

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS
FOR WASHINGTON COUNTY

Board of Election Supervisors for Washington County held its regular monthly meeting on Monday, May 9, 1994 at the Sheradon Inn in Aberdeen, Md. The meeting was called to order at 4:15 P.M. by President Coss.

The following were recorded present:

Richard L. Coss, President
Daris A. Phillips, Democrat Member
Walter F. Bell, Jr., Republican Member
Charles L. Mobley, Jr., Republican Alternate
Jean D. Calhoun, Election Director II
Dorothy M. Kaetzel, Deputy Election Director I
Sharon Mackereth, Election Registrar
Kaye Robucci, Election Registrar

MINUTES: Walter motioned, seconded by Jim Mobley, that the minutes of the meeting held on April 12, 1994 be approved as submitted.

CORRESPONDENCE: Copies of letter from Gene Raynor, Administrator SABEL, regarding the new classifications for Jean and Dorothy distributed. Also, memo from Joseph Adler, Maryland Department of Personnel, pertaining to the 3%/\$800 minimum salary increase approved during the 1994 General Assembly session and the delay of two months for the increments.

Copies of letter from Janet Buchanan of Business Records Corporation, regarding the EMS and AERO training for the election staff, distributed. Training will be June 6th through June 9th, 1994 at the election office. Equipment for EMS and AERO will be shipped and set up by that time.

Jean read letter from Florence Sutton, Kent County, to Board members. Florence explained her reasons for declining the nomination for Vice President of MAEO.

Jean distributed copies of memo that she had written to Ernestine Blake upgrading the Chief Clerk I position to Deputy Election Director I.

OLD BUSINESS: Jean explained to the Board members that all the AVM's were removed from the warehouse and that two of the drills were sold to Glen Boord. Jean has sent a note to Bob Farmer, building superintendent for the County, regarding moving the other materials that need to be moved into the basement where the Election Office is located.

Directional signs and banner: Walter Bell reported that the County cannot do the signs. He will check with Goodwill Industries and at the MAEO meeting to see if there are any other sources for the signs. Discussion held regarding a banner to use when the new voting system is being demonstrated. Jean will check with Paulette Sprinkle, Community Coordinator, to see if she will be able to make anything that would suit.

Jean distributed the new election district maps for Washington County. She informed Board members that there were 5000 maps and that they would be sold for \$1.25 each. After discussion, decision made to

to make available a polling place list by legislative and delegate districts to sell for 25¢ for those who wanted that information.

Press conference: The press conference held on May 6, 1994 to introduce the new electronic voting system to the public was not well attended but did get two spots on local television. County Commissioner Ronald Bowers did attend the press conference.

Jean distributed the calendar of events to date for the service clubs where the new voting system will be demonstrated.

Discussion held regarding the fact that there was no one in attendance at the press conference from the local newspaper. Since the position taken by the newspaper reporters was that this time was too early before the election and they would be doing something closer to the time of the election, decision made to do an interview with the newspaper reporters when they are interested in doing one. The calendar of events will be given to the local newspaper in hopes that this may appear in the newspapers.

Jean explained to the Board members that three of the service clubs have called to set up a time to do a public demonstration of the new electronic voting system at their meetings.

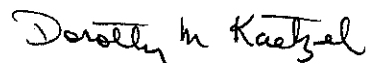
The surveys pertaining to the layout of several of the polling places were reviewed with the Board members. Jean advised the Board members to get their surveys in as soon as possible since quite a bit of time is required for her to draw these on pages for insertion into the manuals.

Jim Mobley reported that the work to make the Downsville polling place accessible for the handicapped voters is 50% complete. Richard Coss reported that the work has also begun at the Ringgold polling place.

Guidelines for poll worker mileage: Daris reported that in the past there were no guidelines for this. Board members reviewed a mileage chart of payments made in a prior election. After discussion, decision made to table this until next meeting.

Walter motioned, seconded by Jim, that the meeting be adjourned at 5:30 P.M.

Respectfully submitted,



Dorothy M. Kaetzel
Deputy Election Director I

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS
FOR WASHINGTON COUNTY

The Board of Election Supervisors for Washington County held its regular monthly meeting on Tuesday, June 14, 1994 at the Board Office. The meeting was called to order at 2 P.M. by President Coss.

The following were recorded present:

Richard L. Coss, President
Daris A. Phillips, Democrat Member
Walter F. Bell, Jr., Republican Member
Jason A. Malott, Democrat Alternate
Charles L. Mobley, Jr., Republican Member *Alternate*
Mark P. Brugh, Attorney
Jean D. Calhoun, Election Director II
Dorothy M. Kaetzel, Deputy Election Director I

MINUTES: Walter motioned, seconded by Jason, that the minutes of the meeting held on May 9, 1994 be approved as submitted.

