

**MINUTES  
SPECIAL MEETING  
WASHINGTON COUNTY BOARD OF ELECTIONS  
April 13, 2012**

**Present:**

**Board**

John Benchoff, President  
Carroll Earp, Vice President  
Tammy Downin, Secretary  
Bruce Field, Member  
William Blazes, Member  
Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Election Director, I  
Sharon Mackereth, Election Deputy Director, I  
Pam Byrd, Election Supervisor, II  
Dean Robucci, County Technician

John Benchoff called this meeting to order at 8:31 AM. There was a quorum present.

**Technical Judge Evaluation Presidential Primary 2012**

The Board requested that we proceed with this meeting by going through the Technical Judges evaluated at their respective polling places on Election Day. The evaluator was asked to give a synopsis on any issues they observed at the polling places they visited. Using the "Polling Place Evaluation Form 2012" from SBE, state whether the tech judges need assistance in setting up the equipment and also in what depth they still need training. Should we still use the Tech judges?

**Primary Election, April 3, 2012**

Election Day Issues observed on Election Day by the evaluators –  
Mark Evans, Technical Judge, for 18-2 and 18-3 sent us a letter outlining a few issues from the Tech Judge point of view.

- Need actual duties defined more clearly, separate from Chief Judge duties.
- Need a name badge identifying the Technical Judge.

Bruce Field, Board Member, stated he observed a lot of equipment setup improperly – something is not working in the training. Maybe what they need is a check-off list for the CJ or a Step-by-Step Guide. Bruce agrees that we should not make any changes regarding the Tech judges between the Primary and General elections.

Carroll Earp, Vice President, stated he observed e-poll books not connected correctly and not synchronized. Carroll, also saw e-poll books returned on election night with red seals on the e-poll books broken or completely missing.

John Benchoff, Board President, stated that E. Russell Hicks Middle School did not have a Technical Judge and the two CJs were lost. The TS units were set-up the night before and the power strip was not turned on. One of the CJs will take more technical training for the General Election. A night light might be handy to test the current. We would have to train them on what to do with it. Maugansville Elementary School had an issue with a poll book that the Tech was not able to fix.

Kaye Robucci, Election Director, informed the Board that the UPS units sent out to the polling places are not used by many Counties. They are not required by SBE. The e-poll books have batteries good for 3 to 4 hours and if needed, the UPS unit could be sent out quickly.

The UPS units in stock are 9 years old and they are tested under very little load.

- District 18-3 - went completely dead.
- District 8 - UPS unit blew up because the judges had a space heater plugged into it.
- The UPS units are bulky and cause more problems than what they are worth.

On Election Day we could make it normal procedure to send an UPS unit out with each Board Member. The farthest polling places – Dargan and Hancock could be a problem. Maranatha Brethren Church lost power one year and a judge went home and got his generator for power. We do have Contingency procedure in place with paper ballots and paper precinct register for emergencies.

Kaye questioned whether we should still use technical judges, considering some of the issues that came up on Election Day. Bill Blazes questioned what we had in place before? We had a contractual agreement with an outside company that provided technical people and some were local citizens. They were paid very well. This year we hired our own techs and paid standard judge pay and \$50 for training class.

Can we get a partial contract with Cirdan for the technical judges?

John Benchoff, Board President, stated we should keep it in-house, concentrating on providing more training to those that are capable. Dean Robucci, County Technician, informed the Board that some of the techs were calling in for every little issue – things that could be solved with more training.

We should consider having all the tech judges come into the office for an open discussion about issues that arose on Election Day. Something like a social gathering on just one day – Lessons Learned or a Thank You meeting.

Kaye Robucci, stated that some of the errors made by the judges were things that were very clearly pointed out in training – NOT TO DO.

- At Northern Middle School Two printers got plugged in incorrectly and they were destroyed.
- Red seals on the back of the e-poll books were broken off.

The November General Election will be watched very closely, issues like these should not be happening. Maybe something as simple as a bold letter sign that says “DO NOT GO PAST THE LAUNCH SCREEN MONDAY NIGHT”.

Setting up Monday night is a major plus – it is time saved and equals less stress Tuesday morning. Allegany County Board Members and staff, go to the polling places on Monday night to assist in setting up. This sounds like something we should consider – going to the polling places Monday afternoon and evening. John Benchoff stated that not all polling places would need our help. 26-3 Valley Grace Brethren Church has an excellent Tech judge – Mauri Rodriguez.

Tammy Downin suggested contacting Hagerstown Community College, Kaplan College, local police officers, correctional officers and Federal employees for Technical judges.

The general consensus of the Board is to keep the technical judges hired and trained by this office. After a lengthy discussion about the UPS (Uninterruptable Power Source), the Board agreed to only use them in an emergency. Also, developing procedures for going to the polling places the night before to help setup the equipment prior to Election Day.

Additional election worker training is required. Ours is scheduled for mid August into mid September. The question arose as to where this training should take place – at the Church or here? Also, can we limit the size of the class even if it means more classes? We do offer the use of the equipment to the judges at their convenience here in the office.

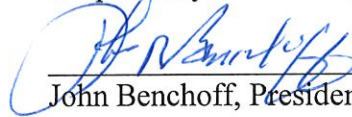
### ADJOURNMENT

At this time 9:45 AM, Tammy Downin made a motion to end this discussion and to reconvene at a later date; Bruce Field seconded. Unanimously approved.

Page 4  
Special Meeting April 13, 2012  
Washington County Board of Elections

Compiled by Sharon C. Mackereth  
Deputy Director, I

Respectfully Submitted,

  
\_\_\_\_\_  
John Benchoff, President

6/12/12  
Date

  
\_\_\_\_\_  
Tammy Downin, Secretary

6/12/12  
Date