

MINUTES

**WASHINGTON COUNTY BOARD OF ELECTION
January 8, 2008**

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

Present:

Board

Eileen Wiggins, President
John Benchoff, Democratic Member
Clyde Tate, Republican Member
Sharon Washington, Democratic Alternate
Carroll Earp, Republican Alternate
Roger Schlossberg, Attorney

Staff

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

Eileen Wiggins called the meeting to order at 2:12 PM. There was a quorum present.

Approval of Minutes of November

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the December 12, 2007 Board Meeting. Approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following additions to the agenda:

Correspondence: Credentialing Process, Letter from Pastor Fretz, Memo regarding 17 year olds
New business: League of Women Voters.

Correspondence:

A. Credentialing Process

Memo from SBE regarding the new requirements for all employees working directly for or on behalf of SBE or the local board to display a State authorized photo ID. Roger Schlossberg called Michael Kortum, SBE, to discuss this new requirement. Roger Schlossberg reported that all Election Workers would also need a photo ID. We are awaiting a call from Michael Kortum to discuss this new development.

B. Letters to Polling Places Regarding Inclement Weather on Election Day

Letters were sent to all private polling places asking if their parking lots and sidewalks would be cleared by 6:00 AM on Election Day.

Washington County Board of Elections
January 10, 2008 Board Minutes (Continued)
Page 2

C. Response from Maranatha Brethren Church

Letter from Jerry Smith, Head Trustee at Maranatha Brethren Church, informing us that we could no longer use the church as a polling place. Eileen Wiggins, Board President, contacted Jay Fretz, Pastor of Maranatha Brethren Church, to discuss the situation.

D. Letter from Pastor Jay Fretz

Letter from Pastor Jay Fretz, Pastor Maranatha Brethren Church, apologizing for the previous letter and informing us that we may use the church for the 2008 Primary Election. If we wish to use the church after the primary, the church will need to vote on the request.

The Board discussed the inclement weather possibility. There are several polling places that will not be cleared of snow. Dorothy Kaetzel asked Roger Schlossberg to find out which judge we would petition in case of inclement weather.

E. County Bulletin – Vol. 4, Issue 1

Dorothy Kaetzel informed the Board that the Provisional Ballot Canvass was to begin Monday, February 18, 2008 which is a holiday. We are permitted to delay the canvass until Tuesday, February 19, 2008. The Board will still start the Provisional Canvass on February 18, 2008.

F. Voting Rights for 17 year olds

In December 2006 we were instructed by the Attorney General's Office that registrants must be 18 by the date of the next election in order to vote. In December 2007, the Democratic and Republican parties requested a reversal of the new policy and to return to allowing 17 years old to vote in the primary elections. On December 20, 2007, the State Board of Elections decided to return to a policy of registering and allowing to vote a seventeen year old registered with the Democratic or Republican parties who will be eighteen on or before the next succeeding general or special election. SBE will notify these registrants.

Reports:

A. Charter Committee – City of Hagerstown

Roger Schlossberg reported that the Charter Review Committee will only be meeting a few more time. He recommended that the Board meet with the committee and are currently scheduled for February 13, 2008. Due to the primary election on February 12, Roger has requested another date. Donna Spickler, City Clerk, will let Roger know if that request is granted. Roger Schlossberg would like to present comparable information from other counties to back up our request.

**Washington County Board of Elections
January 10, 2008 Board Minutes (Continued)
Page 3**

B. Phones

John Benchoff will contact Bob Foltz regarding the phones in the schools.

C. Election Judge Training

Dorothy Kaetzel reported that the training classes are going very well.

Old Business:

A. Review By-Laws

The Review of the By-Laws will be tabled until after the Primary Election.

B. Ballot Proofing

We have proofed the touchscreen, optical scan and audio ballots. There were no changes.

New Business:

A. Budget FY08/09

Dorothy Kaetzel requested that the Board review the budget and contact her with any changes. The budget is due 1/18/08.

B. L&A

The L&A is scheduled for January 28 -31, 2008. Dorothy Kaetzel will let the Board know if additional assistance is needed.

C. Public Demonstration & Parallel Testing

The Public Demo is scheduled for 8:00 AM on February 5, 2008 at the warehouse.

D. League of Women Voters

Dorothy Kaetzel and Kaye Robucci met with Monda Sagalkin and Fannie Crawford, League of Women Voters, to discuss how the League may assist at election time. The League has offered to monitor the polling places on election day and to assist with the absentee voting process. The Board appreciates their offer and would like them to assist with the absentee process at the nursing homes. Our Board Members will handle the visiting and monitoring of the polling places.

Washington County Board of Elections
January 10, 2008 Board Minutes (Continued)
Page 4

Member Remarks:

Eileen Wiggins distributed the polling place assignment sheets to the Board. The Board needs to report to the office by 6:00 AM on February 12, 2008. Dorothy Kaetzel will contact Dennis Weaver regarding the swearing-in of the Board at 7:30 AM. We will put together a menu for election day.

Roger Schlossberg distributed copies of New York Times Magazine article about the voting units. He also informed the Board that he will be participating in a conference call on January 9 with SBE and the other county attorneys.

Dorothy Kaetzel informed the Board that there are 5 alternative polling places available for use in an event of an emergency on election day.

Sharon Washington asked the Board what they wanted Linn Hendershot to look for on election day as he visits the polling places. Basically the Board wants to know if there is anything we can do to better accommodate voters with disabilities.

Dorothy Kaetzel informed the Board that there is a need for several orange traffic cones to slow traffic in the alley at 22-1.

Kaye Robucci informed the Board that she has received 2 requests for students to work at the polls to receive Student Learning Service Credit. The Board asked that she find out from other election boards that have used students in this way as to what type of jobs they performed at the polls.

The Board discussed whether to have a February Board Meeting. John Benchhoff made a motion to cancel the February Board Meeting unless there is a need to call a special meeting; Carroll Earp seconded the motion and all were in favor. The next Board Meeting will be March 10, 2008 at 2:00 PM at the Board office.

Adjournment:

There being no further business to come before the Board at this time. John Benchhoff made a motion to adjourn at 3:45 PM; Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

3/11/08
Date

Kaye E. Robucci
Kaye E. Robucci, Election Deputy Dir, I

1-11-08
Date