



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS
November 14, 2017
35 W. Washington Street
Hagerstown, MD 21740
240-313-2050

Present:

Board:

Jim Schultheis, Secretary
Martin Lumm, Member
William Blazes, Member

Staff:

Kaye Robucci, Election Director II
Barry Jackson, Election Deputy Director II

Guests:

Peter Perini, Chairman, Democratic Central Committee

President Bruce Field and Vice President Tammy Downin were absent. Secretary Jim Schultheis called the meeting to order at 2:02PM at the Washington County Board of Elections Office, 35 W. Washington Street, 1st floor conference room, Hagerstown MD 21740. Board attorney Roger Schlossberg was absent. There was a quorum present.

Approval of Minutes of October 10, 2017:

Marty Lumm moved to approve the October 10, 2017 minutes as amended, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Add September Directors' Meeting minutes to Correspondence.

Correspondence:

- A. Emailed to Board - MAEO Agenda for 11/3/17 meeting
- B. Emailed to Board – 2018 MAEO Conference Theme Contest
- C. September Directors' Meeting minutes

Reports:

- A. Biennial Meeting - The Biennial Meeting was held Monday, October 23, 2017 in Annapolis, MD. The entire Board and staff were present, with the exception of Bruce Field, who had been excused. The Board and staff felt the sessions on Cybersecurity and Disaster Recovery were relevant and interesting. Linda Lamone discussed what was coming in 2018 to include:

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1. Use of the ExpressVote
 2. Voter privacy at the ExpressVote
 3. Testing of the 850 Scanners
 4. Pre-Primary Election Testing January 16-19, 2018
 5. Use of ballot stubs
- B. Election Director
1. Personnel - PEPs will be due by end of the year
 2. Meetings & Trainings
 - I. Personnel Committee: Proposed Election Series Classification and Compensation submitted to DBM to review. Putting together a presentation for State Board.
 - II. EW Committee:
 - 11/2/17 - discussed the use of ballot stubs
 - 11/13/17 - review Early Voting forms
 - III. Director's Meetings: September 28, 2017
 - IV. MAEO Meeting: November 3, 2017 – Barry Jackson listened in via conference call. There were two topics discussed at the meeting:
 - i. MAEO Conference – Ocean City, MD, March 13 – 16, 2018, Clarion Fountainbleau Hotel and Conference Center
 - a. The contracted conference planner hired by MAEO was on hand and introduced to the membership
 - b. Giveaways for each attendee is a zipped hooded sweatshirt with embroidered MAEO logo and a grocery style mesh bag. Attendees may have the choice of a black or red sweatshirt, Gail Hatfield looking into it.
 - c. Tentative agenda was announced, including meals and evening social events, such as Texas Hold 'Em tournament and karaoke night.
 - ii. MAEO Holiday Party – December 8th, after the regular board meeting at 10AM at Anne Arundel LBE.
 - a. Bring a food item
 - b. Bring a wrapped present worth up to \$10.00 for gift exchange
 - V. Modernizing Absentee Ballot Opening Procedures - Barry Jackson reported that the committee is planning to have a meeting within the next month.
 3. Correspondence Received: None
 4. Registration Statistics for November 2017 were distributed to the Board
 5. Voting System Activities: Recap of discussion with Rick Dixon and Vicki Crosby of ES&S regarding voting equipment, October 26, 2017
 6. Candidate Filings: Jessica Swan (County Commissioner, filed and withdrew), Karen May (Orphans Court)
 7. Precinct & Polling Issues: Barry Jackson reported that the polling place surveys for all 49 locations have been completed, and as a result, he is currently updating the polling place layouts.
 8. Projects
 - I. Location for EW Training – Kaye Survey of BOE Auditorium on Commonwealth
 - II. Notification of polling places - Barry
 - III. Recruiting Election Workers – Sherrie & Tammi
 - IV. Citizen Guide update – Teresa
 - V. ERIC and NCOA - everyone
 - VI. Firewall, Election Night Returns - Dean

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C. Attorney – No report.

