



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

May 8, 2018

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President

Tammy Downin, Vice President

Jim Schultheis, Secretary

William Blazes, Member

Martin Lumm, Member

Staff:

Kaye Robucci, Election Director II

Teresa Morningstar, Election Supervisor II

Guests:

Ray Foltz, Republican Central Committee

President Bruce Field called the meeting to order at 3:30PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. Roger Schlossberg, Board Attorney, was absent. There was a quorum present.

Approval of Minutes of April 3, 2018:

Bruce Field requested that the minutes include additional information so that anyone could read the minutes and have an understanding of what was discussed.

Change was made to the following (Change shown in Bold):

Correspondence, IA3: DS200 Refresher Training **was offered by ES&S. The staff feels comfortable with the DS200 and therefore did not sign up for the refresher class.**

Tammy Downin moved to approve the minutes of April 3, 2018 as amended, Marty Lumm seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Correspondence, add I. April 12, Election Director Meeting Minutes

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Correspondence:

- I. April 12, Election Director Meeting Minutes were distributed and the following was discussed:
 - A. Maryland will be receiving \$7.4 million in federal money to assist with improving election security.
 - B. A self-assessment was conducted on our warehouse. The purpose was to identify and document any issues with security.
 - C. Sherrie Bonebrake, Tammi Derr and Teresa Morningstar attended an absentee balloting webinar. The first absentees pull was on May 3, 2018.
 - D. Sixteen year olds are permitted to serve as election workers (require a parents' consent).
 - E. Legislative Update:
 1. HB532: Secure and Accessible Registration Act (SARA) goes into effect July 1, 2019. It re-designates electronic voter registration agencies – as automatic voter registration agencies.
 2. HB1278: Post-election Tabulation Audit requires an automated software audit for the primary and general and a manual audit for the general. Effective July 1, 2018.
 3. There will be two Constitutional Amendments on the 2018 General Election Ballot.
 - F. We have signed up to receive security alerts from MS-ISAC and EI-ISAC. The information is also shared with the County IT Department.
 - G. SBE has begun restricting access to Facebook, Twitter and other social media websites by staff in order to further protect their systems and eliminate risks. Teresa Morningstar has verified our social media accounts. Verified social media accounts have a blue checkmark next to the account name or handle.

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Reports:

- I. Director's Report
 - A. Personnel - N/A
 - B. Meetings & Trainings
 - 1. Personnel Committee: N/A
 - 2. EW Committee: N/A
 - 3. Director's Meeting: Next meeting: N/A
 - 4. MAEO Legislation: Barry
 - 5. Modernizing Absentee Ballot Opening Procedures: N/A
 - C. Correspondence Received: N/A
 - D. Registration Statistics for May 1, 2018 were distributed to the Board
 - E. Voting System Activities:
 - 1. Pollbooks – final database has been received
 - 2. Ballots – 46,000 ballots have been received
 - F. Candidate Filings: Harry Jones wants to withdrawal but the deadline has passed. His name will appear on the ballot and he will have to decline the nomination.
 - G. Precinct & Polling Issues:
 - 1. Polling Place Surveys and layouts - done
 - H. Projects
 - 1. Election Worker Training - Training is going well.
 - 2. Nursing Homes – Scheduled for May 21- June 1
 - 3. Recruiting Election Workers – an on-going task
 - 4. Advertising – Teresa Morningstar and Barry Jackson have been working with Highrock on social media posts
 - 5. Specimen Mailer – Will be mailed to all Democratic and Republican voters by the end of May.
 - 6. Election Night Returns – Dean has been working on a program to display the results.
- II. Attorney's Report – N/A
- III. Department Homeland Security – Kaye Robucci reported that David Johnston, Department of Homeland Security conducted an evaluation of our warehouse on April 12, 2018. A follow-up meeting to review the report will be held after the primary election.

Old Business:

- I. Early Voting Agreement – the signed Early Voting Agreement was sent to Linda Lamone, SBE.
- II. Request for Confidentiality – The person has been removed as confidential due to not responding to our correspondence.
- III. Disaster Recovery Plan – Our Disaster Recovery Plan was approved by SBE.
- IV. By-Laws – tabled until the August
- V. Election Worker Training – It's going well, the participants were attentive during class. Kaye Robucci asked the board members to attend the remaining classes. Jim Schultheis volunteered for 2 classes. Bruce Field volunteered for several more classes. Marty Lumm is volunteering as well.
- VI. A Town Hall Meeting will be held at Zion Baptist Church on Saturday, June 2, at 9AM. Kaye Robucci and Barry Jackson will attend to demo the voting equipment, register voters and discuss the move to Trinity Lutheran Church for the 2018 primary election.

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New Business:

- I. FY19 Budget Hearing – May 15, 2018, 5:30PM, HCC – Marty Lumm will be attending the meeting.
- II. The L&A on the voting equipment will begin on June 4 and continue through June 7. Two testers from the State will begin on Tuesday, June 5.
- III. Advertising- High Rock has designed our billboard advertising on Dual Highway to be posted from June 1-30, 2018. The advertisement will also include an ad at Leitersburg Cinemas during the month of June.
- IV. Lessons Learned – several classes were held in January 2017 and the election office hopes to implement several of the suggestions during 2018.
- V. 2018 Election Calendar – was emailed to all of the Board Members
- VI. Early Voting Security Plan – was submitted to SBE

Members Remarks:

Tammy Downin has disclosed that she is planning to attend The Women for Perini on May 17, 2018.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, June 12, 2018 at 2:00PM. The location is Washington County Board of Elections Warehouse 101 Tandy Drive, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- I. May Registration Statistics

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Adjournment:

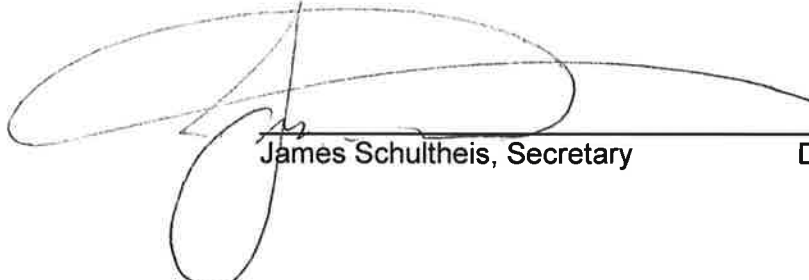
There being no other business to come before the Board at this time, Marty Lumm made the motion to adjourn at 4:20PM, Tammy Downin seconded, and the motion passed unanimously. The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Teresa Morningstar
Election Supervisor II

Respectfully Submitted,

 6/12/18

Bruce Field, President Date

 5-8-18

James Schultheis, Secretary Date

