



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

October 9, 2018

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President

Tammy Downin, Vice President

Jim Schultheis, Secretary

William Blazes, Member

Martin Lumm, Member

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

Guests:

Peter Perini

Cathy Boyer, Clerk of the Circuit Court's Office

President Bruce Field called the meeting to order at 2:05PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. Board Attorney Roger Schlossberg was absent. There was a quorum present.

Approval of Minutes of September 11, 2018:

Jim Schultheis moved to approve the September 11th minutes as amended, Marty Lumm seconded, and the motion was carried unanimously.

At this time, Cathy Boyer from the Clerk of the Circuit Court administered the oath of office to the board members as Board of Canvassers for the 2018 Gubernatorial General Election. Ms. Boyer then left the meeting.

Additions/Changes to the Agenda:

None

Correspondence:

None

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Reports:

- I. Election Director
 - A. Personnel - Discuss in Executive Session.
 - B. Meetings & Trainings
 1. Personnel: N/A
 2. EW Committee: N/A
 3. Director's Meeting: October 18, 2018
 4. Modernizing Absentee Ballot Opening Procedures: Will have a meeting after General Election is certified, date and place to be determined.
 - C. Correspondence Received – N/A
 - D. Registration Statistics for September 2018 were distributed to the Board
 - E. Voting System Activities - Logic And Accuracy Testing will be October 15th – 18th.
 - F. Candidate Information – Deadline for Write-ins: October 18, 2018 at 5 pm
 - G. Projects:
 1. Election worker training is finished.
 2. Good response to pleas for more workers.
 3. Avalanche of absentee requests.
- II. Attorney – N/A

Old Business:

- I. Revised By-Laws – Bruce Field signed the By-Laws.
- II. Personnel Update – Will be covered in Executive Session.
- III. Picnic: Bruce Field offered to reschedule the picnic in the spring of 2019.
- IV. General Election Calendar – Kaye Robucci passed out the calendar to the board and highlighted the important dates.
- V. Logic and Accuracy Testing – October 15 – 18, 8 am to 5 pm.

New Business:

- I. LBE Tech (Dean Robucci) and Support Tech (Donovan McPhatter) started October 1st.
- II. Response to pleas for additional Election Workers through the Herald Mail article was excellent. We received dozens of phone calls and were able to not only fill all of the open slots, but we now have substitute judges for election day, if needed.
- III. Absentee Mailer from Center for Voter Information
 - A. The Center for Voter Information sent 204,717 absentee ballot applications to voters in the 6th Congressional District (Montgomery, Frederick, Washington, Allegany, and Garrett Counties). Of those, 28,173 were sent to voters in Washington County.
 - B. Barry Jackson said that he researched over 200 of the applications received so far. Over 82% of those he researched had never requested an absentee ballot before.
 - C. Kaye Robucci said that it is uncertain how The Center for Voter Information obtained the specific 28,173 voters in Washington County, but it is apparent they targeted Democrats and Unaffiliated voters.
 - D. A redacted letter to a voter in Frederick County was distributed by SBE to the affected LBEs. Barry Jackson shared the letter with the Board. Kaye Robucci

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said that the letter could be misleading to voters, because it uses the words, "Vote by Mail." While technically accurate, the phrase gives a different meaning than "absentee voting."

- E. Bruce Field said this is troubling, because voters who have never voted via absentee ballot before may still be under the impression they can come to their polling place on Election Day and vote. Bruce asked the staff to continue to monitor the number of responses and keep the Board informed.

IV. Media Update

- A. Billboard advertisement for Early Voting was put up on Dual Highway near Hager Hall on October 1st, and it will run through October 31st.
- B. Leitersburg Cinemas began running the Early Voting advertisement before movies on October 5th.

V. Review of Polling Place Evaluation Form

- A. Kaye Robucci reported that the evaluation forms have changed slightly.
- B. Kaye Robucci informed the Board that during training, she told election judges that they could set up voting booths in their polling places in a different format than their layouts show, as long as it maintains privacy and efficiency. She asked the Board members not to require the election judges to reposition the voting booths to match the layouts when they visit.
- C. Kaye Robucci also reported that she learned during election judge training that some provisional judges had been asked by Board members to secure the orange provisional ballot bag in the black transfer cart or in a blue ballot bin while not in use. Kaye said that as long as the orange provisional ballot bag is within sight of the provisional judge, it did not have to be locked in the black transfer cart or the blue ballot bin.

- VI. Sample Ballots will be mailed out to active registered voters in Washington County no later than Monday, October 15th.

At this time, Tammy Downin left the meeting.

VII. Early Voting

- A. Schedule for Board Members to visit
 1. 10/25 – Bill Blazes
 2. 10/26 – Roger Schlossberg
 3. 10/27 – Tammy Downin
 4. 10/28 – Tammy Downin
 5. 10/29 – Jim Schultheis
 6. 10/30 – Bruce Field
 7. 10/31 – Bruce Field
 8. 11/1 – Marty Lumm
- B. Verification of supplies, October 23, 5 pm
- C. Candidate Signs – Send notice to all candidates about rules of posting candidate signs at Hager Hall for Early Voting.
- D. Set up on October 24
- E. Move out November 1
- F. Barry Jackson reported that the Washington County Chamber of Commerce is meeting in the Grand Ballroom on October 24th, from 7:00 am to 9:00 am. This should not interfere with setting up for Early Voting, because we will be moving in after 9:00 am.

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- G. Hager Hall informed us that there is an event scheduled in the Crystal Ballroom on the afternoon of October 27th. The Crystal Ballroom is across the hall from the Grand Ballroom, where Early Voting will be held.
- VIII. Bulk Update – assistants needed
- IX. Supply Distribution, Saturday, November 3, 8 am to 12 pm – assistants needed
- X. Election Day:
 - A. Verification of supplies, October 31, 5 pm
 - B. Parking - Board members will be allowed to park along Washington Street in the area that parents pick up Barbara Ingram School for the Arts students. Signs will be posted on the parking meters for the Board members.
 - C. Organizational Meeting, select 5 precincts for post-election audit
 - D. Polling Place Schedule
 - E. Open Scanning Units and run reports from Early Voting
 - F. Election Night:
 - 1. Tasks & Duties
 - 2. Auxiliary Police
 - 3. Phone lines
 - G. Election Day Food – Tammi Derr will order food for the office on Election Day, similar to Primary Election Day.
- XI. Parking for Board Members on Election Day – Discussed under X.B.
- XII. Power Management Plan, reserved generators
- XIII. Post Election Activities and Canvasses
 - A. Absentee Canvass 1: November 8
 - B. Provisional Canvass: November 14
 - C. Absentee Canvass 2: November 16.
 - D. Jim Schultheis announced that he will not be available on November 16th. He asked if Canvasses can be conducted without all members present. Kaye Robucci said she would find out.

Members Remarks:

Marty Lumm asked if an agenda item could be added to next month's meeting to discuss moving the Board meeting start time to 3:00 pm moving forward. Bruce Field agreed. Peter Perini was given an opportunity to speak at this time. He requested that the entire set of parking places adjacent to the grass median in front of Hager Hall be closed off. It is a safety issue, because many of the parking places are on a steep grade. Peter provided a drawing of the parking lot with the specific area for the Board's reference.

Peter also congratulated the Board for the idea of spray chalking the 100 ft. "No Electioneering" zone. It covered the entire circumference of the parking lot and left no doubt to the candidates as to where they could and could not engage voters.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, November 13, 2018 at 2:00PM. 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.

