



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

October 11, 2016

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President

Tammy Downin, Vice President

Jim Schultheis, Secretary

Martin Lumm, Member

Bill Blazes, Member

Roger Schlossberg, Counsel

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

Guests:

Peter Perini, Chairman, Democratic Central Committee

Bruce Field, President, called the meeting to order at 2:00PM; at the Washington County Board of Elections Office, 35 W. Washington Street, Room 101; Hagerstown MD 21740.

Approval of Minutes of September 13, 2016:

Kaye Robucci requested the following change under Additions/Changes to the Agenda:

“f. Election Board Space Possibilities” should be under “New Business” instead of “Reports”

Tammy Downin moved to accept the minutes as amended. Marty Lumm seconded. The motion was passed unanimously.

Additions/Changes to the Agenda:

Bruce Field requested under New Business:

L. Election Workers

WASHINGTON COUNTY BOARD OF ELECTIONS

October 11, 2016

Page 2

Correspondence:

- A. Email from the Maryland Association of Election Officials (MAEO) requesting theme ideas for the 2017 MAEO Conference to be held in Ocean City, MD in June 2017.

Reports:

- A. Director's Report
 - a. Added approximately 900 voters since the September meeting. Largest gain was Unaffiliated voters.
 - b. LBE still in need of election workers.
 - c. Election Worker Training – October 13 & October 15. Still need approximately 15 more workers.
- B. Election Director's Meeting, September 20, 2016. Kaye Robucci reviewed the following items from the minutes:
 - a. Accessibility statement at check-in: "If needed, there is an accessible way to read and mark your ballot." The concern was raised that this will prompt a follow up question from the voter, causing a traffic jam at the check-in table. The state's response to this was to refer the voter to the chief judge for clarification. Labels will be put on pollbooks, and the statement will be on a paper on the table.
 - b. Ballot Activation Cards – 3,500 total, distributed to polling places based on turnout
 - c. 115,000 ballots delivered, currently in storage room at warehouse.
 - d. Most of our provisional judges are in place.
 - e. Received pockets for privacy sleeves, still need more.
 - f. Combined absentee & provisional canvass option – Bruce Field recommended the board disclose its intention to canvass both ballots, Jim Schultheis wondered if "disclose" was appropriate. Kaye Robucci said she would look into the wording and get back to the board.
 - g. Kaye discussed state's position on security plan. LBE's policy is in case of emergency, chief judge calls 911, then calls the LBE.

Old Business:

- A. Phoenix Color Warehouse – cleaned up, day reporting sign is up. Early Voting sign going back up 10/11. Bruce expressed need to have direct access to EV area going forward.
- B. Potomac Towers – Need to use dining area for increased room. Waiting for a return call from Diane Rudisill regarding a meeting at Potomac Towers to discuss additional space allocation. Bruce and Kaye will attend.

WASHINGTON COUNTY BOARD OF ELECTIONS

October 11, 2016

Page 3

- C. Radio Campaign – Still to be interviewed by Lou Scally. Kaye to be interviewed by WHAG-TV on 10/12.
- D. Election Schedule – Reviewed election schedule.

2:20PM - Dennis Weaver, Clerk of the Court, arrived to swear in board members as board of canvassers.

Election Schedule (cont'd) – the board discussed how to better receive equipment back on election night. Roger suggested having a representative meet chief judges at their cars and direct them how to load the carts, so that check-in will be smoother. A discussion ensued about the details of how this would work. Kaye ordered additional carts to put supplies on. Roger suggested platform carts. It was suggested that the carts be rented, rather than purchased. Bruce Field agreed that having a representative available to greet the judges as they pull in is a good idea.

- E. Voter Outreach events held at the senior center last week, Marty Snook Park on October 13th.

New Business:

- A. Bylaws of Washington County – tabled until January 2017.
- B. Review of Election Worker Training Materials – Monkey Packet.
- C. Polling Place Evaluation Form and Process – Bruce suggested polling place assignments for board members stay the same as the primary election. All board members agreed.
- D. City of Hagerstown – posting of City Question in City Precincts. Roger reported that city requires that the question be posted at each city polling place. The information will be sent in the election worker supplies.
- E. Specimen Ballot will be going out next week.
- F. The board discussed the canvass process. Additional canvass teams will be used during all canvasses. The board members will not be a part of a canvass team which will free them up to make rulings on referred ballots.
- G. Parking for Board Members – same as in primary election.
- H. Phone at Maugansville Elementary School – not needed.
- I. Polling Place Layouts
 - a. HCC – need for clip-on lights for voting booths? Tammy Downin suggested that the booths be moved to be under lighting.
 - b. District 16 and 27-2 want stanchions for crowd control. Marty wanted to change layout of 13-2, Maugansville Ruritan, to have voters come in the front.
- J. Rental of light towers, generator, carts (as previously discussed)
- K. Christmas Party – set for Fireside on 12/12 at 6:00PM
- L. Family of Board/Staff members – Are they allowed to be election workers? Roger Schlossberg looked it up in COMAR.

WASHINGTON COUNTY BOARD OF ELECTIONS

October 11, 2016

Page 4

Executive Session:

Bruce Field called for a motion to recess the board meeting under State Government Article, § 10-508 (a) (2) To protect the privacy or reputation of individuals with respect to a matter that is not related to public business (Reason for Closing: To discuss situations where particular voters apparently tried to vote twice.). Tammy Downin made this motion at 3:55PM; Martin Lumm seconded the motion, and it was unanimously passed. There was a quorum present. Peter Perini left the meeting prior to convening the executive session.

Members Remarks:

Kaye reported that new board meeting reporting rules require that the minutes be posted online "as soon as practicable."

Tammy Downin reminded the board that the next meeting is scheduled for Election day, November 8th. All agreed that this would not work and that the board should forego the meeting in November.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on December 13 at 2:00PM. The location is Washington County Board of Elections 35 W. Washington St. Room 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

Revised Election Schedule
Registration Activity for September
Revised Polling Place Evaluation Form

WASHINGTON COUNTY BOARD OF ELECTIONS

October 11, 2016

Page 5

Adjournment:

There being no other business to come before the Board at this time, Tammy Downin made the motion to adjourn at 4:25PM; Bill Blazes, seconded.

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
Election Deputy Director II

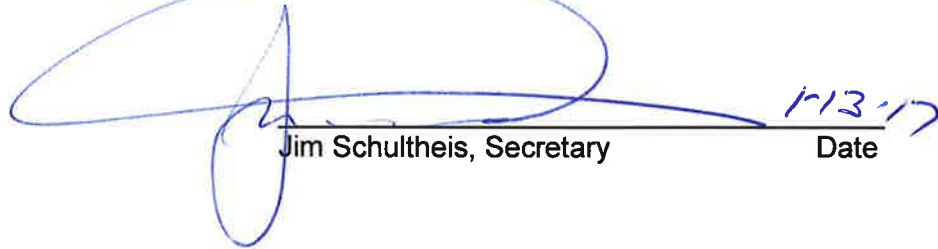
Respectfully Submitted,



Bruce Field, President

1/10/17

Date



Jim Schultheis, Secretary

1/13/17

Date