



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

May 7, 2019

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President
Jim Schultheis, Secretary
Bill Blazes, Member
Martin Lumm, Member

Staff:

Kaye Robucci, Election Director II
Barry Jackson, Election Deputy Director II

Guests:

Connie Mozingo
Mary Anne Keyser – Democratic Central Committee

President Bruce Field called the meeting to order at 3:20PM at the Washington County Board of Elections Office, 35 W. Washington Street, First Floor Conference Room, Hagerstown MD 21740. Board Vice-President Tammy Downin and Board Attorney Roger Schlossberg were absent. There was a quorum present.

Approval of Minutes of April 9, 2019:

Kaye Robucci suggested the following changes:

Page 2, II.A. – change “Clearspring” to “Clear Spring”
Page 3, IX. – change Ethics “questionnaires” to “financial disclosures”

Marty Lumm moved to accept the April minutes as amended, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Kaye Robucci requested the following changes to the agenda:

Under Correspondence, add III. Changes to Precincts
Under Old Business, add XI. Receipts for Ethics Disclosure
Under New Business, add V. MAEO Ballots.

Correspondence:

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- I. Recognized Political Parties in Maryland – Bread and Roses party gained recognition, Green and Libertarian parties lost their recognition.
- II. Directors Meeting Minutes, April 25, 2019
 - A. PIA Requests – Washington County did not receive any requests.
 - B. Table top exercises at MAEO Conference, DHS table top in June.
 - C. Biennial Meetings, Sept 24-27 or Oct 17-18.
 - D. Election Reform – Absentee ballot application being modified.
 - E. Chapters 1-4 of election judge manual was sent to committee for review.
 - F. Polling Place Accessibility survey being updated.
 - G. Bread and Roses recognized party in Maryland, Libertarian and Green parties no longer recognized.
 - H. Judges for district and circuit court will be confidential in MDVOTERS database.
 - I. We have asked for additional voting equipment.
 - J. Election Day Networking – surveys sent out to polling places.
 - K. Electionware 6.1 was due to be released on May 1.
 - L. SBE considering allowing more than one BMD at Early Voting.
 - M. Candidate Filing Deadline is January 24, 2020.
- III. Changes to Precincts – LBEs are not allowed to change precinct lines during the period January 1 in the second year preceding the decennial census through the effective date of any redistricting based on the census.

Reports:

- I. Election Director
 - A. Personnel
 1. Sherrie Bonebrake is off until June 6, 2019, recovering from shoulder surgery.
 2. Reclassification of employees – rural county coalition of MACO opposed the 9% and 8% annual increases proposed by MAEO. SBE recommended incremental 3% increases over four years.
 - B. Modernizing Absentee Ballot Opening Procedures (MABOP): The MABOP committee met on May 2, 2019. Barry Jackson will submit opening procedures document to SBE and follow up with discussion.
 - C. CERA training – Barry Jackson travelled to Virginia Beach for Certified Elections Registration Administrator (CERA) training April 23-28. Teresa Morningstar will be travelling to Auburn, AL for training May 12-19.
 - D. Legislative Update – The Maryland General Assembly adjourned the General Session at midnight on April 9th. The following is a recap of election related bills that have passed:
 1. LBEs are now only required to be open until 5PM at the close of voter registration 21 days before an election.
 2. Same Day Registration (SDR) at the polling places on Election Day.
 3. At the end of each day of canvassing, LBEs must report unofficial results.
 4. Election Day Page Program.
 - E. Registration Statistics for April, 2019 were distributed to the Board
 - F. Voting System Activities:

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1. Kaye Robucci requested 15 additional Scanning Units, 24 Ballot Marking Devices, 37 Electronic Poll Books, 37 Poll Book Printers, and 75 additional ballot transfer bins for the 2020 Election.
 2. Pollbook battery testing is completed.
 3. Inventory project – Due June 30, 2019.
- G. Candidate Information:
1. Filing began February 5, 2019 – No filings yet
- H. Projects
1. 2020 Census Information has been received. Kaye Robucci and Barry Jackson currently working on Street Files.
 2. Washington County government will no longer support our county email addresses, so we are moving toward our Maryland.gov email addresses. This includes our general email address, which is now washco.elections@maryland.gov.
 3. The staff will be replacing their State computers with Windows 10 workstations in FY19.
 4. Networking surveys will need to be completed at all of our polling places this summer, in preparation for Same Day Registration in 2020.
 5. ERIC reports are due May 17, 2019.
 6. Voted ballots from 2018 will be removed from the blue ballot bins and packed for storage this summer.
 7. As part of Post Election Maintenance, we will be inspecting voting booths in the summer
- II. Attorney – N/A.

