



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

August 11, 2015

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board

Tammy Downin, Vice President

Jim Schultheis, Secretary

Eileen Wiggins, Member

Staff

Kaye Robucci, Election Director I

Teresa Morningstar, Election Supervisor II

Peter Perini, Guest

Tammy Downin, Vice-President, called the meeting to order at 2:10 PM; at the Election Board Office located at 35 West Washington Street, Room 101, Hagerstown, MD 21740 as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A). 1. Absent from the meeting was Bruce Field, President, and Roger Schlossberg, Board Attorney. There was a quorum present.

Approval of Minutes of July 14, 2015:

Tammy Downin asked if the Board had any corrections or modifications to the minutes of July 14, 2015 Board of Elections meeting. Jim Schultheis made the motion to accept the minutes with no corrections; Eileen Wiggins, seconded. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A) 2.

Additions/Changes to the Agenda:

Tammy Downin asked if there were any additions/changes to the Agenda. Tammy Downin made changes to new business letter A. Resolution for District 23, move from Conococheague Elementary School to Wilson Ruritan to list under **old business**. Listing New Business from A, B, C, D, E to **A, B, C, and D**. Kaye the Director asked to have the director's report item line C. Polling Place Surveys & Recommendations, items i. Maugansville Elementary School, ii. Western Heights Middle School and iii. Emma K. Doub Elementary School, to be **tabled to the September's Board Meeting**. Letter g. Election Worker Training and letter h. Election Night Returns to be **tabled to the September's Board Meeting**. Tammy Downing asked for any objections and approved the changes to the agenda. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3 (A) 3.

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Correspondence

A. Emailed to Board, Memo from Keith Ross, SBE, regarding the ES&S Contract Modifications - We are happy to report that the Board of Public Works approved, without any changes, the ES&S Contract Modifications.

B. Emailed to Board, 2014 General Election Audit and Response - Best Audit to date for our office. If Kaye processes any Provisional Ballots she will have a Board Member account for that particular audit to avoid any audit findings in the future.

C. Emailed to Board, Memo regarding Certification of Version 5.2.0.3. The voting units are being updated with new version and we are scheduled to receive a shipment on Thursday August 20, 2015.

Reports

A. Election Directors Meeting – July 23, 2015. Kaye Robucci highlighted the following items:

- Kaye will send copy of By-laws to SBE.
- Voter outreach contract was not approved by board of public works
- The Express Vote Units will sit on tables and some on its legs for early voting.
- Kaye gave a demonstration with the express voting unit, and showed the basic operation of the machine.
- Jim Schultheis asked if the state knows how many handicapped voters used the old system.
- The state will supply magnifiers.
- Kaye advised the Mock Election will be held in October and will ask the board members, election judges and staff to help.

B. Director's Report-Kaye Robucci

a. Warehouse

i. Assessment Report – Only 1 item failed due to humidity too high. We need to purchase large De-Humidifiers.

ii. Meeting with Jim Sterling, Director of Public Works, regarding renovation.

a. August 3, 2015, Bruce Field, Dean Robucci and Kaye Robucci, met with Jim Sterling and discussed purchasing 3 De-Humidifiers. Jim Sterling will look for a suitable model and price

b. Room Zero, discussed putting a wall into Early Voting side and electrical work needs to be completed.

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- c. We may use the Break room and Jim Sterling suggested the need to have the entire early voting side alarmed which would eliminate the need for Deputies when the building is not occupied.
 - d. Ballot Storage Room to begin work of Climate Control, electrical and security to be completed by December 31, 2015.
 - e. Cage area is outside our area to store booths and boxes.
 - f. Ceiling tiles leak was fixed and Jim Sterling suggested tarring the roof.
 - g. Restroom leaks and tiles popping up, this information is to be communicated to John Penesi, Deputy Director of Parks and Facilities.
- b. New Equipment
- i. Training July 20, 2015 - Excellent training on the OS Unit and BMD. Hardwick Spencer was trainer. Kaye Robucci, Dean Robucci, Teresa Morningstar, Sherrie Bonebrake, Tammi Derr and Harold Gist received training.
 - ii. Upcoming Deliveries – Due to be delivered on August 13, 2015 to include 16 OS Units and BMD.
- c. Polling Place Surveys & Recommendations – Were Tabled to September 2015.
- i. Maugansville Elementary School
 - ii. Western Heights Middle School
 - iii. Emma K. Doub Elementary School
- d. Early Voting
- i. Site Approval Form - Due to SBE by September 30, 2015. Kaye Robucci will complete and send to board members for approval. Our alternate voting site is the Hagerstown Regional Airport Fire House Bay.
 - ii. Transportation – Paula Pascal, Regional Director, coming on Thursday August 13, 2015 to discuss transportation needs. Discussion on what can fit into the transportation carts. Voting booths are leased and cannot be delivered by county.
- e. Mock Election, October 19-23 & 26, 2015 - Mark your calendars for this upcoming date.
- f. Election Workers - Kaye asked Mike Guessford for a list of retired teachers as potential Election Workers.
- i. Open House - Would an open house be successful, not sure this will happen as only 1/3 would probably attend. May consider a meet and greet for new workers.
- g. Election Worker Training – Tabled to September 2015.
- h. Election Night Returns – Tabled to September 2015.

