



## MINUTES

**WASHINGTON COUNTY BOARD OF ELECTIONS**  
**November 10, 2015**  
**35 W. Washington Street**  
**Hagerstown, MD 21740**  
**240-313-2050**

**Present:**

**Board**

Bruce Field, President  
Tammy Downin, Vice President  
Eileen Wiggins, Member

**Staff**

Kaye Robucci, Election Director, I  
Teresa Morningstar, Election Supervisor II

**Visitor**

Peter Perini, Chairman, Democratic Central Committee

Bruce Field, President, called the meeting to order at 2:00 PM; at the Election Board Office located at 35 W. Washington Street Room 101, Hagerstown, MD 21740. Absent from the meeting was Roger Schlossberg, Board Attorney, and Jim Schultheis, Secretary. There was a quorum present as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1.

**Approval of Minutes of October 13, 2015**

Bruce Field asked if the Board had any corrections or modifications to the minutes of October 13, 2015 Board of Elections meeting. Bruce Field requested the following changes (corrections shown in **Bold**):

- Page 1, Approval of Minutes of September 8, 2015, Bruce Fields to **Bruce Field**
- Page 3, #7, Election Workers, Letters sent – Letters are starting to come in the office and the majority is offering to be election workers to Letters sent – Letters are starting to come in the office and the majority **of respondents are** offering to be election workers.
- Page 3, #9, Election Night Returns, Breakdown of all tasks and resources – Everyone is to brainstorm to **Tabled**
- Page 3, #10, Canvasses – Use of warehouse and administrative area to **Tabled**
- Page 4, #10, Breakdown of all tasks and resources to **Tabled**.

Tammy Downin made the motion to accept the minutes with corrections; Eileen Wiggins, seconded, as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

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### **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 as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3.

### **Correspondence**

A. Emailed to Board, Article from Herald Mail, "Wilcox: Turn over 3 surplus school sites to county". The 3 surplus school sites are Winter Street Elementary, Conococheague Elementary and the Job Development Center near Smithsburg. The Washington County Board of Commissioners and Washington County Board of Education will meet during a joint session on November 17, 2015 to discuss the surplus school sites.

B. Article from Herald Mail, "Panel works to fix gerrymandering in MD" distributed to the Board.

### **Reports**

A. Election Directors Meeting – October 1, 2015

Kaye Robucci reported on the following:

- The State Board of Elections met on October 15, 2015 to approve or disapprove the 2016 Early Voting Centers. Our Early Voting Center was approved.
- The State Board of Elections has a new HR Director, Sylvia Brown.
- Same Day Registration and Address Change Training Materials have been completed. The new materials will be used in the upcoming testing on the Electronic Pollbooks.
- Product shipments of Express Vote hard cases are to be delivered by November 30<sup>th</sup>. The last shipment of blue ballot bins is expected January 13, 2016.
- LBE acceptance testing will be conducted at the end of November.
- The Voter Outreach group has reported the 2016 Communications Toolkit will guide the LBE's through 2016 elections with social media posts, hashtags and other information to get the message out about the new voting system.
- The certified network passed its initial testing.
- There are significant changes to the software of electronic pollbook due to Same Day Registration. New software will be tested during the Pollbook Testing later this month.
- The Mock Election Step by Step Guide is being finalized.
- The Election Judge Manual is almost ready for distribution to the local boards to begin making their custom updates.
- The sip and puff machines are for a disabled person to have the ability to vote independently during an election.

B. Meeting with City of Hagerstown, October 14, 2015 - The Director, Kaye Robucci, hosted a meeting with Donna Spickler, City Clerk, and Valerie Means, City Administrator, to educate them on our process of how candidate filings are processed. Sherrie Bonebrake went over in detail the candidate filing paperwork and Teresa Morningstar and Tamara Derr demonstrated the new voting equipment.

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### C. Mock Election

- The Mock Election was held October 19-22 at the warehouse. All of the staff assisted with creating test decks, using the Ballot Marking Device, and testing the Scanning Unit.
- There were no issues with the Scanning Unit jamming and 1000 ballots were processed in 3 hours. We simulated the process of how long it would take for a voter to cast their ballot.
- The uploading of results to the state was slow with the new network; therefore the State Board of Elections is looking into this process.
- Bruce Field and Marty Lumm participated in the Mock Election Canvass. We realized that the scanning unit does not beep if an over-voted ballot has been inserted. The scanning unit only beeps if the ballot is returned. Kaye will report this issue to SBE. Bruce Field discussed with County Tech, Dean, the testing of ballots with varying shades of darkness in the circles on the ballot and how the scanning units "counts" those votes. The Director, Kaye Robucci, was pleased with the outcome of the mock election with the new voting equipment.

### D. Rockville Pilot Election, November 3, 2015

- The Director, Kaye Robucci, attended the Rockville Election on November 2 & 3 to watch the setup of the equipment and to view the voting process with the new voting equipment. Kaye found the experience very interesting and noted several items when planning our election worker training:
  - The Chief Judges reviewed any last minutes changes with the other judges on Monday evening. Great idea to have that taken care of on Monday night rather than Tuesday morning.
  - Assign the most efficient check-in judges to the electronic pollbooks otherwise there will be a line.
  - Consider cross-training the election workers.
  - Assign (2) workers at the ballot distribution table.
  - How to prevent the voter authority card from being misplaced.

