



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS
September 12, 2017
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
William Blazes, Member

Staff:

Kaye Robucci, Election Director II
Barry Jackson, Election Deputy Director II

Guests:

Donny Ravas, Chairman, Tea Party
Peter Perini, Chairman, Democratic Central Committee
Mary Ann Keyser

Bruce Field, President, called the meeting to order at 2:00PM at the Washington County Board of Elections Office, 35 W. Washington Street, Room 101, Hagerstown MD 21740. Board attorney Roger Schlossberg was absent. There was a quorum present.

Approval of Minutes of July 11, 2017 and August 8, 2017:

Marty Lumm moved to approve the August 8, 2017 minutes, Tammy Downin seconded, and the motion was carried unanimously. Marty Lumm moved to approve the July 11, 2017 minutes, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Correspondence: add "E. email from Donny Ravas inviting Board of Elections to Tea Party dinner on October 4, 2017."

New Business: add "D. Workshop with County Commissioners"

Correspondence:

- A. Emailed to Board: Information regarding Safe at Home and the ACP (Address Confidentiality Program)
- B. Emailed to Board: Agenda for MAEO Meeting, September 5, 2017

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- C. Emailed to Board: Article from Janey Hegarty, SBE, regarding Electronic Pollbook data safeguards
- D. July 27 and August 24 Election Director Meeting Minutes
- E. Email from Donny Ravas inviting Board of Elections to Tea Party dinner on October 4, 2017. Mr. Ravas would like election officials to discuss election integrity at the dinner.

Reports:

- A. Election Director
 - 1. Personnel - Nothing to report
 - 2. Meetings & Trainings
 - I. Personnel Committee: presented recommendations of new classification specifications at September 5 MAEO Meeting
 - II. MAEO Meeting, September 5, 2017: Barry Jackson reported the following:
 - The MAEO Personnel Committee presented revised position descriptions and salary ranges, giving LBE employees more opportunity for advancement and competitive pay. The MAEO board unanimously approved it. Next steps are for Maryland Department of Budget and Management to review for suggestions, and SBE to vote on it.
 - The Annual MAEO Conference for 2018 will be held at the Clarion Fountainbleau Hotel and Conference Center from March 13-16, 2018.
 - SBE wants to know what each LBE plans to do for National Voter Registration Day, September 26, 2017.
 - III. EW Committee: met September 7, meeting again on September 25. Chapters 1-4 have been sent to the Attorney General's office for review.
 - IV. Director's Meetings:
 - Notes from July 27 meeting:
 - The SBE biennial meeting will be Monday, October 23, 2017 at the Doubletree Hotel in Annapolis. Attendance is mandatory.
 - CMOS batteries will be delivered to LBE's in August and September. Make it a priority to replace the CMOS batteries of electronic pollbooks that have an operating issue.
 - SBE is testing the latest electronic pollbook software from ES&S. Some local boards will test the software in August, and all local boards will test in October.
 - House Bill 353 requires that local boards provide 48 hour notification to the public when considering changes that will affect voting rights. SBE provided sample verbiage for local boards to use for notification.
 - By October 1, 2017, at least one board member must be certified through online training in order to have a closed session.
 - Some local boards are concerned about the number of Ballot Marking Devices (BMD) sent to early voting centers and polling places. The local boards would like more flexibility in determining the number of BMDs required, based on their knowledge of their own precincts and polling places.

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- Most local boards prefer to have an in-person directors' meeting once every 3 to 4 months with the rest being by conference call.
 - Notes from August 24 meeting:
 - SBE will make a decision on how to use BMDs for the 2018 election at their October meeting. SBE solicited comments from the LBEs, and Washington County responded, via email, that we would like the flexibility to add BMDs where needed.
 - Joint legislative hearing on election cybersecurity to be held September 6, 2017. Barry Jackson attended and will report later in this meeting
 - There is a new Ballot on Demand Printer, the Okidata C711. It does not come stock with the proper tray for our ballot styles, but ES&S provides them with the proprietary tray.
 - When the time comes to replace pollbooks with newer technology, only hardware will be replaced, not the software, which has taken over 10 years of development to get to where we want it.
 - The RFP for election day voting equipment transportation has been released and open for bids until September 8th. SBE's Paul Aumayr is the contract manager.
 - Election Judge Workgroup – a Memorandum of Understanding (MOU) has been developed with the University of Baltimore to conduct usability studies on the election judge forms and the manual.
 - The Absentee Ballot Packets – Printing, Inserting and Mailing – Procurement received no bidders in two separate RFPs. Local boards should start preparing to find other options to mail absentee ballot packets.
 - SBE reminded local boards that schools typically undergo renovations and maintenance projects during the summer months, and since the primary election is in June, we should double check with our school system to make sure there are no conflicts.
 - SBE stated that the cost per person for the Biennial Meeting will probably be less than \$90.00.
- V. Maryland General Assembly Joint Committee Meeting of Senate Education, Health, and Environmental Affairs (EHEA) and House Ways and Means to discuss Election Cybersecurity: Barry Jackson attended the hearings on September 6, 2017 and presented the following report:
- The Joint committee heard testimony from three panels. The first were contractors who conducted an audit of SBE's IT and election systems from 2015-2016. They submitted their findings in early 2017. Some of the findings were:
 - No comprehensive oversight of MDVOTERS.
 - SBE provided personally identifiable information (PII) to the Electronic Records Information Center (ERIC).

