

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION December 12, 2007

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

Present:

Board

Eileen Wiggins, President
John Benchoff, Democratic Member
Clyde Tate, Republican Member
Sharon Washington, Democratic Alternate
Carroll Earp, Republican Alternate

Staff

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

Eileen Wiggins called the meeting to order at 2:03 PM. Roger Schlossberg, Attorney, was absent. There was a quorum present.

Approval of Minutes of November 13, 2007

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the November 13, 2007 Board Meeting. Approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following additions to the agenda:

Correspondence: Instructions for Challengers and Watchers, Letter to Dr. Altieri

New Business: Request for Unused Annual Leave and Emergency Plan

Correspondence:

- A. Instructions and Information for Challengers and Watchers

Each precinct will receive a copy in their forms folder

- B. County Bulletin - Vol. 3 Issue 16

Copies of the November 30, 2007 issue were distributed. The bulletin includes the list of Presidential Candidates and the ballot proofing schedule. John Benchoff will pick-up the optical scan proofs and memory cards if they are ready on December 21, 2007. Eileen Wiggins will assist with the ballot proofing.

Washington County Board of Elections
December 11, 2007 Board Minutes (Continued)
Page 2

C. Letter to Dr. Altieri

Letter to Dr. Altieri, President, HCC, thanking him for the use of the Kepler Theater for the Task Force Hearing and waiving the rental fee.

Reports:

A. Charter Committee – City of Hagerstown

Tabled until the January 8, 2008 Board Meeting

B. Hearing – Task Force on Voting Irregularities

John Benchoff reported on the Task Force on Voting Irregularities public hearing held December 4, 2007 at the Kepler Theater. Several people spoke and shared their experience on election day. It was beneficial to us to hear those concerns and comments and be able to respond. The next hearing will be held in Rockville, MD in January 2008.

C. Charter Question

The wording for the Charter question for the Primary Election was received. The Certified Question has been sent to SBE.

D. Christmas Party

Our Christmas Party was held December 5, 2007 at the Fireside Restaurant. John and Teresa Barr attended as our guests.

E. Phones

John Benchoff reported on the status of the phone system at the schools. He met with Ed Munday and Bob Foltz. The schools have a new digital system, VOIP (Voice over Internet Protocol). Many of the schools will have VOIP (school supplies the phone) and some will still be using analog (we supply the phone) during the next election. We will receive a room layout for each school indicating the location of the phone, whether it is VOIP or analog and the phone number. None of the lines should be fax lines.

Old Business:

A. Review By-laws

Tabled until the January 8, 2008 Board Meeting

Washington County Board of Elections
December 11, 2007 Board Minutes (Continued)
Page 3

B. Election Judge Training

Election Judge Training will be held in January 2008. The equipment will be moved on December 28, 2007. Board members are encouraged to attend the classes.

New Business:

A. Request for Unused Annual Leave

The request for payment for unused annual leave for Dorothy Kaetzel was approved by the Board.

B. Emergency Plan – Primary Election

SBE is requesting each county to develop an emergency plan in case of inclement weather on election day. The plan was due December 7 for discussion at the December 14, 2007 Director's meeting. Dorothy Kaetzel contacted the following groups requesting assistance. Their response is as follows:

- Washington County Delegation – did not discuss the possibility of inclement weather when changing the date of the election to February
- Emergency Services – will not be available for our use
- Washington County Government - Greg Murray, County Administrator, will provide (15) 4-wheel drive vehicles to transport judges to their polling places
- Sheriff's Department - Doug Mullendore, Sheriff, will provide transportation for the office staff to the Election Board
- Chief Judges – the majority of chief judges have 4-wheel drive vehicles. A small number would require transportation

Dorothy Kaetzel informed the Board that in the case of an emergency (either statewide or local); the governor or Circuit Court can postpone the election.

C. Return of Memory Cards

The Board discussed the SBE Procedures for Retrieving Memory Cards. If a custodian or contact person is still at the polling place, a board member will retrieve the memory card. If no one is at the polling place, a board member will retrieve the memory card the following day. The procedures will be revised to include the electronic poll book memory card.

D. Confidentiality Requests

Two requests for voter confidentiality were reviewed and approved.

Washington County Board of Elections
December 11, 2007 Board Minutes (Continued)
Page 4

E. Alternate Board Members Pay

Dorothy Kaetzel updated the Board on the pay for the alternate board members. The budgeted increase was approved by the county and was to take effect July 1, 2007. The alternate members received the correct amount in July (\$75.00) but received the previous amount (\$50.00) in September and October. Dorothy Kaetzel was never informed of this change to their pay until Carroll Earp questioned the amount. After much discussion with the Budget and Finance Department and Human Resources; the alternate members have received their back pay. Dorothy Kaetzel has requested the Budget and Finance Department to inform her any time the pay amount is changed.

F. Newspaper Ad for Primary Election

Dorothy Kaetzel has received a quote for the following ads:

- Ballot (color) to run February 3, 2008 *Cost \$ 3,589.00
*May be less if only the header is in color
- Back page ads to run February 3, 8 & 11, 2008 Cost \$585.00
- Ad on their website Cost \$ 75.00
- We may run a back page ad reminding voters in District 26-1 of their new polling location at St. Joseph Catholic Church

Member Remarks:

Sharon Washington has asked Linn Hendershot to review the procedures for voters with disabilities at the polling places and report back to the board with any recommendations.

The next meeting of the Washington County Board of Elections will be held January 8, 2008 at 2:00 PM at the Board office.

Adjournment:

There being no further business to come before the Board at this time. John Benchoff made a motion to adjourn at 3:00 PM; Clyde Tate seconded the motion. Unanimously approved.

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

1/8/08
Date

Kaye E. Robucci
Kaye E. Robucci, Election Deputy Dir, I

12-12-07
Date