



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

August 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

Staff:

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

Guests:

Wayne Keefer, Washington County Commissioner
Peter Perini, Chairman, Democratic Central Committee

Bruce Field, President, called the meeting to order at 2:03 PM; at the Washington County Board of Elections Warehouse; 101 Tandy Drive; Hagerstown MD 21740.

Approval of Minutes of June 14, 2016:

Bruce Field asked if the Board had any corrections or modifications to the minutes of July 12, 2016 Board of Elections meeting. Bruce Field requested the following changes, (corrections shown in **BOLD**). Page 2 letter B Director's Report; a. Personnel Update –a. Personnel Update - Washington County achieved 100,000 in active & inactive voters this month which enhances the Election Director I position to an Election Director II position, and the Election Deputy Director I position to an Election Deputy Director II, and have all corresponding paperwork sent to the State of Maryland by Thursday July 14th. This job posting will be posted for approximately 2 weeks. **a. Personnel Update - Washington County achieved 100,000 active & inactive voters this month which enhances the Election Director I position to an Election Director II position, and the Election Deputy Director I position to an Election Deputy Director II, and have all corresponding paperwork sent to the State of Maryland by Thursday July 14th. This job will be posted for approximately 2 weeks.** Page 2 letter b. Registration Activity for June – Washington County is currently over 100,000 in active & inactive voters as of June 30, 2016. **b. Registration Activity for June – Washington County is currently over 100,000 active & inactive voters as of June 30, 2016.** Tammy Downin made the motion to accept the minutes; Bill Blazes, seconded.

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Additions/Changes to the Agenda:

Bruce Field asked if there were any additions/changes to the Agenda. Kaye Robucci, the Director added under correspondence B. Election Judge Training Requirements and the removal of the Executive Session.

Correspondence:

A. Emailed to Board- MAEO Meeting Agenda, August 19, 2016 – Meeting is being held in Frederick, MD and Board Members are welcome to attend any of the MAEO Meetings.

B. Election Judge Training Requirements – received from SBE.

Reports:

A. Director's Report

a. Personnel Update, Deputy Director II Position – The posting of the Deputy Director II position closed Monday August 8th. Sylvia Brown, Human Resource Director, from the State of Maryland will be sending Kaye Robucci, the Director, a report of the names of the applicants who have applied. Kaye Robucci, the Director, will schedule interviews the week of August 29 – September 2nd. The interviewing panel will be composed of Kaye Robucci, the Director; Bruce Field; Board President, and Shafiq Satterfield; Regional Manager. The Interview questions will be updated and approved by the State. Kaye Robucci, the Director, is planning to have this position filled by the General Election. Kaye Robucci, the Director, is required to interview at least 5 candidates.

b. Registration Activity for July – Report distributed to Board.

c. Election Workers (Provisional Judge required in each polling place) – New for the General Election the State of Maryland is requiring a Provisional Judge at each Precinct. This will be a new election worker position due to expected voter turnout for the general election. The Provisional Judge will be responsible for the following:

- Emphasizing the provisional process.
- The voter does not leave the provisional voting area until the voter is done voting.
- The voter does not put the ballot into the scanner.
- The voter's ballot must be sealed inside the provisional application envelope and put into the orange provisional bag.

d. Election Worker Training – September 12-30 – Washington County is scheduling 2 hour election judge training classes for returning poll workers from September 12-21. Currently 20 classes are scheduled allowing morning, afternoon, evening and Saturday hours. Eventbrite is being utilized to schedule all training classes for election judges through an invitation via email. Training is to consist of ½ hour intervals of new duties, what not to do, and breakout sessions for specific types of election judges. Brand new election judges will be trained the last week of September along with the new provisional judges.

i. Trainers & Assistants needed – Lon Carson is an election judge in Washington County who is interested in working for the State as a certified trainer. Kaye Robucci, the

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Director asked board members to help as assistants during training. Tammy Downin mentioned she is available any evening and Saturday hours. Marty Lumm and Bruce Field mentioned they are available to work as needed.

Old Business:

A. City of Hagerstown – Question Certified July 26, 2016 – Municipal Referendum Petition Proposed Amendment to Hagerstown City Charter has been certified and will appear on the ballot as follows: “Establishes a new Section 802A of Article VIII of the Charter to the City of Hagerstown which provides that the non-management employees of the police and fire departments shall be entitled to designate a union to act as their exclusive representative to engage in collective bargaining with the City, and which further requires the City Council to pass an ordinance which provides for binding arbitration with a neutral arbitrator in order to resolve labor disputes between the City and the exclusive representative.”

