



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

July 14, 2015

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

**Present:**

**Board**

Bruce Field, President

Tammy Downin, Vice President

Jim Schultheis, Secretary

Wayne Keefer, Assistant Secretary

Eileen Wiggins, Member

Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Election Director, I

Teresa Morningstar, Election Supervisor II

Dean Robucci, County Tech

Bruce Field, President, called the meeting to order at 2:10 PM; at the Election Board Warehouse located at 101 Tandy Drive, Hagerstown, MD 21740 as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A). 1. There was a quorum present.

**Approval of Minutes of June 16, 2015:**

Bruce Field asked if the Board had any corrections or modifications to the minutes of June 16, 2015 Board of Elections meeting. Tammy Downin requested the following corrections, Page 1, ask to **asked**. Page 2, Section A in Reports; ask to **asked** and WBOC Radio to **WTOP TV**. Jim Schultheis made the motion to accept the minutes with corrections; Tammy Downin, seconded. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A) 2.

**Additions/Changes to the Agenda:**

Bruce Field asked if there were any additions/changes to the Agenda. The Director added letter D in place of "a" for Early Voting – Transportation Options. Election Director added a "C" under New Business to include Training New Equipment on July 20, 2015 and "D" to include New County Computers for Staff. Eileen Wiggins made the motion to accept the changes to the agenda; Wayne Keefer, seconded. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3 (A) 3.

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Bruce Field initiated a walk through tour of the Warehouse where Dean explained the Proposed New Voting System Storage Plan/Layout and distributed 2 layout plans. Wayne Keefer announced that he is stepping down as an Election Board Member to act as a Treasurer for Terry Baker who is running for a Congressional District 6 position. This would cause a conflict of interest. Wayne provided Bruce Field with an original signed letter of his announcement, and Wayne will email his letter to the other board members as soon as possible. Roger Schlossberg advised that Wayne Keefer should abstain from voting at today's board meeting due to his announcement.

### **Correspondence**

A. Emailed to Board, Memo from Linda Lamone, SBE Administrator, regarding the creative services contract. The Board of Public Working did not approve it.

B. Emailed to Board, Follow up of Warehouse Tour

### **Reports**

A. Election Directors Meeting – June 18, 2015. How will our new equipment be transported for the demos of the new voting system? Still many questions to be answered about the process for Mock elections in October 2015. Inventory waiting to hear on updates. The T 1 Line is already installed and in place at this time. State requires certification and testing version 5.2.1.

B. Warehouse Assessment- July 8, 2015. Board members have a copy of the regulations, no results back as of the date of this meeting and board members had no questions on this topic.

### **Old Business:**

A. Resolution for 17-1: The Board reviewed the Certified Resolution eliminating election precinct 17-2 and revising the boundaries of election precinct 17-1. The polling location will still be Bester Elementary School. Jim Schultheis made the motion to accept resolution and Eileen Wiggins, seconded. The motion was passed unanimously.

B. Change in Polling Places

1. Conococheague School (23-0) The survey at Wilson Ruritan went well. The Board discussed moving to Wilson Ruritan, if approved by their Board of Directors. (Will have answer by August Board Meeting). Will need to provide a polling place agreement for new location. Conversation from board members included concerns for finding the appropriate polling places.

C. Survey of Polling Places -Kaye is to set up a schedule with board members to visit locations. The board members have concerning issues with the following: Potomac Towers; not secure location and does not provide enough space; in which issues are created for wheelchair accessibility. Rohrsersville Station 8 has no air conditioning. North Hagerstown High School; should we move to larger facility?; Combine 13-1 & 13-2. Kaye passed around the new form for new voting sites.

Roger exited meeting at 3:15

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D. Early Voting Transportation - According to COMAR 17.02 B7, The early voting center is to be served by public transportation and roads. Our early voting site is served by public roads but not public transportation. The Board discussed offering vouchers in limited quantities and in limited dollar amounts. The board discussed needing the vouchers to be requested by the voter prior to Election Day. In 2014 we provided transportation to voters thru CAC at the rate of \$1,500.00 for 8 days, and only transported 3 voters.

### **New Business:**

A. Mock Election -To be held October 19-23, 2015 at the Washington County Early Voting Center. Kaye asked for volunteers from board members and staff. It will be a controlled Mock Election to allow for correct counting of ballots.

B. Election Night Returns- Begin discussion for return of election night supplies to the warehouse.

C. Training New Equipment-at Rocky Gap on July 20, 2015 training for office staff.

D. New County Voting Computers for Staff- Several years in the making to have access to County emails and State emails and Internet access.

### **Members Remarks:**

Congratulations to Wayne Keefer on his appointment with Terry Baker as Treasurer.

### **Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on August 11, 2015 at 2:00 pm. 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**

Kaye will email Board and Staff Contact List.

### **Adjournment:**

There being no other business to come before the Board at this time Bruce Field made a motion to adjourn at 3:40 PM; Tammy Downin seconded the motion. Unanimously approved.

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.

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Compiled by Teresa Morningstar  
Election Supervisor II

Respectfully Submitted,

  
\_\_\_\_\_  
Tammy Downin, Vice-President                      8/11/15                      Date

  
\_\_\_\_\_  
James Schultheis, Secretary                      8/11/15                      Date