



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

November 12, 2019

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Martin Lumm, Board President

Tammy Downin, Board Vice President

Bill Blazes, Board Secretary

Connie Mozingo, Board Assistant Secretary

Jim Schultheis, Board Member

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Deputy Election Director II

Absent:

Brian Kane, Board Attorney

Guest:

Dean Robucci, IT Election Services

Mary Ann Keyser, Democratic Central Committee

Peter Perini, Democratic Central Committee

Jerry DeWolf, Chairman, Republican Central Committee

President Marty Lumm called the meeting to order at 3:03PM at the Washington County Board of Elections Office, 35 W. Washington Street, 1st Floor Conference Room, Hagerstown, MD 21740. There was a quorum present.

Approval of Minutes of October 8, 2019:

Bill Blazes moved to approve the minutes as presented, Tammy Downin seconded, and the motion carried unanimously.

Additions/Changes to the Agenda:

Correspondence, add II. Biennial Survey

Correspondence, add III. SBE Proclamation of Special Election

Old Business, move Election Calendar discussion to Closed Session

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Correspondence:

- I. Election Directors Meeting Minutes, September 26, 2019, emailed to the Board.
- II. Biennial Survey
- III. SBE Proclamation of Special Election

Reports:

- I. Election Director
 - A. Personnel
 1. Job recruitment update for Election Administrative Assistant: MS22 is being updated by Kaye Robucci and Teresa Morningstar.
 2. Reclassification Update: The State Board is to review the reclassification proposals in December. If approved they would go into effect July 1, 2020.
 - B. Meetings
 1. Director's Meeting - next meeting: November 14, 2019
 2. EW Manual Committee: Erin Perrone from SBE is finalizing the remaining Chapters 10-14.
 3. GIS and Elections: Barry Jackson reported that the GIS interface is supposed to be enhanced in the next release of MDVOTERS.
 4. Modernizing Absentee Ballot Opening Procedures: Barry Jackson submitted draft legislation to SBE and is awaiting response.
 5. MAEO 2020: June 2-5 at Clarion in Ocean City.
 - C. Correspondence - none
 - D. Trainings
 1. SmartSheet Training – Barry Jackson updated the Board on a 2020 Election project he has created in SmartSheet.
 2. Table Top Exercises: Kaye, Nov 12 (rescheduled), & Jan 14
 3. How to Write a Disaster Recovery Plan: Kaye Robucci and Barry Jackson attending webinars hosted by Nikki Charlson of SBE, Nov 19, Dec 3, Dec 17 & Jan 7
 - E. Legislative Update: N/A
 - F. Registration Statistics for October 2019 were distributed to the Board.
 - G. Voting System Activities
 1. Additional equipment requested for 2020.
 - a) Additional Seiko Printers – there are none. We revised our equipment allocations for Election Day.
 - b) Received new A40 Printers for use during Early Voting only. Printers were tested and they work very well.
 - c) Received our additional Scanning Units and Ballot Bins.
 - H. Candidate Information

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1. Filing began February 5, 2019. Deadline is January 24, 2020.
 - a) Mayor & Council (5 seats)
 - b) Board of Education (4 seats)
 - c) Washington County will not be the Satellite Office for the filing of Convention Delegates. Frederick County will be the Satellite Office.
 - d) 3 Members of the Democratic Central Committee have resigned. Kimberly Duff is the Chairperson.
- I. Projects
 1. Election Workers – will use Eventbrite for scheduling training classes.
 2. Voting Booth inspection – Saturday, November 16, 9am to 2pm at the warehouse. Lunch will be provided.
 3. Preliminary Pollbook Testing
 - a) 1 problem was found (could still edit a voter on Election Day) and additional testing today and tomorrow.
 4. Combined Facility Layout and Requirements.
- II. Attorney
 - A. None.

Old Business:

- I. Combined Facility – met with Brennan Garrett week of November 4, 2019. Focusing on Early Voting room and hallway leading to bathrooms in the back of the building. Brennan Garrett has \$144K to work with. Barry Jackson discussed DHS physical assessment of new building. Any security enhancements as a result of the DHS physical assessment will be requested using FY2021 funds. Capital Improvement Plan (CIP) requests are due to county budget and finance department by December 27, 2019.
- II. MOU – Board Attorney - Reference II. Attorney A. Draft Legal Services Agreement. Table until December meeting. The Board requested that Kaye Robucci send examples of Board Attorney MOUs from other counties to the Board.
- III. By-Laws – Tammy Downin moved to adopt the amendments proposed at the October 8, 2019 regular board meeting. Bill Blazes seconded the motion, and it was carried unanimously.
- IV. Municipalities – Kaye Robucci will have an update in the December meeting.
- V. Table Top Exercises for Board – Table until January 14, 2020 meeting, start at 2:00PM.
- VI. Christmas Party – Hickory Bridge, December 6, 2019 at 6:30 pm. - Let staff know how many will be attending in your group.
- VII. Board access to Staff Election Calendar – Moved to Executive Session.

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New Business:

None.

Members Remarks:

None.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, December 10, 2019 at 3:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- I. October Registration Statistics

Future Events

Adjournment and Executive Session:

There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting and move into Executive Session. At 4:26PM, Tammy Downin made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. Bill Blazes seconded the motion.

SUMMARY OF CLOSED SESSION HELD ON NOVEMBER 12, 2019

1. *Statement of the time, place, and purpose of the closed session:*

Time of closed session: 4:26 pm.

Place (location) of closed session: 35 W. Washington Street, 1st floor conference room, Hagerstown, MD 21740.

Purpose of the closed session:

Instruction in how to access the election calendar through Gmail calendar. Password is revealed, causing the need for closed session.

To approve the minutes from the October 8, 2019 board meeting.

2. *Record of the vote of each member as to closing the session:*

Names of members voting aye: Tammy Downin, Bill Blazes, Connie Mazingo, and Jim Schultheis.

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Members opposed: None

Abstaining: Marty Lumm

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions
Art. § 3-305(b):

Topic #1: § 3-305(b) (X) **Topic #2:** § 3-305(b) (X) **Topic #3:** § 3-305(b) ()
(add others as needed)


4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Approve past Executive Meeting minutes.	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Jim Schultheis, Kaye Robucci, Barry Jackson, Dean Robucci.	Executive Meeting minutes of October 8, 2019 were unanimously approved.
#2 Demonstration of Access to Staff Election Calendar through Gmail, disclosing passwords	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Jim Schultheis, Kaye Robucci, Barry Jackson, Dean Robucci	None

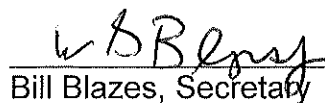
After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 5:10PM, Bill Blazes seconded, and the motion passed unanimously.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,


Martin Lumm, President

12/10/2019
Date


Bill Blazes, Secretary

12/10/19.
Date