



MINUTES
WASHINGTON COUNTY BOARD OF ELECTIONS
September 8, 2015
35 W. Washington Street
Hagerstown, MD 21740
240-313-2050

Present:

Board

Bruce Field, President
Tammy Downin, Vice President
Jim Schultheis, Secretary
Eileen Wiggins, Member

Staff

Kaye Robucci, Election Director I
Tammi Derr, Election Data Application Specialist II

Guest

Martin Lumm

Bruce Field, President, called the meeting to order at 2:07 PM; at the Board of Elections office located at 35 West Washington Street, Room 101, Hagerstown, MD 21740, as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A). 1. Absent from the meeting was Roger Schlossberg, Board Attorney. There was a quorum present.

Approval of Minutes of August 11, 2015:

Bruce Field asked if the Board had any corrections or modifications to the minutes of August 11, 2015 Board of Elections meeting. Eileen Wiggins made the motion to accept the minutes with no corrections; Tammy Downin, seconded. The Board approved unanimously. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A) 2.

Additions/Changes to the Agenda:

Bruce Field asked if there were any additions/changes to the Agenda. Kaye Robucci made changes to **Correspondence** letter E. Email from Nikki about the second Early Voting Site and letter F. Letter from Linda Lamone about Voter Outreach was added. Also under **Reports** she removed the d. Early Voting, to be discussed under **Old Business**. Bruce Field asked if there were any objections and approved the changes to the agenda. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3 (A) 3.

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Correspondence

A. Emailed to Board, MAEO Board Meeting Agenda. The meeting will be held September 21, 2015 at Carroll County.

B. Email from Kaye Robucci, Director, requesting the County Commissioners to support the recommendation for (1) Early Voting Site for 2016. Kaye requested the Board to review the turnout reports and re-evaluate this for the 2018 Elections. Nikki Charlson, SBE, suggested that we watch Frederick County's Early Voting Turnout since they recently went from 1 to 3 Early Voting Sites.

C. Article from Herald Mail regarding (1) Early Voting Site for 2016. The Article stated that with turnout continuing to be one of the lowest in the state for Washington County, officials decided to continue with just one Early Voting Site for the 2016 elections. Kaye stated in the Article that she told the County Commissioners that the former Phoenix Color warehouse off Tandy Drive should continue to suffice, especially considering the county's low turnout in recent years.

D. Email from Kaye Robucci, Director, regarding COMAR and the Election Law Book. Kaye suggested that the Board look at the link on the SBE website instead of the hard copy of COMAR since changes are being made constantly. Hard copies of the Law Book are available if needed.

E. Email from Nikki Charlson, SBE, was discussed. We had asked if an EV site could be added for just one election (presumably a general election). Jim Schultheis brought up some good points regarding demographics and the reason we were looking at an additional EV Site and how it could possibly increase voter turnout. The email from Nikki stated that you can propose an additional site but the deadline to submit the request is 6 months before a primary election. We will continue with one site for now.

F. Letter from Linda Lamone regarding Statewide Voter Education Initiative was discussed. Washington County has several demonstrations set up for this Fall.

Reports

A. Election Director's Meeting – August 25, 2015
Kaye Robucci high-lighted the following:

- US Citizenship Checkbox Requirement: Any voter application that does not have this box checked will be considered as "Pending-Incomplete." The new requirement applies to all applications – regardless of source, although electronically submitted applications will always have the response as "YES". A letter will be sent to get this information from the applicant.
- Same Day Registration & Address Changes - Training will be held Friday, September 11, at Washington County for the Western Maryland counties. Nikki Charlson will be conducting this training.

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- An Equipment Acceptance Checklist is coming for all LBEs. This is in draft form and will be distributed very soon.
- Voter Outreach – Several demonstrations have been scheduled with local organizations to show the new voting equipment. Recommend 2 – 3 people to transport the full voting system. Kaye has some concerns with how we are going to transport this equipment to the locations. Bruce Field asked if the state had any guidelines on how to go about doing these demonstrations? Dean Robucci, County Tech, will be doing staff training for now and will include the Board Members later. Tammy Downin suggested that we have some organizations come out to the Early Voting Site where the equipment is already set up and do some demonstrations there. The Board liked the idea and suggested to give it some thought.