Old Business:

- I. New location for the Office, Warehouse, Training and Early Voting
 - A. Kaye distributed copies of floor plans provided by county government. In the April 30 commissioners meeting, Rob Slocum said what we were asking for was “a want, not a need.”
 - B. Todd Moser, real property administrator for the county, was told not to contact the investors. Bruce Field said we should contact the investors to get accurate information.
 - C. Jim Schultheis will contact Brad Fulton, Marty Lumm will contact Peter Perini, Kaye Robucci and Barry Jackson will work on realistic numbers for Tandy Drive.
- II. Tri-Hosts for the 2019 MAEO Conference
 - A. New agenda for the conference has been released.
 - B. Bruce Field will deliver the prayer at opening session.
- III. Early Voting Location(s) for 2020
 - A. Barry Jackson reported that Jacinta Ingreem of Hager Hall still has not been able to accommodate the Election Board’s date requirements for Early Voting, due to another organization reserving the hall during Primary Early Voting.
 - B. Other possible Early Voting sites – Community Volunteer Fire Company of District 12 (Fairplay).
 - C. We are also considering leasing retail office space for the year to accommodate election judge training and Early Voting and have been in contact with a real estate agent and Julie Rohm at Valley Mall.

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- IV. FY20 Budget – No changes since the April Board Meeting.
- V. MOU- Board Attorney – Kaye Robucci emailed position description to Kirk Downey for interested attorneys in Washington County. No responses yet.
- VI. Municipalities – Use of Voting Equipment and Pollbooks – tabled until September meeting.
- VII. MOU – Warehouse – Keith Ross at SBE is looking for information regarding physical makeup of warehouse.
- VIII. Census – Phase 2 - finished
- IX. Change of Polling Places
 - A. Sharpsburg – we will be in the old building in the primary, new building in the general.
 - B. WACOHU – Marty Lumm wondered if we could move the precinct to an existing precinct, such as Heritage Academy. Kaye said Heritage and WACOHU are in different legislative districts. It could be done, but it is not optimal. A better idea would be to put them with a precinct in the same legislative district, such as Maugansville.
 - C. Rohrersville – April and November elections in 2020 should not be a problem for temperature in the polling place.
- X. Town of Clear Spring and Universal Registration – Changes were made in MDVOTERS
- XI. Receipts for Ethics disclosure – Kaye Robucci asked those board members that had not yet provided a copy of their receipt to please do so.

New Business:

- I. The Board agreed to close the office during the MAEO conference, May 21-24
- II. FY20 Budget Hearing – May 14, 6PM at Kepler Theater
- III. Networking at polling places on Election Day – Barry Jackson and Dean Robucci have been working with the polling places to determine network connectivity for Same Day Registration. They will visit each polling place in the summer to run tests.
- IV. Biennial – possible dates, Sept 24-27 or Oct 17-18
- V. MAEO Ballots – were distributed to the board to vote and return by mail or take to MAEO.

Members Remarks:

N/A

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, June 11, 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. April Registration Statistics

Adjournment:

There being no other business to come before the Board at this time, Bruce Field called for a motion to adjourn the Regular Board Meeting. Jim Schultheis made this motion at 5:02PM. Bill Blazes seconded the motion, and it was carried unanimously.

Executive Session:

Bruce Field requested the Board move into Executive Session. At 5:02PM, Jim Schultheis made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) to discuss: (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. The vote to close the regular session and go into closed session was as follows:

Motion By: Jim Schultheis

Seconded By:

Bill Blazes

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Bruce Field	{ }	{ }	{X}	{ }
Tammy Downin	{ }	{ }	{ }	{X}
James Schultheis	{X}	{ }	{ }	{ }
Martin Lumm	{X}	{ }	{ }	{ }
William Blazes	{X}	{ }	{ }	{ }

Topic to be discussed is approval of past executive session minutes.

After the discussion was completed, Marty Lumm made the motion to close the Executive Session at 5:22PM, Jim Schultheis seconded, and the motion passed unanimously.

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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 Barry Jackson
Election Deputy Director II

Respectfully Submitted,

 6/11/19
Marty Lumm, President Date

 6-11-19
Bill Blazes, Secretary Date