B. Warehouse – update on renovations (new cage area) - Kaye Robucci, the Director, provided a guided tour of the warehouse which included the new cage and ballot storage room. Wayne Keefer; Washington County Commissioner, expressed interest in our discussion concerning space for the election board office and warehouse along with offering to arrange a joint meeting with Greg Murray.

C. Picnic, August 23, 6 PM at Roger’s house – Election Board Picnic is to be held at Roger Schlossberg’s home at 13520 Overhill Drive in Hagerstown. Roger is graciously hosting this year’s event and providing hamburgers & hot dogs. Board members and guests are asked to bring a covered dish to the picnic.

D. Polling Places – Potomac Towers – Kaye Robucci, the Director left a message for Dianne Rudisill at The City of Hagerstown Housing Authority concerning more space needed at Potomac Towers on Election Day. Kaye Robucci, the Director will keep the board updated.

E. Post Election Maintenance – Hesbia Foster and Ben Jackson are assisting Dean Robucci, County Tech, with the Post Election Maintenance process the week of August 8-12th. Scanning units will be processed August 16 & 18 at the warehouse.

F. Voter Outreach Events – update – Teresa Morningstar provided the following update on our currently scheduled voter outreach events.

- August 2: City National Night Out attended 5:30-8:00 PM with equipment.
- August 16: Senior Expo 10:00-3:00 PM, bare bones display, did not attend due to family emergency.
- August 10: Hagerstown Housing Community Fair attended 10:00-2:30 PM with equipment.
- September 7, 8, 10th Hagerstown Housing Units.

New Business:

A. Phoenix Color Warehouse –move from West Side Administrative Area by 1/1/17 – We are to be moved out of the West Side Administrative Area of the warehouse by 1/1/17 so that the Day Reporting Center may utilize this space for training.

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- a. Space needed – The loss of the West Administrative Area affects the following:
 - i. Early Voting 2018 (survey voters during EV) –once again, Early Voting will be in a different location. 4th location in 5 elections.
 - ii. Training Areas 2018 – Kaye Robucci, the Director provided diagrams to the board members for several different options on how we could utilize space at the warehouse. Could we partition off back 1/3 of West Admin? This would allow separate entrance to our warehouse and provide small training room for canvasses and election worker supply pick up.
 - iii. Supply pickup & Return 2018 – Kaye Robucci, the Director, mentioned it worked well to separate the supply pick up and return of supplies for the chief judges.
 - iv. Canvasses 2018 – Needs to be conducted at warehouse. Need the additional area as stated in ii above.
- b. Need for outside entrance, access to restrooms – Kaye Robucci, the Director, discussed her concerns that we are losing an access door to the warehouse which causes security issues for staff. Employees at the warehouse would need access to the restrooms that are in current working order.

B. Bylaws of Washington County – Tabled to September.

C. Research of Duplicate Voting during Primary – Tabled to September.

D. Nursing Home Absentee Voting – October 3-14, 2016 – Kaye Robucci, the Director, mentioned Teresa Morningstar is scheduling Absentee Nursing Home visits from October 3-14th.

Members Remarks:

None

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on September 13, 2016 at 2:00 PM. The location is Washington County Board of Elections 35 W. Washington St. Room 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

Election Worker Training Schedule

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Adjournment:

There being no other business to come before the Board at this time, Tammy Downin made the motion to adjourn at 3:47 PM; Jim Schultheis, seconded.

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.

The Board of Canvassers will reconvene at 3:47 PM on August 9, 2016.

Compiled by Teresa Morningstar
Election Supervisor II

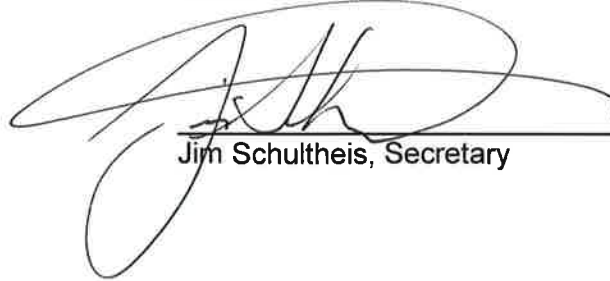
Respectfully Submitted,



Bruce Field, President

9/13/16

Date



Jim Schultheis, Secretary

9-13-16

Date