B. Director's Report

a. Warehouse

- Upcoming meeting with John Penesi regarding renovations was discussed.
- Capital Improvement Projects were discussed and how we go about it. What type of protocol do we follow? Should we be doing something now? Jim Schultheis suggested that we put our concerns on the Agenda for 2018 to the County Commissioners now, and pull numbers for alternative sites. If we are moved out of the Phoenix Color Building then it would be up the County Commissioners to find us another site. We will see how the renovations go and then determine how it will work for us in the future.

b. New Equipment

- Received Voting Equipment – all scanners, Ballot Marking Devices & 24 carts
- Received Certified Network Equipment – set-up at warehouse

c. Polling Place Surveys & Recommendations

- Maugansville Elementary School – Kaye contacted Duc Trieu, Program Coordinator to request use of the gym.
- Western Heights Middle School – they added a ramp and the cafeteria is large enough for 1 precinct but not two.
- Emma K. Doub Elementary School – we discussed combining 3-3 and 3-4 but because Emma K. Doub is not large enough, we will continue as is.

d. Early Voting – update of County Commissioner meeting on 08/18/15 (Old Business)

e. Transportation

- Meeting with Paula Pascal, Regional Manager, 08/13/2015 to discuss delivery of equipment

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f. Mock Election – updated schedule (All times are tentative)

- October 13-16: L&A and setup
- October 19 & 20: Early Voting 8AM to 5PM
- October 21: Bulk Update
- October 22: Election Day & Results Upload
- October 23: 100% Verification
- October 26-28 Canvass
- October 29-30: Lessons Learned

Kaye Robucci, Director, handed out information with times on it for the Mock Election. We can fill in with board members and office staff and poll workers if needed.

g. Election Workers

- Information regarding retired teachers

h. Election Worker Training – to be held February 15 – March 11, 2016 (tentative)

i. Election Night Returns

- Use of warehouse and administrative areas
- Breakdown of all tasks and resources

Kaye Robucci, Director, would like to use the warehouse for the returning of all supplies on election night. This would be ideal but we need to look at some issues first to determine whether or not it can be done. It is not a question of can we, it is how can we? Kaye will brainstorm with the office staff and get their input.

j. Canvasses

- Use of warehouse and administrative areas
- Breakdown of all tasks and resources

k. Voter Outreach – Next week we will begin demonstrations of the new voting equipment. The first one is at the Academy Theater downtown with the Kiwanis Club.

Old Business:

A. County Commissioners Meeting – August 18, 2015 – Kaye Robucci reported that the County Commissioners voted unanimously to continue with 1 Early Voting site for the 2016 elections. Kaye Robucci distributed site surveys of Early Voting to show the layout of equipment.

B. Voting Equipment Demonstrations

a. Schedule of Events

b. Training of Demonstrators – Kaye handed out a list of demonstrations that are scheduled so far. Kaye will schedule a training for the Board members.

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New Business:

A. Polling Place Surveys

- a. Pangborn Elementary School (combine 22-1 & 22-2)
- b. Salem Avenue Elementary School (New location for 25-4)?
- c. Potomac Towers (possibly moving to the new C.W. Brooks Building on Antietam St)
- d. North Hagerstown High School (moving to the gymnasium)?

We will not be combining 22-1 and 22-2. We will need to do a site survey of Salem Avenue School.

B. Office Picnic – Friday night, September 25th, at the home of Bruce and Linda Field. The time is 6PM. Sign-up sheet will be passed around.

C. By-Laws of Washington County – they were previously signed but need to be resigned due to” proposed revisions” at the top of each page.

D. City of Hagerstown – Question on General Election Ballot – Update - Binding Arbitration for police and fire fighter unions is the question. It was decided that the city and county attorney would be responsible for the wording of the question on the ballot.

Members Remarks:

None

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on October 13, 2015 at 2:00 pm at the warehouse located on Tandy Drive, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information

- Board and Staff Contact List
- 2015-2016 Citizens Guide

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Adjournment:

There being no other business to come before the Board at this time, Eileen Wiggins called the meeting to be adjourned.

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 Tammi Derr
Election Data Application Specialist II

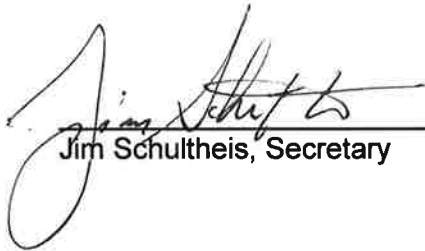
Respectfully Submitted,



Bruce Field, President

10/13/15

Date



Jim Schultheis, Secretary

10/13/15

Date