



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS December 15, 2015

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

Present:

Board

Bruce Field, President
Tammy Downin, Vice President
James Schultheis, Secretary
Martin Lumm, Member
Roger Schlossberg, Board Attorney

Staff

Kaye Robucci, Election Director, I
Sharon Mackereth, Election Deputy Director, I

Visitor

Peter Perini, President, Democratic Central Committee

Bruce Field, President, called the meeting to order at 2:06 PM. There was a quorum present.

Approval of Minutes of November 10, 2015:

Bruce Field asked if the Board had any corrections or modifications to the minutes of November 10, 2015, Board of Elections meeting. Tammy Downin requested two corrections in the November 10, 2015 minutes.

Page 5, Executive Session: The second paragraph was removed.

Page 6, Adjournment - the second sentence should read – “Bruce Field asked for a motion to adjourn the open meeting.”

Motion made by James Schultheis to accept the minutes with corrections; seconded by Tammy Downin. The Board unanimously approved the minutes.

Addition/Changes to the Agenda:

Bruce Field asked if there were any changes or updates to the agenda.

Kaye Robucci, Director, requested the following:

- Addition to Correspondence – G: Article in the *Baltimore Sun*, “MD Leaders consider Universal voting registration”.
- Change to New Business – A: Resolutions for 25-2, 25-3 and 25-4

Correspondence:

- A. "Hogan questions reliability of new voting system." – E-mailed to Board.

Governor Larry Hogan is questioning the reliability of Maryland's new voting system. Linda Lamone, SBE Administrator, is confident the system is going to perform as it was certified by the federal government.

- B. Memo from Nikki Charleston, SBE Deputy Administrator, on the New Voting System Project, DoITs concerns – E-mailed to the Board.

The State of Maryland, Department of Information Technology (DoIT) has expressed their concern with the new voting system and therefore the successful completion of the 2016 election cycle. Administrator, Linda Lamone, sent a letter to the DoIT in response to their concerns.

- C. MAEO Agenda, December 14, 2015 – E-mailed to the Board.

- D. Resignation letter from Eileen Wiggins, Board Member.

The Director informed the Board that she had received a resignation letter from Eileen Wiggins, Democratic Board Member. Her resignation was effective November 30, 2015.

- E. Notification of retirement letter from Sharon Mackereth with revised retirement date.

Official retirement date for Sharon Mackereth, Deputy Director, is February 29, 2016.

- F. Observation from Rockville City Election, November 3, 2015.

The Director reported to the Board her observations during the Rockville City Election in Montgomery County:

- Utilize the best check-in judges on the electronic pollbooks
- Prepare for issuing replacement ballots (due to the increased rate of over-voting paper ballots)
- Importance of issuing the correct paper ballot

- G. Article in the *Baltimore Sun*, "MD. Leaders consider Universal voting registration".

Universal voting registration would place every eligible state resident on the voting rolls; unless the person requests to opt out. More direction from the State Board of Election (SBE) will be forthcoming.

Reports:

A. Tour of Winter Street Elementary School, November 13, 2015

Bruce Field, President, commented that the Winter Street Elementary School would be a great building and location for the election office. The Director has spoken with several County Commissioners about the Election Board's interest in the facility. The election office is in need of a better facility with everything under one roof (office, warehouse, training and early voting). The Board is in agreement that we need to document our needs and articulate a message of our requirements to the County Commissioners. Roger Schlossberg, Attorney, suggested we meet with the County Commissioners in February or March 2016. The Director feels that Jim Sterling, Public Works, could be an asset in promoting our needs. What would it take to upgrade the building for our dedicated use? The Election Board does not have funds for this development. It would need to be totally funded by the County.

B. Joint meeting of the Washington County Commissioners and Board of Education, November, 17, 2015.

The Washington County Board of Education (BOE) discussed transferring (3) properties (Winter Street School, Conococheague School and Job Development Center) to the Board of County Commissioners. These properties will be considered for future development. The Election Board is interested in the Winter Street Elementary School and has conveyed this interest to the County Commissioners.

