



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS February 10, 2015

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

Present:

Board

John Benchoff, President
Carroll Earp, Vice President
Tammy Downin, Secretary
Bruce Field, Assistant Secretary
William Blazes, Member

Staff

Kaye Robucci, Election Director, I
Sharon Mackereth, Election Deputy Director, I

Visitor

John Benchoff, President, called the meeting to order at 2:05 PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. Roger Schlossberg, Attorney, was absent. There was a quorum present.

Approval of Minutes of January 13, 2015:

John Benchoff asked if the Board had any corrections or modifications to the minutes of January 13, 2015 Board of Elections meeting. Bruce Field requested a correction on - Page 2, A(4) Voters who are not registered and they have a current Maryland Drivers License can be legally registered at the **polling place** and vote on the **voting equipment**. Approved with correction by Tammy Downin; seconded by Bill Blazes. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

Addition/Changes to the Agenda:

As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3. Kaye Robucci, Director, requested additions under –

Correspondence -

- B. Minutes from County Commissioners meeting,
- C. MAEO Agenda for meeting on February 18, 2015.

Reports –

- C. MAEO meeting held January 15, 2015.

New Business –

- C. Reminder of deadline for Ethics filing April 30, 2015,
- D. House Bill 409, Bill being filed by Neil Parrott,
- E. Director, requested to attend County Commissioners' meeting February 24, 2015,
- F. Post Election Maintenance.

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Correspondence

- A. Memo from Rick Urps, SBE, regarding the 2014 General Election Polling Place Evaluation Program.

Kaye Robucci, Director, was pleased with SBE's audit of our polling place evaluations.

- B. Minutes from County Commissioners meeting from January 13, 2015 –

The Board of Election members and staff were present for the January 13, 2015, County Commissioners meeting. Kaye Robucci, Director, presented to the Commissioners information regarding the new paper-based voting system.

- C. MAEO agenda for the upcoming meeting on February 18, 2015.

Reports

- A. Director's Meeting with SBE on January 29, 2015 -

Kaye Robucci, Director, reported to the Board members several issues that were discussed –

1. Legislative Bills –

- SB96 requires "sufficient parking on-site" at early voting centers.
- SB97 allows absentee ballots to be counted, if the voter dies before canvassing.
- HB85 Montgomery County bill, requiring the name of each candidate seeking Board of Education seat, be on the Primary ballot, no matter the number of nominations available. If this passes it could eventually affect all of the counties.
- HB141 this bill would change early voting dates for the 2016 Presidential Primary Election, and eliminating early voting on Easter Sunday.

2. New voting system –

- "Acclimation units" are for LBE's to become familiar with the equipment.
- State Central Warehouse is required to house the new equipment until ready to distribute.
- The old voting units (touch screens) will be stored at the State Central Warehouse until SBE releases it for disposal.
- Acclimation equipment will consist of 3 sets of the equipment. These units will go back to the warehouse – they will not be part of the voter outreach training equipment.
- The DS200 acclimation units will not have modems. If we want to use the modems during the election, we would need a contract with Verizon. Washington County is not interested in using the modems for receiving the results.
- There will be a go-to-meeting to discuss the 100 questions on the Parking Lot.
- Work groups will be setup to help with the transitioning. Kaye is on the Election Worker Manual Committee.
- There are several additional items required for this system that are not in the Budget.
- We will be using the same electronic poll books, but there will be some changes, due to same day registration during early voting.
- USB Drives – one per DS200 with spares.

3. ERIC reports coming.

- B. Meeting with Shafiq Satterfield and new regional manager, February 4, 2015 -

Shafiq Satterfield will be transferred to another region as Regional Manager. Paula Paschall will be our new Regional Manager. The Director gave Ms. Paschall and Shafiq a tour of our warehouse.

C. MAEO meeting held January 15, 2015 –

Kaye Robucci, Director, reported to the Board members several issues that were discussed during the MAEO meeting –

- MAEO Conference & SBE Biennial will be held **June 9th through June 12th (Tuesday to Friday)**. It will be held at The Grand Hotel in Ocean City, MD. Special rate will be extended for one day – June 8, 2015. (\$129.00) Thursday night dinner – planned for “Phillips Seafood Restaurant”.
- HB141 Altering the days for early voting for the 2016 Presidential Primary Election. Easter Sunday falls on March 27, 2016 and Election Day is April 5, 2016.

Old Business:

A. FY16 Budget – updates -

The Director informed the Board members that several changes will have to be made to the FY16 Budget. The current amount of lease payment for the new voting system is accurate. Voting booths, carts and other peripherals, required for the new voting system are not included in the Budget. If time permits some of these items may be purchased during FY15.

B. MAEO Conference, revised dates: **June 9, 10, 11, 12, 2015 – Ocean City, MD -**

We will be traveling – Tuesday and Friday.

C. Luncheon with County Commissioners, March 31, 2015 from 1PM – 2PM. Itinerary is required.

The Board discussed the itinerary for a luncheon that will be held at the Phoenix Color Building (Washington County Early Voting Center). A full hour would be required to conduct a walk-through of the warehouse and have time for lunch. Their travel time cannot be included in this hour.

The Director will check their schedule for that day's meeting and request 1½ hrs.

Should we ask the Commissioners – “What do you expect us to do – if we do not have that space for Early Voting?”

The warehouse space works for the moment - but we are going to require additional space for the new voting equipment and climate controlled paper-ballot storage. The Board of Elections office needs someone to talk to the Commissioners on our behalf to tell them “Look these people need this space”. Rob Slocum, Director, Engineering/Construction Mgt., has a lot of authority to make the determination as to the space. We will invite both Jim Sterling and Rob Slocum to this meeting. Once we know exactly the amount of space we will need for the new equipment it will help us in determining the square footage.

D. Position recruitment –

The Director has decided to go ahead and post the Election Supervisor, II position.

New Business:

A. New Voting System Project - Discussed earlier in this meeting.

B. Legislative Session – Discussed earlier in this meeting.

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C. Ethics Disclosures –

The Director reminded the Board members that their 2014 Financial Disclosures are due April 30, 2015.

D. HB409 –

Neil Parrott's bill is meant to change voting dates so they do not fall on a religious holidays. The bill actually list some of the holidays. Reports on the bill are as follows "way too complex and partisan". Philip Litton, from Neil Parrott's office, was here today and wanted to do a formal presentation. He was asked to come back at our next board meeting.

The Board of Elections decided to make a general statement regarding our standing on HB409.

"We decline to take a position on HB409, because we feel that it does not affect the operation of the voting process." The Board will consult with our legal representative before a formal decision is made.

E. County Commissioners meeting February 24, 2015 –

Kaye Robucci, Director, has been requested to attend the County Commissioners meeting on February 24, 2015. The Director will be prepared for the questions regarding the election worker's pay increase. The increase for election workers was accepted by the Board of Elections during the January 13, 2015 Board Meeting.

F. Post Election Maintenance –

The Director informed the Board members that Post Election Maintenance needs to be completed on the Accu-Vote touch screen voting units. The possible dates to accomplish this would be one of the following weeks – February 23, March 2, or March 9. Please let us know what dates you will not be available.

Members Remarks

Scheduling of Next Meeting

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

Adjournment:

There being no further business to come before the Board at this time Tammy Downin made a motion to adjourn at 3:46 PM; Bruce Field seconded the motion. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)10.

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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 Sharon C. Mackereth
Election Deputy Director, I

Respectfully Submitted,

 3/10/2015
John Benchoff, Board President Date

 3/10/15
Tammy Downin, Secretary Date