



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS May 19, 2015

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

**Present:**

**Board**

John Benchoff, President  
Tammy Downin, Secretary  
Bruce Field, Assistant Secretary  
Roger Schlossberg, Board Attorney

**Staff**

Kaye Robucci, Election Director, I  
Tammi Derr, Election Data Application Specialist II

**Visitors**

Wayne Keefer  
Eileen Wiggins

John Benchoff, President, called the meeting to order at 2:00 PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. Carroll Earp and Bill Blazes were absent. There was a quorum present.

**Approval of Minutes of April 14, 2015:**

John Benchoff asked if the Board had any corrections or modifications to the minutes of April 10, 2015 Board of Elections meeting. Bruce Field asked for a correction on page 3, **Reports 2)** in paragraph beginning with the word Considering, that the word **sited** be corrected to **stated**. Approved with correction by Bruce Field: seconded by Tammy Downin. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

**Additions/Changes to the Agenda:**

John Benchoff asked if there were any additions/changes to the Agenda. The Director added letter G. under Correspondence HB485. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3.

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**Correspondence**

A. E-mailed to the Board – MAEO Agenda – April 23, 2015

B Distributed Minutes of March 25, 2015 MAEO Meeting

Committee Reports – Personnel – regarding staff raises. Increase in raises will not be all inclusive, but at the Director's discretion. The committee is working on developing positions within the election series that will allow for promotion.

Legislative update –Primary Election is on track to be changed to April 26, 2016.

New Voting System Replacement, Allocation and Provisional Voting Procedures – outstanding issues or concerns will be submitted in writing and one document will be generated to include a combined list which MAEO Board will submit to SBE. The new board will receive a copy of this.

C. Distributed MAEO Agenda, June 9, 2015

D. Article in "The Herald Mail" newspaper regarding Student Service Learning Hours

We did get on the list of organizations in the article but have not received any calls yet. Hopefully this will generate some interest.

E. Article in "The Herald Mail" newspaper regarding "recess appointment" of Vincent Spong, County Commissioner.

The Board discussed the article.

F. Article in Herald Mail regarding the death of Cassandra Costley, Orphans Court

A new judge is needed but with the 90-day legislation session now over the governor's selection would be a "recess appointment" until session reconvenes in January 2016.

G. House Bill 485

Effective July 1, 2015 the filing fees bill has passed. This requires changes to the distribution of candidate filing fees collected to go into a Fair Campaign Financing Fund.

**Reports**

A. Election Directors Meeting – April 16, 2015

Highlights on first page under NVSR Equipment. LBE's could send ExpressPass Printers used during early voting out to polling places on election day, and that each LBE will have 2-5 workstations depending on the size of the LBE with a minimum of one server and two workstations. Washington County will have 13 ExpressPass Printers for early voting.

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During early voting each voter will receive a Ballot Activation Card. They will take the card over to one of the ballot-marking devices, print out and review, then take to the optical scan. This is actually a digital scanner and reads the votes by bar codes. The Board discussed recounts and how this way of voting will effect this. However, this is our only choice for early voting at this point.

We will not have the ExpressPass Printers for election day. Voting will be done differently than Early Voting. We will be using two systems. Roger Schlossberg stated the preferred method would be the ballot marking tool. Over votes were discussed and how the voter would have the choice to override and accept the ballot as is or be re-issued a replacement ballot.

Note on page 2 under Legislation – Senate Bill 340 was discussed. This is a bill to restore voting rights to felons upon release from prison, but still have not completed all their probation. The Director will check with Donna Duncan at SBE on the status of the bill as it is awaiting the governor's signature.

Page 5 – Use of Express Vote Units for Provisional Voting for Early Voting was discussed.

Bruce Field explained to the new board members about the size of handles on the transportation carts and how it could have affected the storage arrangement at the warehouse. Fortunately the handles are recessed and won't affect the storage.

### B. Election Directors Meeting – May 11, 2015

The meeting was held last week. The Director reported that all LBE's were concerned with warehouse space and the need for more space.

Funding for repairs to pollbooks was discussed. There is no funding available in FY15 for repairs. There is funding in FY16. There will be a pollbook update before the 2016 elections; as it is needed to implement same day registration.

