



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

July 11, 2023

17718 Virginia Avenue  
Hagerstown, MD 21740  
240-313-2050

#### **Present:**

#### **Board:**

Tammy Downin, President  
Kandace Carpenter, Vice President  
Donna Brightman, Board Secretary  
Nancy Armstrong, Assistant Secretary  
Claudia Martin, Member

#### **Staff:**

Barry Jackson, Election Deputy Director II  
Teresa Morningstar, Acting Deputy Director II  
Cory Green, Election Program Assistant II

#### **Absent:**

#### **Guest:**

Peter Perini  
Patrick Leone

President Tammy Downin called the meeting to order at 3:00 pm at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

#### **Approval of Minutes of May 9, 2023.**

Kandace Carpenter moved to accept the minutes as presented by the staff, for May 9 2023, Claudia Martin seconded, and the motion was carried unanimously.

#### **Approval of Minutes of June 13, 2023.**

Nancy Armstrong moved to accept the minutes, for June 13, 2023 as amended, Kandace Carpenter seconded, and the motion was carried unanimously.

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**Request for Additions/Changes to Agenda:**

N/A

**Correspondence:**

N/A

**Reports:**

I. Election Director

A. Personnel –

1. Deputy Director position closed on July 7, 2023. We hope to schedule interviews the week of July 17<sup>th</sup>. Teresa Morningstar continues to serve as acting Deputy Director in the meantime.
2. PIN created for new Voter Outreach position. Awaiting job posting by SBE.
3. If and when Program Supervisor position becomes vacant, we will immediately post it.
4. Tammi Derr's position will not be posted until other positions have been filled.
5. Performance Evaluations (PEP) due in July.

B. Meetings:

1. Director's Meetings:

a) Highlights of June 15<sup>th</sup> meeting (in Washington County!)

- (1) SBE working on updating language for handing out ballots
- (2) SBE working on regulations for HB410 and HB1200
- (3) Early Voting selection materials will be available by end of June (population maps, etc.)
- (4) Pollbook project – a few weeks needed for software testing
- (5) Question was asked about retention of ballot drop box video surveillance. Video footage is to be kept for 22 months, same as other election related documentation.

b) Next Meeting, July 20, 2023

C. Trainings: Barry Jackson and Teresa Morningstar attended I-Go Conference

D. Legislative Update: Discussion of House Bill 410 in New Business

E. Voter Registration Activities and Statistics:

1. Registration Statistics for June 2023 were distributed to the Board.

F. Candidate Filings:

1. Filing for 2024 Presidential Election began on January 19, 2023. No filings so far.

G. Voting System Activities:

1. Working on a solution for reorganizing and staging voting equipment.

H. Projects:

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1. Received new desktops from county. We are able to access our network drive, but we cannot use any Microsoft Office products.
2. Finish cleaning out black transfer carts and put everything away, box up voted and unvoted ballots for storage, post-election maintenance (PEM) on voting booths.

II. Attorney  
N/A

### **Old Business:**

#### I. Polling Place Merges

An updated list was distributed to board members. Over 30,000 Voter Notification cards were mailed on July 7, 2023.

#### II. Early Voting

Donna Brightman asked how the board should prioritize the criteria based on the current Election Law and COMAR. Kandace Carpenter stated that she started to analyze the considerations, and that COMAR is not specific with defining some of the terms. Kandace Carpenter pointed out that in the previous litigation regarding early voting that SBE was not happy about the Washington County Free Library, but at the time that was the only site that could be used for early voting and SBE accepted the site. Kandace Carpenter brought up that in the previous litigation the Chairman of the State Board expressed concerns due to the close proximity of the two early voting centers. Mr. Williams and other SBE board members expressed the same issues with the two early voting centers, but due to extensive research conducted by staff and there being no other viable site at that time the State Board agreed that the Washington County Free Library was to be the other early voting center for the 2022 election.

Nancy Armstrong stated that during Election Day some of the residents that live in the rural parts of the county do not have public transportation to a polling place.

Tammy Downin stated that the Washington County Free Library has only been used for one election cycle and she did not want to abandon the site too quickly.

