



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

December 10, 2019

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Martin Lumm, Board President

Tammy Downin, Board Vice President

Bill Blazes, Board Secretary

Connie Mozingo, Board Assistant Secretary

Jim Schultheis, Board Member

Brian Kane, Board Attorney

Staff:

Barry Jackson, Deputy Election Director II

Tammi Derr, Election Data Applications Specialist II

Absent:

None

Guest:

None

President Marty Lumm called the meeting to order at 3:04PM at the Washington County Board of Elections Office, 35 W. Washington Street, 1st Floor Conference Room, Hagerstown, MD 21740. There was a quorum present.

Approval of Minutes of November 12, 2019:

Tammy Downin moved to approve the minutes, Bill Blazes seconded, and the motion carried unanimously.

Additions/Changes to the Agenda:

New Business, add III. Board Approval of "Assignment of Local Board of Elections' Duties to Members of the Local Board, the Election Director and Staff."

Correspondence:

- I. Director Meeting Minutes – November 12, 2019 were distributed to the Board.
- II. Connect 24 Newsletter was emailed to the Board.

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Reports:

I. Election Director

A. Personnel

1. Job recruitment update for Election Administrative Assistant: MS22 is being finalized.
2. Sherrie Bonebrake's Retirement Party went well.
3. Reclassification Update: The State Board is to review the reclassification proposals on December 12. If approved they would go into effect 7/1/20.

B. Meetings

1. Director's Meeting

- a) DHS' "Election Day Emergency Response Guide" Poster – at the Biennial Conference in October, Geoff Hale of DHS showed a poster for the state of Kentucky that had information for local election officials and poll workers. A poster for Maryland is close to being finished, and Nikki Charlson of SBE will share the poster with LBEs and ask for feedback.
- b) The National Association of Secretaries of State (NASS) began the #TrustedInfo2020 campaign on November 12th and will continue through December 2020. The purpose of the campaign is to prevent misinformation and disinformation regarding the 2020 Election.
- c) "I Voted" Sticker Contest – The deadline was November 15th. SBE has not yet awarded a winner. Once awarded, we'll have the opportunity to order the new stickers.
- d) The Absentee Mailing contract has been awarded to SeaChange. SBE says the process for local boards will not change; however, SeaChange will provide a portal for local boards to research and track a voter's absentee ballot.
- e) The User Acceptance Testing of additional pollbooks deadline was November 22nd. We completed our test on November 21st.
- f) Shafiq Satterfield of SBE reported that some additional network testing will need to be done at polling places that had a weak signal in the initial test. We have not been contacted as of yet about any of our polling places.
- g) Shafiq Satterfield said that new router/modems will be deployed at all Early Voting Centers. Our Regional Manager, Duane Powell, conducted network testing at our new Early Voting site with the new router/modem.
- h) Shafiq Satterfield said there will be no statewide testing on the electronic pollbooks.

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engineers about the progress of the construction project and feel they have an excellent working relationship, so no further action was needed at this time.

Old Business:

- I. Combined Facility – We would like the storage for equipment before the office to be completed at the new facility. We would like to use the Early Voting facility for training for the General Election.
- II. MOU – Board Attorney
 - A. Memorandum of Understanding with the county regarding the use of the new facility. There will be a meeting with Andrew Eshelman to determine some issues, such as maintenance, trash removal, house cleaning, etc. Brian Kane said the relationship seems to be evolving nicely.
 - B. Memorandum of Understanding between Board and Board Attorney. The Board reviewed draft MOUs from other LBEs. Brian Kane used Baltimore County's MOU as a template and sent to the Board for feedback. The understanding from the Board is that the Board Attorney term of service coincides with the Board of Elections members, four years. The Board will edit the draft MOU and discuss it in the January Board meeting.
- III. By-Laws – Board members signed, and Barry Jackson and Brian Kane witnessed it. Barry Jackson will send to SBE on December 11th.
- IV. Table Top Exercises for Board – January 14, 2020 during regular meeting, beginning at 2:00PM.

New Business:

- I. Polling Place Rental Fee – Barry Jackson sent rental agreements to all privately owned polling places. Big Pool sent a facilities agreement back asking for an additional \$25.00 for setting up Election Night.
 - A. Barry Jackson said the agreement is to pay a flat fee of \$100.00 for the use of their facilities, but it was up to the Board to approve any additional fee.
 - B. Connie Mazingo said that if we are going to pay one polling place an additional amount, we should pay all of them the same.
 - C. Tammy Downin agreed but said that we should be specific that the extra \$25.00 is for setting up on Monday Night. Barry Jackson said that there are 20 polling places that allow set up on Monday night, one that does not, Potomac Towers.
 - D. Jim Schultheis made a motion to pay all private facilities that allow set up on Monday night before Election Day an additional \$25.00, for a total of \$125.00. Bill Blazes seconded, and the motion was unanimously approved.
- II. Capital Improvement Project – Discussed during Election Director's report.
- III. Board Approval of "Assignment of Local Board of Elections' Duties to Members of the Local Board, the Election Director and Staff." Jim Schultheis moved to approve, Tammy Downin seconded, and the motion was unanimously approved.

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Members Remarks:

None.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, January 14, 2020 at 2:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- I. November Registration Statistics

Future Events:


None

Adjournment:

There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting. At 4:22 PM, Tammy Downin made a motion to adjourn the Regular Board Meeting. Connie Mozingo seconded the motion, and it was carried unanimously.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,



Martin Lumm, President

01/14/2020
Date



Bill Blazes, Secretary

1/14/2020
Date