

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

January 12, 2010

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 M. Kaetzel, Election Director, I

Kaye E. Robucci, Election Deputy Director, I

Eileen Wiggins called the meeting to order at 2:05 PM. There was a quorum present.

Approval of Minutes of December 8, 2009

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the December 8, 2009 Board Meeting. Eileen Wiggins requested the following change (**in bold**).

Page 1: Addition/Changes to the Agenda

John Benchoff made a motion **to increase the chief judge pay to \$200.00 pending approval by the county commissioners** and Carroll Earp seconded the motion.

The minutes were approved as corrected.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following additions to the agenda:

Correspondence:

- Letter from Sharon Leatherman regarding Forum at HCC on January 23, 2010
- Letter from Michael Kortum regarding the security audit

Reports:

- Early Voting

Correspondence:

A. State Board Meeting – December 17, 2009

State Board Agenda was e-mailed to the Board

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B. Federation of the Blind

Letter from Melissa Riccobono, President, National Federation of the Blind of Maryland to Linda Lamone, SBE Administrator, regarding their concern of protecting their right to a secret ballot. They passed a Resolution 2009-04 outlining their concerns and requests. They are requesting that each election board in the state advertise the choice in voting equipment and to promote the availability of accessible equipment.

C. Early Voting

Letter from Ross Goldstein, Deputy Administrator, SBE, to Dorothy Kaetzel stating that our proposed early voting site at 28 W. Washington Street has been conditionally approved. A curb cut or a temporary ramp needs to be installed.

D. Nuts and Bolts of Campaigns – Forum, January 23, 2010

Letter and schedule from Sharon Leatherman, Facilitator Campaign 2010 Forums, to Dorothy Kaetzel, regarding the forum on January 23, 2010. The forum will be held at Hagerstown Community College, Classroom 111 from 9:30 AM – 12:30 PM. Dorothy Kaetzel and Kaye Robucci will be providing information on the “Legal Aspects of Campaigns”.

E. Security Audit

Memo from Michael Kortum, SBE, CIO, to Dorothy Kaetzel regarding the Annual Security Audit conducted on November 6, 2009. During the review of the warehouse, several discrepancies were identified. A re-inspection will be conducted once the requirements are met.

Reports:

A. Early Voting

Roger Schlossberg, Attorney, reported on the meeting with the County Attorneys regarding the Early Voting Agreement. We are currently in negotiations with the County. Within 30 days of executing the agreement, a copy of the signed agreement will be filed with the State Administrator.

B. Christmas Party

All agreed that we had a very nice Christmas Party at the Fireside on December 16, 2009.

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Old Business:

A. District 17-1, Washington County Library

Due to construction at the library, the polling place needs to be moved. The Board surveyed Bester Elementary School on January 6, 2010. John Benchoff made a motion to move District 17-1, Washington County Library, to Bester Elementary School; Clyde Tate seconded the motion and all were in favor. District 17-1 will vote in the Gym and District 17-2 will vote in the Cafeteria. The following tasks will be completed:

- Notices will be sent to each registered voter in District 17-1
- On the upcoming election days, signs will be posted at the Washington County Free Library directing voters to Bester Elementary School
- Signs will be posted inside and outside of Bester Elementary School
- Back page ads will run at election time

New Business:

A. Early Voting - Alternate Site

The Board will conduct a survey of the alternate early voting site (9-1-1 Communications Dispatch Center) located on Elliott Parkway on Wednesday January 20, 2010 at 8:00 AM.

B. FY11 Budget

The Board reviewed the FY11 Budget. Dorothy Kaetzel informed the Board that she may need to add additional money for an election worker training facility. John Benchoff made a motion to approve the FY11 Budget with any necessary adjustments; Clyde Tate seconded the motion and all were in favor.

Member Remarks:

No remarks at this time.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held February 9, 2010 at 2:00 PM at the Board office.

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Adjournment:

There being no further business to come before the Board at this time. John Benchoff made a motion to adjourn at 2:52 PM; Carroll Earp seconded the motion. Unanimously approved.

Compiled by Kaye E. Robucci
Election Deputy Director, I

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

3/9/10
Date

Carroll Earp
Carroll Earp, Board Secretary

3/9/10
Date