Donna Brightman stated that she would like staff to determine which of the selection criteria is the most important and create a weighted scale.

Kandace Carpenter and Donna Brightman stated that they want to see the comparisons of the early voting centers in a spreadsheet with the criteria and then determine, which site to consider moving forward. Donna Brightman and Kandace Carpenter both agreed that financial clarity needs to be determined for the Boonsboro American Legion to see if it is a viable site moving forward.

### **New Business:**

#### I. Polling Place Plan

Law became effective June 1, 2023 and the previous board voted on the polling place consolidations prior to the law becoming effective. The law requires that polling place plans be submitted by the LBEs to SBE no later than six months prior to the primary election. SBE is still working on the regulations. Staff will work on this during the summer. Kandace Carpenter suggested using the material from the previous presentations as an outline for the plan and then backfill based on the regulations once they become known.

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

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, August 8, 2023 at 3:00 pm The location is Washington County Election 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.

### **Members Remarks:**

Peter Perini stated that listening to the board discuss the early voting centers is invigorating. Peter Perini wanted to point out that those from the State Board who voiced their concerns over the proximity of the early voting centers, such as the previous State Board Chair, Mr. Williams and others are no longer with SBE, as they had turnover as well. Peter Perini asked if anyone has talked with the county commissioners about the possibility of a 3<sup>rd</sup> early voting site and it could lessen the pressure on the board in determining the early voting centers if the commissioners grant the 3<sup>rd</sup> early voting site. Barry Jackson stated that no discussion has been made with the county commissioners regarding the 3<sup>rd</sup> early voting site. Peter Perini asked where the current board stands on having a counsel present and Tammy Downin stated that it will be discussed in closed session.

### **Distributed Information:**

Board Packet

### **Future Events:**

August 18, 2023 - Hagerstown Housing Authority Community Fair

### **Adjournment and Opening of Executive Session:**

There being no other business to come before the Board at this time, President Tammy Downin called for a motion to adjourn the Regular Board Meeting and Open the Executive Session. Claudia Martin made a motion to adjourn the board meeting and go into executive session. Nancy Armstrong seconded, and the motion carried unanimously at 4:45 pm.

## **SUMMARY OF CLOSED SESSION HELD ON July 11, 2023**

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

Time of closed session: 5:00 pm

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

Purpose of the closed session:

(1) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or  
Any other personnel matter that affects one or more specific individuals; and

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(10) To discuss public security, if the public body determines that public discussions would constitute a risk to the public or public security, including:

- (i) the deployment of fire and police services and staff; and
- (ii) the development and implementation of emergency plans.

**2. Record of the vote of each member as to closing the session:**

Names of members voting aye: Tammy Downin, Kandace Carpenter, Donna Brightman, Nancy Armstrong, Claudia Martin

Members opposed: None

Abstaining:

**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) ( 1 ) **Topic #3:** § 3-305(b) ( 10 )  
(add others as needed)

**4. Listing of each topic actually discussed, persons present, and each action taken in the session:**

<b>Topic description</b>	<b>Persons present for discussion</b>	<b>Action Taken/Each Recorded Vote</b>
#1: Barry Jackson Performance Evaluation	Tammy Downin, Donna Brightman, Kandace Carpenter, Nancy Armstrong, Claudia Martin, Barry Jackson	No Action
#2: Board Counsel Agreement	Tammy Downin, Donna Brightman, Kandace Carpenter, Nancy Armstrong, Claudia Martin, Barry Jackson, Cory Green, Teresa Morningstar	No Action
#3: IT	Tammy Downin, Donna Brightman, Kandace Carpenter, Nancy Armstrong, Claudia Martin, Barry Jackson, Cory Green, Teresa Morningstar	No Action



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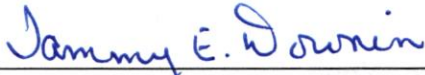
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After the discussion was completed, Kandace Carpenter made the motion to adjourn Executive Session at 5:40 pm Claudia Martin seconded, and all parties voted aye.

Compiled by Cory Green  
Election Program Assistant II

Respectfully Submitted,

 8/9/2023  
Tammy Downin, President Date

 Aug 9, 2023  
Donna Brightman, Secretary Date