

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION  
January 13, 2004

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

Present:

Board

Charles Mobley, Jr., President  
Marianne Schneider, Democratic Member  
Dorothy Waters, Republican Alternate  
Eileen Wiggins, Democratic Alternate

Staff

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

Charles Mobley called the meeting to order at 2:03 PM. John Barr, Republican Member and Gregory Bannon, Attorney, were absent. There was a quorum present.

**Approval of Minutes of December 8, 2003**

Charles Mobley asked if the board had any corrections or modifications to the minutes of the December 8, 2003 Board Meeting. No changes were made and the minutes were approved as submitted on a motion made by Charles Mobley and seconded by Marianne Schneider.

**Addition/Changes to the Agenda:** Dorothy Kaetzel requested that the FY2005 Budget be discussed under New Business.

**Correspondence:**

A. SBE Minutes

Minutes of the October 20 & November 20, 2003 State Board Meetings were distributed. Diebold is responsible for delivering the equipment to the polling places. Background checks may be performed for all subcontractors.

B. Chart of Local Board Minutes

C. Election Center

The Elections Assistance Commission has been approved by the Senate.

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D. News Article

Article from The Sun criticizing the new voting equipment.

E. Candidate Filing

Memo from SBE stating the Board Policy on the beginning filing date for candidate filings. SBE approved the policy December 15, 2003 and we will place it in our policy notebook.

F. E-mail from Ross Goldstein

Ross Goldstein received our suggested changes to the provisional guidelines.

G. Judicial Listing

Final listing regarding the 2004 Judicial Elections.

H. Certification of Democratic Presidential Candidates

There are 11 Democratic Candidates for President of the United States.

I. Voting Laws

Memo from Stephen Montanarelli, State Prosecutor, regarding the prosecution of individuals who vote more than once in a given election.

J. Provisional Voting

A voter may not be allowed to vote a provisional ballot just because they don't want to vote on the DRE.

K. Touch-Screen Voting Systems

Memo from Giles Burger, Chairman of SBE, touting the benefits of the touch screen voting systems.

L. Administrative Leave

Memo from Linda Lamone, State Administrator, regarding the use of Administrative Leave for State Employees Serving as Election Judges.

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M. 2004 Legislative Session

The State will e-mail the synopsis, hearing schedule and tracking charts.

N. Gems Support Specialist

Charles Mobley introduced our Gems Support Specialist, Troy Chase. Troy (Dutch) Chase will be assisting us until March 12, 2004.

**Reports:**

Charles Mobley met with David Brooks, Recreation Department, and Lynn Little, Maryland Extension Office, regarding the use of the facilities for election worker training classes. There are plenty of tables and chairs. We may be able to use the Agricultural Museum or Library to store the equipment between training classes.

Charles Mobley is updating the polling place checklist.

Dorothy Kaetzel reported that demonstration units will not be sent to the polling places. Instructional pamphlets will be placed inside of each voting unit. Also, any voting unit used as a demonstration unit cannot be put into circulation.

**New System Implementation:**

A. Gems Support Specialist

Our Gems Support Specialist, Troy (Dutch) Chase, started January 5, 2004 and will be assisting us until March 12, 2004.

B. Warehouse

The partition at the warehouse is to be completed by the end of January. There is no heat in the warehouse.

C. Logic & Accuracy Test – Touch Screen Voting system - February 3 – 11, 2004

Troy Chase will begin the L&A on February 3, 2004. Dorothy Kaetzel will hire 2 people from Manpower to lift the DRE's. The spare server will be taken to the warehouse. It will probably take 100 hours to do 400 machines.

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**Schedule – 8:00 AM – 4:30 PM**

February 3

Team 1: Staff

Team 2: Staff

February 4

Team 1: Staff

Team 2: Staff

February 5

Team 1: Staff

Team 2: Staff

February 6

Team 1: Audrey Coffelt & Cindy Russell

Team 2: Charles Mobley & Eileen Wiggins

February 9

Team 1: Audrey Coffelt & Cindy Russell

Team 2: TBA

February 10

Team 1: Audrey Coffelt & Cindy Russell

Team 2: TBA

February 11

Team 1: Audrey Coffelt & Cindy Russell

Team 2: Charles Mobley & Eileen Wiggins

Dorothy Kaetzel will ask if election workers can assist with the L&A.

**D. Election Worker Training Classes**

Election Worker Training Classes will be held January 20, 28 & 30 and February 2, 2004. Charles Mobley and Marianne Schneider will do the introduction. Eileen Wiggins will substitute for Charles and Marianne and she will also teach a class. Cindy Russell will substitute for Eileen Wiggins on February 2 – 1:30 – 4:30.

The February Board meeting will be held on February 17, 2004

**E. Logic & Accuracy Test – Optical Scan – February 12, 2004**

**F. Public Test – February 13, 2004 at 11:00 AM.**

Charles Mobley, Marianne Schneider or Eileen Wiggins will be in attendance.

**G. Polling Place Site Surveys will be conducted next week.**

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The office will be open on January 19 and February 16, 2004.

**Old Business:**

A. City of Hagerstown

Tabled

**New Business:**

A. Budget FY 2005

Dorothy Kaetzel explained the budget to the board members. She is not allowed to change the Item Line for salary. The Board can make recommendations to the County Commissioners.

Charles Mobley made a motion to recommend an increase for the part-time office workers, to restore the Election Day pay for the Board members and to increase the salary for the attorney by \$2,500.00. Marianne Schneider seconded the motion and the Board unanimously agreed. This would be an overall increase of \$6,560.00.

**Members Remarks:**

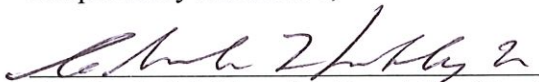
**Scheduling of Next Meeting**

The next meeting of the Washington County Board of Elections will be held February 17, 2004, at 2:00 PM at the Board Office.


**Adjournment:**

There being no further business to come before the Board at this time; Marianne Schneider made a motion to adjourn at 4:00 PM and Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,

  
Charles L. Mobley, Jr., Board President

2/17/04  
Date

  
Kaye E. Robucci, Election Deputy Dir, I

1-22-04  
Date