Old Business:

- A. Workshop with County Commissioners, October 17, 2017, and November 8, 2017
Special Meeting – Decision regarding future locations
 - a. Kaye Robucci shared Bruce Field's and Tammy Downin's thoughts that the Senior Center is not sufficient for the Board of Elections' needs.
 - b. Marty Lumm said, "We're looking for consolidation and to get away from 101 Tandy Drive. We have one chance to get it right, and this is not it." Marty is in favor of saying we'll stay where we are for now, but we need the Commissioners to keep looking.
 - c. Discussion regarding attending County Commissioners meetings and speaking during citizen participation
 - d. Jim Schultheis solicited a consensus from the board members that the solution proposed by the county commissioners of moving to the 2nd floor of 35 W. Washington Street and having early voting/training at the senior center is not adequate. All board members agreed.
 - e. Kaye Robucci will draft an email to County Administrator Rob Slocum detailing the reasons for the rejection of the county's proposal.
 - f. Marty Lumm moved to respectfully decline the county commissioners' proposal, Bill Blazes seconded, and it was passed unanimously.
- B. Polling Place Updates – Voter Notification Cards (VNC's) sent to Districts 23 & 26-4
- C. Letter to Municipalities – table
- D. Election Worker Training Location – Kaye Robucci, Barry Jackson, and Dean Robucci toured the previous Board of Education (BOE) auditorium on Commonwealth Avenue. The BOE has a large room that would be adequate for training up to 25 election judges. The Board of Elections had utilized two classrooms in the past in order to conduct simultaneous classes. The BOE does not have two rooms available, and the large room at Commonwealth Avenue is not large enough to partition off. But there is plenty of parking and an accessible entrance directly into the training room from the parking lot. After discussing the advantages and disadvantages, the Board of Elections staff agreed that we could conduct one training class at a time, and the Commonwealth Avenue location would be sufficient for training.
- E. Early Voting Site: Hager Hall – Approved by SBE
- F. Christmas Party, December 11, 2017 at Nick's Airport Inn

New Business:

- A. Early Voting Agreement – Roger Schlossberg is working on the agreement.
- B. Use of Ballot Marking Device during 2018 – Same process as 2016, each polling place only gets one, unless LBEs ask for an exception.
- C. Request for Confidentiality – We currently have 19 voters whose information is confidential. A new request for confidentiality has come in. Board members asked that Kaye Robucci provide what information shows up on the pollbook for confidential voters. Kaye Robucci will provide the information at the next regularly scheduled meeting.
- D. Use of ballot stubs – We should have more information after the November 30th Directors' meeting.
- E. Disaster Recovery Plan – SBE requested a copy of our current disaster recovery plan. Kaye Robucci passed out a copy of the plan and asked board members to review for the next meeting.

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Closed Session of October 10, 2017:

During the regular board meeting on October 10, 2017, Bruce Field called for a motion to recess the board meeting under State Government Article, § 10-508 (a) to discuss: (3) To consider the acquisition of real property for a public purpose and matters directly related thereto. The vote to close the regular session and go into closed session was as follows:

Motion By: Martin Lumm

Seconded By: William Blazes

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Bruce Field	{X}	{ }	{ }	{ }
Tammy Downin	{ }	{ }	{ }	{X}
James Schultheis	{X}	{ }	{ }	{ }
Martin Lumm	{X}	{ }	{ }	{ }
William Blazes	{X}	{ }	{ }	{ }

During the closed session, the board discussed the latest developments regarding possible new locations for the office/warehouse/training center/early voting.

At 3:02PM, Jim Schultheis moved to close the executive session and reconvene the board meeting. Marty Lumm seconded the motion, and it was carried unanimously.

Members Remarks:

Marty Lumm asked what the procedures are for contributing to a political campaign. Kaye Robucci will provide documentation to the board concerning the regulations.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on December 12, 2017 at 2:00PM. 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:

A. October Registration Statistics

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Adjournment:

There being no other business to come before the Board at this time, Marty Lumm made the motion to adjourn at 3:10PM, Bill Blazes seconded, and the motion passed unanimously.

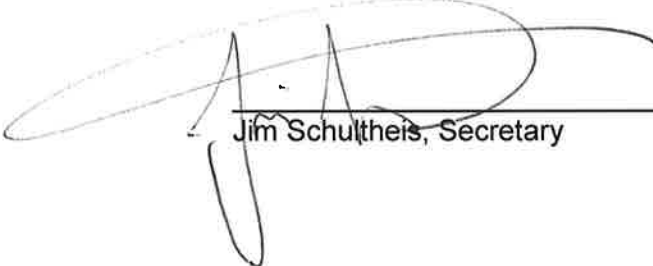
The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Barry Jackson
Election Deputy Director II

Respectfully Submitted,

 12/12/17

Bruce Field, President Date



Jim Schultheis, Secretary 12/12/17
Date

