

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION October 15, 2013

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

Present:

Board

Carroll Earp, Vice President
Tammy Downin, Secretary
Bruce Field, Member
William Blazes, Member

Staff

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

Visitor

Peter Perini, Democratic Central Committee, Member

Carroll Earp, Vice President, called the meeting to order at 2:05 PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. John Benchoff, President, and Roger Schlossberg, Attorney, were absent. There was a quorum present.

Approval of Minutes of September 10, 2013:

Carroll Earp asked if the Board had any corrections or modifications to the minutes of September 10, 2013, Board of Elections meeting. Approved as submitted by Tammy Downin; seconded by Bill Blazes. 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 –

New Business: University of Baltimore Schaefer Center, John Willis.

Kaye Robucci, Director, informed the Board that Bob Graff, Parks, Recreation & Facilities, has passed away. Mr. Graff was very helpful to the Election Board over the years and will be missed.

Correspondence:

A. Selection of SBE Deputy Administrator – E-mailed to Board.

The new Deputy Administrator at the State Board of Elections is Nikki Charlson. We congratulate Ms. Charlson, she is very deserving.

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- B. MAEO Agenda, October 8, 2013 – E-mailed to Board.
- C. Approval of Airport Fire Station as Alternate Early Voting Site – E-mailed to Board.

We received approval from the Hagerstown Regional Airport to use the Airport Fire Station as an alternate site for Early Voting.

Reports

- A. Pollbook Testing (Version 2) Completed -

The Director informed the Board that testing of Version 2 software on the E-Pollbooks has been completed. A third round of testing is scheduled for November, 2013. The new software has some nice features and very few minor issues, which are being repaired.

- B. County Commissioner Meeting, October 1, 2013 -

The Board discussed the meeting they attended on October 1, 2013 - County Commissioners weekly session. The local newspaper had an article on the presentation given by our Attorney, Roger Schlossberg. The Commissioners were not very responsive to our needs, but at least the request for a permanent Early Voting site and possibly a combined facility has been made known to them.

Ruth Ann Callahan, Commissioner, suggested asking the public for information and ideas on where to have a permanent Early Voting site. Social Media would be an ideal location for getting the public's opinion.

A large number of other Election Boards across the State have a combined office, warehouse and training facility with ample parking. The Director requested any other ideas to be e-mailed to her.

The general public and the Commissioners do not realize the amount of time put into preparing for an election. A suggestion was made to contact the City of Hagerstown to see if there is a facility within the town limits that would meet our requirements. The City of Hagerstown is trying to keep as much business activity within the town as possible. The Director did copy the City for suggestions of an Early Voting site, but maybe we should meet with them. Jim Sterling, Director of Parks, Recreation & Facilities, had asked our Director, if we had a county commissioner representative who attended our Board Meetings. The Election Board does not have a county commissioner representative.

- C. Election Director's Meeting, September 12, 2013 -

The Director reported on the Election Director's meeting on September 12, 2013.

Points of interest –

- A new Gems printer is coming any day.

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- New CF cards for the E-Pollbooks because of requiring more memory.
- Work groups are being setup in preparation for new voting system. Kaye Robucci, Director, and Sharon Mackereth, Deputy Director, are on two of the committees.
- Open Meeting Act – Designation and Training, SBE recommends designating one person or more to take this training.
- New Election Law Article Books are coming.

D. Election Director's Meeting, October 10, 2013 –

The Deputy Director reported on the Election Director's meeting on October 10, 2013. Points of interest –

- Lori Livingston, Director Social Media, Office of the Governor, gave a very informative presentation on Social Media. In the presentation Ms. Livingston stated that this is a directive from the Governor. We are to utilize Social Media as a way to educate the public on voting options and election information in general.
 - Use Facebook and Twitter to humanize this office to the voters.
 - Negative comments should just be ignored and not answered. Comments with misinformation should be directed to our website where correct information could be found.
 - Promote trust with the public – post messages as though it were a conversation.
 - Any publications from our office should have the links to Facebook/Twitter.
 - Utilize Hootsuite – a messaging dashboard to monitor all of our social media devices.
 - Contact Anthony Burrs, Social Media for SBE, for assistance in setting up our Social Media presence.
- The (5) additional E-Pollbooks we ordered, should be coming soon.
- Allocation of voting machines coming.

