

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION August 10, 2004

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

Present:

Board

Charles Mobley, Jr., President
Marianne Schneider, Democratic Member
Dorothy Waters, Republican Alternate
Eileen Wiggins, Democratic Alternate

Staff

Dorothy M. Kaetzel, Election Director, I
Kaye E. Robucci, Election Deputy Director, I

Charles Mobley called the meeting to order at 2:03 PM. John Barr, Republican Member, and Gregory Bannon, Attorney, were absent. There was a quorum present.

Approval of Minutes of July 13, 2004

Charles Mobley asked if the board had any corrections or modifications to the minutes of the July 13, 2004 Board Meeting. Charles Mobley requested the following modifications to page 5. (modifications in bold)

Executive Session

Motion made by Dorothy Waters to enter into executive session at 4:15 PM **for discussion of personnel matters**; Eileen Wiggins seconded the motion and all were in favor. **Regular session resumed at 4:20 PM.**

The minutes of the July 13, 2004 Board meeting were approved as modified.

Approval of Minutes of Closed Door Meeting of July 13, 2004

The Board entered into closed session on July 13, 2004 at 2:48 PM by authority of Article §10-508(a). The Statement for Closing a Meeting is attached. Charles Mobley asked if the board had any corrections or modifications to the minutes of the Closed Board Meeting. There being no changes or modifications, the minutes were approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested to discuss various minutes under correspondence.

Correspondence:

A. Voter Outreach Event Schedule

Memo from Mary Dewar, SBE, regarding the scheduling of outreach events.

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B. Change of Polling Place – District 25-4

Memo from Linda Lamone, Administrator, SBE, informing us that the State Board had approved our request to move the polling place for District 25-4 from Salem Avenue Elementary School to Western Heights Middle School.

C. COMAR – Supplement #3

Supplement Number 3 for COMAR was distributed to each board member and attorney.

D. Proposed Legislation

Letter from Robin Downs, MAEO Legislative Committee, to Linda Lamone regarding several proposals for departmental legislation.

E. Populist Party

E-mail from Wary Wagner, SBE, indicating the Populist Party filed 15,000 signatures. Dorothy Kaetzel informed the Board that Washington County received 50 signatures to verify and this task has been completed.

F. Maryland Disability Law Center – will be discussed under New Business

G. MAEO By-Laws

E-mail from Molly Neal, Director Harford County, inviting those interested to assist with a review of the MAEO By-Laws.

H. Press Release – TrueVote MD

TrueVoteMD is claiming that the “Myth’s vs. Facts” Pamphlet is misleading.

I. Hometown Annapolis

Editorial from Hometown Annapolis was distributed at the Director’s meeting on July 22, 2004. The article is in support of Linda Lamone.

J. SBE Minutes

Minutes of the May 27 State Board Meeting and June 22, 2004, Election Director’s Meeting were distributed.

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Reports:

A. Director's Meeting – July 22, 2004

Kaye Robucci reported on the Director's meeting.

1. Voting System

- Site Surveys – will begin August 11, 2004 in Washington County.
- Upgrade Status
Firmware – Upgrade to units will be completed August 10, 2004
Encoders - were upgraded and returned to our office
- GEMS Server Configuration – Washington County is scheduled for August 18, 2004.
- End-to-end Testing – is scheduled for August 18, 2004
- County Coordination Committee – each committee reported the following:
 - a. Communications – County Bulletin will continue to be distributed
 - b. Election Day Issues – Committee is working on best practices procedures
 - c. Election Worker Manual – will need to be revamped by 2006. The committee has reduced the election day paperwork. Paperwork was given to Nikki Trella to review. Should be available soon to the local boards.
 - d. Documentation – Committee is reviewing the procedures for ballot proofing, L&A, canvass and recount.
- Password for General Election – will not be disclosed until Election Day

2. Election Day

- Polling Place Security – a Disaster Recovery Plan will be issued from SBE
- Increase in Absentee Voting – it is possible that there will be an increase in the request for absentee voting

3. Absentee Voting

- Canvass of Faxed Ballot – only blank ballots can be faxed. Voter must return ballot by mail. The oath will indicate that the voter gives up his right to privacy.
- Faxing Ballots During Late Period – SBE will review this procedure
- Distribution of Absentee Ballot Applications – groups may make copies of the absentee application for distribution

4. Voter Registration

- Registration at MVA – on occasion we receive a voter registration application from the MVA that is for one person but has been signed by a different person. The MVA has been made aware of this problem.
- ID Information – registrants who register with a voter registration volunteer and give their VRA to the volunteer to return do not need to provide the information for first time voters in Maryland.
- RFP System – The Pre-Proposal meeting was July 27, 2004

