

PROCEEDINGS

**WASHINGTON COUNTY
BOARD OF ELECTIONS
November 13, 2001**

Present: Richard L. Coss, Board President
Marianne Schneider, Democratic Member
Eileen Wiggins, Democratic Alternate
Dorothy Waters, Republican Alternate
Dorothy M. Kaetzel, Election Director II
Kaye E. Robucci, Election Deputy Director I

Richard Coss called the meeting to order at 2:00 PM. Charles Mobley, Jr., Republican Member, and Roger Schlossberg, Attorney, were absent.

MINUTES: Dorothy Waters made a motion to approve the minutes of the October 9, 2001 Board Meeting; Marianne Schneider seconded the motion and all were in favor.

Charles Mobley had an operation on Tuesday, November 6, 2001. He is doing well and is home from the hospital. The office staff and Board sent flowers to him.

Dorothy Kaetzel informed the Board that Doris Suter, Director of Baltimore County, passed away on November 12, 2001. Also, Allen Reichlin, President Caroline County Board, father passed away on October 30, 2001. Cards will be sent to the families.

CORRESPONDENCE: Agenda of the State Board Meeting scheduled for today, November 13, 2001 was distributed.

An E-mail was received from Stuart Harvey informing us that John Reynolds loved his tote bag and county pins.

Minutes of the State Board Meeting held September 12, 2001 were discussed. The mass mailing from the MVA will be completed soon. We have received 1,000 responses to that mailing to date. We will be having training on the Intranet on Tuesday, November 20, 2001.

The staff will be going to Frederick County on Monday, November 19, 2001 to have State ID photos taken. Dorothy Kaetzel will call Frederick County to see what time would be best for us to arrive. Our office may have to be closed for a short time while we are away.

COMAR Title 33, Supplement Number 1 was distributed to all the Board members and attorney.

Letter from Rita Escobar, declining the position of Election Clerk II was discussed. Delores Wink has been offered the job but currently there is a hiring freeze in place and we are unsure if we will be allowed to fill the position. Ernestine Blake-Green is to let us know if we can fill the vacant position. Delores Wink's start date is currently December 12, 2001.

Several articles relating to election systems and election reforms were distributed.

Article from The Election Center regarding the Ney-Hoyer Bill was distributed. The Bill establishes minimum standards to be followed and the creation of a Federal Election Assistance Commission and an FEAC Standards Board. The Bill is expected to be to the House Administration Committee Markup by next week.

OLD BUSINESS: City of Hagerstown Elections was tabled until the December Board meeting.

Election day communication problems was tabled until the December Board meeting.

Kaye Robucci updated the Board on the status of the daily backup for the Lems System. Vinson Omenka, SBE, will be sending a script to allow us to back up our work daily. This will allow us to burn a CD and take the information offsite each evening.

Bids for the new Kardex File are due November 16, 2001.

The office Christmas Party will be held Tuesday, December 4, 2001 at 6:00 PM at the Fireside Restaurant.

Attorney's round table discussion held at the Biennial Meeting was tabled until the December Board meeting.

Eileen Wiggins distributed a letter from Senator Paul Sarbanes regarding S565.

NEW BUSINESS: Marianne Schneider suggested that we consider instructing and equipping the poll workers with crash kits in the event of an emergency on election day. We will recommend this to Tim Augustine to incorporate into the poll worker training manual.

Dorothy Waters suggested that our Board minutes be distributed to additional people such as the County Commissioners, State Senators and Delegates. Marianne Schneider suggested that the monthly statistical reports also be distributed.. These suggestions will be considered at the December Board meeting.

Next meeting - December 11, 2001.

Marianne Schneider made a motion to adjourn at 3:05 PM; Dorothy Waters seconded the motion and all were in favor. The Board toured the new office area.

Respectfully submitted,
Kaye E. Robucci
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Election Deputy Director I