CORRESPONDENCE: Copies of memo from Jeffrey L. Harr, Board of Education, to principals and head custodians at the schools used on election day, distributed. Mr. Harr had listed instructions to be followed in preparation for the Elections to be held at their schools. Jean advised the Board members that there would be a change at the Bester School. The two precincts that use Bester School for voting will each be placed into a separate room instead of the same room as in prior elections.

Copies of letter that will be sent to those organizations where we were allowed to go and demonstrate our new voting system distributed to Board members. Letter expresses our thanks and appreciation to the organization for allowing us to come and do the demo.

OLD BUSINESS: Copies of high school voter registration totals distributed. Dorothy informed Board members of phone conversation with Mr. Ed Koogle from the Board of Education the week of June 6. At that time, Mr. Koogle informed Dorothy that the Board of Education Members were going to strive to have 95% of the high school students old enough to vote in the November, 1994 Election registered by the October 11 deadline. Mr. Koogle was the person chosen to head this drive and will be working with the staff in an effort to have this occur in the General Election for 1994. The elected School Board members have set this as a goal in the future elections as well.

Board Members were given a list of the Washington County Polling Places by Legislative Districts.

Jean advised Board Members of the meeting on June 1 with Dennis Bengston from BRC. At that time Dennis set up the equipment for EMS and AERO. Board Members also informed of the 3½ days of training the staff had on the use of the EMS and AERO equipment which was given by Janet Buchanan from BRC on June 6, 7, 8, and 9. Board members were shown the lists that would be produced for precinct results and sub totals for first five precincts election night.

The Board Members were shown the new display sign we have for use when doing public demonstrations of the new electronic voting system.

The calendar of events to date for the public demonstrations of the new voting system given to Board Members.

At this time, all polling room layouts are complete except the one for Army Reserve Center. Jason will be doing this one as soon as Mr. Mellott is back from vacation.

Work to make the polling places in Downsville and Ringgold handicap accessible not yet complete.

After discussion regarding mileage guidelines for poll workers, Walter motioned, seconded by Daris, that the chief judges be paid for picking up supplies before the election and for returning them election night. Rate of pay would be the County prevailing rate per mile minus 10 miles per round trip. Motion carried.

Jean reported on the progress of the mailer pertaining to the new voting system. A disk has been ordered from StoneCrop Design in Frederick for \$110. The successful bidder to do the printing for the mailer will use this disk.

The labels for the mailer have been received and Jean advised the Board of the need to acquire help to assist with getting the labels on the mailer. Jim Mobley suggested contacting Maggie Brill at Girls', Inc. and Bobby McKee at Big Brothers.

NEW BUSINESS: Jean informed Board Members of the memo from James R. Young, Director of Finance, regarding budget reduction of \$2000.00 in Materials & Expenses. Board Members were advised that the reduction was made in Contractual Services - Election Board Salaries.

Jean reviewed schedule of dates with Board members: Aug. 10 - Chief Judges Training conducted by Dennis Bengston; Aug. 23 or 24 - delivery of ballot boxes and transfer cases; Aug. 25 - Dennis here for logic and accuracy testing - all Board Members needed; Aug. 30 - public testing; Aug. 24 - Optech Eagles and 340 booths.

Jean informed Board Members that she has ordered for \$312 the Lotus 2.4 for the new PC and printer. This software will allow the staff to do spread sheets for tally boards.

Board Members were given an updated candidate list and copies of legislative changes made to Article 33 during the 1994 Session of the General Assembly.

Jean informed the Board Members of the phone call on June 1 from Gene Raynor, Administrator at SABEL, regarding the impact of NVRA on Wash. Co. Another phone call received from Mr. Raynor advising of a meeting for all administrators to be held at the Harbour House Restaurant on July 11 regarding Motor Voter. Dorothy will be going in place of Jean.

Board Members were told that the office would be open on Monday, June 20 until 9:00 P.M. for party affiliation change deadline.

Board Members advised that arrangements have been made for a new phone line to be installed at election time to be used by the poll workers.

Walter Bell suggested that the Board Members should do something showing appreciation and thanks for the services rendered over the years by the persons who were custodians for the Automatic Voting Machines. After discussion, decision made to invite them to lunch at 12 noon on July 7, 1994. Lunch will be at the Sheraton Inn.

Office picnic will not be held this year until after the September Primary Election.

Walter motioned, Daris seconded that the meeting be adjourned at 3:35 P.M.

Respectfully submitted,

Dorothy M. Kaetzel

Dorothy M. Kaetzel
Deputy Election Director I