



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

May 11, 2021

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Martin Lumm, Board President

Tammy Downin, Board Vice President

Bill Blazes, Board Secretary

Connie Mozingo, Assistant Board Secretary

Brian Kane, Board Attorney

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

Absent:

Jim Schultheis, Member

Guest:

None

President Marty Lumm called the meeting to order at 3:06PM at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

Approval of Minutes of April 13, 2021:

Tammy Downin requested the following edits:

Page 3, Old Business IV, B. should be "parking," not "packing."

Tammy Downin moved to accept the minutes for April 13, 2021 as amended, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

None

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Correspondence:

None

Reports:

- I. Election Director
 - A. Personnel -
 1. Election Program Assistant I – We have selected a candidate. Paperwork will be delivered to SBE May 12, 2021. Estimated start date is June 2, 2021.
 - B. Meetings:
 1. Pollbook Replacement Project – Will be discussed under “Old Business”. Next meeting: May 13, 2021
 2. Director’s Meetings: May 20, 2021
 3. Geo Enabling: 5 Sessions every Thursday from May 6 – June 3, 2021
 - C. Correspondence: N/A
 - D. Trainings:
 1. CERA Classes – Barry Jackson and Teresa Morningstar are taking online courses in May and in person classes in Virginia Beach in June toward their CERA certification.
 - E. Legislative Update – no update
 - F. Registration Statistics for April 2021
 - G. Voting System Activities:
 1. Charging equipment then putting in black carts to prepare for move to Virginia Avenue
 - H. Candidate Information:
 1. Filing began February 23, 2021. 11 Candidates have filed.
 - I. Projects:
 1. Packing WH for moving. To begin Tuesday, May 18, 2021.
- I. Attorney: Brian Kane distributed the election-related excerpt from the General Assembly’s 90 Day report. Brian also updated the Board on the following:
 - The Recount for the Hancock Election went well. The town was able to reconstitute the three-person board of supervisors of elections and the recount showed the same results as on Election Night. Brian Kane thought it would be helpful if the municipalities had a template to follow when preparing and conducting their elections.
 - The bill allowing the Maryland Stadium Authority to serve as project manager for a new multi-purpose facility proposed for Baltimore Street and Summit Avenue was sent to Governor Hogan for his signature. While the physical design is still unknown, Brian Kane suggested that now would be the time to begin discussions regarding the use of the facility as an Early Voting Site. Kaye Robucci will prepare a list of requirements for the June Board Meeting.

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Old Business:

- I. Virginia Avenue Update
 - A. Additional (4) HVAC units being bid.
 - B. Two 85" and two 65" inch flat screen TVs were ordered for the Early Voting/Training room, Board room, and employee breakroom.
 - C. Alarm system is configured and working.

- II. FY22 Budget: County Commissioners are providing a virtual public meeting on May 18, 2021 at 6:00PM.

- III. 2nd (and 3rd!) Early Voting Site – Sites must be finalized at least 6 months in advance of June 28, 2022 Primary Election Date. The deadline would be December 28, 2021. The Board discussed the following sites:
 - Clear Spring Fire Hall
 - Public Safety Training Center
 - Leitersburg Community Center
 - Brian Kane mentioned that the new stadium being built downtown could be a long-term solution. We would need to influence the design of the conference room built at the stadium.

- IV. Pollbook Replacement Project – Schedule continues to be delayed. Concern is that we will run out of time for implementation by the Gubernatorial Election.

- V. Warehouse Moving – Meeting on May 12, 2021 at the warehouse to discuss the moving plan. Several tasks still need to be completed: painting Carl's office and painting the floor in the SWEM Room.

- VI. MAEO Meeting – Agenda should be out soon. The Biennial will take place during the MAEO conference. Kaye will verify the requirements for the Board Members.

- VII. 2020 Census – Information will not be available until at least September 2021.

New Business:

None.

Members Remarks:

Marty Lumm reported on the LBE Presidents Coalition, started by the board president in Harford County. They have had several meetings, an online meeting and an in-person meeting at a restaurant. Marty did not attend either meeting.

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Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, June 8, 2021 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:

Future Events:

- I. Moving!

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 5:07PM, Connie Mozingo made a motion to adjourn the Regular Board 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. Bill Blazes seconded the motion.

SUMMARY OF CLOSED SESSION HELD ON May 11, 2021

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

Time of closed session: 5:07 pm.

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

Purpose of the closed session:

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

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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: IT Election Services contract ending on June 30, 2021.	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Brian Kane, Kaye Robucci, Barry Jackson.	Board will pursue extending contract through August 31, 2021.

After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 5:39PM, Bill Blazes seconded, and the motion passed unanimously.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,


Martin Lumm, President

6/10/2021
Date


Bill Blazes, Secretary

6-8-21
Date