

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION February 20, 2007

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

Present: Board
Charles Mobley, Jr., President
Clyde Tate, Republican Member
Eileen Wiggins, Democratic Member
John Benchhoff, Democratic Alternate
Clair Baker, Attorney

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

Charles Mobley called the meeting to order at 2:02 PM.

The Board Meeting scheduled for February 13, 2007 was canceled due to the weather and rescheduled for February 20, 2007.

Approval of Minutes of January 9, 2007

Charles Mobley asked if the Board had any corrections or modifications to the minutes of the January 9, 2007 Board Meeting. Charles Mobley requested the following correction (shown in bold):

Page 3: Executive Session

Charles Mobley made a motion to go into executive session at 3:34 PM **to review an employee evaluation;**

Minutes were approved as corrected.

Approval of the Executive Session January 9, 2007

Charles Mobley asked if the Board had any correction or modifications to the minutes of the January 9, 2007 Executive Session. Minutes were approved as submitted.

Charles Mobley announced that Sherrie Bonebrake's mother, Hilda Stoner, is in the hospital. Sherrie is returning from vacation today to be with her.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following additions to correspondence:

Testimony, Registrar, County Bulletin, Election Worker Payroll and Retirement Notices.

Washington County Board of Elections
February 20, 2007 (Continued)
Page 2

Correspondence:

A. MAEO Jackets & Door Prizes

E-mail from Sandi Logan asking if anyone is interested in a MAEO Fleece Jacket. Each county is also requested to provide two door prizes for the MAEO meeting in June.

B. Conference Theme

E-mail from Sandi Logan requesting suggestions for the 2007 conference theme. Entries were due February 14, 2007.

C. MAEO Meeting

The February 15, 2007 MAEO Meeting was canceled. It is rescheduled for March 1, 2007 at 9:30 AM in Anne Arundel County.

D. MAEO Legislative Committee

Minutes of the February 9, 2007 meeting were discussed. MAEO is requesting that we meet with out local legislators regarding SB392 (Paper Trail).

E. Testimony

The Board discussed the testimony that Guy Mickley, Howard County, presented to his local legislators. Charles Mobley made a motion that a letter be sent from the Board stating their endorsement of Guy Mickley's testimony and stating that the Washington County Board is opposed to HB18 and SB392. Eileen seconded the motion and all were in favor. Charles Mobley and Dorothy Kaetzel will write the letter.

F. Registrar – Vol. 2, #3

The Registrar was distributed.

G. County Bulletin – Vol. 3, Issue 2

Dorothy Kaetzel noted that SBE is preparing to release the voting units. We are responsible for packing and shipping those units needing repair. Inspecting each voting unit and preparing it for the next election has been delayed until further notice. The voting units do need to have their batteries charged.

H. Payroll Analysis

The Board reviewed the statewide election judge payroll analysis

Washington County Board of Elections
February 20, 2007 (Continued)
Page 3

I. Retirement Notices

The following Election Director's have announced their retirements:

- Patricia Matsko – March 30, 2007. Her party is March 20, 2007
- Barbara Fisher – April 30, 2007. She has been appointed to the Board
- Florence Sutton – February 28, 2007. Her party is March 9, 2007

Dorothy Kaetzel asked if anyone wants to attend the retirement parties, to let her know.

Reports:

A. Director's Meeting – January 24, 2007

The Board received copies of the Lessons Learned Meeting. Dorothy Kaetzel noted the following items:

Retaining Current Election Judges

- Statewide salaries for election judges
- Benefit of extra training between the primary and general elections
- Show appreciation to the election judges

Recruiting New Election Judges

- High Schools
- IT Departments of universities
- Targeted mailings
- Adopt a polling place

Election Judges with Disabilities

- Train election workers in accessible locations
- Place election judges in positions that accommodate their disability

Judges' Manual

- Received too late for most training classes
- Update the 2006 manual, don't redo the manual for 2008
- Set a cutoff date for updates to the manual
- Rename the "voter access card"

Training Classes

- Training is 3-4 hours
- Difficult to cross train due to vast amount of material to cover

Washington County Board of Elections
February 20, 2007 (Continued)
Page 4

Training Evaluations

- Able to determine training issues by observation and by questions that are asked by the workers
- Other judges, voters, Board Members report if there is a problem

Next meeting March 14, 2007 at 10:00 AM at SBE.

B. Voter Registration Statistics

Charles Mobley noted two corrections on Page 2. Column 1 should be "2006" and Column 2 should be "1/31/07".

Old Business:

A. Polling Place Status

District 15: Dorothy Kaetzel called Gerald Miller at Park Head United Methodist Church. They will discuss the request at their April meeting. If we are granted permission to use the Activity Building, we would be responsible for removing the trash.

District 26-1: Charles Mobley contacted Joe Startari at St. Josephs. Mr. Startari will check the availability for the dates requested and let us know.

B. T.A. Baer Warehouse

Dorothy Kaetzel talked with Tom Feehan, Diebold, regarding the lease on the T.A. Baer Warehouse. The contract has been renewed thru October 2008 and Tom Feehan will get an extension, since the General Election is in November, 2008.

New Business:

A. Districts 2-0 and 23-0

The Board considered subdividing Districts 2-0 and 23-0. After reviewing the room layouts, the Board determined that subdividing at this time was not needed.

We are requesting any changes of polling places to be completed by June 30, 2007. The Board discussed the following changes:

District 13-1 (Maugansville Elementary School)

- The new school is scheduled to open August 2008
- Consider using Maugansville Ruritan Building for both Districts 13-1 & 13-2 for the 2008 elections
- Make sure that parking is not a problem

Washington County Board of Elections

February 20, 2007

Page 5

District 22-2 (Pangborn Elementary School)

- The new school is scheduled to open August 2008
- Consider using Christ Lutheran Church

District 19-0

- Area for voting is too small
- Consider using Red Byrd Restaurant

Kaye Robucci excused herself from the meeting

Executive Session:

Charles Mobley made a motion to enter into Executive Session at 3:50 PM to discuss a personnel issue. Eileen Wiggins seconded the motion and all were in favor. The Board returned to regular session at 3:53 PM.

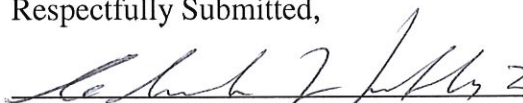
Member Remarks:

The next meeting of the Washington County Board of Elections will be held March 13, 2007 at 2:00 PM at the Board office.

Adjournment:

There being no further business to come before the Board at this time. Charles Mobley made a motion to adjourn at 3:55 PM; Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,



Charles L. Mobley, Jr., Board President

3/13/07
Date



Kaye E. Robucci, Election Deputy Dir, I

2-21-07
Date