The other main concern of all LBE's is training of election judges. Some dates and training sessions were discussed but subject to change. The big issue is that everyone has to be trained. Through SBE's staffing contract, SBE will have 16 trainers, and all the LBE's share the cost of these trainers whether you use them or not. Trainers hired through SBE will be trained. All board members and office staff will have to be trained. The train-the-trainers from the past was discussed. Roger Schlossberg suggested that we may want to use these because of the new equipment and learning a new system. This would be beneficial to us and that hands-on is very important since it is new equipment.

LBE Requirements regarding warehouse space, and is it going to be sufficient. SBE will procure services to evaluate each warehouse location.

Donna Duncan introduced the New Voter Outreach Coordinator, Rachel Rachfal.

SmartSheets Summary Project Schedule. SBE & ES&S are working together to get all equipment delivered by July 24, 2015, as the original timeline did not meet SBE expectations.

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Overview of State Procurement process was discussed.

Mock Elections – everyone will participate. This will consist of 3 days of early voting, election day, an absentee canvass, and post-election audit. A final report will be generated in November.

Update on Annual FY15 Annual Inventory – Phase 2 is coming next and includes working with the Regional Managers to inventory the remaining equipment.

C. New Voting System Project – (Old Equipment picked up 5/5/15)

## Old Business:

A. Combine Precincts 17-1 & 17-2

John suggested to table this discussion for the June Board meeting so that the new board members could take a look at this. Roger will help with wording. This will be on the June Agenda.

B. Change in Polling Places - discussion

1. Conococheague (23-0) to Wilson Ruritan due to school closing. Kaye will schedule survey of Wilson Ruritan during the 3<sup>rd</sup> or 4<sup>th</sup> week of June and will give Mr. Martin a call.
2. Winter Street (25-2) to Western Heights Middle School due to school closing,
3. Relocate District 25-4 from Western Heights Middle School to new Jonathan Hager Elementary School (Western Heights Middle School is located in District 25-2 and Jonathan Hager Elementary School is in District 25-4).

Maugansville School is commodious and would accommodate both polling places. Conococheague is our biggest polling place with 3400 voters. The board will be checking out a few other places that could accommodate these changes, and will discuss them at a future meeting.

C. Legislative Session Update –  
Election date change.  
Senate Bill 340

D. MAEO Meeting – June 9-12, 2015 –  
Kaye sent everyone a copy of the agenda. We will need to take 2 door prizes. The Director will get these as she already knows what she would like to get.

E: Position Recruitment –  
Moving along with Supervisor and the IT position.

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**New Business:**

- A. City of Hagerstown – Police & Fire Union request for Charter Change or Referendum. Question from Mark Boyer. Kaye will have Mark Boyer call Roger Schlossberg.

- B. Response to County Commissioners regarding tour on March 31

Still in talking stages. As it stands the warehouse for early voting and training is sufficient for now. If we could get more space then we could possibly move the office but with renovations.

- C. Early Voting -1 site or 2?

In collaboration or approval with County Commissioners and SBE we can decide if we want an additional early voting site. We have the same location for early voting as in 2014. The board decided that we still only need 1 voting site moving forward. Bruce Field made a motion to retain one early voting site and Tammy Downin seconded. Unanimously approved.

Public transportation was discussed – Is it a requirement? Kaye will review the early voting requirements.

- D Swearing in of Board – set a date in early June

Waiting on commissions from Denny Weaver's office. Need to be sworn in within 30 days after receiving commissions. Organizational meeting before the next Board meeting. Possibly the 16<sup>th</sup> for both meetings. Kaye will let everyone know when the commissions are in.

- F. Presentation of Voting Equipment to Kiwanis – September 17, 2015

When the new equipment comes in we will set up time to meet with the Kiwanis for a demonstration.

**Members Remarks:**

**None**

**Scheduling of Next Meeting:**

The next meeting of the Washington County Board of Elections will be held on June 16, 2015. The location is Washington County Board of Elections, 35 W. Washington St. Room 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A)8.

**Distributed Information**

2016 Calendar

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**Adjournment:**

There being no other business to come before the Board at this time Bruce Field made a motion to adjourn at 4:05 PM; Tammy Downin seconded the motion. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)10.

The Bylaws with advice of counsel, shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Tammi Derr  
Election Data Application Specialist II

Respectfully Submitted,

Bruce J. Field      7/14/15  
Bruce Field, Board President      Date

Tammy E. Downin      7/14/15  
Tammy Downin, Board Vice President      Date