

MINUTES

**WASHINGTON COUNTY BOARD OF ELECTION
May 13, 2008**

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

Present:

Board

Eileen Wiggins, President
John Benchoff, Democratic Member
Clyde Tate, Republican Member
Sharon Washington, Democratic Substitute
Carroll Earp, Republican Substitute
Roger Schlossberg, Attorney

Staff

Dorothy Kaetzel, Director
Kaye E. Robucci, Election Deputy Director, I

Eileen Wiggins called the meeting to order at 2:04 PM. There was a quorum present.

Approval of Minutes of April 8, 2008

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the April 8, 2008 Board Meeting. Approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following additions and changes to the agenda:

Additions: New Business: Election Judge Training Fee, Demonstration for Spectrum and E-Poll Books

Changes: Correspondence: Letter from Board Attorney re VRA signature moved to Old Business

Correspondence:

A. MAEO Information

MAEO Conference information was e-mailed to the Board

B. Secrecy of Absentee Voting – Mr. McGovern & Delegate Shank

Correspondence between William McGovern and Delegate Christopher Shank questioning the secrecy of the absentee voting process since the voter's signature is on ballot/return envelope. Dorothy Kaetzel replied to Mr. McGovern with a copy of Election Law 9-310 indicating that 2 or 3 envelopes may be used in the process. Regardless of how many envelopes are used, the required oath must be on the ballot/return envelope. The Board discussed this issue at length and may revisit the issue in the future. The envelopes for General 2008 have already been ordered. The Board recommended inviting Delegate Shank to the office to demonstrate the process.

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C. Secrecy of Absentee Voting – Mr. McGovern & Dorothy Kaetzel

E-mail from William McGovern stating his concern with the two envelope system. He is requesting the use of 3 envelopes with the 3rd envelope being completely unmarked and void of any voters signature. Dorothy Kaetzel replied to Mr. McGovern informing him that the current law would need to be changed thus allowing the use of a ballot/return envelope without an oath.

D. By –Laws

E-mail from SBE regarding the By-Laws. They are due May 30, 2008

E. Budget Hearing

E-mail from Norman Bassett, Public Information Officer, regarding the budget for FY09. It goes to public hearing on May 13, 2008 at 7:00 PM at Kepler Theater.

F. Legislative Alert

E-mail from SBE regarding the status of several Federal Bills.

Reports:

A. CERA Classes

Kaye Robucci reported on the CERA Classes in Minneapolis, MN on April 16-20, 2008. Dorothy Kaetzel, Kaye Robucci, Sharon Mackereth and Sherrie Bonebrake attended the Election Center Workshop entitled "Election Training for the Perfect Election". In addition, there was a presentation of the "Effective Designs for the Administration of Federal Elections". Dorothy Kaetzel and Kaye Robucci also attended Class #20, "Federal Impact on Election and Voter Registration – 1960's to Present".

B. MAEO Convention

The Board discussed the MAEO Convention held in Ocean City, MD on May 4-7, 2008. While they agreed that many of the speakers and topics were interesting, it was difficult at times to hear and see the presentations. They discussed the possibility of sending a letter to MAEO stating the good and bad points. Roger Schlossberg presented for the attorneys.

Old Business:

A. Letter from Board Attorney to Voter re VRA Signature

The issue regarding Mr. and Mrs. Harris' signatures will be tabled until the June Board Meeting. Roger Schlossberg will resend the letter to them with "restricted delivery".

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Roger Schlossberg updated the Board on how the State would like us to handle possible election violations. We are to send all violations to the State Prosecutor Office along with our recommendation. We are to inform Roger Schlossberg which violations to pursue.

B. City of Hagerstown.

Roger Schlossberg reported that during the Attorney's Roundtable discussion at MAEO, the topic of municipal elections was discussed. SBE would like the municipalities to follow a standard guideline for conducting their elections. The Board discussed the same in the context of the election practices of local municipalities and requested additional input from the Board's attorney after further research and consultation with local officials.

C. By-Laws

The Board reviewed the By-laws. Eileen Wiggins explained that in words appearing in "yellow" indicate information added to the existing document. Any words appearing in [] indicated information deleted from the existing document. Carroll Earp pointed out that Section 2.2C the word "alternate" is used but elsewhere "substitute" is used. The Board also discussed the position of Secretary of the Board. The Board recommended that the Deputy Director continue to take the Board minutes but the Secretary of the Board will sign the minutes. The following changes will be made to the By-laws:

- Section 2.2 C: The word "substitute" will replace "alternate"
- Section 3.1 E: The information will remain the same

D. Return of Memory Cards/Flash Cards Election Night

Tabled until June Board Meeting

New Business:

A. Re-train Election Judges

We are required to re-train all election judges between the Presidential Primary and General Elections. We will be conducting 10 open house sessions during the month of September. John Benchoff made a motion to pay \$15.00 for the re-fresher training classes in September; Clyde Tate seconded the motion and all were in favor.

B. Election Worker Pay

John Benchoff made a motion to pay the election workers for their January training; Clyde Tate seconded the motion and all were in favor.

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C. Additional Space

E-mail from Bob Graff regarding our request for additional space. He is recommending that we receive additional storage space in the basement after Fire and Rescue moves out at the end of the year. The Board discussed this issue and asked Dorothy Kaetzel to contact Commissioner, John Barr, to discuss the situation.

D. Spectrum

Spectrum is requesting a demonstration of the voting equipment June 9, 2008 from 11:00 AM until 1:00 PM. Carroll Earp and Clyde Tate will conduct the demonstration.

E. Electronic Poll Books

Dorothy Kaetzel informed the Board that additional Electronic Poll Books will be used during the General Election. She anticipates sending 13 additional voting units.

Member Remarks:

No remarks at this time

Adjournment:

The next Board Meeting will be June 10, 2008 at 2:00 PM.

There being no further business to come before the Board at this time, John Benchoff made a motion to adjourn at 4:51 PM; Sharon Washington seconded the motion. Unanimously approved.

Compiled by Kaye E. Robucci
Election Deputy Director, I

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

6/10/08
Date

Carroll Earp
Carroll Earp, Board Secretary

6/10/08
Date