

**MINUTES**  
**WASHINGTON COUNTY BOARD OF ELECTION**  
**October 14, 2003**  
**35 W. Washington Street**  
**Hagerstown, MD 21740**  
**240-313-2050**

Present:

Board

Charles Mobley, Jr., President  
Marianne Schneider, Democratic Member  
John F. Barr, Republican Member  
Dorothy Waters, Republican Alternate  
Eileen Wiggins, Democratic Alternate

Staff

Dorothy M. Kaetzel, Election Director I  
Sharon C. Mackereth, Election Data Application Spec. II

Charles Mobley called the meeting to order at 2:02 PM. Gregory Bannon, Board Attorney was absent. There was a quorum present.

**Approval of Minutes of September 9, 2003**

Charles Mobley asked if the board had any corrections or modifications to the minutes of the September 9, 2003 Board Meeting. Mr. Mobley wanted a statement included on page 2, item F. 2004 General Assembly Legislation that "The Board made no proposals", also item H. 2003 Legislative Changes – to clarify include the words "to Election Laws". With these changes the minutes were approved as submitted.

**Addition/Changes to the Agenda:**

Several items will be added to the agenda: under "Correspondences" - Memo from Robin Downs re MAEO Legislation, including "and Board Meeting". Also, E-mail from a Paul Valette, Manager, Election Operations, Montgomery County, on Provisional Ballots. Under "Reports" – Evaluation of Dorothy Kaetzel, Election Director I, by Board President Charles Mobley. Under "Old Business" – Travel plans to Biennial Meeting.

**Correspondence:**

A. Memos from Robin Downs regarding MAEO Legislation and MAEO Board Meeting.

Memo from Robin Down, Prince George's County regarding SBE submitting the ID bill as a departmental legislation. The submitting of the bulk mailing for absentee applications will be sponsored by Delegate Turner from Howard County.

Memo regarding the next meeting of MAEO will be held at Anne Arundel County Board of Elections, Glen Burnie on November 13, 2003, at 10:00am. Robin Downs is urging all counties to attend for the discussion of the new voting system.

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The vast majority of address changes would still require provisional ballots. Washington County had 1800 address changes after the General Election in 2002. This could amount to more provisional ballots than absentee ballots and more time consuming in canvassing.

**Reports:**

A. Warehouse Space – Charles Mobley reported.

Mr. Mobley, Dorothy Kaetzel, Kaye Robucci, Jim Sterling and Tom Feehan with Diebold, checked out the Todd Baer Warehouse on the Greencastle Pike for possible storage of the new voting machines. The space that is being considered is 2500 sq. ft. We only need 1000 sq. ft., and the security issue is not a problem.

Mr. Baer met with Jim Sterling and Tom Feehan again and Diebold will rent the whole warehouse space. Dorothy received e-mail from Jim Sterling stating that the contract has not been signed yet. Price for the rental of the space is – \$4.80 per sq. ft. The Election Board will pay half rental on the space that we require. Diebold will be using the balance of the space.

B. Directors' Meeting – Dorothy Kaetzel reported.

Dorothy stated that the meeting was mainly about Provisional Ballot procedures

C. Evaluations - Charles Mobley reported.

Mr. Mobley, Board President, completed an evaluation of Dorothy Kaetzel, Election Director I of our office and reported that an outstanding evaluation was made.

**Old Business:**

A. City of Hagerstown Elections –

Dorothy, Greg Bannon, Board Attorney and Mr. Mobley discussed the City of Hagerstown and perused the City Charter to see all references of our involvement in their election process. Dorothy contacted Ruth South, President of Hagerstown Election Board to set up a time to have an exploratory meeting with the City Board.

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**B. Biennial Travel Plans -**

The five staff members will travel together, Sherrie Bonebrake will drive. Eileen Wiggins and Dot Waters will travel together. Marianne Schneider, Greg Bannon, John Barr and Charles Mobley will travel separately. We will all meet in the lobby for dinner at 6:00pm, Sunday evening.

**C. The 18-3 notification cards of new voting district have been sent out. A letter, maps and description of election districts 18-1 and 18-3 have been sent to the State Board of Elections. An ad was placed in the paper for election workers and we have received about 25 calls from possible workers. The old registration cards were sent to the State archives (39 boxes).**

**New Business:**

**A. Personnel Evaluations**

Mr. Mobley had noted that in the past the Board would review all evaluations but the Board has not done so. The Board agreed that in future the Board President would do the evaluation of the Director, the Director would do evaluation of the Deputy Director, and the Deputy Director would conduct the evaluations of the staff members. The Board would not review evaluations unless a serious problem arose. Dorothy advised the Board that all evaluations are up-to-date.

**B. PW Training Classes –**

A chart from Diebold for the delivery of the voting equipment and Training was distributed. Some of the dates are confusing but we will receive clarification at the Biennial Meeting next week.

Dorothy passed around a brochure that we will be using for outreach training and handout in presentations but not for the mailing done to all registered voters. Because of conflicting dates with holidays and training dates the Board agreed to move the monthly meeting in November to Monday, Nov. 10th. Diebold has a training session scheduled, for the staff on Nov. 12<sup>th</sup> on AccuVote-TS OS Operations for 6 hrs.

PW Training Classes: Diebold has election workers training scheduled in December and a mock election during Christmas. Dorothy will get some clarification on these dates. We need to get concrete information from Diebold.

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**NOTE:** 3:05pm there was a break in the meeting for a phone call from Diebold. Diebold wanted dates for a possible two hour training session. The Board agreed on either Thursday, November 13<sup>th</sup>, or Thursday, November 20<sup>th</sup> in the afternoon.

**Members Remarks:**

Dorothy reported that we would need approximately 476 election workers and this does not include substitutes. Also, the contracts for use of polling places and approval was mailed.

Mr. Mobley visited the ARCC building at Hagerstown Community College to check out the lobby area for use as a polling place. He reported that it would work for us. The College has large tables with wheels and ropes and poles for dividing areas off. There is a phone, but it is not close by.

The cardboard booth for Provisional Ballot voting was examined. The Board agreed we will need more than one per district. They come 5 in a box for \$45.00 from ES&S.

**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held Monday, November 10, 2003, at 2:00PM at the Board Office.

**Adjournment:**

There being no further business to come before the Board at this meeting, a motion was made by Marianne Schneider to adjourn at 3:37pm; Dot Waters seconded the motion. Unanimously approved.

Respectfully Submitted,

  
Charles L. Mobley, Jr., Board President      11/10/03  
Date

  
Sharon Mackereth, Elect. Data App Spec. II      10-17-03  
Date