

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION May 8, 2012

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

Present:

Board

John Benchoff, President
Carroll Earp, Vice President
Tammy Downin, Secretary
William Blazes, Member
Roger Schlossberg, Attorney

Staff

Kaye Robucci, Election Director, I
Sharon Mackereth, Election Deputy Director, I
Pam Byrd, Election Supervisor, II

John Benchoff called the meeting to order at 2:04PM. Bruce Field, Board Member, was absent. There was a quorum present.

Approval of Minutes of March 13, 2012:

John Benchoff asked if the Board had any corrections or modifications to the minutes of the March 13, 2012, Board Meeting. Carroll Earp called attention to two errors in the minutes.

- Page 2, Old Business, section B, FY13 Budget Update, third sentence, change wording to – “It seems that if you have something to say about the topic – you need to stand and be recognized by the Commissioners, and then make your comments.”
- Page 4, New Business, section F, Early Voting Schedule, 2nd paragraph, 2nd sentence, change wording to – “50 ballots **will** be voted (25 Democratic and 25 Republican).”

The corrections were made. Tammy Downin made motion to accept the minutes with corrections; Bill Blazes seconded the motion. All were in favor.

Addition/Changes to the Agenda:

Kaye Robucci, Election Director, asked for a “Post Certification Canvass Meeting” for any ballots returned after the certification of the 2012 Presidential Primary Election. The Board agreed to convene as canvassers for the acceptance of these ballots at the end of this scheduled Board Meeting.

Correspondence:

A. MAEO, Mandatory Conference Attendance – E-Mailed to Board.

This MAEO conference will serve as a training session for election directors and staff and is therefore mandatory.

- B. MAEO, Election Information – E-Mailed to Board.
- C. MAEO, Draft Agenda – E-Mailed to Board.
- D. MAEO, Conference Theme – E-Mailed to Board.

“Moving Mountains – It’s What We Do!”

- E. MAEO, Minutes, December 14, 2011 – E-Mailed to Board.
- F. MAEO, Executive Board Meeting Agenda, April 17, 2012
- G. MAEO, Best Practices Request
- H. E-Mail from Mary Wagner, SBE, regarding Desta O’Connor, District 8 complaint.

Kaye Robucci, Director, called Desta O’Connor and left a message, assuring her that this office notified voters of the polling place change. The log files from the TS units will show that they were not shutdown until after 8:00 PM election day.

- I. E-Mail to Mary DePelteau, MAEO, suggesting topic for MAEO (Uniform Definition of a Vote) and her response.
- J. E-Mail from Nikki Trella, regarding the Election Day Voting Supplies Checklist, and response from Kaye Robucci. The “Voting Times for the Election” sign was missing and was sent with the Board Members on Election Day.
- K. Thank you letters.

Kaye Robucci informed the Board that “Thank you” letters will be sent out to all of the different departments that assisted in helping the Primary Election run smoothly. Letters will go out to District Court, Fire Department Auxiliary, Chief of Police, States Attorney, County Commissioners, Sheriff Doug Mullendore, American Red Cross of Washington County, City Public Works, and the City Engineering Dept. Roger Schlossberg, Attorney, offered to assist with the “Thank you” letters.

Reports:

None.

Old Business –

A. Review of 2012 Primary Election

District 22-2 - Pangborn Elementary School – Kaye Robucci

- The VIBS unit was standing upright on its legs (not setting on a table). When the judges were questioned about this – they responded that they find it is just the right height for someone using a walker with a seat. The Board is concerned with the legs sticking out and being caught in the wheels of both a walker and a wheelchair.
Handicap signs needed. Layout needs looked at – because of the location of the check-in tables.

District 23 – Conococheague Elementary School – Carroll Earp

- Evaluator was concerned with the layout of the polling room. A hallway is blocked off with cafeteria tables and should be moved. The Chief Judge tables should be moved, they are too accessible to the general public. The tables were used as a guide to keep the voters from wandering in and out.
There is a bad electrical outlet in the polling room. The polling place layout should be setup that the voters could see the check-in tables as they enter. **We should visit this site.** Another concern was that unit judges were not putting the unit number on the VAC. The tech judge is very good at this polling place (Eric Woolman).

District 24-1/24-2 WACOHU Grange Hall – Carroll Earp

- Unit judge did not record the unit number on VAC.

District 25-1 – Bethel Gardens Community Center – Sharon Mackereth

- No problems everything great – Minor issue with one of the printers – power plug not in tight, corrected.

