

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

April 12, 2005

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

Present:

Board

Charles Mobley, Jr., President
Eileen Wiggins, Democratic Member
Clyde Tate, Republican Alternate
Gregory Bannon, Attorney

Staff

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

Charles Mobley called the meeting to order at 2:10 PM. John Barr, Republican Member, was absent. There was a quorum present.

Approval of Minutes of March 15, 2005

Charles Mobley asked if the Board had any corrections or modifications to the minutes of the March 15, 2005 Board Meeting. There being no changes, the minutes were approved as submitted.

Approval of Minutes of Closed Door Meeting of March 15, 2005

Charles Mobley asked if the Board had any corrections or modifications to the minutes of March 15, 2005 Closed Door Meeting. There being no changes, the minutes were approved as submitted.

Approval of Minutes of Challenge Hearing of March 30, 2005

Charles Mobley asked if the Board had any corrections or modifications to the minutes of March 30, 2005 Challenge Hearing. There being no changes, the minutes were approved as submitted.

Addition/Changes to the Agenda: Dorothy Kaetzel requested the following additions to the agenda:

- Correspondence: MAEO Meeting, MAEO Recognition Form, Project Management Office, MDLC and Voter Registration System
- Old Business: District 15 Accessibility
- Reports: Election Center Workshop

Charles Mobley requested that Registration Projections be discussed under Old Business.

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Correspondence:

A. MAEO Constitution and By-Laws

Minutes of the MAEO Constitution and By-Laws Committee Meeting held March 31, 2005 were distributed. There are several proposed changes to the by-laws that will be voted on at the MAEO meeting in June.

B. MAEO Meeting

Minutes of the MAEO Meeting held March 15, 2005 were distributed.

C. MAEO Recognition Committee

Memo from Kitty Davis, Allegany County, asking for any nominations for special recognition.

D. Program Management Office (PMO)

Memo from Jessica Jordan, SBE, regarding the Program Management Office. The Program Management Office was created to assist with the implementation of the statewide voting system. EDS was awarded the contract. Each county will be invoiced for its share of the one-half of the PMO expenses based on percent of voting age population. Our cost is \$6,500.00 for FY2005. Dorothy Kaetzel will ask the County to include that cost as part of the voting system.

E. Biennial Conference

Memo from Robyn Terry, SBE, regarding the Biennial Conference. The Biennial Conference will be held October 16 – 18, 2005 at the Princess Royale Hotel and Conference Center in Ocean City, MD.

F. Maryland Disability Law Center - MDLC

An accessibility survey was conducted by the Maryland Disability Law Center during the November 2, 2004 General Election. The survey identified an accessibility problem or concern at Districts 21-2 and 26-1. Dorothy Kaetzel will forward the information to Jeffrey Harr, Facilities Operations Supervisor, Board of Education.

G. Statewide Voter Registration System

The Project Kick-off Meeting will be held April 15, 2005 in Annapolis, MD. We are not attending.

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Reports:

A. Statewide Voter Registration System

The contract was awarded to Saber Consulting, Inc. of Salem, OR.

B. Director's Meeting

Dorothy Kaetzel reported on the Director's Meeting held March 29, 2005. The following items were discussed:

1. Voter Registration System – was awarded to Saber Consulting, Inc.
2. Voting System
 - a. Maintenance Plan – to be released by 4/8/05
 - b. Municipal Elections – To be used as training grounds for the counties. The Municipal Election Document is being revised.
3. Project Management Office
 - a. EDS – was awarded the contract and replaces Accenture.
4. State Legislation
 - a. No Excuse Absentee Ballot Requests – HB622
 - b. Permanent Absentee Registry – HB376
 - c. Judicial Primary – HB 276. Would allow unaffiliated voters to vote for judges in the Primary Election. Would appear on a ballot with the Board of Education.
 - d. Voting System Verifications – HB479 & HB80. There will be no printed receipt for 2006. HB479 calls for a study of Independent Verification Systems. Federal Government is working on standards that are due at the end of April.
 - e. Early Voting – SB478. SBE is requesting funding to provide electronic poll books. There is a committee reviewing the electronic poll books. SBE would need to write procedures.
 - f. Computation of Age – SB86 & HB897
 - g. 17 year olds serving as Election Judges – SB700
5. Federal Legislation – Carter/Baker Committee is studying the paper trail. SBE asked if we receive any surveys to complete we are to inform them.
6. State Prosecutor – no report given
7. Design for Democracy Presentation – Marcia Lausen, Graphic Design Director, gave a presentation on different options available for designing the election worker manual, ballots and signs.

