



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

December 12, 2017

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President

Tammy Downin, Vice President

Jim Schultheis, Secretary

Martin Lumm, Member

William Blazes, Member

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

Guests:

Peter Perini, Chairman, Democratic Central Committee

President Bruce Field called the meeting to order at 2:00PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. Board attorney Roger Schlossberg was absent. There was a quorum present.

Approval of Minutes of November 8, 2017 and November 14, 2017:

Marty Lumm moved to approve the November 8, 2017 minutes as amended, Bill Blazes seconded, and the motion was carried unanimously.

Regarding the November 14, 2017 minutes, Tammy Downin referred to Old Business, A. Workshop with County Commissioners, October 17, 2017. Tammy was not at the October 17 workshop, and subsection a. is misleading, because it seems as though she was present. Please add to the heading, "and November 8, 2017 special meeting."

Old Business, D. Election Worker Training Location – Tammy Downin questioned what was the result of the tour. Bruce Field said to add more detail to the body of the section.

Tammy Downin moved to approve the November 14, 2017 minutes as amended, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

None.

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Correspondence:

- I. Emailed to Board – MAEO Holiday Celebration, December 8, 2017

Reports:

- I. Election Director
 - A. Personnel - PEPs are due January 12, 2018
 - B. Meetings & Trainings
 1. Personnel Committee: Putting together a presentation for State Board.
 2. EW Committee: Early Voting & Election Day Forms are on the library.
 3. Director's Meetings: 11/30/17 – minutes from the meeting have not been provided by SBE yet. They will be emailed to the board when they become available. Next meeting is scheduled for 12/21/17.
 4. UOCAVA Training held 11/16/17.
 5. Inventory Training – Dean Robucci, Kaye Robucci, Barry Jackson are receiving ongoing training on SBE's online inventory system, called eQuip.
 6. MAEO Legislation: Barry Jackson reported the following bills being considered in the 2018 MD General Assembly session:
 - a) General Election Same Day Registration – good chance of passing, to be put on ballot in November 2018.
 - b) Ranked Choice bill (Montgomery County only) – Sen. Kagan – there is no way to do this now with current election technology used by the State of Maryland. Fiscal note would be “astronomical” to accomplish this.
 - c) Bill to change procedures for handling “double votes” – Sen. Simonaire – would allow election officials to accept one of the two voted ballots, as opposed to the current policy of rejecting both.
 7. Modernizing Absentee Ballot Opening Procedures - Barry Jackson reported that now that SBE has changed policy on accepting one of the ballots from voters who vote both a provisional and absentee ballot, the committee should create a proposal to present to SBE for opening and scanning absentee ballots before election day. We will meet after the first of the year.
 - C. Correspondence Received: None
 - D. Registration Statistics for November 2017 were distributed to the Board
 - E. Voting System Activities:
 1. CMOS Batteries have been replaced in the Pollbooks.
 2. Absentee Ballots – a vendor has been selected by SBE to produce and mail absentee ballots. SBE did not reveal the name of the vendor, because they had not been notified of award yet.
 3. Pre-Primary Election Testing – January 16-19, 2018
 - F. Candidate Filings: Linda Murray (pre-file)
 - G. Precinct & Polling Issues:

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1. Polling Place Surveys and layouts – Barry Jackson is updating the layouts, including a state mandated indication of where scanning unit judges will stand in relation to voters scanning their ballots.
- H. Projects
 1. Location for EW Training – auditorium at Board of Education location on Commonwealth Avenue. Mr. Mills at BOE to send agreement to Kaye Robucci. Tammy Downin asked about the Herald-Mail building as a possibility for training. Jim Schultheis asked to check on Hager Hall.
 2. Notification of polling places – Barry Jackson has sent out polling place agreements to all privately owned polling places and has received all but four back.
 3. Recruiting Election Workers – Sherrie & Tammi continue to stay on top of recruitment.
 4. Citizen Guide update – Teresa is updating the guide as positions are vacated and filled (Judge of the 4th Circuit, Maryland Delegate District 2B, Hagerstown City Council).
 5. Firewall, Election Night Returns – Dean created a program for election night returns, which he presented to SBE.
- II. Attorney's Report - None

Old Business:

- I. Election Board – Future home: The election board reviewed the formal letter to the county commissioners. Bruce Field took issue with final paragraph requesting an open line of communication. Marty Lumm thinks it should say, “We look forward to working with you in the near future to find a suitable, permanent location for the Washington County Board of Elections.” Bruce Field said to replace the last sentence with Marty’s sentence, and the board agreed. Letter to include Bruce Field and Jim Schultheis signatures and mail to county commissioners and county administrator.
- II. Letter to Municipalities – table
- III. Election Worker Training Location – Covered in Election Director’s report (I.H.1.).
- IV. Christmas Party, December 11, 2017
- V. Ballot Stubs – No change for 2018.
- VI. Disaster Recovery Plan – Kaye distributed copies of the plan to the board.
- VII. By-Laws – Review for February 2018

New Business:

- I. Early Voting Agreement – Kaye Robucci sent agreement to board attorney Roger Schlossberg for his review.
- II. Request for Confidentiality – a voter has requested to be listed as “Confidential” in MDVOTERS. Kaye Robucci will contact voter to receive required documentation.
- III. Rules of Security Behavior for Board Members & Staff – SBE requires that all board members and staff fill out and sign form.
- IV. FY19 Draft Budget – Budget is due in mid-January. Kaye will create a draft budget and present it at the January board meeting.
- V. Christmas Tree was on display at the Springfield Barn in Williamsport on December 2, 3, 5, 7, 8, 9, and 10.

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Executive Session:

Bruce Field called for a motion to recess the board meeting under State Government Article, § 10-508 (a) to discuss: (1) (ii) Any other personnel matter that affects one or more specific individuals. The vote to close the regular session and go into closed session was as follows:

Motion By: Marty Lumm

Seconded By: Jim Schultheis

Vote to Close Session:

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

During the closed session, the board heard the report of inappropriate conduct of an election judge and voted to take appropriate action regarding said election judge. The board also discussed the annual performance evaluation of Director Kaye Robucci. A third topic of discussion was the overall morale of the office staff.

At 4:52PM, Jim Schultheis moved to close the executive session and reconvene the board meeting. Bill Blazes seconded the motion, and it was carried unanimously.

Members Remarks:

Bruce Field announced that his son-in-law, Paul Corderman, was selected to replace Brett Wilson as state delegate for District 2B, Hagerstown. Paul Corderman intends to run for the seat in the 2018 election, so Bruce will have to recuse himself during absentee and provisional canvasses.

Future Events:

- I. Pre-Primary Election Testing: January 16-19, 2018
- II. 2018 MAEO Conference: March 13-16, 2018

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on January 9, 2017 at 2:00PM. The location is Washington County Board of Elections 35 W. Washington St., Suite 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- A. November 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 4:55PM, Bill Blazes 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 Barry Jackson
Election Deputy Director II


Respectfully Submitted,



Bruce Field, President

1/3/18

Date



Jim Schultheis, Secretary

1/6/18

Date