5. MAEO

- Lessons Learned Document – SBE's response is the workplan developed from the Lesson Learned Workshops

6. Provisional Ballot Discussion – deferred at this time

B. Site Surveys

Dorothy Kaetzel reported that the site surveys are scheduled for August 11 – 13, 2004. Four teams will be available consisting of a Diebold person, Board Member or staff and a Chief Judge. Orientation was held this morning with the team members and Tom Feehan, Diebold Project Manager. Packets for each polling place will be sent with each team. The completed surveys should be back to us by August 20, 2004.

Team 1	Troy Chase & Charles Mobley
Team 2	Ben Coleman & Eileen Wiggins
Team 3	George Terry & Sherrie Bonebrake
Team 4	Eddie Steele & Sharon Mackereth

C. Equipment Updates

Dorothy Kaetzel reported on the equipment upgrades. The voting equipment was upgraded on August 9 & 10, 2004. The Gems Server upgrade is scheduled for August 18, 2004. One server will be taken to the warehouse and an L&A will be conducted on 5% of the machines. Twenty-four units will be set-up in preparation for the L&A. Dorothy Kaetzel and Kaye Robucci will assist with the L&A.

D. Salary Commission

Charles Mobley reported on the Salary Commission meeting on August 9, 2004. Charles Mobley spoke on behalf of the Election Board. The Salary Commission will only be reviewing the pay for the Board and Substitute Board members (not part-time or attorney). They will make a recommendation to the County Commissioners by September. Eileen Wiggins was asked several questions. The Salary Commission will accept written testimony for another week.

Old Business:

A. City of Hagerstown

Charles Mobley reported that the City Election Board made a presentation to the Mayor & Council on August 3, 2004. He attended and answered several questions.

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At this time, Charles Mobley reviewed the bid and the cost estimates with the County Election Board. He explained that the bid information presented to the City Council by the City Clerk was incorrect because it failed to include the amount from Diebold. Estimate for two elections is \$92,055.00. The County Board President, Election Director and Deputy Director met with the City Election Board on August 9, 2004. Donna Spickler, City Clerk, reported that the council is in agreement with the recommendation from the City Election Board. The City will be asking for a reduction in the rental fee. A formal contract is needed by August 24, 2004. Charles Mobley spoke with Rod Shoop, County Administrator, and reviewed the bid with him.

Marianne Schneider made a motion to proceed with the development of the contract for the City of Hagerstown using the proposal submitted on August 3; Dorothy Waters seconded the motion and all were in favor.

B. Provisional Judge

Dorothy Kaetzel reported that payment for the Provisional Judges was \$2,250 instead of \$4,500.

C. Update on Election Judge

Kaye Robucci updated the Board on an election worker. The Election Worker is interested in being reassigned to another polling place.

D. Picnic – August 16, 2004

The office picnic will be held at 6:00 PM at the Elk's Picnic Grounds.

New Business:

A. Maryland Disability Law Center

Surveys were conducted by the Maryland Disability Law Center during the Primary election at Districts 9-0 & 10-1. A Memo was received from Judy Arnold indicating that we are not required to respond to this information. Dorothy Kaetzel will thank them for the letter and that it will be taken under advisement.

B. Posting of Zero & Total Tapes

The Board discussed the process of posting the zero and tape totals in the polling room and outside the polling room.

Dorothy Waters made a motion to dispense of running 2 tapes (zero and total) pending approval from SBE; Eileen Wiggins seconded the motion and all were in favor.

The Board felt it is unnecessary to post the results outside the polling place.

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C. Election Worker Training Fee for 1 election

Dorothy Waters made a motion to pay new election judges \$20.00 for attending the election worker training class in preparation for the November Election; Marianne Schneider seconded the motion and all were in favor.

Members Remarks:

No remarks at this time.

Executive Session

Motion made by Marianne Schneider to enter into executive session at 3:43 PM for discussion of personnel matters; Dorothy Waters seconded the motion and all were in favor. Regular session resumed at 3:48 PM.

Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held September 14, 2004, at 2:00 PM at the Board Office.

Adjournment:

There being no further business to come before the Board at this time; Marianne Schneider made a motion to adjourn at 3:55 PM and Dorothy Waters seconded the motion. Unanimously approved.

Respectfully Submitted,


Charles L. Mobley, Jr., Board President 9/14/04
Date


Kaye E. Robucci, Election Deputy Dir, I 8-12-04
Date