

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS
FOR WASHINGTON COUNTY

The Board of Election Supervisors for Washington County held its regular monthly meeting on Tuesday, April 12, 1994 at the Board Office. The meeting was called to order at 2:00 P.M. by President Coss.

The following were recorded present:

Richard L. Coss, President
Walter F. Bell, Jr., Republican Member
Jason A. Malott, Democrat Alternate
Charles L. Mobley, Jr., Republican Alternate
Mark P. Brugh, Attorney
Jean D. Calhoun, Administrator
Dorothy M. Kaetzel, Chief Clerk I

MINUTES: Walter motioned, seconded by Jim Mobley, that the minutes of the meeting held on March 8, 1994 be approved as submitted.

PERSONNEL: Jean informed Board members of information she received at the SABEL personnel meeting she attended on March 24, 1994. Mr. Raynor, Administrator at SABEL, had explained to them the proposed changes and projected salaries that had been agreed upon between him and the Department of Personnel. Jean's title, now Administrator I, has been changed to Election Director II with no change in salary. Dorothy's title, now Chief Clerk I, has been changed to Deputy Election Director I which increases from Grade 9 to Grade 10 creating a salary change from \$23053 to \$24808 annually. Mr. Raynor did state that with the Board's approval, these changes would be retroactive to March 17, 1994. If the Board did not approve, then changes would not become effective until July 1, 1994. Jean advised the members that the \$600 required to make the changes retroactive to March 17 is not in the budget for this fiscal year nor had the increase in salary been included in the 1994-95 fiscal budget. After discussion, Walter motioned, seconded by Jason, that the changes be approved retroactive to March 17, 1994. Motion carried. Jean will advise Ernestine in writing of the Board members' approval and send a copy to Barry Teach, County Administrator. Mr. Mobley suggested that since the 1994-95 fiscal budget is not yet finalized, the budget could be amended so the change in salary could be covered in the new budget.

CORRESPONDENCE: Copies of the letters Jean had written to two residents in the new 26-3 precinct distributed. No response had been received.

OLD BUSINESS: Jean reported on the sale of the Automatic Voting Machines. Bid was awarded to Uni-Lect, Inc., Ft. Lauderdale, FL who submitted high bid in the amount of \$55,809. Glenn Boord, President of Uni-Lect, is coming on Monday, April 18, 1994 to move the machines. Mr. Boord is interested in buying one of the drills for the machines. Decision made to discuss this with Bill Dorsey and Daryl Long, machine custodians, regarding which one they want to keep and set a price to sell the other one to Mr. Boord.

Jason completed accessibility survey for election district 2 which is accessible. Survey not yet completed for election district 10-3.

Directional signs - No progress. Walter will be given the information requested to proceed with the signs.

Status of 14-1 and 20 - Nothing has begun on making these precincts accessible. Mr. Newcomer in 14-1 informed Richard that the required improvements would be done in time for the '94 elections.

Mark Brugh advised Board members that he had discussed with the county attorney the possibility of getting out of the lease for the warehouse where voting machines had been stored. The attorney informed him that since the county could use the storage space the warehouse provides, the county would not be endeavoring to get released from the lease. Lease does expire March 1, 1995.

Jean distributed copies of the 1994-95 budget and reviewed same with the Board members. She informed them that the salaries would be incorrect due to the changes previously discussed. Decision made to notify Mr. Young, Director of Finance, of the salary differences when Jean receives notification from Ernestine at SABEL.

Plans finalized for the MAEO meeting. Will leave at 11:00 A.M. Richard and Jim Mobley will be driving.

Jean advised Board members that she had ordered our sweat shirts from BRC.

Kick-off Plans - Date - Friday, May 6, 1994 at 9 A.M. - first floor conference room in County Administration Building. Board members will be conducting the press conference. John Reynolds from BRC will be there but Board members will be at the forefront and present the new voting system. Jean will send letters to the County Commissioners, County Administrator, County Attorney, County Purchasing Agent, County Finance Officer and the League of Women Voters requesting their attendance at the press conference. Copies of a sample letter announcing the press conference which will be sent to the media was distributed to the Board members. Also, copies of a sample letter that will be sent to organizations.

Jean advised Board members that the staff would be attending a meeting at Anne Arundel County Office on April 18, 1994. Meeting for all counties who will be using the new OPTECH III P-Eagle voting system. Extra girls will be working that day.

NEW BUSINESS: Jean reported on the meeting the staff attended in Frederick County on March 25, 1994. Three representatives from Business Records Corp. conducted the meeting. The EMS and AERO training for our staff will be held at this office on June 6, 7, 8, 9, 1994 by Janet Buchanan. Power requirements for the new voting system and security issues explained by BRC representatives. Two people from BRC, one in this office and one college student trained in electronics who will go out into the County on election day, will be here all day election day. Equipment for the election will be delivered three weeks prior to election. Jean prepared maps with information required for delivery of equipment to each polling place.

Dennis Bengston from BRC will be doing hands-on training for our chief judges on August 10, 1994. Classes are 8:30-11:00 A.M., 1:30-4:00 P.M. and 7:00-9:30 P.M. Training classes for other judges will be Thursday,

August 18 and Tuesday, August 23, 1994 from 7:00-9:30 P.M. at South Hagerstown High School. The class previously scheduled for August 24 has been cancelled.

Jean distributed copies of information compiled by Walter that would be helpful when giving demonstrations of the new voting system to groups and organizations. The Board members reviewed this and discussed what information should be used when going out to do public demonstrations.

Coordination and logistics for new system and need for polling place surveys - Jean explained to the Board members the necessity to visit each polling place in the County and do a diagram of how polling place will be set up for voting. Decision made to divide polling places between Board members and the attorney so these diagrams can be completed possibly by the end of May. Jean will call BRC to see when these need to be finished.

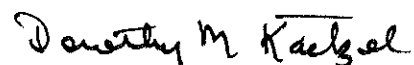
The Board members were shown one of the instruction sheets for marking the ballot that will be pasted inside the voting booth. The cost to have one of these for each of our voting booths is \$935. Also, the cost of obtaining a magnifier for each precinct would be \$105.75. Approval granted to order these.

Jean showed the Board members a sample of the mailer to be mailed to each household in the County where there is a registered voter. The cost to get 30,000 of these would be \$1053.30. After discussion, decision made to order 35,000 instead of 30,000.

Next board meeting will be held at Aberdeen where we will be for the MAEO meeting.

Jason motioned, seconded by Walter to adjourn the meeting at 4:05 P.M.

Respectfully submitted,



Dorothy M. Kaetzel
Chief Clerk I