



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

April 9, 2019

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

#### **Present:**

#### **Board:**

Bruce Field, President

Tammy Downin, Vice-President

Jim Schultheis, Secretary

Martin Lumm, Member

#### **Staff:**

Kaye Robucci, Election Director II

Teresa Morningstar, Election Supervisor II

#### **Guests:**

Connie Mozingo

Mary Anne Keyser – Democratic Central Committee

President Bruce Field called the meeting to order at 3:00PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. Board Member William Blazes and Board Attorney Roger Schlossberg were absent. There was a quorum present.

#### **Approval of Minutes of March 12, 2019:**

Tammy Downin moved to accept the March minutes, Marty Lumm seconded, and the motion was carried unanimously.

#### **Additions/Changes to the Agenda:**

Kaye Robucci requested the following changes to the agenda. Under Correspondence, add III. Salary Proposal. Under New Business, add V. Biennial Conference and VI. Confidential Voters.

#### **Correspondence:**

- I. Director's meeting minutes of March 21, 2019
  - A. Sylvia Brown, HR Administrator at SBE is leaving April 18, 2019.
  - B. Kaye Robucci and Barry Jackson will attend How to Conduct a Table Top Exercise at the MAEO Conference in May.
  - C. Staff attended Sexual Harassment Training mandated by SBE.

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- D. HB1423 was passed, requiring all State employees to receive sexual harassment prevention training.
- E. Dean Robucci is currently working on the inventory audit.
- F. Warehouse MOU to strategically place cameras so that voting equipment can be monitored, but not required.
- G. Green and Libertarian Parties are no longer recognized parties in Maryland. Letters were mailed to voters indicating the change and to pick a new political party.
- H. State Designated Agencies - state is working on language for universal voter registration.
- I. Eric reports coming Mid-April.
- J. Mock Election to be conducted in November 2019.
- II. Clear Spring request for Universal Registration
  - A. Juanita Grimm from Town of Clear Spring requested universal registration for their municipal elections. Teresa Morningstar set up the street files and mailed VNC's on April 9, 2019.
- III. Salary Proposal
  - A. New Election Series job reclassifications were approved by MAEO and State Board on March 28, 2019 for employee raises of 9% in 2019 and 8% in 2020. Letters were sent to the county governments for comment.

### Reports:

- I. Election Director
  - A. Administration
    - 1. Manual Committee to start preparing 2020 Election Manual after legislative session is over.
    - 2. Director's Meeting: Next meeting is on April 25, 2019.
  - B. Modernizing Absentee Ballot Opening Procedures (MABOP): The MABOP committee met on March 28, 2019 and approved the opening of AB procedures.
  - C. Legislative Update – The Maryland General Assembly adjourned the General Session at midnight on April 9<sup>th</sup>. The following are election related bills that passed:
    - 1. HB71/SB184 – Video streaming of State Board of Elections meetings.
    - 2. HB172 – Voter Registration Deadlines. In-person voter registration deadline is now 5PM. On-line voter registration is still 11:59PM.
    - 3. HB237 – Early Voting Centers – Establishment – Allows LBEs to add one more Early Voting Center to their required number, in conjunction with SBE and local government. Requirement in the bill to open Early Voting during Gubernatorial General Election at 8AM was removed.
    - 4. HB286/SB449 – Same Day Registration.
    - 5. SB230 – Canvassing of Absentee Ballots – Reporting Unofficial Results. Requires us to submit unofficial results after each canvass, as well as every day, if there is a multi-day canvass.
    - 6. SB364 – Election Day Page Program. Targeting students, grade 9 or higher, and home schoolers, grade 6 or higher, up to age 16, to assist LBEs and election judges on Election Day.

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7. SBE1004 – Election Calendar. Significant changes to the election calendar, including candidate filing deadlines.
- D. Registration Statistics for March, 2019 were distributed to the Board
- E. Voting System Activities:
- F. Post Election Maintenance – Dean Robucci working on maintenance.
- G. Candidate Information:
  1. Filing began February 5, 2019 – No filings yet
- H. Projects
  1. Post Election Maintenance
  2. 2020 Census Information has been received. Kaye Robucci and Barry Jackson currently working on Street Files.

