



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

September 11, 2018

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

#### **Present:**

#### **Board:**

Tammy Downin, Vice President

Jim Schultheis, Secretary

William Blazes, Member

Martin Lumm, Member

#### **Staff:**

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

#### **Guests:**

None

Vice President Tammy Downin called the meeting to order at 2:12PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. President Bruce Field and Board Attorney Roger Schlossberg were absent. There was a quorum present.

#### **Approval of Minutes of August 14, 2018:**

Marty Lumm mentioned that there was information in the August minutes that the Board did not discuss in the meeting. Kaye Robucci agreed that she had asked Barry Jackson to include information from the Director's Meeting Minutes that she felt was pertinent but had not been discussed with the Board. Marty Lumm moved to approve the August 14<sup>th</sup> minutes as amended, Bill Blazes seconded, and the motion was carried unanimously.

#### **Additions/Changes to the Agenda:**

Correspondence, I., change "Canvass" to "Recount"

New Business: Add III. Precincts for Verification

#### **Correspondence:**

- I. Revised "Rules of Conduct for Recount Observers." Kaye Robucci discussed the handout with the board.
- II. Email from Paul Aumayr, SBE, regarding the Electronic MVA Batches. SBE forwarded the records to the LBEs. We have completed the updates in MDVOTERS.

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### Reports:

- I. Election Director
  - A. Personnel -
    1. Sherrie Bonebrake is doing better but will be off another three weeks. Her expected return date is October 3, 2018.
    2. Kaye Robucci and Barry Jackson spoke with Sylvia Brown at SBE about staff salaries.
  - B. Meetings & Trainings
    1. Personnel: N/A
    2. EW Committee: N/A
    3. Director's Meeting: September 20, 2018
    4. Modernizing Absentee Ballot Opening Procedures: N/A
    5. Table Top Exercises, August 16, 2018 – discussed in Reports.
  - C. Correspondence Received – N/A
  - D. Registration Statistics for August 2018 were distributed to the Board
  - E. Voting System Activities - Logic And Accuracy Testing will be October 15<sup>th</sup> – 18<sup>th</sup>.
  - F. Candidate – Ballot certification on September 12, 2018.
  - G. Precinct & Polling Issues – N/A
  - H. Projects - EW Training is going well.
- II. Attorney – N/A
- III. SBE Tabletop Exercise – Barry Jackson reported that a tabletop exercise was held at Anne Arundel Board of Elections in Glen Burnie on August 16<sup>th</sup>, 2018. The purpose of the exercise was for local and state election officials to work through possible scenarios they may face leading up to Election Day, on Election Day, and after Election Day. Officials were divided into mock LBEs and polling places and were given “injects” that they had to work together to address. The injects came in many forms (paper documents, announcements on a TV screen, or verbal announcements), and the injects came so quickly, that election officials would be working on three or four at a time. Barry said it was all a bit chaotic, but all agreed that it was very helpful in preparing us for what could occur.

### Old Business:

- I. Revised By-Laws – Kaye Robucci handed out the By-Laws for all board members to sign.
- II. Personnel Update – Will be covered in Executive Session.
- III. Absentee Delivery Issues – Kaye Robucci reminded the board that in the Primary Election, several voters did not receive their absentee ballots from the third party contractor. She reported that SBE will monitor application status more closely for the General Election.
- IV. Picnic: The board picnic is scheduled for September 23, 2018 at Bruce Field's house. Bruce and Linda will provide hamburgers, hot dogs and drinks. Sign up sheet for other items will be passed around.
- V. General Election Calendar – Kaye Robucci passed out the calendar to the board and highlighted the important dates.

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**New Business:**

- I. Logic & Accuracy Testing – Starting October 15<sup>th</sup>. Two trainers from the state will assist, and Kaye Robucci said the testing should take four days.
- II. Tri-Host of the 2019 MAEO Meeting – Washington County has been asked to co-host the 2019 MAEO Conference with Allegany and Garrett Counties. The conference will be held at the Clarion Hotel and Conference Center in Ocean City, MD, May 21 – 24, 2019.
- III. Precincts for Verification – Five precincts were drawn at random: 3-4, Girls, Inc.; 5-0, Hancock; 13-2, Maugansville Ruritan; 24-1, WACOHU Grange Hall; and 26-4, Hickory Elementary.

**Members Remarks:**

Bill Blazes disclosed that he donated money to Peter Perini’s campaign. Marty Lumm announced that he produced a picture of the board from MAEO to display on the wall.

**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on Tuesday, October 9, 2018 at 2:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

**Distributed Information:**

- I. August Registration Statistics

**Adjournment:**

There being no other business to come before the Board at this time, Tammy Downin called for a motion to adjourn the regular session and convene an Executive Session. Marty Lumm made this motion at 2:50PM. Jim Schultheis seconded the motion, and it was carried unanimously.

**Executive Session:**

At 2:50 PM, Marty Lumm moved to adjourn the regular meeting and convene an Executive Session under State Government Article, § 10-508 (a) to discuss: (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. The vote to close the regular session and go into closed session was as follows:

Motion By: Marty Lumm

Seconded By: Jim Schultheis

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Bruce Field	{ }	{ }	{ }	{X }
Tammy Downin	{ }	{ }	{X }	{ }
James Schultheis	{X }	{ }	{ }	{ }

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Martin Lumm	{X}	{ }	{ }	{ }
William Blazes	{X}	{ }	{ }	{ }

Jim Schultheis made the motion to close the Executive Session at 3:08PM, Marty Lumm seconded, and the motion passed unanimously.

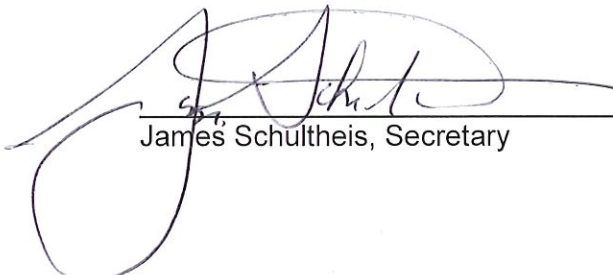
Tammy Downin called the Board of Canvassers to order to discuss receipt of four absentee ballots that were received after the June 26<sup>th</sup> deadline. Marty Lumm made a motion to reject all four absentee ballots due to timeliness; Jim Schultheis seconded and the motion passed unanimously. Marty Lumm made a motion All four ballots were rejected by the Board.

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  
Deputy Election Director II

Respectfully Submitted,

 12/11/18  
\_\_\_\_\_  
Tammy Downin, Acting President                      Date

 12/11/18  
\_\_\_\_\_  
James Schultheis, Secretary                      Date