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- The full social security numbers (SSN) of some 400,000 voters in Maryland were displayed in their electronic record, even though only the last four digits are required.
 - SBE did not adequately authenticate absentee ballot applications.
 - The second panel included Matt Masterson of the Election Assistance Commission (EAC) and two professors from Georgetown University and George Washington University. Mr. Masterson presented the resources the EAC has available to assist with election cybersecurity. The professors presented findings of research they conducted on election integrity:
 - Create a permanent council or advisory board on election cybersecurity.
 - Electronic audit of ballots is not sufficient. Audits should be done by hand.
 - Absentee ballot duplication procedures can be manipulated. Voters do not see the process.
 - There needs to be an independent, public and verifiable audit.
 - The final panel was Linda Lamone and Nikki Charleson of SBE. They reported the actions they took in response to the audit conducted by the first panel.
 - SBE now conducts a comprehensive audit of MDVOTERS
 - SBE provides name, address, DOB to ERIC, which is required to identify duplicate records in multiple states.
 - MDVOTERS was modified to only allow last four digits of SSN to be entered, and the 400,000 records were fixed.
 - Changing how SBE authenticates absentee ballot applications is an issue for the General Assembly.
- VI. Modernizing Absentee Ballot Opening Procedures: Barry Jackson reported that there have been no meetings conducted recently, and there are no future meetings currently scheduled.
3. Correspondence Received: no correspondence
4. Registration Statistics for September 2017 were distributed to the Board
5. Voting System Activities:
- I. Dean is charging the equipment
 - II. Refresher Training on voting equipment, October 26, 2017 at warehouse
6. Candidate Filings:
- I. Kevin Tucker, Clerk of Court
 - II. Brian Beall, County Commissioner
7. Precinct & Polling Issues:
- I. Discuss under Old and New Business
8. Projects
- I. Location for EW Training – Kaye Robucci talked with Fairplay Fire Hall

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- II. New Folding Machine – Teresa Morningstar ordered for us, real time saver
- III. Election Calendar – Teresa Morningstar working on it
- IV. Notification of polling places – Barry Jackson sending letters
- V. Recruiting Election Workers – Sherrie Bonebrake & Tammi Derr
- VI. Firewall – Dean Robucci working on it. We are one of the few that have separate systems.

B. Attorney – Nothing to report

Old Business:

- A. By-Laws of Washington County – Tammy moved to table until February 2018, Marty seconded, passed unanimously
- B. Open Meeting Information & Training – all board members took the training. Certifications will be sent to SBE.
- C. Approved FY18 Budget
- D. District 26, Sub-divide into 4 precincts?
 1. Review registration totals
 2. 26-4: Hickory Elementary School – We are permitted to use the corridor around the media center.
 3. Tammy Downin moved to go to the four precinct model with Hickory Elementary as precinct 26004, Marty Lumm seconded, passed unanimously.
 4. Tammy suggested that we do a press release in conjunction with sending out new VNCs.
- E. Letter to Municipalities – Kaye Robucci working with Roger Schlossberg to craft a letter
- F. Election Worker Training Location – Kaye Robucci is concerned that we may not have the Fairplay Fire Hall exclusively for the entire time we need it, so she will investigate alternative training sites.
- G. Fall Picnic – September 19, 2017 at Roger Schlossberg's house

New Business:

- A. Early Voting Information and Agreement – Kaye Robucci will send the information to Roger Schlossberg for review.
- B. Move District 23 from Wilson Ruritan to Heritage Academy – Reason for the move is Wilson Ruritan is too small to handle the voter turnout. Heritage Academy is allowing us to use their gymnasium. Jim Schultheis moved to accept Heritage Academy as the new site for District 23, Tammy Downin seconded, and it was passed unanimously.
- C. Move District 25-1 from Bethel Gardens to Martin Luther King Building – Kaye Robucci and Barry Jackson to visit both sites on September 14, 2017. Will report findings at October board meeting.
- D. Workshop with County Commissioners – October 17, 2017.

Executive Session:

Bruce Field called for a motion to recess the board meeting under State Government Article, § 10-508 (a) to discuss: (3) To consider the acquisition of real property for a public purpose and matters directly related thereto, and (7) To consult with counsel to obtain legal advice on a legal matter. Marty Lumm made this motion at 3:16PM; Bill Blazes seconded the motion, and it was unanimously passed. There was a quorum present.

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During the closed session, the board discussed latest developments regarding possible new locations for the office/warehouse/training center/early voting.

At 3:48PM, Jim Schultheis moved to close the executive session and reconvene the board meeting. Bill Blazes seconded the motion, and it was carried unanimously.

Members Remarks:

Tammy Downin suggested the board discuss the holiday party at the next meeting.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on October 10, 2017 at 2:00PM. The location is Washington County Board of Elections 35 W. Washington St. Room 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- A. August Registration Statistics

Adjournment:

There being no other business to come before the Board at this time, Marty Lumm made the motion to adjourn at 3:49PM, Tammy Downin seconded, and the motion passed unanimously.

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 Barry Jackson
Election Deputy Director II

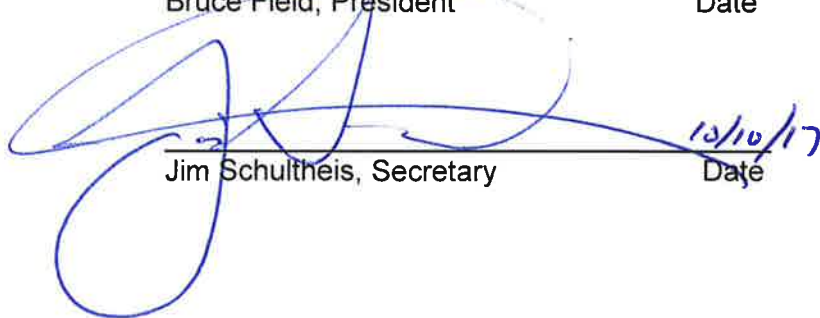
Respectfully Submitted,



Bruce Field, President

10/10/17

Date



Jim Schultheis, Secretary

10/10/17

Date

