

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION

July 10, 2012

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

**Present:**

**Board:**

John Benchoff, President  
Carroll Earp, Vice President  
William Blazes, Member  
Bruce Field, Member  
Roger Schlossberg, Attorney

**Staff:**

Kaye Robucci, Election Director I  
Pamela Byrd, Election Supervisor II

**Call to order:**

John Benchoff called the meeting to order at 2:07 pm. Tammy Downin, Secretary, was absent. There was a quorum present.

**Approval of Minutes of June 12, 2012:**

John Benchoff, Board President, asked if the Board had any corrections or modifications to the minutes of the June 12, 2012 Board Meeting. Bruce Field requested the following correction (shown in bold):

Page 3, first paragraph, second sentence: "Kaye will reach out to the local **Fraternal** Order of Police to recruit election workers."

Approval of the Board Meeting minutes of June 12, 2012 with a motion to accept as revised by Carroll Earp; seconded by Bill Blazes. All were in favor.

Roger Schlossberg, Attorney, suggested the Board revise the by-laws to create an Assistant Secretary position to stand in for Secretary when not present. The Board agreed.

### **Approval of the Post Certification Minutes of June 12, 2012**

John Benchhoff asked for a motion to approve the Post Certification minutes of June 12, 2012. Bruce Field made the motion; Bill Blazes seconded the motion, and it passed unanimously.

### **Approval of the Special Board Meeting Minutes of June 26, 2012**

John Benchhoff asked for a motion to approve the Special Board meeting of June 26, 2012. Bruce Field moved, Bill Blazes seconded and they were approved unanimously. Attached to the minutes was the resolution to change the polling place for precinct 18-1 from Chewsville Community Center to Bethel United Methodist Church.

New Voter Notification Cards will be sent to the voters in that precinct to notify them of the change in addition to trying to put signs on the building and the electric sign at the turn off White Hall Rd. to alert voters to the change of location. Kaye Robucci will notify Chewsville Community Center of the change in writing, and the Board agreed to pay Chewsville Community Center for the November election.

John Benchhoff mentioned that we need to ensure voters know about moving the voting area at 10-2 South Hagerstown High School from the lobby to the gym, but a comment was made that it could be confusing if the office sent Voter Notification Cards to the voters, and placing signs at the location should be sufficient. Kaye Robucci said the State does not require sending a Voter Notification Card since the polling place will remain in the same building, and suggested that the electric sign could also be used at that location so voters would be directed to the closest parking area. She also reminded the Board that the voters will also receive a specimen ballot in the mail with the changes.

### **Additions/Changes to the Agenda:**

John Benchhoff asked if there were any additions or changes to the agenda. Kaye Robucci, Election Director, requested the addition of two pieces of correspondence: an e-mail from Mary Depelteau, State Board of Elections, and an agenda for the upcoming MAEO meeting.

Kaye Robucci also requested the addition of Post Election Maintenance under New Business.

**Correspondence:**

- A. Letter to Ross Goldstein, SBE, regarding request to change polling location for 18-1:

The Director has received verbal approval from Donna Duncan, State Board of Elections, to change the 18-1 polling place from Chewsville Community Center to Bethel United Methodist Church.

The re-survey of Precinct 6-2 Boonsboro Middle School has been rescheduled for July 12, 2012 at 9:30am.

- B. E-mail from Mary Depelteau, Calvert County Board of Elections

Kaye Robucci informed the Board of an e-mail from Mary Depelteau, Calvert County Board of Elections, directing the Local Boards to count prisoners at their last known addresses rather than the correctional facilities in which they are inmates.

- C. MAEO Meeting Agenda

An agenda for the upcoming MAEO meeting scheduled for August 22, 2012 at 10:30am was included.

**Reports:**

- A. Re-Survey of District 8-0 and 6-2

Roger Schlossberg reported that there were no exhaust odors at Precinct 8-0 Rohrsersville Station 8 detectable during the visit, nor was it mentioned on election day although one of the judges complained after the fact. During the General Election the voting area will comprise the two end bays, a much larger space than before. They were very accommodating, and are planning to move the trucks & pumper outside, and will put up a large light outside. Roger Schlossberg will call to remind the Fire Station of the things they agreed to do closer to election time. Sharon Mackereth, Deputy Director of Elections has a sketch of site. John Benchoff mentioned there are many electric outlets, and Roger Schlossberg said there are also many heat sources and the heat will be turned up on election day

B. Voter Registration Conducted on July 7, 2012

The voter registration booth at the flea market on Route 40 yielded a total of four new registrations. Sharon Mackereth brought a canopy for the staff and Board members who attended, which was very welcome because of the extreme heat. Participating in the event were John Benchoff, Bruce Field, Tammy Downin, and Bill Blazes, Board members, and Sharon Mackereth and Pamela Byrd, staff. There was a discussion of various other venues that might be successful sites for voter registration, and Roger Schlossberg suggested the public library. Kaye Robucci said the libraries have Voter Registration forms, but will have Pamela Byrd check with Carroll County to see if they have had success registering voters at their libraries.

