

PROCEEDINGS

BOARD OF ELECTION SUPERVISORS  
FOR WASHINGTON COUNTY  
JANUARY 16, 1996

Present: Richard L. Coss, President  
Daris Phillips, Democrat Member  
Charles L. Mobley, Jr., Republican Member  
Dorothy M. Kaetzel, Election Director II  
Kaye E. Robucci, Election Deputy Director I

Richard called the meeting to order at 2:05 p.m.

MINUTES: Daris motioned and Jim seconded that the minutes of the meeting held on December 12, 1995 be approved as submitted.

PERSONNEL: Dorothy informed the Board that copies of the 1995 time cards were sent to Rudy Manelli.

CORRESPONDENCE: Copies of the draft of the final report of the Task Force were distributed.

Memo from Kurt Hornig, SABEL, regarding cleaning the voter rolls was distributed. Also copy of our past and present procedures for cleaning the rolls was distributed.

List of voting systems used in Maryland was distributed.

Memo on the Absentee Ballot workshop in Montgomery County was distributed. It will be held January 19, 1996 and Kaye will attend. Draft of the proposed procedures was also distributed.

Minutes of the SABEL meeting held November 15, 1995 were distributed.

Memo from Gene Raynor, SABEL, regarding exit polling was distributed. This will be distributed to all Chief Judges.

Letter from Jack Schwartz, Attorney General, to John Willis, Secretary of State, regarding the process of filling the vacancy created by Representative Mfume's resignation was distributed.

Memo from Gene Raynor regarding information concerning Business Records was distributed.

Memo from Donna Duncan, SABEL, regarding the 1996 polling place listing was distributed.

Letter from John Willis, Secretary of State, stating that Bill Clinton will be on the ballot as a Democratic candidate for President, was distributed.

Memo from Donna Duncan regarding Presidential Petitions was distributed. We received petitions for Lyndon LaRouche to be on the ballot.

Dorothy distributed copies of the Republican Delegates to the National Convention who are pledged to a presidential candidate.

Copies of the bid request for the primary election ballots and for the duration of the contract were distributed. Bids are due January 17, 1996.

We received the certification for the Republican and Non-Partisan ballots. They are posted in the windows of the Washington County Office Building.

Memo from Harry Hughes, Chairman Maryland Democratic Party, extending the filing deadline for Democratic Delegates until January 11, 1996 at 5:00 p.m. was distributed.

OLD BUSINESS: Dorothy distributed copies of a press release received from SABEL regarding the closing of the books. She sent this press release to the newspaper and to the radio stations. She also distributed a copy of the press release regarding the deadline for the filing of the Democratic Delegates to the National Convention.

Dorothy informed the Board that the "Mover's Guide" received from the post office does include a reminder for people to notify their election office when they move.

Dorothy informed the Board that the budget is due February 5, 1996.

Copies of the County policy for Travel Expenses were distributed. Jim made motion to budget for 10 rooms when traveling out of town. Richard seconded the motion. All were in favor and motion passed.

Dorothy informed the Board that Cellular One would provide cellular phones, if available, on election day at no charge. Craig Price is to let Dorothy know how many would be available. Phones are needed at Downsville, Ringgold and Big Pool.

We will be renting storage space at the Sanitary District Building for the primary election for the months of February & March. Business Records will deliver the equipment the first week of February. Sue will see if there is a phone available for us to use at the building. Poll workers will pick up the supplies there. Election night the poll workers will deliver the supplies to our office. County workers will load the transfer cases on a truck to be delivered back to the Sanitary Building.

We will require all Chief Judges from any election precinct having major problems during the primary election to come in for additional training with no additional compensation. This will be announced at poll worker school.

NEW BUSINESS: We met with Dennis, Janet & Sondra from BRC to review all aspects of the primary election. The Logic and Accuracy Test will be held at 8:30 a.m. and the Public Test will be held at 5:00 p.m. on February 23, 1996 at the Sanitation Building. All Board Members will be sworn in at the Clerks Office prior to the canvass at 9:00 a.m. on March 6, 1996 and on November 6, 1996.

Poll worker training classes are schedule for January 23, January 30 and February 8, 1996.

Jim will be responsible for picking up the election supplies in Annapolis.

Dorothy distributed copies of the voter registration activity for the last quarter of 1995.

We have received permission to use South Hagerstown High School for the training classes on January 30 and February 8, 1996.

Information explaining Kids' Voting will be distributed to all poll workers.

Next meeting February 13, 1996.

Daris made motion and Richard seconded to adjourn the meeting at 4:15 p.m.

Sincerely



Kaye E. Robucci  
Deputy Election Director I