



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

October 08, 2019

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Martin Lumm, Board President

Tammy Downin, Board Vice President

Bill Blazes, Board Secretary

Connie Mozingo, Board Assistant Secretary

Brian Kane, Board Attorney

Staff:

Barry Jackson, Deputy Election Director II

Teresa Morningstar, Election Supervisor II

Absent:

Jim Schultheis, Board Member

Guest:

None

President Marty Lumm called the meeting to order at 3:02PM at the Washington County Board of Elections Office, 35 W. Washington Street, 1st Floor Conference Room, Hagerstown, MD 21740. Board member Jim Schultheis was absent. There was a quorum present.

Approval of Minutes of September 3, September 10, and September 27, 2019:

September 3, 2019 - Bill Blazes moved to approve the minutes, Connie Mozingo seconded, and the motion was carried unanimously.

September 10, 2019 - Bill Blazes moved to approve the minutes, Connie Mozingo seconded, and the motion was carried unanimously.

September 27, 2019 - Bill Blazes moved to approve the minutes, Tammy Downin seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Under Correspondence, add "II. Voting System Upgrade Decision: Use of EVS 5.2.0.3 in 2020 Elections – Email from SBE forwarded to the Board"

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Correspondence:

- I. Election Directors Meeting Minutes, September 26, 2019.
 - A. The National Federation of the Blind litigation – SBE will send out a questionnaire to the LBEs asking number of touch screen voting machines deployed in 2016 and number of electrical outlets at each polling place.
 - B. Universal Postal Union – United States will not withdraw.
 - C. Ballot Packaging Regulations – LBEs will be given the option to receive ballots with or without ballot stubs. Director Kaye Robucci prefers the ballots with ballot stubs.
 - D. GIS interface in MDVOTERS – release 7.3 will include an enhancement in the GIS interface. The release is due sometime in December 2019.
 - E. New Seiko MP-A40 Printers – SBE reminded LBEs to disable the Bluetooth feature on the printers during L&A testing.
 - F. Election Day Same Day Registration networking – six large LBEs (Montgomery, Prince Georges, Baltimore City, Baltimore County, Anne Arundel, and Howard) will be networked to SBE on Election Day. All other LBEs, including Washington County, will not.
 - G. Shafiq Satterfield urged everyone to get their county IT staff to register with the MS-ISAC. Currently, Barry Jackson forwards all MS-ISAC correspondence to county IT Director Ron Whitt.
 - H. No directors' meeting in October, due to the Biennial Conference on October 17th. The next meeting is a call-in meeting on November 14th at 10:00AM.
- II. Voting System Upgrade Decision: Use of EVS 5.2.0.3 in 2020 Elections – Email from SBE forwarded to the Board.

Reports:

- I. Election Director
 - A. Personnel - Sherrie Bonebrake is retiring after 24 years with the Washington County Board of Elections. Last day is October 25th.
 - B. Meetings -
 1. Met with Sherrell Wilson, SBE Training Coordinator. We will have 2 SBE Trainers. We have submitted our training schedule to SBE.
 2. Director's Meeting of September 26 (discussed during Correspondence).
 3. EW Manual Committee: Currently updating Chapters 1-9
 4. Modernizing Absentee Ballot Opening Procedures: No meeting in September. Barry Jackson still needs to submit draft legislation to the committee for approval.
 5. Facebook Political Ad Webinar: Barry Jackson and Teresa Morningstar sat in on this webinar that was geared more toward political organizations than government organizations. Facebook

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made some changes to their advertising policy as a result of bad actors using the medium during the last two elections.

