



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS
January 11, 2022
17718 Virginia Avenue
Hagerstown, MD 21740
240-313-2050

Present:

Board:

Martin Lumm, Board President
Tammy Downin, Board Vice President
Bill Blazes, Board Secretary
Connie Mozingo, Assistant Board Secretary
Jim Schultheis, Member (Virtual)
Brian Kane, Board Attorney (Virtual)

Staff:

Kaye Robucci, Election Director II
Barry Jackson, Election Deputy Director II
Cory Green, Election Program Assistant I

Absent:

Guest:

Peter Perini, Washington County Democratic Central
Committee (Virtual)
Seth Wilson, Washington County Republican Central
Committee (Virtual)
Lisa Shields (Virtual)
Lee Lagerhausen (Virtual)

President Marty Lumm called the meeting to order at 3:00 PM at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. The meeting was held virtually through Google Meet. There was a quorum present.

Approval of Minutes of December 14, 2021:

General Consent was made to accept the minutes for December 14, 2021.

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Additions/Changes to the Agenda:

Under New Business, add:

VII. Ethics

Correspondence:

None.

Reports:

I. Election Director

A. Personnel - PEPs due January 14, 2022. The Board will discuss Kaye Robucci's PEP in closed session.

B. Meetings:

1. Director's Meeting: Next Meeting, January 13, 2022

a) Recap from December Meeting:

(1) January 5, 2022 Board of Public Works Meeting – approval of pollbook project was withdrawn and it is now on the January 25, 2022 agenda.

(2) Bread and Roses party is disbanding. SBE is in the process of notifying the affected voters in the state, including approximately 33 voters in Washington County.

(3) Equipment: Ballot Marking devices are being delivered on January 17th and ADA tables are being delivered in March.

2. Election Worker Manual Committee meeting, January 25, 2022 -

Chapters 1-3 were sent by SBE and are being reviewed by Teresa Morningstar. Once the changes are made it will be forwarded to SBE for approval.

C. Correspondence: N/A

D. Trainings: N/A

E. Legislative Update – Barry Jackson reported that the Maryland General Assembly will convene on Wednesday, January 12, 2022. Election related bills that will be considered are:

1. HB065 (Crosby-St. Mary's) – If there is a bus route within ½ mile of an Early Voting Center, "to the maximum extent practicable," embark/disembark at the Early Voting entrance.

2. HB113 (Long-Balt Co.) – ID requirement to vote.

3. HB160 (Boyce-Balt City) – Cannot hold elected office and party office at the same time (except delegate to the national convention).

4. HB169 (Multiple, including Buckel, McKay, and Thiam) – LBEs receive reports every 30 days from crematories, morticians, and

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funeral directors, in order to more accurately remove deceased voters from database.

5. SB163 (Kagan-Montgomery) – Early canvass of mail-in ballots, can begin 8 days prior to Early Voting, but may not canvass during Early Voting.
- F. Voter Registration Activities and Statistics:
 1. Registration Statistics for December 2021 were distributed to the Board.
- G. Candidate Information:
 1. Filing began February 23, 2021. 22 Candidates have filed.
- H. Voting System Activities:
 1. Pollbook Acquisition, Vendor is DemTech
 2. Charging Voting Equipment
 3. Additional Equipment:
 - a) Ballot Marking Devices: 48 to be delivered this month.
 - b) A40 Printers for use with Electronic Pollbooks: 212 to be delivered by March.
- I. Projects:
 1. Clean up Street File in preparation for Redistricting
 2. Survey several polling places in consideration for combining precincts.
 3. Contact Election Workers
 - a) January 25, 2022 is National Election Worker Recruitment Day. Jim asked how many applications have been received. At the end of December there were around 412. Board is looking for a total of 650 applications to be received.
- II. Attorney: No Report.

Old Business:

- I. Virginia Avenue Update (HVAC Project) – On schedule to be completed by February 1, 2022. Picnic table was stolen.
- II. 2020 Census and Redistricting – Barry showed the new legislative map, and the congressional map. Washington County remains in district 6.
- III. Ballot Drop Boxes: Barry Jackson reported that all Ballot Drop Box Agreements have been signed by the property owners and sent to SBE. The installation date, once known, will need to be added to the agreements and resent.

The six Ballot Drop Box locations are:

- a. 22DB01 – Washington County Election Center
17718 Virginia Avenue
Hagerstown, MD 21740
- b. 22DB02 – Washington County Free Library (Front Entrance)
100 S. Potomac Street
Hagerstown, MD 21740

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- c. 22DB03 – Boonsboro Town Hall (Parking Lot Entrance)
21 N. Main Street
Boonsboro, MD 21713
 - d. 22DB04 – Clear Spring Town Hall
146 Cumberland Street
Clear Spring, MD 21722
 - e. 22DB05 – Hancock Town Hall (Parking Lot Entrance)
126 W. High Street
Hancock, MD 21750
 - f. 22DB06 – Smithsburg Town Hall
21 W. Water Street
Smithsburg, MD 21783
- IV. American Rescue Plan Act Premium Pay for Election Officials –
Kaye Robucci thanked anyone that reached out in support of the Premium Pay. Article in the Herald Mail December 19, 2021. Nothing has changed regarding the Premium Pay. Marty Lumm thanked Lisa Shields for the email that was sent and Commissioners Charlie Burkett and Randy Wagner responded. Marty talked with Brian Kane and Brian suggested writing another letter which may generate another response from the county commissioners.
- V. Alternate Early Voting Site – Maugansville Ruritan and Rental Amount – Marty recommends \$1,000 to reserve the site for 9 days. If networking is required, the cost would be \$1,500. Kaye Robucci recommended that the cost include additional amount if the site is needed for Early Voting.
Tammy asked how many registered voters are currently assigned at this site? Jim responded that 1700 voters are registered. 100 parking spots are available and there is a field for overflow. Deadline for the state is March 28, 2022 for the alternate site. Voting on site will be at the February 8, 2022 Board meeting.
- VI. Open House – Possible March open house.
Connie Mozingo brought up an open house to the public could lead to a recruitment for election judges.
Possible day for open house would be March 17 or March 22, 2022.
Guest list: SBE, election workers, local LBE's, municipalities, workers that worked on building.
Proposed time 10-12 for state and LBE's. Open to public from 1-4
Snacks would have to be individually wrapped if COVID is still on the rise.
Open house would have to follow county COVID protocols
Jim Schultheis recommended that the other LBE's be separated from the group.
82 Inch TVs will need to be installed in the Early Voting/Training room.

