

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION May 17, 2011

35 W. Washington Street  
Hagerstown, MD 21740  
240-313-2050

Present:

Board

Eileen Wiggins, Board President  
John Benchoff, Democratic Member  
Clyde Tate, Republican Member  
Carroll Earp, Republican Alternate

Staff

Kaye Robucci, Election Director, I  
Sharon Mackereth, Deputy Director, I

Visitor

Tammy E. Downin

Eileen Wiggins called the meeting to order at 2:03 PM. Sharon Washington, Democratic Alternate, and Roger Schlossberg, Board Attorney, were absent. There was a quorum present.

**Approval of Minutes of April 19, 2011:**

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the April 19, 2011 Board Meeting. Approved as submitted.

**Addition/Changes to the Agenda:**

Kaye Robucci, Director, requested additions under Correspondence - MAEO Minutes from July 16, 2010, January 5, 2011, February 4, 2011, and April 8, 2011 and under New Business - Washington County Election Board By-Laws.

**Correspondence:**

- A. Budget Hearing Date – E-Mailed to Board.
- B. “Guide to 2012 Proposed Budget” – E-Mailed to Board.
- C. List of Bills being signed, May 10, 2011 – E-Mailed to Board.
- D. MAEO, Executive Board Meeting Agenda – May 2, 2011.
- E. MAEO Board Meeting Minutes from July 16, 2010, January 5, 2011, February 4, 2011, April 8, 2011 – E-Mailed to Board.

**Reports -**

- A. Kaye Robucci, Director, reported on our Early Voting Site surveys done on May 3, 2011. Board Members and staff visited Burhans Station, City Park Museum, Red Cross Building and the ARC Center.
- Burhans Station is not acceptable because of security issues.
  - City Park Museum does not have ample space for public use.
  - Red Cross is the best site we have visited. Kaye Robucci will meet with Julie Barr-Strasburg, Director, on May 26, 2011 to discuss further details.
  - The ARC Center space is like a gymnasium which is used by ARC clients - it would make a great backup location.

John Benchoff mentioned the vacant locations at the Longmeadow Shopping Center but these would require a possible rental fee.

- B. Sharon Mackereth, Deputy Director, reported on "Best Practices" meeting held in Washington County, May 16, 2011. There were representatives from the 6 western most counties - Garrett, Allegany, Washington, Frederick, Carroll and Montgomery. We discussed issues regarding Voter Registration and Absentee Ballot Processing. Realizing the difference in the amount of registration and absentees - the actual processes of completing these duties is basically the same.

**Old Business -**

- A. Survey of Substation 8-0 Rohrersville, Antietam Academy and South Hagerstown High School - schedule for mid June, 2011 when school is out - last day June 2, 2011.
- B. Election Worker Training Dates and Location - update.

Kaye Robucci asked the Board if they have given any thought to a possible training location for the election workers. If we are unable to find a location - this building would be possible. We would need to schedule training in the evenings and weekends to allow for ample parking.

- C. MAEO Travel Plans.

MAEO session begins with roll call on Sunday, June 12th and runs through Tuesday, June 14th. Hotel rooms at **The Clarion** for Board Members and staff have been reserved, check-in is 4:00PM, Sunday and departure is morning of Wednesday, June 15th. Kaye Robucci suggested we leave Hagerstown at 11:00AM on Sunday and meet on the other side of the Bay Bridge about 1:00PM for lunch. There is a restaurant called the Fisherman's Inn.

D. MAEO – Silent Auction Item and Door prizes.

Eileen Wiggins, Board President, has donated a Longaberger basket with insert and liner for the Silent Auction.

Carroll Earp, Board Member, has donated two bottles of wine for door prizes. John Benchoff will check on the local cheeses. The staff will purchase the items to decorate the wine bottles and cheeses in a basket to make a nice presentation.

E. Polling Place Parking signs – this is tabled until June, 2011.

F. City of Hagerstown Elections.

Kaye Robucci, Director, and Roger Schlossberg, Board Attorney, and Sharon Mackereth, Deputy Director, attended the City Council Board meeting at City Hall on May 10, 2011. The Council is considering the type of election - a Partisan or Non-Partisan (such as the Board of Education). Also, the replacement of council members when there is a vacancy. The next City Council work session is the week of June 13th when the office will be at the MAEO meeting.

**New Business:**

- A. Post Election Maintenance on the voting units is going on at the warehouse. The process is moving along without any major issues with the AccuVote equipment.
- B. MAEO Ballot was distributed to the Board Members for voting on amendments to the MAEO By-Laws.
- C. Copies of the Washington County Election Board By-Laws were distributed to the Board Members. Kaye Robucci will e-mail the By-Laws to the Board Members for their review.

**Members Remarks**

Eileen Wiggins congratulated Sharon Mackereth on her promotion to Deputy Director, I. The Board welcomed Tammy E. Downin as our new Board Member. New appointments to the Election Board start June 6, 2011. Kaye Robucci will verify the compensation rate for June, 2011.

**Scheduling of Next Meeting**

Due to the MAEO meeting in June, the next Washington County Election Board meeting will be held on June 7, 2011 at 2:00PM. Dennis Weaver, Clerk of Court, will be present to swear-in the appointed Board Members. Kaye Robucci will contact Dennis Weaver to see if the Board can hold their organizational meeting prior to June 6th, since Clyde Tate has surgery on June 6, 2011.

**Distributed Information**

**Adjournment:**

There being no further business to come before the Board at this time, a motion was made by Clyde Tate, Board Member, to adjourn at 3:07PM; Carroll Earp, Board Member, seconded the motion. Unanimously approved.

Compiled by Sharon C. Mackereth  
Deputy Director, I

Respectfully Submitted,

Eileen Wiggins  
Eileen Wiggins, Board President

6/7/11  
Date

Carroll Earp  
Carroll Earp, Board Secretary

6/7/11  
Date