



## MINUTES

**WASHINGTON COUNTY BOARD OF ELECTIONS**  
**January 12, 2016**  
**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  
Bill Blazes, Member  
Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Election Director, I  
Teresa Morningstar, Election Supervisor II  
Dean Robucci, County Tech

Bruce Field, President, called the meeting to order at 2:06 PM; at the Election Board Warehouse located at 101 Tandy Drive, Hagerstown, MD 21740.

**Approval of Minutes of December 15, 2015:**

Bruce Field asked if the Board had any corrections or modifications to the minutes of December 15, 2015 Board of Elections meeting. No changes were requested. Martin Lumm made the motion to accept the minutes with no corrections; Jim Schultheis, seconded.

**Additions/Changes to the Agenda:**

Bruce Field asked if there were any additions/changes to the Agenda. There were no additions / changes to the agenda.

**Correspondence**

A. Emailed to Board, MAEO Agenda – Meeting February 19, 2016.

B. Article in Herald Mail, "Washington Co. election draws only one candidate as deadline looms." - Kaye Robucci, Director, expressed the article was good coverage for the election board and all dates and times listed were correct. A few minor descriptive terms were used for

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the new equipment, however the article was acceptable. Julie Greene from the Herald Mail calls the office daily to see if any candidates have filed.

C. Email from Phil Ridenour, Airport Director, regarding use of Fire House for Alternate Early Voting Site – We have been approved to use this site for early voting, it was used in 2014 as well. Kaye Robucci, Director, will submit paperwork to SBE.

### Reports

A. Election Directors Meeting –December 3, 2015 (tabled from December)

Kaye Robucci reported on the following:

- Same Day Registration Status – Nikki Charlston reported that the address change/proof of residency regulations may be changed to fix the odd canvassing outcome of early voting address changes.
- Inventory Related Update – Keith Ross stated if there is no barcode on the new equipment, then the equipment is leased.
- Election Judges Manual Update – Rick Urps reported that most of the chapters are complete and available on the Online Library.
- Training Update – Ericka stated that each LBE will have to train the trainers on their specific LBE procedures.
- Additional Questions – It was suggested that a video be made showing the voter's perspective on what it looks like when voting. Jim Schultheis said that ES&S can definitely help with that.

B. Director's Report

a. Personnel Report – Sharon Mackereth, Election Deputy Director I, will officially retire on February 29, 2016.

b. Warehouse – update on renovations.

c. Equipment – update on equipment deliveries – We have received all necessary equipment.

d. Polling Places – (see Old Business).

e. Early Voting – Kaye Robucci talked through the early voting process.

- Required to have a greeter judge.
- No paper ballots are used.
- All voters including provisional voters will use the Ballot Marking Device. Provisional ballots will not be accepted by the scanning unit and must be inserted into the orange provisional bag. Roger Schlossberg spoke about provisional ballots and questioned the process. Bruce Field and Dean Robucci explained that the ExpressPass Printers used during early voting will print a barcode on the top of the ballot activation card. The barcode indicates ballot style required for each voter and prompts the BMD to load that particular ballot style.

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f. Transportation (see Old Business)

g. Training – 1/5/16 Convention Delegate Filing - Office staff attended training on this process because Washington County is a satellite office for Convention Delegate filing.

h. Election Workers – Kaye Robucci, Director, stated a need for election workers as Chief Judges and Technical Judges. Roger Schlossberg suggested contacting union workers, CWA, UAW's employees, which could be very helpful, along with community service workers. The Washington County Board of Election will need 550 election workers for the upcoming primary election.

i. Election Worker Training Schedule – Kaye Robucci is currently working on an election worker training schedule.

j. Election Worker Manual – Kaye Robucci, Director, informed the board that Rick Urps from SBE retired on December 31, 2015. The State does not have a complete manual to date, however only a few chapters are missing. Kaye Robucci and Teresa Morningstar will start to review the manual for our local LBE changes.

k. Use of warehouse for the following (See Old Business)

- i. EW Supply Pickup
- ii. Election night returns
- iii. All Canvasses

l. Voter Outreach Events – update. The office currently has completed demonstrations at Sharpsburg Lions, Leadership of Washington County and The Chamber of Commerce. Demonstrations are scheduled for Maugansville Ruritan and The Chamber of Commerce in February and March.

### **Old Business:**

A. Private Polling Places – posting of signs. Martin Keefer of Wilson Ruritan, District 23, is concerned of the posting of political signs near residential properties that border the ruritan. It was discussed that political signs can only be posted on the ruritan property from 7 pm the day before the election and 8 am the day following the election. District 22-1, Trinity Lutheran Church does not like them posted out front of the church.