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Old Business:

A. Resolution for District 23, to move from Conococheague Elementary School to Wilson Ruritan – Tammy Downin received no comments from the board members. We have approval to use Wilson Ruritan. Kaye discussed the entrance and visibility for the Wilson Ruritan building. Jim Schultheis made the motion to accept the Resolution for District 23, and Eileen Wiggins, seconded. Tammy Downin approved this motion.

New Business:

A. Polling Place Surveys, Wednesday August 12 - cancelled and will schedule these surveys.

a. 9 AM Pangborn Elementary School (combine 22-1 & 22-2)

b. 11 AM Salem Avenue Elementary School (New location for 25-4)

B. County Commissioner Meeting, August 18, 2015, regarding their support for 1 Early Voting Site.

- Kaye will ask the county commissioners for their approval to have one early voting site for 2016 elections.
- Conversation was engaged in the benefits of 2 locations, if it would be better for the community turnout. Kaye will ask Dean to run reports to see where the majority of early voting turnout is coming from, if the early voting site is a suitable location to serve the public needs. Peter Perini commented on early voting turnout reports per precinct as they are lumped together. Kaye will have access to that report per precinct, party, early voting, etc. Is early voting a novelty or is the area next to a jail discouraging voter turnout? Kaye does not have an additional \$30,000.00 in her budget to supply and hire additional employees for a second early voting site, It was decided that this conversation would be halted until further investigation and reports were able to be reviewed at a later date. Kaye will forward the early voting site form to the state by September 30, 2015.
- Jim motioned to make a suggestion to table the idea of a second early voting site until more discussion; Tammy called for a second motion, and died because a lack of a second. Kaye Robucci will change the Agenda Report Form to request the county commissioner's support of 1 early voting site for the Presidential Primary and re-evaluate for the Presidential General.

C. Demonstrations of New Voting Equipment - Teresa and Sharon will be working on a calendar for voting equipment demos to local organizations and finding the best possible way to haul the equipment.

D. Office Picnic - Discussion included that we have always had the picnic and holiday parties. We will look at the calendar and schedule the picnic at our next board meeting on September 08, 2015.

Members Remarks:

No member's remarks or guest remarks.

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Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on September 08, 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

Board and Staff Contact List
2015-2016 Citizens Guide

Adjournment:

There being no other business to come before the Board at this time Tammy Downin called the meeting adjourned at 3:35 PM.

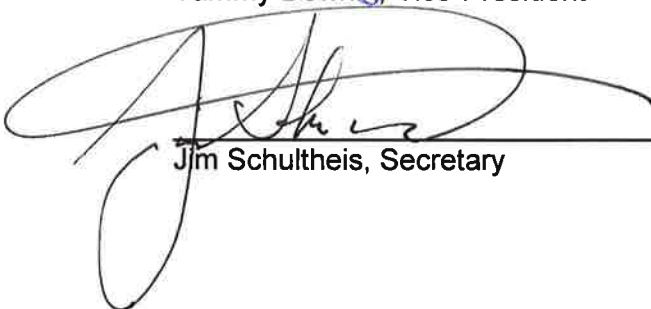
The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Teresa Morningstar
Election Supervisor II

Respectfully Submitted,

 9/8/15

Tammy Downin, Vice-President Date

 9/8/15

Jim Schultheis, Secretary Date