



## MINUTES

**WASHINGTON COUNTY BOARD OF ELECTIONS**  
**September 13, 2016**  
**35 W. Washington Street**  
**Hagerstown, MD 21740**  
**240-313-2050**

**Present:**

**Board:**

Bruce Field, President  
Tammy Downin, Vice President  
Jim Schultheis, Secretary  
Martin Lumm, Member  
Bill Blazes, Member

**Staff:**

Kaye Robucci, Election Director II  
Teresa Morningstar, Election Supervisor II

**Guests:**

Peter Perini, Chairman, Democratic Central Committee

Bruce Field, President, called the meeting to order at 2:02 PM; at the Washington County Board of Elections Office, 35 W. Washington Street, Room 101; Hagerstown MD 21740.

**Approval of Minutes of August 9, 2016:**

Bruce Field asked if the Board had any corrections or modifications to the minutes of August 9, 2016 Board of Elections meeting. Marty Lumm requested the following changes, (corrections shown in BOLD). Page 3 letter B Old Business; B. Warehouse – update on renovations (new cage area) – Kaye Robucci, the Director, provided a guided tour of the warehouse which included the new cage and ballot storage room. **B. Warehouse – update on renovations (new cage area) – Kaye Robucci, the Director, provided a guided tour of the warehouse which included the new cage and ballot storage room. Wayne Keefer; Washington County Commissioner, expressed interest in our discussion concerning space for the election board office and warehouse along with offering to arrange a joint meeting with Greg Murray.** Marty Lumm made the motion to accept the minutes; Tammy Downin, seconded.

**Additions/Changes to the Agenda:**

Bruce Field asked if there were any additions/changes to the Agenda. Bruce Field, President, added under correspondence Reports Letter f. Election Board Space Possibilities.

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### **Correspondence:**

A. Emailed to Board- Memo from Erin Perrone, SBE, regarding the change to the Check-In Judge Procedures – At the State Board meeting on Thursday September 08, 2016 the State approved a change in the check-in process at every Early Voting Center and polling place. Every voter that checks in to vote must be told that there is an accessible way to vote. As a result, the State Board is requiring the implementation of a new process for each check-in judge. In addition to asking the voter's name, address, and date of birth, they must also say "If needed, there is an accessible way to read or mark your ballot."

B. Revised Polling Place Evaluation Form. - Was not included in your packet. The only change to the form is some of the counties are adding a greeter judge.

### **Reports:**

#### **A. Director's Report**

a. Personnel Update, Deputy Director II Position – Barry Jackson was selected for the Deputy Director II position and will start on September 28, 2016.

b. Registration Activity for August –Informational handout.

c. Election Workers - Office staff is busy lining up Provisional Election Judge's. We are still short approximately 75-100 election judges.

d. Election Worker Training – September 12-October 1, 2016 - Training started on September 12<sup>th</sup>. Bruce Field; President, mentioned the training went well. Kaye Robucci; the Director, gives an introduction which is approximately an hour of policy and procedures, followed by breakout sessions with each type of election judge. Orange doobers are being used to identify Provisional Voters. We have 5 trainers from the State of Maryland to utilize and help in conducting our training classes. Jim Schultheis stated procedures are more streamlined than in the primary election. The week of September 26<sup>th</sup> starts the training for new election judges.

e. Ballot Proofing – Ballot proofing will be completed by close of business today and submitted to SBE.

### **Old Business:**

#### **A. Phoenix Color Warehouse - update.**

a. Renovations – New cage area is complete. Roof has started leaking in the west side area of the warehouse and is being fixed.

b. Day Reporting Center to open 10/1/16 – Set to open October 1<sup>st</sup>. Sheriff Mullendore stated in Herald Mail that he will be utilizing our west side area of the warehouse. Kaye Robucci, the Director, mentioned there is still a question concerning a common entry way

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from the west side of the warehouse for employees to enter the building. We will share an entry way with the Day Reporting Center.

c. Loss of Early Voting and Training areas – The board will continue to look for space options.

B. Picnic – Cancelled. Holiday Party to be scheduled.

C. Polling Places – Potomac Towers – need for additional space – Diane Rudisill's email stating she is willing to explore the possibility of using the dining area. As long as the nutrition site is closed that day, we shouldn't have any issues using that area.

