



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS
December 8, 2020
35 W. Washington Street
Hagerstown, MD 21740
240-313-2050

Present:

Board:

Martin Lumm, Board President
Tammy Downin, Board Vice President
Bill Blazes, Board Secretary
Connie Mozingo, Board Assistant Secretary

Staff:

Kaye Robucci, Election Director II
Barry Jackson, Deputy Election Director II

Absent:

Jim Schultheis, Board Member
Brian Kane, Board Attorney

Guest:

Seth Wilson, Republican Central Committee

President Marty Lumm called the meeting to order at 3:05PM at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

Approval of Minutes of November 17, 2020:

Tammy Downin requested that "No action taken" be added to the third column of Closed Session Summary. Tammy Downin moved to accept the minutes as amended for November 17, 2020, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Under Correspondence, add information about Clear Ballot
Under Correspondence, add post about John Martirano.
Under New Business, add IV. IT Position

Correspondence:

WASHINGTON COUNTY BOARD OF ELECTIONS

December 8, 2020

Page 2

- I. Clear Ballot Report – Phase II was emailed to the Board.
- II. Washington County post announcing John Martirano as new County Administrator.

Reports:

- I. Election Director
 - A. Personnel -
 1. Telework – Governor Hogan has requested that state employees telework if at all possible. We have begun teleworking week of December 7th, ensuring there is at least one person in the office while office is open.
 2. Other Personnel issues will be discussed in New Business.
 - B. Meetings -
 1. Virtual Meeting with Town of Williamsport, 12/10/20
 2. Director's Meeting: Next meeting 12/17/20
 - C. Trainings: N/A
 - D. Registration Statistics for December 2020 – Cancellations of Inactive Voters who have not voted in two federal elections by 12/31/20.
 - E. Voting System Activities:
 1. Manual Audit – must be done within 120 days after the General Election
 - F. Candidate Information: None
 - G. Projects:
 1. Lessons Learned meeting with Chief Judges sometime in January.
- II. Attorney - None

Old Business:

- I. Virginia Avenue
 - A. Working on the Roof and HVAC
 - B. Concrete poured in back storage room.
- II. 2020 General Election Update – Election workers are receiving their checks in installments.
- III. Grant Award – Kaye Robucci will request a six month extension on spending the grant money.
- IV. Town of Williamsport Election – Kaye Robucci and Teresa Morningstar met with Mayor Bill Green, Town Manager Donald Stotemyer, Election Board member, Larry Conroy and Town Attorney Ed Kuczynski on November 30th, to discuss their request to use the voting equipment, etc. for their upcoming Municipal Election on March 1, 2021. We received a sample MOU from Frederick County for the Brunswick election. We meet again with the Town of Williamsport on Thursday, December 10th. Candidacy filing deadline is February 19th, 2021, and

WASHINGTON COUNTY BOARD OF ELECTIONS

December 8, 2020

Page 3

Election Day is March 1st, 2021, leaving less than ten days to get ballots produced and mailed to absentee voters.

- V. Manual Audit – Tentatively scheduled for early February, 2021.
- VI. Christmas Party – Staff luncheon on Friday, December 11th.

New Business:

- I. Commissioner Meeting, December 15 (to express appreciation for all of the assistance during the election).
- II. Lessons Learned – Plan to schedule a meeting sometime in January with Chief Judges.
- III. Budget FY22 – Due January 8th, 2021. One item to be included in the budget will be a second Early Voting site, preferably in South County. One possibility is the Ag Center. Marty Lumm suggested the new Emergency Services Training Center on Sharpsburg Pike.
- IV. IT Position – Barry Jackson working on the MS-22. Hope to have new person in place by March 1, 2021.

Members Remarks:

Seth Wilson suggested Microsoft Forms for the Lessons Learned survey. Seth Wilson also requested a contact at SBE. Seth would like to know more about the auditing and monitoring of the access to the early voting results. Kaye Robucci will follow-up with Seth.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, January 12, 2020 at 3:00PM. The location is Washington County Board of Elections Center, 17718 Virginia Avenue, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- I. November Registration Statistics

Future Events

Manual Audit

Adjournment and Executive Session:

There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting and move into Executive Session. At 4:37PM, Connie Mozingo made a motion to adjourn the Regular Board

WASHINGTON COUNTY BOARD OF ELECTIONS

December 8, 2020

Page 4

Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. Bill Blazes seconded the motion.

SUMMARY OF CLOSED SESSION HELD ON December 8, 2020

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 4:37 pm.

Place (location) of closed session: Election Center 17718 Virginia Avenue, Hagerstown, MD 21740.

Purpose of the closed session:

Excess Annual Leave Payout for Kaye Robucci.

Approval of Past Executive Minutes.

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Tammy Downin, Bill Blazes, and Connie Mozingo.

Members opposed: None

Abstaining: Marty Lumm

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

Topic #1: § 3-305(b) (X) Topic #2: § 3-305(b) () Topic #3: § 3-305(b) ()
(add others as needed)

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Excess Annual Leave Payout for Kaye Robucci	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Kaye Robucci, Barry Jackson	Payout was approved unanimously.
#13: Approval of past Executive Session minutes	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Kaye Robucci, Barry Jackson	Minutes for 8/11/20 and 11/17/20 were approved unanimously.

WASHINGTON COUNTY BOARD OF ELECTIONS

December 8, 2020

Page 5

After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 4:43PM, Connie Mozingo seconded, and the motion passed unanimously.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,

Martin Lumm 11/12/2021
Martin Lumm, President Date

WBB 1-12-21
Bill Blazes, Secretary Date