



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

June 13, 2023

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

#### **Present:**

#### **Board:**

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

#### **Staff:**

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

#### **Absent:**

#### **Guest:**

Martin Lumm  
Peter Perini  
Seth Wilson

#### **Organizational Meeting:**

##### I. Swearing-in and Election of President

Presiding Officer – Barry Jackson, Election Director

A. Acknowledgement of prior Swearing-in of Members by Clerk of Court

B. Election of President

1. Nominations

Donna Brightman nominated Tammy Downin as the Board President, and Kandace Carpenter seconded.

2. Balloting

Voice vote unanimously elected Tammy Downin as Board President.

##### II. Remainder of Organizational Meeting

Presiding Officer – Newly elected President Tammy Downin

A. Election of Vice President

1. Nominations

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Nancy Armstrong nominated Kandace Carpenter as the Vice President, and Donna Brightman seconded.

### 2. Balloting

Voice vote unanimously elected Kandace Carpenter as Vice President.

## B. Election of Secretary

### 1. Nominations

Nancy Armstrong nominated Donna Brightman as Secretary, and Kandace Carpenter seconded.

### 2. Balloting

Voice vote unanimously elected Donna Brightman as Secretary.

## C. Election of Assistant Secretary

### 1. Nominations

Donna Brightman nominated Nancy Armstrong as the Assistant Secretary, and Kandace Carpenter seconded.

### 2. Balloting

Voice vote unanimously elected Nancy Armstrong as Assistant Secretary.

## D. Enactment of By-Laws

### 1. Adoption of existing By-Laws

Kandace Carpenter made the motion to adopt the existing By-Laws, Claudia Martin seconded and the motion carried unanimously at 3:14 pm.

### 2. Acknowledgement of Board's authority to amend By-Laws by future actions

Donna Brightman suggested a Board "retreat" to go over the By-Laws and discuss possible amendments. Barry Jackson will suggest some dates in July to meet.

## E. Appointment of Board Attorney

### 1. Nominations

Tammy Downin and Barry Jackson will conduct community outreach and create a list of attorneys and will advise the board of potential nominees at the next board meeting.

Kandace Carpenter suggested reaching out to attorney Jason Morton.

Claudia Martin made a motion to table the appointment of a board attorney until July, Kandace Carpenter seconded and the motion carried unanimously.

### 2. Balloting

No vote taken at this time.

## III. Adjournment of Organizational Meeting

Kandace Carpenter made a motion to adjourn the Organizational Meeting and go into the regular meeting. Claudia Martin seconded, and the motion carried unanimously at 3:23 pm.

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**Call Meeting to Order:**

**Record Those Present:**

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

**Staff:**

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

**Absent:**

**Guest:**

Martin Lumm  
Peter Perini  
Seth Wilson

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

Donna Brightman moved to table the minutes, for May 9, 2023, until the Board Meeting on July 11, 2023, Kandace Carpenter seconded, and the motion was carried unanimously.

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

None

**Correspondence:**

- I. Email from the State Board: Jared DeMarinis is the new State Administrator effective September 1, 2023.

**Reports:**

- IV. Election Director
  - A. Personnel –
    1. Deputy Director position will be reposted on June 16, 2023. Teresa Morningstar continues to serve as acting Deputy Director in the meantime.
    2. PIN created for new Voter Outreach position. Cannot be posted until July 1, 2023.

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3. Tammi Derr's position will not be posted until other positions have been filled
4. Performance Evaluations (PEP) due in July
- B. Meetings:
  1. Director's Meetings:
    - a) No meeting, due to MAEO Conference
    - b) Next Meeting, June 15, 2023 in Washington County!
- C. Trainings: N/A
- D. Legislative Update: Status of election-related bills:
  - a) SBE is developing regulations in response to election related bills that passed in 2023.
    - (1) HB1200-returning judge means anyone who ever worked as an election judge.
    - (2) HB410-SBE will address this after the Director's Meeting on June 15, 2023.
- E. Voter Registration Activities and Statistics:
  1. Registration Statistics for May 2023
- 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:
  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.
  3. Inventory audit to be completed by June 30<sup>th</sup>, 2023. Audit was completed.
- V. Attorney N/A

### **Old Business:**

#### I. Polling Place Merges

Barry Jackson stated that this week staff will be doing the work in MDVOTERS to move the voters into their correct polling place, and the approximately 26,000 Voter Notification cards will be printed. It will take approximately two days to print the cards.