New Business:

- I. FY2023 Budget – The budget is due to the county by the end of the week. Part time help decreased by 2,800 due to third early voting site being denied. Tammy Downin suggested that more help would be needed with the extra ballot drop boxes being available for 44 straight days and should be factored into the budget.
Tammy Downin recommended that the printing line item be increased.

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- Barry Jackson and Kaye Robucci will review the costs for deputies, staff, etc Barry discussed the Ballot sorter with the Board - \$95,000 per year for a 5 year lease, or \$300,000 to purchase it out right.
- II. Early Voting Agreement – At its December 16, 2021 meeting, SBE approved the Washington County Free Library as the second early voting site. Agreement will be signed so it can be forwarded to SBE and the library.
 - III. Discuss moving District 9-0 from Leitersburg VFC Activity Center to Leitersburg Ruritan Community Center.
 - a. Schedule
 - i. January 11: Discuss - Board would like a floor diagram to be provided prior to voting. Marty asked if there was a breakroom which there is. Marty asked about restrooms and they are located outside the gym.
 - ii. February 8: Vote
 - IV. Combine or Consolidate Precincts
 - a. Barry Jackson stated, due to congressional and legislative maps changing, now is the time to streamline precincts. Barry and Kaye Robucci will meet with the central committees on January 12 and January 13 to go over some of the possible adjustments. Barry went over a quick briefing of what is being considered and what will be presented with the central committees.
 - b. Jim Schultheis brought up that traffic patterns should be considered when consolidating the bigger precincts.
 - c. Tammy Downin's concern is what happens when a bigger proposed polling place is shut down due to a fire as opposed to having the multiple facilities. Example provided was Boonsboro.
 - d. Schedule
 - i. February 8: Discuss
 - ii. March 8: Vote
 - V. Election Worker Training: Training will begin in April during the middle of the month and will last approximately 6 weeks.
 - VI. 2022 MAEO Conference September 29, 2022. Possible locations are Anne Arundel, Washington County, or Virtual.
 - VII. Ethics: Emailed to everyone. It is due April 30, 2022.

Members Remarks:

Jim Schultheis suggested increasing the required number of election judges to 700 or 750, in case more people drop out due to COVID.

Jim Schultheis suggested opening the meetings moving forward to google meets so it is more accessible to public beginning in February and moving forward.

Tammy Downin will chair the meeting in February as Marty Lumm will be in Florida.

Peter Perini asked what is being done on National Election workers day on January 25, 2022.

Peter Perini asked if the number of ballot drop boxes could be increased from the Primary to the General. The Board's understanding is that they could not, due to time constraints of having more drop boxes built.

Peter Perini said if the open house is held in March, he would advertise to try and get a good turnout for public showing

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Seth Wilson asked if there was any literature or pamphlets for the Election Judges that he could have from past elections that could help promote Election Judge Applications. Seth Wilson asked if the Washington County Free Library is receiving any payment/incentive for being used as an early voting site. Kaye Robucci responded that the security guards and maintenance staff are the only staff receiving additional money due to additional hours being worked.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, February 8, 2022 at 3:00 PM. The location is Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

Future Events:

Adjournment and Executive Session:

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 and move into Executive Session. At 4:48 PM, Tammy made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Bill seconded the motion. All staff and guests left the meeting.

SUMMARY OF CLOSED SESSION HELD ON JANUARY 11, 2021

1. *Statement of the time, place, and purpose of the closed session:*

Time of closed session: 4:48 pm.

Place (location) of closed session: Election Center 17718 Virginia Avenue, Hagerstown, MD 21740.

Purpose of the closed session: Kaye Robucci's Performance Evaluation.

2. *Record of the vote of each member as to closing the session:*

Names of members voting aye: Tammy Downin, Bill Blazes, Connie Mozingo, Jim Schultheis

Members opposed: None

Abstaining: Marty Lumm

3. *Statutory authority to close session:*

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This meeting was closed under the following provisions of General Provisions
 Art. § 3-305(b):

Topic #1: § 3-305(b) (1) **Topic #2:** § 3-305(b) () **Topic #3:** § 3-305(b) ()
 (add others as needed)

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Kaye Robucci's Performance Evaluation	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Jim Schultheis, Brian Kane	Evaluation was reviewed, approved, and signed.

After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 5:27PM, Connie Mozingo seconded, and the motion passed unanimously.

Compiled by Cory Green
 Election Program Assistant I

Respectfully Submitted,

Connie Mozingo 2/8/22

 Connie Mozingo, Assistant Board Secretary Date

Tammy E. Downin 2/8/22

 Tammy Downin, Vice President Date