Old Business:

A. Early Voting Site for 2014 and transportation from CAC -

The Warehouse should be referred to as our Washington County Early Voting Center. The Director will be working on the Early Voting Agreement required by SBE. It must be approved by the State Board.

The County Commuter only goes as far as the Route 144 and Western Maryland Parkway. The Director would like to coordinate with the County Commuter and the Community Action Council to provide transportation for voters to the Washington County Early Voting Center. Jackie Carbtree, CAC, has provided some information to us regarding the route and times.

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The West End County Commuter has a schedule of 14 stops a day at that point during the week and 13 stops a day on the weekend. The Community Action Council has accessible vans for \$15.00 per hour. Early Voting is for 8 days (10 hours a day) from 10:00 AM until 8:00 PM. This would be a Budget issue.

B. Early Voting Site for 2016 and beyond -

The Board discussed the need for talking points regarding our request for a combined office, warehouse, training and early voting facility for 2016. These talking points would be used to emphasize our need to the county commissioners and others. The Director and Deputy Director will compose "Draft" talking points and send to the Board by October 31. The Board will discuss them during the November 12th, Board Meeting.

C. Approve Polling Place Agreement -

The Board discussed a few issues needed in the "Polling Place Agreement".

- No vending of "Non-political activity" going on inside the 100ft No Electioneering zone.
- Security for the equipment on site.

The Director will make the revisions and e-mail the revised form to the Board. The Polling Place Agreement will be mailed to the polling place facilities.

D. City of Hagerstown Annexations -

The Director requested that this be tabled until the December, 2013 Board meeting. A motion was made by Tammy Downin; seconded by Bruce Field. Unanimously agreed.

E. Social Media Agreement -

The Director requested that this be tabled until the November, 2013 Board meeting. A motion was made by Bruce Field; seconded by Bill Blazes. Unanimously agreed.

F. Relocation of District 10-1 polling place to South High Gymnasium -

The Director informed the Board that the partition in the gymnasium at South Hagerstown High School is still broken. An e-mail was sent to Mark Mills, BOE, regarding the schools that will be under re-construction and the possibility of the partition being repaired by the Primary Election 2014.

G. Redistricting Resolutions -

The Director requested that this be tabled until the November, 2013 Board meeting. A motion was made by Bruce Field; seconded by Tammy Downin. Unanimously agreed.

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New Business:

A. Open Meeting Act & Required Training -

The Director informed the Board of a training requirement from the Maryland Attorney General's office on the "Open Meeting Act". A motion was made by Bruce Field to table this discussion until the November, 2013 Board meeting; seconded by Bill Blazes. Unanimously agreed.

B. Vendor Options at Polling Places -

This issue was discussed under "Polling Place Agreement".

C. Election Worker Letters were sent -

The Director informed the Board that the office has mailed approx. 800 Election Worker letters to potential workers – responses are being returned.

D. Lions Club, October 29, 2013 -

Kaye Robucci, Director, informed the Board that she has been asked to attend a meeting on October 29, 2013. The Director will give a speech on the "Election Process" at a Lions Club meeting. The location is the American Legion building on Northern Avenue, Hagerstown.

E. Christmas Party

Plans were discussed regarding our Christmas Party - Fireside Restaurant, early in December, 2013, possibly the week of the December 9th.

Members Remarks

Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held on November 12, 2013. 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.

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Distributed Information

Voting in Maryland 2013-2014
2014 Office Calendar

Adjournment:

There being no further business to come before the Board at this time, Bruce Field made a motion to adjourn at 3:05PM; Bill Blazes seconded the motion. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)10.

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 Sharon C. Mackereth
Election Deputy Director, I

Respectfully Submitted,

Carroll Earp

Carroll Earp, Board Vice President

Date

Tammy E. Downin

Tammy Downin, Secretary

11/12/13

Date