#### II. FY24 Budget

Budget was approved by the county commissioners and the new staff position was approved. Most of the budget was kept intact, with some minor exceptions. Kandace Carpenter asked when do we need to approach the county commissioners to discuss the compensation for Chief Judges. Barry Jackson stated it will be discussed with the

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commissioners at a later date.

### III. MAEO Conference

Donna Brightman asked for a 101 training for new employees/board members, and then a separate more advanced trainings for returning employees/board members.

Kandace Carpenter suggested that trainings for board members be indicated in the packet.

### IV. Early Voting

Barry Jackson asked for the Board to give the staff feedback on the possible early voting venues.

Nancy Armstrong stated the Boonsboro American Legion is a very viable option for people in south county, but the rental fee still needed to be clarified with the Legion. Donna Brightman recommended that, due to staffing constraints, we should no longer continue to research other facilities at this time. Kandace Carpenter stated most of the research was completed on the sites already. Donna Brightman stated that, throughout the state, all of the new early voting sites had low early voting turnouts, but the Washington County Free Library did very well as a new early voting site. Nancy Armstrong asked what percentage of Hancock voters voted during early voting, how many voted by mail and how many voted at their designated location on Election Day? Barry Jackson stated that he can provide this information at a later meeting. Kandace Carpenter asked if there is any data on voting trends for mail in ballots for the various demographics in the county? Barry Jackson stated that the mail in ballots is still new for that type of data. The board would like the site surveys for the potential early voting sites, costs for facilities, how the precincts voted, and a map of the ballot dropboxes.

### V. Integra (Election Software)

The county denied moving surplus funds from the 2023 budget to the 2024 budget so the Integra software cannot be purchased for the 2024 election.

Tammy Downin asked Brian Kane if the current Board can review and approve the past minutes of May 9, 2023? Brian Kane stated that there is no problem with the current board signing off on the minutes as the previous Board's term has expired.

Tammy Downin asked Brian Kane if the current Board can review and approve the past executive minutes of May 9, 2023? Brian Kane stated that there is no problem with current board approving the executive session as the current board is relying on the staff for the accuracy of the minutes. Brian Kane suggested adding a clause to the executive session minutes to reflect the change of the board and them not being in attendance for the previous executive session minutes.

### **New Business:**

None

### **Members Remarks:**

Seth Wilson wished good luck to the new board members and congratulations.

Peter Perini asked if amending the bylaws was brought up in this meeting? Tammy Downin stated it was not, but staff will meet at a later date prior to the July 11, 2023 to discuss the bylaws.

Peter Perini had some budget questions such as the polling place fee on Election Day and early voting sites. Barry Jackson stated that the polling place fee on Election Day is



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\$250.00 and the fee for early voting sites is a flat \$4,000 fee. Peter Perini asked if the money for the third early voting site was approved in the budget? Barry Jackson stated that the money was approved, but if 100,000 registered voters is not reached then the county commissioners would have to approve the 3<sup>rd</sup> early voting site. Peter Perini asked if the new board can approve adding additional ballot drop boxes? Barry Jackson stated that the deadline for ballot drop boxes has passed to ask for additional ballot drop boxes.

**Distributed Information:**

Board Packet

**Future Events:**

Directors Meeting in Person June 15, 2023

Western Regional Training June 22, 2023

Biannual Meeting October 19, 2023

**Scheduling of Next Meeting:**

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, July 11, 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.

Kandace Carpenter made a motion to adjourn the board meeting and go into executive session to consult with Board Attorney, Nancy Armstrong seconded and the motion carried unanimously at 4:59 pm.

**SUMMARY OF CLOSED SESSION HELD ON June 13, 2023**

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

Time of closed session: 5:04 pm

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

Purpose of the closed session: (7) To consult with counsel to obtain legal advice on a legal matter.

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

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

Members opposed: None

Abstaining: None

**3. *Statutory authority to close session:***

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

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**Topic #1:** § 3-305(b) ( 7 )    **Topic #2:** § 3-305(b) ( 7 )    **Topic #3:** § 3-305(b) ( )  
(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: Attorney Contract	Tammy Downin, Donna Brightman, Kandace Carpenter, Nancy Armstrong, Claudia Martin, Barry Jackson, Cory Green, Teresa Morningstar	No Action.

After the discussion was completed, Nancy Armstrong made the motion to adjourn Executive Session at 6:12 pm. Kandace Carpenter seconded, and all parties voted aye.

Compiled by Cory Green  
Election Program Assistant II

Respectfully Submitted,

 7/11/23  
\_\_\_\_\_  
Tammy Downin, President                      Date

 7/11/23  
\_\_\_\_\_  
Donna Brightman, Secretary                      Date