



## MINUTES

**WASHINGTON COUNTY BOARD OF ELECTIONS**  
**February 9, 2016**  
**35 W. Washington Street**  
**Hagerstown, MD 21740**  
**240-313-2050**

**Present:**

**Board**

Bruce Field, President  
Tammy Downin, Vice President  
Jim Schultheis, Secretary  
Martin Lumm, Member  
Bill Blazes, Member  
Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Election Director, I  
Teresa Morningstar, Election Supervisor II

**Guests:**

Peter Perini, Chairman, Democratic Central Committee

Bruce Field, President called the meeting to order at 2:05 PM; at the Election Board located at 35 W. Washington Street, Room 101, Hagerstown, MD 21740.

**Approval of Minutes of January 12, 2016:**

Bruce Field asked if the Board had any corrections or modifications to the minutes of January 12, 2016 Board of Elections meeting. Bruce Field requested the following changes, (corrections shown in **Bold**).

- Page 3 Old Business; A. Private Polling Places – posting of signs. Martin Keefer of Wilson Ruritan, District 23, is concerned of the posting of political signs near residential properties that border the ruritan. It was discussed that political signs can only be posted on the ruritan property from 7 pm the day before the election and 8 am the day following the election. **Keefer Martin** of Wilson Ruritan, District 23, is concerned **about** the posting of political signs near residential properties that border the **Ruritan**. It was discussed that political signs can only be posted on the **Ruritan Property** from 7 pm the day before the election and 8 am the day following the election.

Tammy Downin made the motion to accept the minutes with corrections; Jim Schultheis, seconded.

## **WASHINGTON COUNTY BOARD OF ELECTIONS**

**February 9, 2016**

**Page 2**

### **Additions/Changes to the Agenda:**

Bruce Field asked if there were any additions/changes to the Agenda. Kaye Robucci added under New Business, letter C. Technical CJ pay increase, to the agenda.

### **Correspondence**

A. Emailed to Board – Press Release from SBE regarding “Change to Voting Process for the 2016 Presidential Primary Election.” – The Maryland State Board of Elections announced February 4, 2016, a change to how the new voting system equipment will be used during early voting for the 2016 Presidential Primary Election. For this election, most early voters will manually make their selections on paper ballots and feed the marked ballots into a digital scanner. Voters with disabilities may use an accessible ballot marking device at each early voting center to make selections independently. With this change, the voting process during early voting will be identical to the election day process.

B. E-mailed to Board – information from Stuart Harvey, Frederick County, “Senate puts off vote on veto override of felons’ voting bill.”- The House overrode HB 980. The Senate overrode that bill on 2/9/16, so it will take effect in 30 days.

C. E-mailed to Board- memo from Kim Meiklejohn, SBE, regarding “train the trainer requirement” – Kaye Robucci has requested a trainer on February 29, 2016. The first day of training is scheduled on March 1, 2016. Kaye Robucci distributed a complete training schedule of all the available dates.

D. E-mailed to Board – MAEO Conference Theme Information – Kaye Robucci asked the board for theme requests. All entries must be received by February 18, 2016.

### **Reports**

A. Election Director’s Meeting – January 14, 2016

a. Donna informed everyone that because of budget cuts and constraints, law books will be limited this year. The reprinted books should be delivered in late March, and each LBE will receive two books. No board members will receive them. The lawyers have access to them on their legal library and are available online.

b. The County Techs are to receive training this month.

c. Testing on pollbooks for same day registration begins.

B. Director’s Report

a. Personnel Report – Peps have been completed for all office personnel.

b. Warehouse – Preparing for Training Classes, Kaye Robucci has hired a cleaning crew to clean the warehouse to prepare for the upcoming training classes and early voting.

## WASHINGTON COUNTY BOARD OF ELECTIONS

February 09, 2016

Page 3

c. Equipment –Conducted acceptance testing on BMD, 4 or 5 were completed today, 30 yesterday, 38 more left to complete. Heritage Academy will be helping on Saturday February13, 2016 from 9:00 to 2:00 pm, to inspect the voting booths.

d. Polling Places – N/A

e. Early Voting – Early Voting at the warehouse for the primary election will be using paper ballots instead of the BMD.

f. Transportation (see Old Business)

g. Training – The office staff has attended refresher training classes; Go To Meetings on election workers. Absentee Ballots will be reviewed on Friday February 12, 2016 as an online webinar.

h. Election Workers – We are currently scheduling election workers for training. Kaye Robucci distributed an updated training schedule.

i. Election Worker Training Schedule – Revised Schedule

j. Use of warehouse for the following (see Old Business)

k. EW Supply Pickup-Kaye Robucci received an email from John Pennesi explaining as long as the sheriff's department does not have a conflict with the date of their spring sale, we should be fine.

ii. Election night returns

iii. All Canvasses

l. Voter Outreach Events – The Election Board has a demonstration at Maugansville Ruritan on February 17, 2016 at 6:30 pm.

m. Registration Deadline – April 5, 2016.

