



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS December 12, 2013

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

**Present:**

**Board**

John Benchoff, President  
Carroll Earp, Vice President  
Bruce Field, Assistant Secretary  
William Blazes, Member

**Staff**

Kaye Robucci, Election Director, I  
Sharon Mackereth, Election Deputy Director, I

**Visitor**

Stephen Showe, Republican Central Committee, Chairman

John Benchoff, President, called the meeting to order at 2:00 PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. Tammy Downin, Secretary, and Roger Schlossberg, Attorney, were absent. There was a quorum present.

**Approval of Minutes of October 15, 2013:**

John Benchoff asked if the Board had any corrections or modifications to the minutes of November 12, 2013 Board of Elections meeting. Approved as submitted by Carroll Earp; seconded by Bruce Field. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

**Addition/Changes to the Agenda:** As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3.

Kaye Robucci, Director, requested the following additions under:

**Correspondence** – MAEO Executive Board Meeting, 12/16/2013

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**Correspondence**

**A. 2014 Proposed Legislation**

Kaye Robucci, Director, received a memo from Stuart Harvey, Director, Frederick County Board of Elections. Stuart is MAEO's liaison regarding legislative issues being considered the 2014 Legislative Session.

The issue being considered is moving the Write-In deadline to the voter registration deadline. Currently, the Write-In deadline falls on October 29, 2014, after the beginning of Early Voting for the 2014 Gubernatorial General Election. Washington County experienced a problem with this during the 2012 Presidential General Election when a candidate filed as a Write-In after Early Voting had started. Several voters were upset that they did not have the opportunity to vote for this write-in candidate. The Director wanted to bring this to our Board's attention. At some point the different counties will be asked to weigh in on this issue. The Washington County Board of Elections does not have any opposition with moving the deadline date for Write-Ins, to the voter registration deadline date October 14, 2014. The Director will let the Board know when this issue is being voted on as - Favorable and passed. Kaye Robucci, Director, e-mailed Stuart Harvey regarding her concern that Easter Sunday falls during Early Voting for the 2016 Gubernatorial Primary Election.

**B. MAEO Executive Board Meeting Agenda – E-Mailed to Board December 11, 2013.**

**Reports**

**A. Director's Meeting, November 21, 2013 -**

Director, Kaye Robucci, reported on the meeting.

- Electronic Pollbook Software Update – additional testing is required for the software being used in the 2014 elections. If you are willing to help with this round of testing it will be the week of January 13, 2014.
- We have received the five new pollbooks we purchased. They will need to be tested also.
- SBE/Local Board Workgroup Summary Meeting – there will be a combined summary meeting of the workgroups involved in Project Management for the new voting system. The meeting will be Tuesday, December 17, 2013 in Hanover, MD. Kaye Robucci, Director, and Sharon Mackereth, Deputy Director, will be attending.
- 2014 MAEO Conference will include two classes by SBE, part of the continuing education classes, making it mandatory to attend.
- Voting System Budget – at this time, SBE can only give a rough estimate as to the cost of a new voting system. The funding needs to be there – and it could be cut by the General Assembly during legislative session.

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**B. 2016 Election Worker Committee Report –**

The Director reported on the Election Worker Committee that she attended. No decision has been made by the State as to which voting system will be purchased. Frederick County used a paper ballot system for their Frederick City election.

**Old Business:**

**A. Redistricting Resolution -**

The Director presented to the Board a new Certified Resolution eliminating Election District 10005.2 and reusing boundaries of Election District 10005 and 17002. After talking with Nasrin Rahman, State Department of Planning, Data Services, we realized that this area belonged in 17002 (not 10005.2). The Director revised the resolution and returned these voters back to District 17-2. The voters would still be voting in the City of Hagerstown. Request for a motion was made by John Benchoff, President of the Board. Carroll Earp made the motion to accept the resolution and adjust the boundaries of 17-2; Bruce Field seconded the motion. Unanimously approved.

**B. Early Voting Site for 2014 – Was Approved!**

Our Early Voting site was approved by the State Board. We will be putting up a sign designating it as the Washington County Early Voting Center. This will be used for both the 2014 Primary and General elections. After January 1, 2014 we will officially post Early Voting information on Facebook – location and dates.

The Director will contact Greg Murray, County Administrator, about a “Memo of Understanding” for the use of a County Building. She will list the items needed and the clean up required at the Early Voting site. Included will be a copy of our Early Voting schedule. The Director will get a copy of Allegany County’s “Memo of Understanding”, to be used as a guide.

**C. 2014 Polling Places**

The Director has been trying to contact Mark Mills, BOE, Facilities, to inquire about the summer construction planned for the schools. The deadline for moving a polling place is March 25, 2014 and school is letting out on June 4, 2014.

**D. Christmas Party, Monday, December 16, 2013, at 6PM at the Fireside Restaurant -**

Hope everyone is able to attend.

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### E. E-Pollbook Testing -

The next round of testing on the software for pollbooks is scheduled for the week of January 13, 2014. Please let us know if you can assist.

### New Business:

#### A. Early Voting Agreement – Discussed under **Old Business #B.**

#### B. FY15 Budget -

The Director informed the Board that she has received information regarding the budget – it is due January 10, 2014.

#### C. Capital Improvement Project -

Kaye Robucci, Director, informed the Board that after last month's meeting – she contacted Justin Hartings, Member, Board of Education. Mr. Hartings offered to assist us any way he could and he sent our request to Superintendent, Dr. Clayton Wilcox. Kaye contacted the County regarding the requirements for a Capital Improvement Project. Her request was forwarded to Robert Slocum, Director of Engineering and Construction Management (ECM) for Washington County. Mr. Slocum e-mailed our Director, stating he would talk with Greg Murray, County Administrator. He requested any information we would have regarding any details on the size of various spaces, any studies we have done to date, any existing grants or budget commitments for capital improvement, these would help in discussion. Requests for such projects are due December 31, 2013.

What we need is a facility that would house – the Election Office, warehouse for storage of all the voting equipment and all necessary supplies, ample space for an Early Voting Center and a training center for teaching approximately 500 election workers. A large parking lot would be needed for training, early voting day and election days. The scope of the existing problem needs to be put out there. Talking points are good at describing all the things that we need for a complete facility. There are several counties across the State that have such facility and it works well. We would have a specific area for all aspects of our job. Cutting down on travel time going back and forth from multiple places in the City and County. We have so many questions and not sure who to ask.

- Is it a new facility or one that can be renovated?
- We do not know what facilities the County owns that would work for us
- We need to set up an appointment with Mr. Slocum. Justin Hartings, BOE, recommended making Mr. Slocum our starting point.
- We should try to identify possible locations that the County already owns, such as the Phoenix Color Building and obtain a list of County buildings.

