



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

April 13, 2021

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, Assistant Board Secretary

Brian Kane, Board Attorney

Staff:

Kaye Robucci, Election Director II

Teresa Morningstar, Election Program Supervisor I

Absent:

Jim Schultheis, Member

Guest:

Michael Barnes, Republican Central Committee

President Marty Lumm called the meeting to order at 3:02PM at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

Approval of Minutes of March 9, 2021:

Kaye Robucci pointed out that there were two periods on page 3, Old Business, IV Lessons Learned. That will be corrected.

Connie Mozingo moved to accept the minutes for March 9, 2021 as amended, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

None

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Correspondence:

None

Reports:

- I. Election Director
 - A. Personnel -
 1. Election Program IT Specialist II – Carl Dayley was hired on March 24th, leaving an opening for the Election Program Assistant I position. Election Program Assistant I – Interviews to be conducted May 6 and 7, 2021.
 - B. Meetings:
 1. Pollbook Replacement Project Update: Will be covered under Old Business.
 2. Director's Meetings: Next meeting – April 15, 2021
 3. GIS and Elections: County GIS created a population density map that will help determine the best locations for additional Early Voting sites. We are reviewing it.
 - C. Correspondence: N/A
 - D. Trainings:
 1. Barry and Teresa are participating in online CERA training in April and May.
 2. MDVOTERS Release 7.5 – April 20, 2021
 - E. Legislative Update: The Board reviewed the list of bills Barry Jackson provided.
 - F. Registration Statistics for March 2021 were provided to the Board.
 - G. Voting System Activities:
 1. Finishing Post Election Maintenance (PEM) and charging equipment
 - H. Candidate Information:
 1. Filing began February 23, 2021. We have 10 candidates filed so far.
 - I. Projects:
 1. PEM: Deadline April 16, 2021
 2. Shredding – April 21 at warehouse
 3. Packing for the move.
- II. Attorney: Brain Kane distributed copies of SB683, Permanent Absentee Ballot List and HB745, Early Voting Centers

Old Business:

- I. Virginia Avenue Update
 - A. LED lights in storage area.

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- B. Stripping and waxing of the work area floor will take place April 20 and 21, 2021.
 - C. Dropped electric to light poles in work area.
 - D. Will order an additional 14 adjustable work tables in FY 22.
 - E. Ordered kickplate from Carpet Gallery for work area, \$875 installed.
 - F. Discussed ordering Flatscreen TVs: (2) 85" for Early Voting/Training and (2) 65" for board room/break room in FY21.
 - G. Office furniture was delivered from PVI. Extra funds available.
 - H. Counter in work room installed.
 - I. Rest of building exterior will be painted this summer.
 - J. Election Night Network is in place.
 - K. Waiting for update from County IT on phones.
 - L. Meeting with County Facilities on April 15, 2021 to discuss moving plan.
 - M. Shred event April 21, 2021.
 - N. Office will be closed April 26-28, 2021 during office move.
- II. FY22 Budget: Kaye Robucci updated the Board on the following:
- A. Funding for new pollbooks will be 100% county. We need 215 Pollbooks for \$402K total. Not sure what project management costs would be. Pollbook printers will be a minimal increase.
 - B. We have notified the county that we will be required to fund two additional early voting sites.
 - C. Pay increases for part-time staff and all election judges were declined by the county.
- III. IT Position Update – Hired Carl Dayley on March 25, 2021. Dean Robucci with IT Election Services is training him through June 30, 2021.
- IV. 2nd (and 3rd!) Early Voting Site – Sites must be finalized at least 6 months in advance of June 28, 2022 Primary Election Date. The deadline would be December 28, 2021. The Board discussed the following sites:
- A. Public Safety Center: The new Public Safety Center is located only 5 miles from the Virginia Avenue Early Voting Site. If moving forward with this location there was a recommendation to meet with all (3) parties involved with the Public Safety Center: Sheriff Doug Mullendore, David Hays and Kevin Lewis.
 - B. Boonsboro Municipal Building in Shaffer Park (800 sq. ft.) and has 50 parking spaces.
 - C. A possible location in downtown Hagerstown.
- The Board and Attorney discussed HB745, specifically Section (c)(2)(I-V) and requested the following information:
- A. Which Bus Route provides service to Virginia Avenue?
 - B. GIS Maps indicating layers of the following:
 - Population

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- Registered Voters
 - Census Date for Demographics
 - Transportation Routes
 - Parks
 - Community Centers
 - Churches
- V. Pollbook Replacement Project – Four vendors were reviewed. Results of evaluation process will be revealed in June. The Mock Election is scheduled for January 2022.
- VI. Ethics due April 30, 2021
- VII. Moving Plan! – Meeting with County Facilities on April 15, 2021 to discuss moving plan. The Office will be closed April 26-28. Kaye will inform SBE and the County. The Board has offered to provide food for the staff and movers for Monday, April 26, and Tuesday, April 27. Kaye will let Tammy Downin know the number of people.
- VIII. MAEO Meeting - Tentatively scheduled for August 23-27, 2021 at the Clarion in Ocean City. The conference will be at no more than 50% capacity. Best to register by July 22nd. No agenda yet.
- IX. 2020 General Election Canvass Minutes – Marty Lumm and Tammy Downin will sign off on the canvass minutes.
- X. 2020 Census – Information will not be available until at least September 2021.

New Business:

- I. Town of Hancock election is Monday, April 20, 2021. Question about Town of Hancock making voter registration lists available to candidates. Brian Kane recommended that all municipalities submit the Voter Registration List Application and pay the applicable fee.

Members Remarks:

Marty Lumm announced he was invited to the LBE Presidents Coalition virtual meeting Tuesday, April 20, 2021 at 5:00PM. Brian Kane questioned if it was subject to the Open Meetings Act. Marty Lumm will contact Allison McCord.

Kaye Robucci requested to address (2) items:

1. Update on the Public Information Request
2. Update on what action is taken with those voters appearing on the EO40 Report

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Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, May 11, 2021 at 3:00PM. The location is Washington County Board of Elections Center, 17718 Virginia Avenue, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

Future Events:


- I. Moving!

Adjournment:

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. At 4:40PM, Tammy Downin made a motion to adjourn the Regular Board Meeting. Bill Blazes seconded the motion, and it was carried unanimously.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,


Martin Lumm, President

5/11/2021
Date


Bill Blazes, Secretary

5-11-21
Date