### **Old Business:**

A. FY17 Budget –Kaye Robucci has submitted the FY17 Budget. The following is a list of any additional changes.

- \$5,000.00 was added for legal fees, in the event the election board would have to go to court.
- Some Elections Judges may have to be put on payroll due to their wages being over \$1,699.00 a year.
- Additional rent for private polling place, ramps, renting generators and light tower for 2 weeks.
- \$10,000.00 was added to hire a consultant in assisting the election board find a new location for the office, warehouse, early voting and training.

## **WASHINGTON COUNTY BOARD OF ELECTIONS**

**February 09, 2016**

**Page 4**

B. Transportation to Early Voting – Kaye Robucci is to work out the details with George Turner of Turner Transportation, in order to secure taxi service within a five mile radius of a county commuter bus line.

C. Use of warehouse Pre-Election, Election Day and Post-Election Activities.

D. MAEO Conference, June 19-22, 2016 in Cambridge, MD – Kaye Robucci will be making reservations for office staff and board members. Let Kaye know if you will be bringing someone with you for reservation purposes.

E. Meeting with County Commissioners, March 8, 2016, 12-1 pm, at the warehouse – The Board will be hosting a luncheon for the county commissioners, Greg Murray and others. Kaye Robucci will take care of the invitations to all those involved. The purpose of the meeting will be to give a presentation on the current needs of the election board, the storing of the equipment, and to show them we are running out of space.

F. Candidate Filing Deadline – Washington County processed 80 candidate filings of which 20 were local candidates and 60 were Convention Delegates.

G. Early Voting Security Plan – Due February 18, 2016.

H. Election Schedule – The schedule has been revised, however it still needs a few revisions.

### **New Business:**

A. Contingency Plan (tabled from January) A copy of the contingency plan has been distributed to everyone. A motion was made to table this until March 2016 by Jim Schultheis, Tammy Downin; seconded.

B. Petition received –The office staff is currently working on a petition for President of the United States, for Roque “Rocky” De La Fuente.

C. Pay for Technical Chief Judges: Kaye Robucci explained that currently 10-12 Chief Judges are both Chief Judges and Technical Judges, and attend two separate training classes. A motion to not increase the pay of these combined judges was made by Jim Schultheis; Bill Blazes; seconded. The board voted unanimously not to increase pay of these individuals.

### **Members Remarks:**

None

### **Executive Session:**

Bruce Field called for a motion to close the board meeting under State Government Article, § 10-508(a)(1)(i) to discuss the appointment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. Bill Blazes made a motion to close the meeting at 2:45 PM, and Tammy Downin seconded the motion. The motion passed unanimously.

**WASHINGTON COUNTY BOARD OF ELECTIONS**  
**February 09, 2016**  
**Page 5**

**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on March 8, 2016 at 1:00 PM. The location is Washington County Board of Elections 101 Tandy Drive, Hagerstown, MD.

**Distributed Information**

- Election Schedule
- Election Worker Training Schedule
- Campaign Sign Regulations

**Adjournment:**

There being no other business to come before the Board at this time, Bruce Field asked for a motion to adjourn the open meeting; Tammy Downin made the motion to adjourn at 3:22 PM; and seconded by Bill Blazes.

The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Teresa Morningstar  
Election Supervisor II

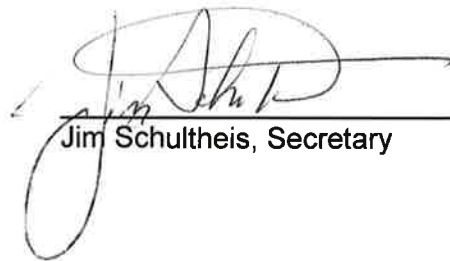
Respectfully Submitted,



Bruce Field, President

3/8/16

Date



Jim Schultheis, Secretary

3/8/16

Date