- C. Correspondence - none
- D. Trainings
 - 1. Smartsheet Training: Barry & Teresa, October 9 & 10.
 - 2. Table Top Exercises: Kaye, Nov 12, & Jan 14.
 - 3. How to Write a Disaster Recovery Plan: Kaye Robucci and Barry Jackson are participating in this webinar series led by Nikki Charlson of SBE. The webinars take place every two weeks through January 7, 2020.
- E. Legislative Update: None
- F. Registration Statistics for September 2019 were distributed to the Board
- G. Voting System Activities:
 - 1. Additional equipment requested for 2020.
 - a) Still looking for additional Seiko Printers.
- H. Candidate Information:
 - 1. Filing began February 5, 2019. One filing so far – Andi Overton for Mayor of Hagerstown.
- I. Projects:
 - 1. Election Workers – will use Eventbrite for scheduling training classes.
 - 2. New State Workstations with Windows 10 have been installed.
 - 3. Networking Survey – We will not be networked for the primary, only the 6 big counties.
 - 4. Voting Booth inspection to be completed in the fall of 2019.
 - 5. Preliminary Pollbook Testing – Preliminary Testing was cancelled, and the statewide pollbook testing will be scheduled by SBE in the next week or two.
- II. Attorney
 - A. Attorney Brian Kane presented a draft agreement for the board to review detailing scope of services outside of fixed services and the hourly rate.
 - B. Attorney Brian Kane presented a draft letter to County Attorney Kirk Downey detailing statute requirements for the build out of the new Early Voting Center.

Old Business:

- I. Combined Facility – New home for the Board of Elections! - Staff sent out thank you letters to all the helpers who attended the Commissioner's Meeting in support of our new location
- II. Early Voting Location for 2020 – update! - At the September 27, 2019 special board meeting, the board accepted the new Early Voting Location as 17718 Virginia Avenue in Hagerstown. Kaye Robucci forwarded the address to Nikki Charlson at SBE. Dave Johnston from the Department of Homeland Security

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(DHS) will provide a physical assessment of 17718 Virginia Avenue on October 24, 2019. Attorney Brian Kane will forward SBE requirements to County Attorney Kirk Downey.

- III. Change polling place for District 8-0 from Station 8 to Pleasant Valley Baptist Church (with installation of ramp) - Connie Mozingo made the motion to approve District 8-0 from Station 8 to Pleasant Valley with temporary ramps, Tammy Downin, seconded, and the motion passed unanimously.
- IV. MOU – Board Attorney - Reference II. Attorney A. Draft Legal Services Agreement.
- V. By-Laws – update - Tammy Downin made a motion to approve the updated bylaws to vote in November, with consideration to the following: 3.2 Open Meetings Act & 6.1 Article 6- MAEO Counsel at board expense. Should 6.5 be added to include Reimbursement of Travel - President to pre-approve non budgeted items.
- VI. Municipalities – Use of Voting Equipment and Pollbooks - Kaye Robucci will follow up with SBE.
- VII. Biennial, Thursday, October 17, at the Crowne Plaza Annapolis - Board members have their hotel reservations for Wednesday night.
- VIII. Table Top Exercises for Board – Table until November.
- IX. Sign Policy - In reference to Neil Parrott's political signs remaining on the county roads, they are considered state road signs and are not an issue.
- X. Christmas Party – Hickory Bridge, December 6, 2019 at 6:30 pm. - Let staff know how many will be attending in your group.

New Business:

- I. Board access to Staff Election Calendar - Our State of Maryland google calendar can be shared with board members or from website access with a password, for those who are interested in important dates for internal staff projects.

Members Remarks:

None.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, November 12, 2019 at 3:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- I. September Registration Statistics

Future Events

- I. October 17th, 2019 – SBE Biennial Conference, Annapolis

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 4:35PM, Tammy Downin made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter. Bill Blazes seconded the motion.

SUMMARY OF CLOSED SESSION HELD ON September 10, 2019

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

Time of closed session: 4:35 pm.

Place (location) of closed session: 35 W. Washington Street, 1st floor conference room, Hagerstown, MD 21740.

Purpose of the closed session:

To approve the minutes from the September 10, 2019 board meeting.

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

Names of members voting aye: Tammy Downin, Bill Blazes, and Connie Mozingo.

Members opposed: None

Abstaining: Marty Lumm

3. Statutory authority to close session:

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

Topic #1: § 3-305(b) () **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: Approve past Executive Meeting minutes.	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Brian Kane, Barry Jackson, Teresa Morningstar.	Executive Meeting minutes of September 10, 2019 were unanimously approved.

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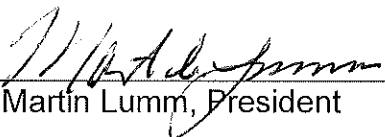
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After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 4:40 PM, Bill Blazes seconded, and the motion passed unanimously.

Compiled by Teresa Morningstar
Election Supervisor II


Respectfully Submitted,



Martin Lumm, President

11/12/2019

Date



Bill Blazes, Secretary

11-12-19

Date