### E. Director's Report

1. Warehouse – update on proposed renovations. The construction for Room Zero has started with the wall being studded out. Kaye Robucci will be meeting with John Pennesi, ADS (Alarm Detection System), Miller Anderson (Heating/Air-conditioning) and Kube Electric to review the entire project.
2. New Equipment - update on equipment deliveries - Washington County still needs soft & hard cases for the Ballot Marking Devices, and more ballot bins and voting booths.
3. Polling Place Surveys & Recommendations -
  - Potomac Towers – A date will be set to survey Potomac Towers and Brooks Senior Living Center.
4. Early Voting – Our Early Voting site located at 101 Tandy Drive in Hagerstown was approved as our 2016 early voting location, as submitted to the state.

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5. Transportation – The state made no comments on not providing additional transportation during early voting. The Director, Kaye Robucci, currently has nothing lined up through Community Action Council. The issue on transportation has been tabled until the December meeting.

6. Pollbook Testing Dates -

- November 16: Pollbook L&A
- November 17: Early Voting Days 1 & 2
- November 18: Early Voting Days 3 & 4
- November 19: Bulk Transfer

7. Training -

- SDR (Same Day Registration) and Provisional Training will be held December 2, 2015.

8. Election Workers -

- Letters sent – Election Worker letters are still being returned to the office. The Board discussed ideas to recruit additional technical judges:
  - Provide election worker pamphlets to Frostburg University
  - Contact the Retired Teachers Association

9. Election Worker Training – to be held February 15, - March 11, 2016 (tentative).

Early voting training will be held later in March 2016 and will be a required separate training.

10. Election Night Returns – the staff broke down all the tasks and critical issues associated with utilizing the warehouse for the following tasks:

- Packing of supplies
- Pickup of supplies
- Election Night Returns
- 100% Verification
- Return of supplies

11. Canvasses – the staff broke down all the tasks and critical issues associated with utilizing the warehouse for all canvasses (AB1, Provisional and AB2).

12. Voter Outreach Events – Election Supervisor, Teresa Morningstar, updated the board members of the following voter outreach events:

- November 19: Voter Registration at HCC
- December 15: Chamber of Commerce

### **Old Business:**

A. Polling Place Surveys – update and make decision regarding changes. After surveying the following locations; the following recommendations were presented to the Board:

1. Salem Avenue: Recommendation to move District 25-4 from Western Heights Middle School to Salem Avenue Elementary School Gymnasium. This recommendation is due to Salem Avenue Elementary School is located within District 25-4. Board recommends moving forward with this recommendation.

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2. Western Heights Middle School: Recommendation to move District 25-2 from Winter Street Elementary School to Western Heights Middle School. This is needed due to the closing of Winter Street Elementary School. Western Heights Middle School is located within District 25-2. Board recommends moving forward with this recommendation.
3. North Hagerstown High School: Recommendation to move from the lobby to cafeteria due to the need for additional space. Board agrees to this recommendation.
4. Maugansville Elementary School: Recommendation to move from the cafeteria to the gymnasium due to the need for additional space. Board recommends moving forward with this recommendation.
5. Potomac Towers – schedule a time to survey

Kaye Robucci will prepare the resolutions for Districts 25-4, 25-2 and 13-1. Voter notification cards will be sent to all voters.

### **New Business:**

A. Combined/Permanent location for the Election Board – President, Bruce Field, spoke about the Winter Street Elementary School, and how it will no longer be used after the 2016 school year. It is one of three properties that the Board of Education may be turning over to the county. Bruce Field requested that when a majority of the Board is present; they discuss the possibility of moving the election board to a permanent location with enough space for the office, warehouse, early voting and training facility. Several Board Members and the Director drafted a letter to the Washington County Commissioners expressing our interest in the Winter Street Elementary School location. The board made plans to attend the Washington County Commissioners Meeting on November 17, 2015 at 10:00 am.

B. MAEO Conference 2016 – June 19-22, 2016 in Cambridge, MD.

C. Office Christmas Party – The Director, Kaye Robucci, discussed the following dates of December 10, or December 17, 2015 at either Hoffman's American Grill or The Fireside.

### **Members Remarks:**

None

### **Executive Session:**

Bruce Field called for a motion to close the board meeting under State Government Article, §10-508(a)(1)(i) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. Tammy Downin made a motion to close the meeting at 3:35 PM, and Eileen Wiggins seconded the motion. The motion passed unanimously.

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**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on December 8, 2015 at 2:00 PM. 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**

- Updated COMAR Information - Distributed to all Board Members

**Adjournment:**

There being no other business to come before the Board at this time, Bruce Field asked for a motion to adjourn the open meeting; Tammy Downin made a motion to adjourn at 4:00 PM and seconded by Eileen Wiggins.

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,



Bruce Field, President

12/15/15

Date



Jim Schultheis, Secretary

12/15/15

Date