



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS
January 14, 2020
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:

Kaye Robucci, Election Director II
Barry Jackson, Deputy Election Director II

Absent:

None

Guest:

Matt Breeding, Republican Central Committee

President Marty Lumm called the meeting to order at 3:09PM 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 December 10, 2019:

Tammy Downin moved to approve the minutes as presented, Connie Mozingo seconded, and the motion carried unanimously.

Additions/Changes to the Agenda:

None

Correspondence:

- I. Memo from Tracey Hartman, SBE, regarding approval of Bylaws.

WASHINGTON COUNTY BOARD OF ELECTIONS

January 14, 2020

Page 2

- II. Director Meeting Minutes of December 19, 2019 – Kaye Robucci reviewed the highlights of the Directors' meeting:
 - A. LBE Reclassifications – approved by SBE effective FY21.
 - B. Yellow Absentee Ballot Bags – SBE approved final regulations that allow voters to drop off an absentee ballot at an Early Voting center or a polling place.
 - C. Same Day Registration Manual – should be posted to the online library by the end of the week.
 - D. The 2020 General Provisional Canvass will be on Thursday, November 12th because of Veterans Day.
 - E. The 2020 Inventory Audit will occur between April 1 and June 30.
 - F. New Party Petition – A petition for the Working Class party was delivered to SBE on January 6th.
 - G. Ballot proofing will begin the week of February 10th.
- III. 2020 Polling Place Evaluation Form – The board will review the form at the March meeting.
- IV. Comprehensive Audit Guidelines – The board will review the guidelines at the April meeting.

Reports:

- I. Election Director
 - A. Personnel
 - 1. Sherrie Bonebrake's retirement party.
 - 2. Finished reviewing paperwork for Sherrie's replacement. The personnel forms (MS22, MS44, MS2024) were submitted to SBE. Received interview questions from State and are reviewing.
 - 3. SBE approved reclassifications, effective July 1, 2020.
 - B. Meetings
 - 1. Directors' Meeting
 - a) The December 10, 2019 meeting minutes were discussed under correspondence.
 - b) Next directors' meeting: January 16, 2020.
 - 2. EW Manual Committee: RFQ for printing the EW Manual has been issued and is due Wednesday, January 15.
 - 3. GIS and Elections: Barry Jackson reported that the GIS interface is supposed to be enhanced in the next release of MDVOTERS.
 - 4. Modernizing Absentee Ballot Opening Procedures: Barry Jackson submitted draft legislation to SBE and is awaiting response.
 - 5. MAEO 2020: June 2-5 at Clarion in Ocean City.
 - C. Correspondence
 - 1. Audit and Oversight Summary Reports - Received audit findings from SBE. No variances!

WASHINGTON COUNTY BOARD OF ELECTIONS

January 14, 2020

Page 3

D. Trainings

1. Table Top Exercises: Kaye, Nov 12 (rescheduled), & Jan 14 cancelled due to router testing.
2. How to Write a Disaster Recovery Plan: Kaye Robucci and Barry Jackson attending webinars hosted by Nikki Charlson of SBE, January 21, 2020.

E. Legislative Update

1. Stuart Harvey of Frederick LBE, Legislative Committee chairman, requested feed back from each LBE on the impact of SB0022. This bill would require a polling place at each continuing care facility that has 200 or more residents. There may be five or six facilities that meet that description in Washington County.
2. Barry Jackson has been working on behalf of MAEO to get sponsorship on a bill that would allow election officials to open and prepare absentee ballots for the absentee canvass before Election Day. Current election law prohibits the opening of absentee ballots until the absentee canvass.

F. Registration Statistics for December 2019 were distributed to the Board.

G. Voting System Activities

- a) Cradlepoint router test on January 14, 2020. Some lag time when large traffic on the network.

H. Candidate Information

1. Filing began February 5, 2019. Deadline is January 24, 2020.
 - a) Mayor & Council (5 seats)
 - b) Board of Education (4 seats)
 - c) Austin Heffernan filed on January 13, 2020.

I. Projects

1. Staff is currently preparing for election worker training classes.
2. Proofing
3. Voting Booth inspection was finished on Saturday, January 11 at the warehouse. Lunch was provided.
4. Combined Facility Layout and Requirements – discuss under Old Business

II. Attorney

- A. None.

Old Business:

- I. Early Voting area update – Walls beginning to be framed. Will go with carpet tiles in Early Voting, LED lights. Marty Lumm, Kaye Robucci and Barry Jackson met with Brennan Garrett, County Engineer, to discuss Early Voting breakroom

WASHINGTON COUNTY BOARD OF ELECTIONS

January 14, 2020

Page 4

configuration and decoration. Public Relations Department is working on mockups of lighted sign at entrance of property. County Commissioners approved \$39,000 in FY 2020 funds to pay the maintenance costs of the facility.

- II. Facility update – Marty Lumm, Kaye Robucci, and Barry Jackson meeting with Jeff Cline, Kirk Downey, Sara Greaves, Scott Hobbs, and Brennan Garrett on Thursday, January 16, 2020 to discuss additional FY 2020 funds to complete phase one of the project.
- III. MOU – Board Attorney – Marty Lumm, Kaye Robucci, and Barry Jackson will review with Brian Kane.
- IV. Capital Improvement Project – We may know more after the January 16, 2020 meeting with County Engineering.

New Business:

- I. FY21 Budget – Kaye Robucci submitted the draft budget for the Board's review.
- II. Early Voting & Campaign Signs – This discussion is ongoing.
- III. District 9-0, Polling Place – Leitersburg Volunteer Fire Hall. Upstairs is not ADA accessible. Poor lighting in voting area, need more signage.
- IV. Election Worker Training – Training beginning February 19, 2020 at Board of Elections Transportation Department on Commonwealth Avenue. Kaye Robucci asked the board members to assist with the training.

Members Remarks:

None.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, February 11, 2020 at 3:00PM. 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. December Registration Statistics

Future Events

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 4:41PM, Tammy Downin made a motion to adjourn the Regular Board Meeting. Bill Blazes seconded the motion, and it was carried unanimously.

WASHINGTON COUNTY BOARD OF ELECTIONS

January 14, 2020

Page 5

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,

Mark A. Lumm 02/11/2020
Martin Lumm, President Date

W B Blazes 2/11/2020
Bill Blazes, Secretary Date