

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS  
FOR WASHINGTON COUNTY

The Board of Election Supervisors held its regular monthly meeting on Tuesday, January 14, 1992 at the Board office. The meeting was called to order by President Oscar Spigler at 2:30 P.M.

The following were recorded present:

Oscar W. Spigler, President  
Richard L. Coss, Democratic Member  
Walter F. Bell, Jr., Republican Member  
Donald A. Smith, Democratic Alternate  
Charles L. Mobley, Jr., Republican Alternate  
Jean D. Calhoun, Administrator I  
Daris A. Phillips, Chief Clerk I  
William F. Dunham, Jr., Attorney  
Dorothy M. Kaetzel, Election Registrar

MINUTES

The minutes of the last meeting held on December 17, 1991 were approved as submitted with the following corrections:

The regular monthly meeting was held on Tuesday, December 17, 1991.  
The minutes of the last meeting held on November 12, 1991 were approved as submitted.

CORRESPONDENCE

Jean distributed copies of the letter to Gene Raynor from Liz Nilson which allows local boards to prepare the Republican Absentee Ballots since the Republican Party has the earliest filing and withdrawal deadline. Jean advised it would be all right to proceed with bids on the Republican AB's.

OLD BUSINESS

Jean introduced Kaye Robucci, our new Election Registrar.

The Board members were given a list of our new roster.

Also, copies of letters were given to Board members from Marvin Meyn concerning Jean's promotion, letter to Sherry Craig concerning job interview and the letter to Jane Leshar regarding interview and part-time work.

Discussion on Marvin's letter: Richard raised an objection to both positions' being advertised at the same time. His feeling was if Jean did not pass the exam and be in the top five persons on list, the possibility existed of her not being able to go back to her old job of Election Registrar and, thus, lose the job due to a technicality. Jean had discussed this with Ernestine at SABEL and assured the Board that she accepted and felt comfortable with the Department of Personnel's procedures. At this time, Walter called Denise Carter-McCormick at the Department of Personnel and was informed that the jobs were advertised in the Baltimore Sun on January 12, 1992. Jobs will not be advertised in local newspaper due to reduction in funds for advertising

at the Department of Personnel. Richard advised those at the Board meeting if we knew of anyone who was interested in the positions to inform them that an application had to be submitted to the Department of Personnel by January 30, 1992.

Copy of letter to Barry Teach regarding Workman's Compensation given to Board members by Jean. Mr. Dunham has checked into whether the employees of the Election Board have any workers' compensation insurance. Copy of letter from Ralph France II, County Attorney, is to be sent to Miss Nilson along with a letter from our attorney. We need a clarification of the difference between the two agencies and an interpretation as to what procedure we must follow. Mr. Dunham called Liz Nilson at this time and Miss Nilson informed him she would contact the Maryland Workers' Insurance Fund owned by the State of Maryland as to what insurance will cost, tell us and get a quote. When we get that, bill will be sent to County. Insurance will cover all workers even if for one day a year.

A copy of the follow-up letter to Donna Spickler, Williamsport Town Clerk, regarding their special election March 4, was given to Board members. Jean still working on the Williamsport Town Election.

Oscar informed all he met with Bob Graff about heat in the warehouse. Mr. Graff will check to see if heat is on currently. Oscar following up on this January 15.

No progress to report on ramps at Downsville and Rohrersville polling places. Richard will follow up on ramp at Rohrersville and Jim Mobley at Downsville.

Daris reported that 21 candidates filed for Democratic National Convention at this office.

Jean reported on correspondence between Barbara Jackson, Baltimore City, and Bob Antonetti, Prince George's County, with U.S. Elections regarding Vendor's non-performance during the 1990 elections. Jean is concerned with their bidding on our printing order for the upcoming election. A letter must be written to Karen Luther in purchasing department explaining the problems incurred by our using U.S. Elections in last election. In the future, we need to document problems so we can back up the fact that our printing was not satisfactory.

#### NEW BUSINESS

Poll Workers' School: Daris distributed materials for poll workers' school and went over what each person's duties were to be at the school. Two voting machines will be taken and be demonstrated by Bill Dorsey and Richard Coss. Classes - January 22, January 28, and January 30, 1992 at South Hagerstown High School.

Jean informed in case of bad weather and the schools were closed on a day of our poll workers' school, we must change date. If this happens, Jean will make a decision as to the rescheduled date. Announcement will be broadcast on local radio stations right away.

Jean distributed a list of polling places and the contact persons at each place.

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Dorothy told Board members of complaints about the masking tape that is sent out with the poll workers' supplies. Since it is inefficient, the Board gave permission to get a better quality tape.

Discussion on printing party cover levers as opposed to using whatever is already on sample machine. It was decided to let them as they are now and not to order each election.

Jean advised the Board that the pre-bid conference is set for Tuesday, January 21 at 2:00 P.M.

Our election supplies can possibly be picked up in Annapolis on Friday, February 14. Jean was given permission to work out something for pick up in Annapolis.

The service contract for our personal computer was given to Ronald Whitt, Data Processing. Mr. Whitt will try to get coverage under the County contract.

Jean has ordered the ads for the upcoming election - space for double page ballot and 5 back page ads.

Motion by Oscar Spigler and seconded by Richard Coss that the meeting be adjourned at 3:45 P.M.

The next regular meeting will be held on February 11, 1992 at 2:00 P.M.

Respectfully submitted,



Dorothy M. Kaetzel  
Election Registrar