B. FY17 Budget – Kaye Robucci discussed with the board the budget. Roger Schlossberg suggested adding a line item for \$10,000.00, to hire an independent consultant to represent the election board going forward in our endeavors to secure a new location. It was also suggested to add this line item to the budget and wait for an unexpected county surplus of funds. Kaye Robucci will send budget to the county when it is finalized.

C. Polling Place Follow up – Potomac Towers (securing back room) – Kaye Robucci mentioned we are staying at Potomac Towers for the upcoming primary election and she will follow up on securing the back room.

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D. Transportation to Early Voting - George Turner has agreed to help us manage transportation for early voting. The only cost we would incur is if someone would use the service. Mr. Turner of Turner Transportation will arrange a few drivers to be available for transportation to and from a county commuter stop within a five mile radius of the early voting center. Kaye Robucci will follow up with Mr. Turner as to other pertinent details. The election board has budgeted \$1500 for transportation.

E. Use of warehouse Pre Election, Election Day and Post Election Activities – Discussion concerning the use of the warehouse and in what capacity during the election process. A decision will need to be made soon if we are processing from the warehouse on election night. Kaye Robucci, Director, spoke to John Penesi and he would need to be informed of the dates. Kaye Robucci will need to take into consideration the following; dock doors availability, media, police auxiliary, returning supplies, canvasses and equipment. Bruce Field mentioned election night and the process of canvasses. Tammy Downin questioned dispensing one set of supplies from warehouse and other supplies from the office. Jim Schultheis asked if the uploading of results through the server would be at the warehouse only. Roger Schlossberg, Board Attorney, feels there are too many risks involved in this process including natural disaster, snow, not having enough resources at the warehouse and staffing concerns. Dean Robucci, County Tech, discussed the benefits of having both networks at the same location. The board has left this decision up to the director, Kaye Robucci. She will inform the board and her staff once a decision has been made.

F. MAEO Conference, June 19-22, 2016 in Cambridge, MD - Save the date.

### **Business:**

A. Meeting with County Commissioners – A date of March 08, 2016 was chosen to invite the county commissioners to lunch at the election board from 12:00 PM to 1:00 PM. The items to discuss are finding the election board a permanent home to include office, warehouse, early voting and training.

B. Candidate Filing – Deadline February 3, 2016 (Satellite office for Convention Delegates) One candidate has filed so far, Stan Stouffer for BOE.

C. Alternate Early Voting Site – We have permission to use the Airport Fire House for Alternate Early Voting Site.

D. 2016 Legislation Session – Starts 1/13/16

a. Filed Bills: SB11 & SB13 – If these bills were passed, Universal Registration would need more staff and more equipment.

E. Contingency Plan - Everyone has a copy, tabled to February.

F. Early Voting Security Plan – Due February 18, 2016 Roger Schlossberg, Board Attorney, is to review document for wording.

G. Election Schedule – Kaye Robucci, Director, asked the board to review the schedule, some of it is still not finalized. The training of the trainers will be conducted by the state to include board members and staff. Kaye Robucci has requested two trainers.

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**Members Remarks:**

Bruce Field spoke about his step- son – in - law who is filing to run for city council in City of Hagerstown. Election laws and public ethics would be questioned as Bruce Field is President of the Election Board. Bruce Field will not take an active role in his campaign, or the counting of ballots, to employ the appearance of propriety. Roger Schlossberg, Board Attorney, advised that Bruce Field will leave the room during the canvasses of the city ballots.

**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on February 09, 2016 at 2:00 PM. The location is Washington County Board of Elections 35 W. Washington St. Room 101, Hagerstown, MD.

**Distributed Information**


**Adjournment:**

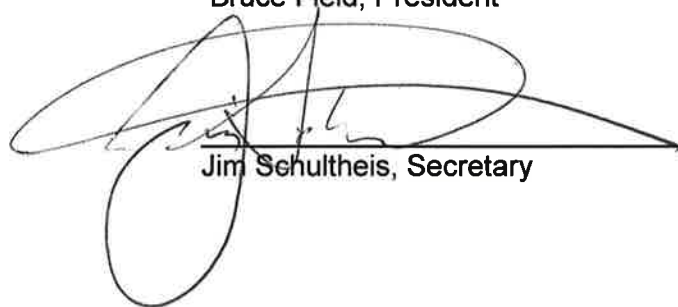
There being no other business to come before the Board at this time, Bruce Field made the motion to adjourn at 3:31 PM; Bill Blazes, seconded.

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,

 2/9/16  
\_\_\_\_\_  
Bruce Field, President Date

 2/9/16  
\_\_\_\_\_  
Jim Schultheis, Secretary Date