District 25-2 – Winter Street Elementary School – Sharon Mackereth

- No problems, everything great with equipment. Provisional supplies not opened – ballot count not verified – corrected.

District 26-1 - St. Joseph Catholic Church – John Benchoff

- **Need more unit judges** – large room, voters go straight to the voting units.

District 26-2 – Lincolnshire Elementary School – John Benchoff

- Problem with layout – shows an outlet on one of the pillars – but there is none.
Layout needs looked at. They need a long extension cord.

District 26-3 – Valley Grace Brethren Church – John Benchoff

- No problems – Dorothy Kaetzel very good – Tech support very good.

District 27-2 – Paramount Elementary School – Carroll Earp

No issues, equipment layout very good. Penny Hilden, new Chief Judge is very good.

At this time, Kaye Robucci, Director, acknowledged Pam Byrd, Election Supervisor. This 2012 Presidential Primary is Pam's first election with us. Kaye asked Pam her opinion on how we run our elections as compared to her experience with how elections are run in Pennsylvania.

Pam was impressed with the way we handle several areas –

- How we organize and distribute the supplies and Forms Folders needed for election day.
- The list programmed by Dean Robucci, County Technician, to coordinate the initial call in by judges confirming setup and readiness.
- Impressed with the general running of operations in office – efficiency and readiness for any situations.
- Pleased and thankful to be employed with this office.

Areas of concern –

- Issues with the phone reception and service.
- Provisional Ballot training needs to be stressed more – actual hands on training.
- Forms that could be copied ahead of time.
- Specialty supplies that could be put together sooner. (Contingency and Extended Hours supplies).

B. FY13 Budget Update

Kaye Robucci informed the Board that the County removed \$63,190 from our FY2013 proposed budget. The County opted to keep the FY2013 Budget at the FY2012 base, with the understanding that if within the last quarter of 2013, funds are needed - adjustments may be made out of contingency.

One expense that we did not have in the Primary Election that we will have in the General, are the charges for processing, printing and mailing of absentee ballots by an outside mailing facility. Kent, Montgomery and Anne Arundel counties were the first to try this new process. The State Board of Elections is satisfied with how the process was handled in the Primary. All of the counties in Maryland will be using the vendor "Runbeck" to process absentee ballots in the 2012 Presidential General Election.

C. City of Hagerstown Annexed Voters – tabled from February Meeting

Kaye Robucci questioned Roger Schlossberg, Board Attorney, if his understanding is that as the City continues to annex voters do we continue to add new voters to the precincts established 28-1, 28-2 and 28-3? Mr. Schlossberg replied that – "As long as the City has the ability to annex areas into the City for Tax Base – we will have this problem. If and when the number of registered voters get unmanageable then we may need to consider splitting the district."

D. Final Plans for MAEO (door prizes, travel arrangements)

We have received a request from MAEO to bring 2 door prizes. Do we want to do a "Wine and Cheese" basket, similar to what we brought last year? The general reply was "Yes". John Benchoff will pick-up the cheese and Carroll Earp will pick-up the wine.

D. New Party Petition – American Elect -

Staff completed and results sent to SBE.

E. Request to order additional E-Poll books and Printers FY12 -

We need more E-poll books. The manufacturer is not making any new units. The ones we are getting are refurbished. The latest ones we received – two did not work. Carroll Earp made motion to give authority to purchase 12 E-poll books and printers; Tammy Downin seconded the motion. All were in agreement.

Members Remarks

None

Scheduling of Next Meeting

The next Washington County Election Board meeting will be held on June 12, 2012, at 2:00PM.

Distributed Information

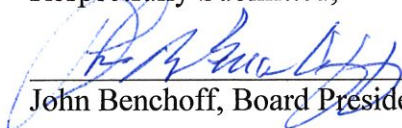
Board Member & Staff Contact Information
Unofficial 2012 Turnout Results

Adjournment:

There being no further business to come before the Board at this time, Tammy Downin made a motion to adjourn at 4:03PM; Carroll Earp seconded the motion. Unanimously approved.

Compiled by Sharon C. Mackereth
Deputy Director, I

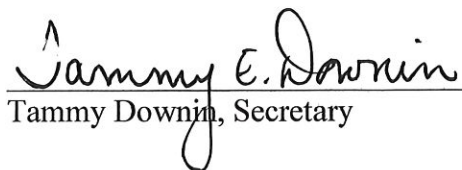
Respectfully Submitted,



John Benchoff, Board President

6/12/12

Date



Tammy Downin, Secretary

8/14/12

Date