II. Attorney – N/A.

## Old Business:

- I. New location for the Office, Warehouse, Training and Early Voting
  - A. Board asked Kaye Robucci to request a meeting with Rob Slocum and County Commissioners to discuss our options of buying and or leasing.
- II. Tri-Hosts for the 2019 MAEO Meetings
  - A. Diane Loibel of Allegany County and Kaye Robucci visited Ocean City last week in preparation for the MAEO Conference in May.
  - B. Each LBE needs to provide 2 Door Prizes.
- III. Early Voting Location(s) for 2020
  - A. Barry Jackson contacted Hager Hall to see if they could offer their client who is requesting the main ballroom another area of Hager Hall.
  - B. Ag Center – Already booked.
  - C. Fairplay Fire Hall – no answer yet.
- IV. FY20 Budget –
  - A. Kaye Robucci distributed updated copies to the board.
  - B. Mileage – Kaye Robucci added additional money in her proposed budget, because of increased attendance at MAEO committee meetings around the state, but the county Budget and Finance department kept the amount the same as FY2019.
  - C. Postage – Kaye Robucci is confident the postage amount is sufficient.
  - D. Traveling Expenses – Kaye Robucci proposed to send only Board members, Director and Deputy to conferences to save money.
- V. Personnel – County did not approve funding of Election Worker increases, new greeter judges, or another office staff member.
- VI. Election Board Appointments – Welcome Connie Mozingo to our Board.
- VII. MOU- Board Attorney – Kaye Robucci emailed position description to Kirk Downey for interested attorneys in Washington County. No responses yet.
- VIII. Municipalities – Use of Voting Equipment and Pollbooks – tabled until next meeting.
- IX. Ethics – Ethics disclosures are due April 30, 2019

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### New Business:

- I. MOU – Warehouse – the MOU requires security cameras. What are they to be capturing?
- II. Census – Kaye Robucci and Barry Jackson started working on this April 10, 2019.
- III. Change of Polling Places
  - A. District 8 – 2 possible churches.
  - B. District 9- Leitersburg dirty and musty.
  - C. District 24-1 WACOHU Grange Hall – A new facility would definitely need to be in Legislative District 2A.
- IV. Registration Lists – One of the purposes of HB 172 is to be responsible with voter information. Board approved to send one copy to Central Committee Chair Person with a signed application (PSR) at no charge, and everyone else will be required to pay a nominal fee.
- V. Biennial Conference – The consensus was to only send required staff and board members to conferences in an effort to reduce budget costs.
- VI. Confidential Voters – Board approved to keep three Washington County voters confidential. Jim Schultheis made a motion to approve, Tammy Downin, seconded.

### Members Remarks:

N/A

### Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, May 7, 2019 at 3:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

### Distributed Information:

- I. March Registration Statistics

### Adjournment:

There being no other business to come before the Board at this time, Bruce Field called for a motion to adjourn the Regular Board Meeting. Jim Schultheis made this motion at 5:23PM. Marty Lumm seconded the motion, and it was carried unanimously.

### Executive Session:

Bruce Field requested the Board move into Executive Session. At 5:23PM, Jim Schultheis made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) to discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials

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over whom it has jurisdiction. Marty Lumm seconded the motion. The vote to close the regular session and go into closed session was as follows:

Motion By: Jim Schultheis

Seconded By:

Marty Lumm

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Bruce Field	{ }	{ }	{X}	{ }
Tammy Downin	{X}	{ }	{ }	{ }
James Schultheis	{X}	{ }	{ }	{ }
Martin Lumm	{X}	{ }	{ }	{ }
William Blazes	{ }	{ }	{ }	{X}

Topic to be discussed is.

Status of contract number PUR-1352 with IT Election Services.

After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 5:38PM, Jim Schultheis seconded, and the motion passed unanimously. The Board returned to regular session.

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

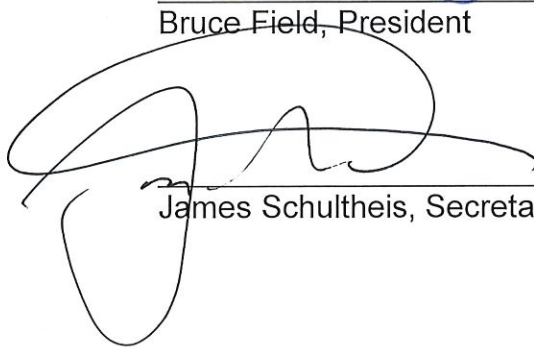
Respectfully Submitted,



Bruce Field, President

5/7/19

Date



James Schultheis, Secretary

5/7/19

Date