

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

June 5, 2007

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

Present:

Board

Eileen Wiggins, President
John Benchhoff, 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

Organizational Meeting:

Swearing-in of Board Members and Alternates:

The swearing-in ceremony and oath were administered by the Clerks of the Circuit Court. Board members sworn-in were Eileen Wiggins, John Benchhoff and Clyde Tate. Alternate Board members sworn-in were Sharon Washington and Carroll Earp.

Election of Officers:

The Board convened its organizational meeting at 2:05 PM.

- **President:**
Eileen Wiggins opened nominations for President of the Board. John Benchhoff made a motion nominating Eileen Wiggins for President of the Board; Clyde Tate seconded the nomination. With no further nominations, Eileen Wiggins called for a vote. Eileen Wiggins was elected Board President unanimously.
- **Secretary:**
Eileen Wiggins called for nominations for Board Secretary. Eileen Wiggins made a motion nominating Carroll Earp for Board Secretary; Clyde Tate seconded the nomination. With no further nominations, Eileen Wiggins called for a vote. Carroll Earp was elected Secretary unanimously.

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- **Vice-President:**
Eileen Wiggins called for nominations for Vice-President. Eileen Wiggins made a motion nominating John Benchoff for Vice-President; Clyde Tate seconded the nomination. With no further nominations, Eileen Wiggins called for a vote. John Benchoff was elected Vice-President unanimously.

Selection of Board Attorney:

Eileen Wiggins made a motion to appoint Roger Schlossberg as Board Attorney; John Benchoff seconded the nomination. With no further nominations, Eileen Wiggins called for a vote. Roger Schlossberg was elected Board Attorney unanimously.

Delegation of Authority:

The Board felt it unnecessary to delegate complete and total authority of all administrative matters to Dorothy Kaetzel, Election Director. The director and staff work closely to keep the Board informed on all election related matters. In addition, The Board is very much involved in all aspects of the electoral process. Eileen Wiggins made a motion to continue in the same manner; John Benchoff seconded the motion and all were in favor.

Eileen Wiggins called the meeting to order at 2:08 PM. There was a quorum present.

2:10 PM Roger Schlossberg entered the meeting

Approval of Minutes of May 8, 2007: Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the May 8, 2007 Board Meeting. Eileen Wiggins requested the following correction (shown in bold):

Page 3: Old Business

District 19-0: We will have use of the entire room because the **Commission on Aging has decided to close this location** on Election Day.

Minutes were approved as corrected.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following additions:

Correspondence: Board Member information, Diebold Reception, Directions to Hunt Valley and American Idol Information

Old Business: Cost of the 2006 Primary and General Elections

New Business: Monthly statistical report

Correspondence:

A. Board Member Information

Dorothy Kaetzel distributed the following information to the Board: Statutory Duties of Election Board Members, Participation by Substitute Members, Maryland Public Ethics Law Summary, Ethics and Standards for Election Officials and Employees, Statutory Duties of the Election Directors, Constitution and By-Laws of the Maryland Association of Election Officials, County Map, List of Polling Places and Citizens Guide.

Dorothy Kaetzel explained that alternate members may only exercise the duties of a regular member, including voting, if he or she is of the same political party of the regular member and if the regular member is absent.

B. Diebold Reception

E-mail from Christine Kerr, Diebold, regarding the reception dinner on June 10, 2007. We have reservations for the entire staff and board.

C. Hunt Valley

Driving directions to Hunt Valley were distributed to the Board.

D. American Idol

There will be an American Idol competition held on June 12, 2007.

E. MAEO Correspondence

MAEO Correspondence was e-mailed to the Board.

F. Lessons Learned

Minutes of April and May Lessons Learned were distributed.

Reports:

A. Post Election Maintenance

The Post Election Maintenance was completed on May 18, 2007. The Diebold team did 374 units and the staff did 114.

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Old Business:

A. Election Worker Training Classes

The Election Worker Training Classes will be held in January 2008 at the Agricultural Center. Class schedules were distributed.

B. Cost of 2006 Elections

The cost of the 2006 Elections was discussed. Dorothy Kaetzel explained that the cost of the voting system (\$150,000) was split between the primary and general elections. The cost of the voter registration system was not included in the cost of the elections. The FY08 Budget has been approved.

New Business:

A. Monthly Statistical Report

The Monthly Statistical Report will be given to the Board each month.

B. Biennial Meeting

The Biennial Meeting will be held Friday, October 19, 2007 at the Double Tree Hotel, Annapolis, MD. We will inquire about reservations.

Member Remarks:

Roger Schlossberg is glad to be back on the Board.

The next meeting of the Washington County Board of Elections will be held July 10, 2007 at 2:00 PM at the Board office.

Adjournment:

There being no further business to come before the Board at this time. Eileen Wiggins made a motion to adjourn at 3:13 PM; John Benchoff seconded the motion. Unanimously approved.

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

7/10/2007
Date

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

7-10-07
Date