**Old Business:**

A. Petition Update

The Congressional Redistricting Petition has been received. There are 3,100 additional signatures to verify in-house and it is due back to the State Board July 20. Kaye Robucci shared that statewide there have been 48,781 accepted signatures, 6,031 rejected signatures (a 12% rejection rate), and 8,900 still to be verified.

B. Election Worker Training Classes

Election Judge training is scheduled for September 11-29, and a more detailed schedule is to come. Training will again be held at Emmanuel United Methodist Church, but only the room with the stage was requested to avoid setting up and tearing down in the Fellowship Hall. Bruce Field asked if there will be sufficient time to conduct only one class at a time, to which Kaye Robucci replied that she would know more when the schedule is done. There was a discussion of changing training methods for less redundancy and more practice time, more of a mock election situation from start to finish. Training will be separated between refresher training vs. full training for brand new election judges. There was a consensus that the training emphasize recurring problem issues to all election judges, and it was suggested that several polling places be brought in separately for more intensive training. Retraining is mandatory, required by state. Kaye Robucci will put together a list of those polling places that need more intense or remedial training. It was suggested that good chief judges might be reassigned to those polling places that have serious or recurring problems, or have them assist with training. She said she is planning to keep refresher training to two hours and will set up a course outline. Board members are willing to help when they can.

C. General Election Preparations

a. Checklists

Bruce Field created a simple checklist for equipment set-up and shut-down for the election judges, which the Board liked. A discussion occurred of how to deliver the checklist to the Chief Judges so they will be used. It was suggested the checklist go with the equipment, as well as delivering one at training and mailing a copy. The checklist should be a part of the training.

b. Calendar

The L&A touch screen testing is scheduled for October 16-19. There was a question of whether Technical Judges should be brought in to help with testing, but Kaye Robucci reminded the Board that they may be unavailable, are inexperienced with the testing, and would require a great deal of training. She suggested they might be brought in as observers if they are available. Bruce Field also said those who are helping with the L&A should work all three days.

c. Security Update

Kaye will contact those previously suggested for Election Day security.

- D. Roger Schlossberg invited the Board and staff to his home for a summer picnic. Possible dates include 9/13, 9/19 and 9/20. Clyde and Sadie Tate will also be invited.

**New Business:**

A. Challengers and the Challenge Process

The challenger and challenger process will be discussed by Roger Schlossberg at the September Board meeting.

B. Post Election Maintenance

The Post Election maintenance of the touch screens will start in August for about two weeks, and must be finished by the end of August. Kaye Robucci asked if the Board members would be willing to help for at least three days each.

**Members Remarks:**

Bill Blazes asked what is done when there is a problem with a particular Chief Judge, to which Kaye Robucci replied that information is gathered from the other Chief Judge and they follow up on all complaints.

A discussion followed on providing more training on provisional ballots, and wondered if one Chief Judge should be identified to handle provisional ballots though both Chief Judges would be trained.

**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on August 14, 2012 at the Washington County Office Building, 35 W. Washington St., Room 101, Hagerstown, MD. Board members were asked to bring their COMAR books to the August meeting.

**Distributed Information:**


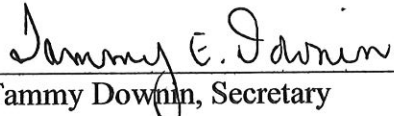
Copy of 2012 Legislative changes

**Adjournment:**

There being no further business to come before the Board at this time, Bruce Field moved to adjourn the meeting at 4:03pm; Bill Blazes seconded the motion. Unanimously approved.

Compiled by Pamela K. Byrd  
Election Supervisor II

Respectfully Submitted,

 _____ John Benchoff, Board President	<u>8/14/2012</u> _____ Date
 _____ Tammy Downin, Secretary	<u>8/14/12</u> _____ Date