D. Voter Outreach Events – updated by Teresa Morningstar, Election Supervisor, September 3<sup>rd</sup> we attended the Maugansville Pride Days with Bare Bones, September 7, 8 & 10<sup>th</sup> concluded the Hagerstown Housing Authority Bare Bones. October 7<sup>th</sup> we are to attend the Senior Activities Center with Bare Bones. Our Bare Bones demonstrations are to include voter registrations, absentee applications, and potential election worker applications.

### **New Business:**

A. Bylaws of Washington County –The following Bylaws were discussed today. 3.3 A state each board meeting shall include, at a minimum the following agenda items:

- Declaration of Quorum Present
- Approval of Prior Minutes
- Additions to the Agenda
- Election Director's Report
- Board Attorney's Report
- Old Business
- New Business
- Confirmation of Next Meeting
- Closed Session (if needed)
- Adjournment

1.3 D – In order to amend the bylaws, a member must make a motion and present the amendment during a regularly scheduled meeting of the board. The motion to amend the bylaws must be approved by a majority vote of the full board at the next regularly scheduled meeting of the board.

5.4: Delegation of Duties to the Election Director – The Board delegates the duties designated in Duties of the Board and Election Director to the Election Director.

Marty Lumm inquired on who prepared the bylaws. Suggestions came from SBE and the board at the time.

Bruce Field, President suggested to table any changes to the bylaws until January 2017. Tammy Downin made the motion to table until January 2017, Jim Schultheis, seconded, Approved by unanimous vote.

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B. Research of Duplicate Voting during Primary - E0 40 report to SBE. Bruce Field, President, suggested adding it to the October's Agenda for a closed session when Roger Schlossberg, Board Attorney is present.

C. Radio Campaign – Philip Miller with WJEJ contacted Teresa Morningstar regarding advertising with WJEJ for radio spots regarding the upcoming general election for promoting voter registration and general election information. The proposal is to have the option to advertise on air and be sponsored by the Washington County Board of Elections and WJEJ for \$400.00 or to be sponsored by the Washington County Board of Elections for \$800.00. The advertisements consisting of 102 - 30 second PSR's and a live on air chat with Lou Scally. The board had some initial concerns and questions regarding the timeline and budget but felt that the Board of Election should take 100% of the sponsorship and pay the \$800.00. The board agreed to have pre- approved wording by Roger Schlossberg, Board Attorney for all on air sessions and advertisements.

D. Pick (5) precincts for Supply Verification –Drawing occurred for the 5 precincts for supply verification. The following is the results:

- Bruce Field District 11-0.
- Tammy Downin District 18-1.
- Marty Lumm District 25-3 and 25-4 combined.
- Jim Schultheis District 5-0.
- Bill Blazes District 27-2.

E. Selling Cardveyor – The Cardveyor is currently being advertised on MD Gov Deals. Any interested buyers are to contact Kaye Robucci, Election Director, to set up appointments for viewing the machine and or questions.

F. Election Board Space Possibilities – Board discussed space options.

### **Members Remarks:**

Bruce Field, President, mentioned rules of conduct 4.2 B, Page 4: A member discloses campaign fundraiser attendance. Bruce Field is attending a campaign fundraiser for Paul Corderman on September 20<sup>th</sup> at the Broad Ax.

### **Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on October 11, 2016 at 2:00 PM. The location is Washington County Board of Elections 35 W. Washington St. Room 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

### **Distributed Information:**

Revised Election Schedule  
Registration Activity for August

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**Adjournment:**

There being no other business to come before the Board at this time, Tammy Downin made the motion to adjourn at 3:59 PM; Bill Blazes, seconded.

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 Teresa Morningstar  
Election Supervisor II

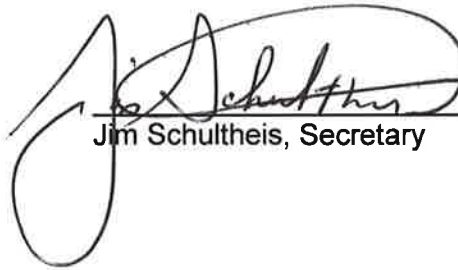
Respectfully Submitted,



10/11/16

Bruce Field, President

Date



Jim Schultheis, Secretary

10/11/16  
Date

