

MINUTES

**WASHINGTON COUNTY BOARD OF ELECTION
September 13, 2005**

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

Present: Board
Charles Mobley, Jr., President
Eileen Wiggins, Democratic Member
John Barr, Republican Member
Clyde Tate, Republican Alternate
John Benchoff, 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 2:07 PM. There was a quorum present.

Approval of Minutes of August 9, 2005

Charles Mobley asked if the Board had any corrections or modifications to the minutes of the August 9, 2005 Board Meeting. Approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the Registrar – #6 and MAEO Minutes be discussed under Correspondence. The Calendar will be discussed under New Business.

Correspondence:

A. Board Minutes

Chart from Donna Duncan & Veronia Brake, SBE, regarding the tracking of the county board minutes.

B. Biennial Meeting & Tentative Agenda

The Biennial Meeting will be held October 16-19, 2005 in Ocean City, MD. Information on the conference and tentative agenda were distributed.

Washington County Board of Elections
September 13, 2005 Board Minutes (Continued)
Page 2

C. Biennial Meeting – Mandatory Attendance

Memo to Gregory Bannon, Attorney, informing him of the requirement to attend the Biennial Meeting unless excused by the State Administrator. He has sent a letter to the state requesting to be excused.

Dorothy Kaetzel informed Clyde Tate, Republican Alternate, of the requirement and that he will need to send a letter to the state requesting to be excused.

D. COMAR – Proposed Changes

Memo from Joe Torre, SBE, regarding the proposed changes to COMAR. We will be notified of the official comment period deadline.

E. County Bulletin – Volume 44

SBE is requesting that each county bring their county flag to the Biennial Meeting.

F. Registrar - #6

The User Acceptance Testing (UAT) Committee began 3 days of MDVOTERS application training. UAT Cycle 1 & Cycle 2 testing will follow.

G. Democratic Alternate

Letter from Governor Ehrlich, appointing John Benchoff as the Democratic Alternate.

H. MAEO Minutes

MAEO Minutes of June 8, 2005 were distributed.

2:25 John Barr entered the meeting.

Reports:

A. Election Director's Meeting – August 23, 2005

Dorothy Kaetzel reported on the following items:

- Local Disability Committee
- Maryland Election Judge Manual Redesign
 - Draft Version from BlueWater Agency was reviewed and returned to SBE with suggestions.
 - Should be completed by December 2005

Washington County Board of Elections
September 13, 2005 Board Minutes (Continued)
Page 3

- MD VOTERS Update
 - Pilot Election – September 26 – October 14, 2005
 - Data Centers will be located in Annapolis and Cumberland
 - Initial data migration has begun
 - Workstations will not have Microsoft Office installed. We will be allowed to install it.
 - Training: will be regional, 4-6 days in length and 20 people per class.
 - Saber will provide training manuals

B. County Commissioner Meeting – August 30, 2005

Charles Mobley reported on the discussion of the urban growth within the city and county. He commented to the commissioners that major subdivisions not building an elementary school should allow for construction of common areas such as community centers to be used as polling places.

Old Business:

A. Subdivision of Districts 6-0 and 7-0

The Board reviewed the Resolutions for the subdivision of Districts 6-0 and 7-0. John Barr made a motion to adopt the Resolution for the subdivision of Districts 6-0, creating 6-1 and 6-2; Eileen Wiggins seconded the motion and all were in favor.

John Barr made a motion to adopt the Resolution for the subdivision of District 7-0, creating 7-1 and 7-2; Eileen Wiggins seconded the motion and all were in favor.

The Board will need to survey the Boonsboro and Smithsburg Middle Schools.

B. Preventative Maintenance

Preventative Maintenance on the voting equipment will begin September 26, 2005. A group of 8-10 technicians, Board Members and staff will assist. Nathan Robinson will let us know the schedule.

C. Updated Voter Registration Projections and Polling Places

Charles Mobley distributed the following reports:

- Revised Voter Registration Projections as of May 31, 2005
- Equipment Projections
- Summary Report
- Draft Presentation
- Progress Report

Washington County Board of Elections
September 13, 2005 Board Minutes (Continued)
Page 4

The Board will be meeting with the County Commissioners on October 4, 2005 at 3:30 PM. The Board reviewed the draft presentation.

D. Municipality - Lease

Charles Mobley reported that the Town of Funkstown expressed an interest in leasing the voting equipment. Charles Mobley and Gregory Bannon reviewed the contract from Harford County and adopted it for use in Washington County. The Board discussed Schedule 2 to allow for the use of two units at no charge and \$150.00 per unit for more than 2 units.

Charles Mobley made a motion to adopt the Equipment Lease for Washington County with proposed revisions; Eileen Wiggins seconded the motion and all were in favor. The Letter and State of Maryland Municipal Election Information dated April 15, 2005 will be sent to each municipality. If interested, they may request the Equipment Lease Agreement. Copies of the State of Maryland Municipal Election Information will also be sent to Clyde Tate and John Benchoff.

E. Picnic – September 13, 2005 at the home John & Teresa Barr

New Business:

A. Biennial Meeting Discussion Points

E-mail from County Support requesting any questions from the Board Members that they would like to discuss at the Biennial Meeting. Dorothy Kaetzel told the Board Members to e-Mail County Support with any questions by September 21, 2005.

B. Election Worker Training Classes - 2006

Dorothy Kaetzel will reserve the Agricultural Building for Election Worker Training Classes on the following dates: August 2, 3, 4, 9, 11, 21, and 25. The building is only available for evening classes on Fridays. The training will be specialized by position rather than trying to cross train the judges. Dorothy will see if the equipment can be stored at the building during the training classes. Proposed date for the L&A – week of August 28, 2006.

C. Election Calendars were distributed.

Next work session in September 27, 2005 at 2:00 PM. District 13 will be discussed.

Sharon Mackereth and Sherrie Bonebrake finished their requirements and are CERA graduates ©

Washington County Board of Elections
September 13, 2005 Board Minutes (continued)
Page 5

Members Remarks:

No remarks

Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held October 11, 2005, at 2:00 PM at the Board Office.

Adjournment:

There being no further business to come before the Board at this time. Eileen Wiggins, made a motion to adjourn at 3:50 PM; Clyde Tate seconded the motion. Unanimously approved.

Respectfully Submitted,


Charles L. Mobley, Jr., Board President 10/11/05
Date


Kaye E. Robucci, Election Deputy Dir, I 9-14-05
Date