C. Election Director's Meeting, December 3, 2015 - Tabled until next meeting.

D. Director's Report -

a) Warehouse – update on renovations

The County has been making the improvements requested; the addition of Room 0, the Ballot Storage Room, additional security measures and electrical work.

b) New equipment – update on equipment deliveries

Outstanding items include the soft and hard cases for the BMD, ballot bins and voting booths. The Board discussed contacting the Board of Education to request a team of students to conduct the acceptance testing on the voting booths. They could earn Student Learning Hours in the process.

c) Polling Place surveys

The polling place layouts need to be updated with the new voting equipment.

d) Early Voting

e) Transportation – tabled from November

The Board discussed transportation to early voting. Transportation to early voting is not required but do we have an obligation to provide it. The Board discussed several possibilities:

- Form a connection between Connect Service Partnership and the County Commuter
- Voucher system with Turner Taxi Services. The owner, George Turner, should be contacted to see if he would be interested in providing transportation. Roger Schlossberg will contact Mr. Turner.

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- f) Training
The staff received re-fresher training on processing provisional ballots which is similar to processing same day registration information.
- g) Election workers – update
We are in the process of assigning election workers. Additional sources for election workers include: retired teachers, CWA and union groups
- h) Election Worker Training – to be held February 15 – March 11, 2016 (tentative)
- i) Use of warehouse for the following:
 - I. EW Supply Pickup
 - II. Election Night Returns
 - III. All Canvasses

The Board discussed the pros and cons of moving these processes to the warehouse. This subject needs to be thoroughly and thoughtfully considered. It will be discussed further at the January Board Meeting.

- j) Voter Outreach Events
We attended the Chamber “Eggs and Issues” event this morning and demonstrated the new voting equipment. We will be providing a demonstration to the Sharpsburg Lions Club and Leadership of Hagerstown during January.
- k) New Regional Manager
Beginning January 1, 2016, Shafiq Satterfield will return as the Western Regional Manager.

Old Business:

- A. Polling place surveys and recommendations
 - a) Potomac Towers and Brooks Senior Living Facility
Bruce Field, Kaye Robucci and Tamara Derr surveyed Potomac Towers and Brooks Senior Living Facility. Currently (2) small rooms are used for polling at Potomac Towers. While Brooks Senior Living has a large, accessible community room; the facility has little to no parking. There are 300 residents at Potomac Towers compared to 60 residents at Brooks Senior Living. Due to the large number of residents at Potomac Towers and better parking, it was decided to keep the polling location at Potomac Towers and follow-up with Diane Rudisill as to securing the back room.

New Business:

- A. Resolutions for 25-2, 25-3 and 25-4
James Schultheis made a motion to approve the resolutions to move District 25-2 from Winter Street to Western Heights Middle School and Districts 25-3/25-4 from Western Heights Middle School to Salem Avenue Elementary School; Tammy Downin seconded the motion and all were in favor.
- B. Private polling places – posting of signs
Two private polling places requested that campaign signs not be permitted on their property. Kaye Robucci will contact them and remind them that by allowing the Election Board to use their facility they are also allowing campaign signs to be posted.

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C. FY17 Budget

Should we include funds for the consolidation of our office, warehouse, training and early voting? The FY17 Budget will be discussed further during the January meeting.

Member Remarks:

The Board discussed how different variants of shading on the paper ballots will be read by the scanning unit. This will be tested on Tuesday, January 12, 2016, at 1PM at the warehouse.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, January 12, 2016 at 2PM. The location is the Election Board warehouse located at 101 Tandy Drive, Hagerstown, MD 21740.

Distributed Information


Adjournment:

There being no further business to come before the Board at this time Tammy Downin made a motion to adjourn at 4:15 PM; Martin Lumm seconded the motion. Unanimously approved.

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 Sharon C. Mackereth
Election Deputy Director, I

Respectfully Submitted,



Bruce Field, Board President 1/12/16
Date



James Schulteis, Secretary 1/12/16
Date