

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

October 7, 2008

35 W. Washington Street  
Hagerstown, MD 21740  
240-313-2050

Present:

Board

Eileen Wiggins, President  
John Benchoff, Democratic Member  
Clyde Tate, Republican Member  
Sharon Washington, Democratic Alternate  
Carroll Earp, Republican Alternate

Staff

Dorothy Kaetzel, Director  
Kaye E. Robucci, Election Deputy Director, I

Eileen Wiggins called the meeting to order at 2:04 PM. Roger Schlossberg, Attorney, was absent. There was a quorum present.

**Approval of Minutes of September 9, 2008**

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the September 9, 2008. Approved as submitted.

**Addition/Changes to the Agenda:**

Dorothy Kaetzel requested the following changes to the agenda:

Old Business: Phones at Maugansville and Pangborn Elementary Schools

New Business: Spare Unit Deployment Plan and Packing Supplies

**Correspondence:**

A. Challenged Voters

Letter to Linda Lamone, Administrator SBE, from the Attorney General stating that voters who lose their homes to foreclosure do not lose their right to vote.

B. National Latino Voter Registration Insert

The Ya Es Horra campaign provided a voter registration form in impreMedia newspapers and other publications on September 19, 2008 to encourage eligible Latinos to register to vote.

C. Election Director's Meeting – September 25, 2008

Minutes of the Election Director's Meeting were distributed.

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D. Emergency Management Homeland Security Update

Memo from County Support regarding the scheduling of a statewide conference call for State, county emergency management, homeland security and election officials to discuss plans for election day. To date, the call has not been scheduled.

**Reports:**

A. Election Judge Training

Dorothy Kaetzel reported that the Election Worker Training Classes were well attended and went very well.

**Old Business:**

A. Polling Places

John Benchoff reported on the new polling places at Maugansville and Pangborn Elementary Schools. He has requested 7 tables and 14 chairs at Pangborn and 8 tables and 16 chairs at Maugansville for use on Election Day. Kaye Robucci reported that an election judge at Eastern Elementary School is requesting the use of tables and chairs (not cafeteria style tables and benches) for use on Election Day. Kaye will call the custodian at Eastern Elementary School.

B. Specimen Mailer

Copyquik delivered the specimen mailers to the Frederick Post Office today. A total of 83,000 will be sent. A second file will be given to Copyquik after all of the new registrations are entered.

**New Business:**

A. Spare Unit Deployment (SUD)

SBE is requiring each LBE to devise a Spare Unit Deployment Plan for the voting units and electronic poll books. Dorothy Kaetzel reviewed the plan with the Board. We are not participating in the Mobile Polling Place Plan.

B. Polling Place Supplies – Check List and Certification

SBE is requiring each LBE to verify and certify the supplies sent to the polling places. John Benchoff and Carroll Earp will verify the supplies being packed for pickup to 5 polling places on October 30, 2008.

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C. Election Schedule

Dorothy Kaetzel distributed the Election Day schedule. The Board will be sworn in at 6:30 AM on Election Day.

D. Election Day Routes

Eileen Wiggins distributed the Election Day routes to the Board Members.

E. L&A

The L&A will be October 20-24, 2008 starting at 8:00 AM each day. Premier is sending 10 team members. Schedule (subject to change)

October 20, 2008: John Benchoff & Sharon Washington

October 21, 2008: John Benchoff & Carroll Earp

October 22, 2008: John Benchoff & Carroll Earp

October 23, 2008: Carroll Earp & Sharon Washington

F. Public Demo and Parallel Testing

The Public Demo will be held on October 28, 2008 at 10:00 AM. The Parallel Testing will follow.

G. Optical Scan L&A

John Benchoff and Clyde Tate will do the Optical Scan L&A. We received the test decks but they are incorrect and new decks have been ordered.. Dorothy Kaetzel will call John and Clyde regarding a date.

H. Newspaper Ads

Back page ads will run on October 31 and November 3, 2008.

I. Ramp at Big Pool

Norman Bassett requested a ramp for District 15. The ramp will be installed between November 1-3, 2008 and cost \$1,457.59.

J. Christmas Party

The Christmas Party will be held December 2, 2008 6:00 PM at Dimensions.

**Member Remarks:**

John Benchoff reported on his voting unit demonstration at Grace Brethren Day Care on October 6, 2008. Twelve students voted and it went very well.

The Cub Scouts from Paramount are interested in a voting unit demonstration on October 15, 2008 at 6:30 PM. The contact is William Shephard (301-606-6596). John Benchoff and Clyde Tate will attend.

Dorothy Kaetzel distributed the Nursing Home Absentee Voting Schedule.

Clyde Tate will pickup the chicken at the Dual Highway Martins at 4:30 PM on Election Day.

Eileen Wiggins stated that no balloons will be placed at the entrance to Maugansville and Pangborn Elementary School. Five Vote Here signs will be sent to each school.

Dorothy Kaetzel distributed the Precinct Count Report and Monthly Statistical Report. An updated report will be distributed when the books close.

**Adjournment:**

The Board discussed the November Board Meeting. John Benchoff made a motion to cancel the November Board Meeting; Clyde Tate seconded the motion and all were in favor.

The next Board Meeting will be held December 9, 2008.

There being no further business to come before the Board at this time, Sharon Washington made a motion to adjourn at 3:22; Clyde Tate seconded the motion. Unanimously approved.

Compiled by Kaye E. Robucci  
Election Deputy Director, I

Respectfully Submitted,

Eileen Wiggins  
Eileen Wiggins, Board President

12/15/08  
Date

Carroll Earp  
Carroll Earp, Board Secretary

12-16-08  
Date