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C. Election Center Special Workshop

Kaye Robucci reported on the Election Center Workshop held in Philadelphia, PA April 7 & 8, 2005. Dorothy Kaetzel, Kaye Robucci, Sharon Mackereth and Sherrie Bonebrake attended. The topic was Voter Registration and Elections Security Issues. We already follow many of the security recommendations (tamper proof tape, seals, and locked and secured areas). Pam Woodside, SBE, gave a presentation on Voting System Security.

3:50 PM Gregory Bannon, Attorney, entered the meeting.

D. Hearing – Charlie Baker

Gregory Bannon, Attorney, reported on Charlie Baker. Charlie Baker has filed an appeal to his name being removed from our voter rolls. An oral argument will be held.

Old Business:

A. Registration Projections

Charles Mobley reviewed the Registration Projections from 2006 – 2010. The projections are based on new housing developments and assuming two new voters per housing unit. The Board identified and prioritized several districts that will be reviewed prior to the 2006 elections. Charles Mobley asked the Planning Department for any information on Districts 2-0, 6-0 and 7-0. Dorothy Kaetzel will send a copy of the Registration Projections to Kathleen Maher, City Planning Director, and Michael Thompson, Planning Department,

B. Board of Education

Charles Mobley reported on the meeting with the Board of Education on April 11, 2005. Attending were Patricia Abernethy, Paul Bailey, Jeffrey Harr, Rose Pellegrino, a parent representative and a student representative. They are all part of an 18 member calendar committee. The list of schools used as polling places was reviewed. Charles Mobley told the Board of our displeasure at not being asked for our input into the school calendar and the way in which it was handled. He also informed them of our desire that no activity be held in the schools on election day. The Board of Education is not going to change their calendar for 2005/2006 and 2006/2007. The Board of Education would like us to change the polling location for Districts 10-1 and 26-1 due to parking problems.

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After much discussion, the following was agreed upon:

- The Election Board will investigate the use of Fire Halls as polling places and will make contact with both Funkstown (10-1) and Halfway (26-1).
- Patricia Abernethy will pay the rental fee for those two polling places and will provide people to set up and take down any tables etc.
- The Election Board will be invited to participate in future calendar committee meetings.
- Patricia Abernethy will send a copy of the public school growth report to Charles Mobley

Charles Mobley informed the Board of Elections he will visit Funkstown Elementary School.

C. City of Hagerstown Election

Dorothy Kaetzel informed the Board of the following:

- Met with the City of Hagerstown Election Board on April 11, 2005
- The invoice from the City of Hagerstown has been paid.
- The calendar for the City of Hagerstown has been updated.

D. Municipal Responses to Growth Issues

The Board has received copies of the responses.

E. Grievance and Hearing Procedures

The Board reviewed the revised Grievance and Hearing Procedures. Eileen Wiggins made a motion to approve the procedures; Clyde Tate seconded the motion. Unanimously approved.

F. District 15-0 Accessibility

Tabled until a future meeting

New Business:

No New Business

Members Remarks:

Charles Mobley announced that no information has been received on the status of the Democratic Alternate.

Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held May 10, 2005, at 2:00 PM at the Board Office.

Adjournment:

There being no further business to come before the Board at this time. Eileen Wiggins made a motion to adjourn at 4:04 PM; Clyde Tate seconded the motion. Unanimously approved.

Respectfully Submitted,

Charles L. Mobley, Jr. 5/10/2005
Charles L. Mobley, Jr., Board President Date

Kaye E. Robucci 4-12-05
Kaye E. Robucci, Election Deputy Dir, I Date