiatives for November and SBE will create a work plan that should be released by the end of May. There will be a Director's meeting on May 27, 2004.

D. News Article – Washington Times

Charles Mobley reported on a positive article in the Washington Times regarding electronic voting equipment.

**Old Business:**

A. City of Hagerstown

Nothing new to report

B. Chief Judge – Lessons Learned Class

The information gathered from the session with the Chief Judges was accumulated and prioritized. The Board will review the information and discuss it at the June Board meeting after which it will be sent to the Chief Judges.

**New Business:**

A. District 25-4 - Salem Avenue Elementary School

Construction is being done at Salem Avenue Elementary School and will not be completed by the November election. Even if the school could be used it would not be handicapped accessible at that time. Jeff Harr suggested the polling place be moved to Western Heights Middle School. Dorothy Kaetzel will call Jeff Harr to set up a time to survey Western Heights. After the survey, SBE will be informed of our need to move for the November election.

B. Warehouse

A time will be scheduled to visit the warehouse and determine what is the best way to setup the voting units to provide more privacy to the voters. Dorothy Kaetzel will call Nathan Robinson and see what date and time would suit - May 17, 19, 20 or 21. Several Chief Judges will be invited to participate.

**Washington County Board of Elections**  
**May 11, 2004 Board Minutes (Continued)**  
**Page 4**

C. MAEO – June 6 – 9, 2004

All reservations have been made for MAEO. John Barr will need an absentee ballot. The staff will be leaving on June 6 at 2:00 PM.

**Members Remarks:**

No remarks were made

**Scheduling of Next Meeting**

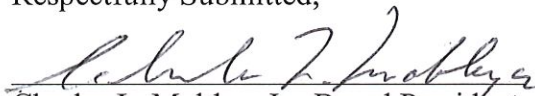
The next meeting of the Washington County Board of Elections will be held June 15, 2004, at 2:00 PM at the Board Office.

Marianne Schneider will be absent for the July 13, 2004 Board Meeting.

**Adjournment:**

There being no further business to come before the Board at this time; Marianne Schneider made a motion to adjourn at 3:38 PM and Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,

  
Charles L. Mobley, Jr., Board President

6/15/04  
Date

  
Kaye E. Robucci, Election Deputy Dir, I

5-17-04  
Date