

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

February 17, 2004

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
Gregory Bannon, Attorney

Staff

Dorothy M. Kaetzel, Election Director, I
Kaye E. Robucci, Election Deputy Director, I

Visitors

Morris Lay, Caretaker of Chewsville Community Center
Clyde Tate, Republican Chief Judge, District 18-1
William Bishop, Democratic Chief Judge, District 18-1

Charles Mobley called the meeting to order at 2:02 PM. There was a quorum present.

Approval of Minutes of January 13, 2004

Charles Mobley asked if the board had any corrections or modifications to the minutes of the January 13, 2004 Board Meeting. No changes were made and the minutes were approved as submitted.

Mr. Morris Lay requested to meet with the Board and both chief judges to discuss the requirements for using the Chewsville Community Center as a polling place. Mr. Lay indicated his dissatisfaction in how the building was left and the treatment he received during the 2002 general election. Normally outside groups are charged a \$150.00 security deposit for the use of the building. Because we are not charged a security deposit, we are required to empty the trash and mop the floor. Mr. Dick Sanders will receive delivery of the voting equipment on Wednesday, February 25. Mr. Tate and Mr. Bishop will do a walk through with Mr. Lay on Monday, March 1, at 12:00 PM.

John Barr entered the meeting at 2:10 PM.

Mr. Lay, Mr. Tate and Mr. Bishop left the meeting at 2:15 PM.

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Addition/Changes to the Agenda: Dorothy Kaetzel requested the following additions to the agenda: shipping and warehousing be discussed under Correspondence, the polling place checklist and Ethics under New Business.

Charles Mobley on behalf of the board expressed his thanks to Dorothy Kaetzel, Cindy Russell Audrey Coffelt, Dean Robucci, John Benchoff, and Dutch Chase for all of their hard work in completing the L&A in 4 ½ days. We also received good help from the Diebold Teams. Marianne Schneider thanked the staff for their work with the election worker training classes.

Correspondence:

A. Correspondence between MAEO & SBE

Letter from Robin Downs, President of MAEO, to Linda Lamone, Administrator SBE, requesting that the local election personnel who are serving on the security committee be permitted to view the report from Science Applications International Corporation regarding Diebold.

Follow-up letter from Linda Lamone, Administrator SBE, informing Robin Downs that the report she is requesting is not the property of SBE and that she should contact Russ Doupnik with the Department of Budget and Management.

B. News Article

News article from The New York Times, regarding the security of voting equipment. Maryland is now requiring that tamper tape be placed over the side compartment.

C. E-mail from Human Resources

John Barr, Republican Member, needs to complete paperwork to receive his pay for serving as a board member.

D. Memo from Jeff Harr

Memo from Jeff Harr, Facilities Operations Manager, to the principals and custodians regarding their responsibilities with the new voting equipment.

E. Voter Outreach Media Scheduling

Memo from SBE regarding the Voter Outreach Media Schedule. There will be TV & radio spots, election judge training videos and voter instruction videos.

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F. Delivery of Voting Equipment

Golden Eagle Nationwide Implementation Solutions will be delivering the voting equipment for our region on February 24-26, 2004. All of the polling places have been contacted regarding delivery.

Reports:

A. Voter Outreach

Discussed under Correspondence

New System Implementation:

A. PW Training Classes

Poll Worker Training classes are finished. We received many compliments on the new format. We would like to have a larger room next time.

B. L&A Testing

L&A Testing is finished. Total machines tested – 357.

C. Public Demonstration

The Public Demonstration will be held Thursday, February 19, 2004 at 11:00 AM.

2:50 PM Greg Bannon entered the meeting.

Old Business:

A. City of Hagerstown

Donna Spickler, Clerk, City of Hagerstown, called regarding the City of Hagerstown election. Dorothy Kaetzel sent her the information from SBE regarding the municipal elections. Donna Spickler would like to meet with the Board in March.

B. Specimen Mailer

Dorothy Kaetzel informed the Board that the Specimen Mailer was printed by the Cumberland Times News and is now at CopyQuik for addressing. The Specimen Mailer will be mailed to 50,000 households.

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New Business:

A. Phones & Beepers

Cell phones and beepers will be rented for use on election day. The following polling places need cell phones: 3-1, 3-4, 14-1, 15-0, 17-1, 19-0, 20-0, 22-0 and 24.

Beepers are needed for 11-2, Dorothy Waters and Charles Mobley.

Charles Mobley will check with Mr. David Munday regarding the 2nd phone line at South Hagerstown H.S.

B. Delivery of Voting Equipment

Discussed under Correspondence

C. Polling Place Check List

Eileen Wiggins made a motion to use the Polling Place Evaluation form from SBE; John Barr seconded the motion and all were in favor.

D. State Ethic Forms were distributed

E. Name Tags

New name tags will be ordered for the Board and staff.

F. State Hand Books

The Board received revisions to the State Employee Handbook

Members Remarks:

Charles Mobley informed the Board that a letter was sent to Mr. Coles excusing him from serving as an election judge.

Scheduling of Next Meeting

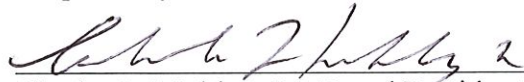
The next meeting of the Washington County Board of Elections will be held March 9, 2004, at 2:00 PM at the Board Office.

Adjournment:

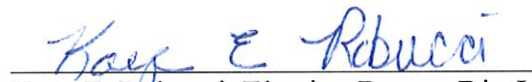
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There being no further business to come before the Board at this time; Marianne Schneider made a motion to adjourn at 3:53 PM and John Barr seconded the motion. Unanimously approved.

Respectfully Submitted,


Charles L. Mobley, Jr., Board President

3/09/04
Date


Kaye E. Robucci, Election Deputy Dir, I

2-20-04
Date