



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS
October 13, 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
Teresa Morningstar, Election Supervisor II

Visitor

Peter Perini, Chairman, Democratic Central Committee

Bruce Field, President, called the meeting to order at 1:59 PM; at the Election Board Warehouse located at 101 Tandy Drive, 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 September 08, 2015:

Bruce Field asked if the Board had any corrections or modifications to the minutes of September 08, 2015 Board of Elections meeting. Tammy Downin, made the motion to accept the minutes with no corrections; Eileen Wiggins, seconded, as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A) 2.

Additions/Changes to the Agenda:

Tammy Downin asked if there were any additions/changes to the Agenda. The Director made additions to correspondence to add the following; **E. MAEO Bylaws, F. Article from Herald Mail, G. Minutes MAEO June 09, 2015, and H. Minutes MAEO June 12, 2015.** Bruce Field asked for 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 – October 7, 2015

B. Emailed to Board, Article from Herald Mail regarding Winter Street School, The Director, Kaye, informed the board that Winter Street Elementary School will close its doors at the end of the current school year. A discussion arose on age of school.

C. Article from Herald Mail regarding “National Voter Registration Day”. League of Women’s Voters will be accepting voter registrations on September 22, 2015 at the Alice Virginia and David W. Fletcher Branch Library in Hagerstown. The Director, Kaye, and Tammi, office staff, spent a few hours at Potomac Towers in Hagerstown accepting voter registrations.

D. Email from Duc Trieu regarding the use of the gym at Maugansville Elementary School, The election board will be permitted to use the gym at Maugansville Elementary School for the primary and general elections of 2016. The Director, Kaye, is evaluating the advantages of combining district 13-1 Cafeteria and 13-2 Maugansville Ruritan, and concerns with the buildings square footage and traffic patterns. Discussions involving the entrance and exiting of the building along with how much more room is needed since 2016 elections will have a paper ballot. The Director, Kaye, will schedule a meeting with a few board members to review the building.

E. MAEO Bylaws, The Director, Kaye, distributed The Constitution and Bylaws of the Maryland Association of Election Officials 2015.

F. Article from Herald Mail – WACOHU- Teresa Morningstar, office staff, explained how the election board staff did a presentation at WACOHU Grange Hall On Thursday October 08, 2015, to show voter’s the new 2016 voting equipment. Herald Mail was present and an article was in the local paper on Friday October 09, 2015.

G. Minutes from MAEO June 9, 2015 – Read on your own

H. Minutes from MAEO June 12, 2015 – Read on your own

Reports

A. Election Directors Meeting – October 1, 2015. The Director, Kaye, does not have minutes available.

B. Electionware Training, The Director, Kaye, and County Tech, Dean, attended an ESS Training session at Rocky Gap on September 28 & 29th. They spent the first day learning the programming of the memory sticks, along with second day working at own pace. The training went well.

C. Director’s Report

1. Warehouse – update on proposed renovations and meeting with Danny Hixon – The Director, Kaye, met with Danny Hixon on September 9th to go over the discussion with Jim

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Sterling concerning the renovations to the warehouse. Danny had floor plans available to show the expansion. The Director, Kaye, would like to see the renovations completed by December 31, 2015; it appears to be feasible at this time. County is to fund the climate control renovations; however who is paying for the renovations at the warehouse has not been decided.

2. New Equipment – update on equipment deliveries – A walk thru of the warehouse was conducted to show the board members the new equipment, and how the warehouse was filling up quickly with the new equipment.

3. Polling Place Surveys & Recommendations

- Maugansville Elementary School – received approval to use gym – The Director, Kaye, is to set up a meeting to view the school's gym area.

4. Early Voting, The Director, Kaye, submitted the request to the state for approval on the early voting site and has not heard a response yet. Kaye included survey and photos.

5. Transportation, the Director, Kaye, explained how our early voting site is serviced by county roads and taxi service.

6. Mock Election – updated schedule (all times are tentative)

- October 13-16: L&A and setup - The County Tech, Dean will be ready
- October 19 & 20: Early Voting 8 AM to 5 PM - The President, Bruce volunteered for the 19th along with staff
- October 21: Bulk Update, County Tech, Dean, to question the state on this
- October 22: Election Day & Results Upload - staff at warehouse
- October 23: 100% Verification
- October 26 – 28: Vice-President, Tammy, offered to help on September 26th
- October 29-30: Lesson Learned - Go To Webinars, Survey Monkey, Q & A's

7. Election Workers

- Letters sent- Letters are starting to come in the office and the majority of respondents are offering to be election workers

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

9. Election Night Returns

- Use of warehouse and administrative areas, - Board Member, Jim, asked about the admin area east and west rooms and uses.
- Breakdown of all tasks and resources – Everyone is to brainstorm - Tabled

10. Canvasses

- Use of warehouse and administrative area - Tabled

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- Breakdown of all tasks and resources - Tabled

11. Voter Outreach

- Report on Demonstrations and National Voter Registration Day – The office staff has conducted two demonstrations of the new voting equipment and informing the public. It is going well.

Old Business:

A. Voting Equipment Demonstrations

1. Schedule of Events – Office has a current list of available dates for any scheduled demonstrations. Board members were asked to help and to attend the demonstrations with the office staff. Board Members, Bruce, Tammy and Jim, expressed interest in helping. Emailed updated demo schedule to all board members.
2. Training of Demonstrators,

B. Polling Place Surveys – The Director, Kaye, will schedule dates to visit Salem Avenue Elementary School and Potomac Towers in the first two weeks of November.

1. Salem Avenue Elementary School
2. Maugansville Elementary School
3. Potomac Towers,
4. North Hagerstown H.S.

New Business:

- A. City of Hagerstown – meeting the new City Administrator, Valerie Means – October 14th
To hold a meet and greet with the City Administrator and office staff to show them the new voting equipment and explain to them our candidate filing process.

Members Remarks:

None

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on November 10, 2015 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

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Adjournment:

There being no other business to come before the Board at this time, Tammy Downin called the meeting adjourn at 2:43 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.

Compiled by Teresa Morningstar
Election Supervisor II

Respectfully Submitted,



Bruce Field, President

11/10/15

Date



Jim Schultheis, Secretary

11/10/15

Date