

MINUTES

**WASHINGTON COUNTY BOARD OF ELECTION  
May 14, 2013**

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

**Present:**

**Board**

John Benchoff, President  
Carroll Earp, Vice President  
Tammy Downin, Secretary  
Bruce Field, Member  
William Blazes, Member

**Staff**

Kaye Robucci, Election Director, I  
Sharon Mackereth, Election Deputy Director, I

John Benchoff called the meeting to order at 2:03PM; as pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.2(A)1. Roger Schlossberg, Board Attorney, was absent. There was a quorum present.

**Approval of Minutes of April 9, 2013:**

John Benchoff asked if the Board had any corrections or modifications to the minutes of April 9, 2013 Election Board meeting. Approved as submitted by Carroll Earp; seconded by Tammy Downin. Unanimously approved. As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)2.

**Addition/Changes to the Agenda:** As pursuant to the Bylaws of Washington County Board of Elections, Article 3, Section 3.3(A)3.

Kaye Robucci requested the following additions –

**Correspondence:** MAEO Minutes from April 30, 2013.

**Reports:** Post Legislative Forum

**New Business:** Audit from 2012 Presidential Elections for SBE.

**Correspondence:**

A. MAEO Minutes of the April 5, 2013 meeting – E-mailed to Board.

MAEO Ballot – received.

B. 90 Day Report of the 2013 Legislative Session – E-mailed to Board.

There are several issues in this 2013 Legislative Session that is very pertinent to this Board – Early Voting extension (number of days and hours); Electioneering being allowed at all polling places; Online Absentee Voting allowed for all registered voters; Same Day registration during Early Voting. (Effective 2016)

## WASHINGTON COUNTY BOARD OF ELECTIONS

May 14, 2013

Page 2

- C. Memo from Gregory Murray, County Administrator, regarding Early Voting – E-mailed to Board.

The County Commissioners and Washington County Board of Elections are in agreement to have 1 Early Voting Site for 2014. Kaye Robucci, Director, has notified Ross Goldstein, SBE, of this decision.

- D. Memo from Joshua Ramos, Anne Arundel County, regarding 50th Anniversary Commemorative Photo Book.

A 50th MAEO Commemorative Book is being developed showing pictures from past MAEO Conferences. MAEO is requesting from each Local Election Board 8 pictures to be included in the book and a DVD. The DVD will be available for purchase at \$5.00 each. Washington County wants all pictures returned.

- E. MAEO Minutes from April 30, 2013 meeting.

The Director brought to the Boards attention several important items - MAEO Ballot (distributed at this meeting); Continuing Education Classes (CERA) did not have enough interest in Maryland; Ballot-on-Demand printers; Entertainment during MAEO; Steve Fratz, Director, for Garrett County, being nominated by our Director, Kaye Robucci, for the Shining Star Award; Corporate Press Printing Co, offering tours of their plant; 2014 MAEO Conference being held in February, 2014 at Ocean City; issues with Regional Managers, Keith Ross will supervise the time cards to be sure managers are where they're supposed to be.

### Reports

- A. County Commissioner Meeting – April 9, 2013.

Commissioners agreed to increase the salary for our Board Members.

- B. Presentation at HCC, April 18, 2013.

Director, Kaye Robucci, reported on her presentation given to HCC students of Ruth Anne Callaham, County Commissioner, on Local Government. There were seven in the class and they were very interested in the Accu-Vote Touch Screen voting machine. Ruth Anne Callaham put a question to the students – “Where should we hold Early Voting?” the collective answer was “Not here at Hagerstown Community College” – their #1 reason – Parking.

- C. Director’s Meeting, May 9, 2013 – Subtitle 07 Election Day Activities.

The Director reported on proposed changes to the “Regulations” – Title 33, Subtitle 07 Election Day Activities. SBE is presenting to the State Board a change proposed by Montgomery County. In this change it would allow voters the use of communication devices while voting in the polling place.

## WASHINGTON COUNTY BOARD OF ELECTIONS

May 14, 2013

Page 3

The underlying issue is that the younger generation does not want to use the paper sample ballot for guidance in voting. They would prefer using their smart phone to access the ballot from the State website while they are voting.

The Director questioned – “How would the chief judges know what a voter is looking at on their smart phones while standing at the voting unit?” Or, they could be using their camera feature on the smart phone. This would just open up a situation where the chief judges would have to police the use of the devices. Voters will be using the phones to communicate with people outside of the polling place. Do we know how other States are handling this issue?

The Director will do some research on this and let the Board know when the Public Comment period will be.

### D. Post Legislative Forum – at HCC.

The Director reported on the Post Legislative Forum held at Hagerstown Community College. Majority of the people who attended were more concern about the Gun Control Bill than any other issue.

### Old Business:

#### A. Early Voting Site (discuss meeting with County Commissioners).

The Director informed the Board that she received a quote from the Grand Venice Hotel for the rental of space for our Early Voting polling place. The quote was only for the General Election November 4, 2014 - \$4,000.

The Director reminded the Board that she sent a letter to the County Commissioners, City Council, Greg Murray, County Administrator, and Jim Sterling, Director of Facilities, with information on what is required for an Early Voting site.

The Board proceeded to discuss the various locations that are possible sites and we should make arrangements for visiting some of these locations. The locations being considered are – the Dimensions building in Funkstown, Washington St. Fire Hall, the Clarion on the Dual Highway, HCC, our Warehouse on Tandy Drive would be ideal, the North End temporary location of the Library (2 small rooms, more space than what we had at the Red Cross), WACOHU Grange Hall would be great but it is too far out of town. The new Senior Citizens Center is not scheduled for completion until January, 2015. Our back up location is still Emmanuel United Methodist Church.

We will set up a schedule of visits as soon as possible and meet with the County Commissioners after our visits are completed.

#### B. Redistricting Resolutions.

The Director informed the Board that the signed Resolutions have been sent to Linda Lamone, State Administrator of Elections.

## WASHINGTON COUNTY BOARD OF ELECTIONS

May 14, 2013

Page 4

### C. FY14 Budget.

The 2014 Budget has been approved by the County Commissioners. Carroll Earp, Board of Elections, Vice President, attended the Budget Forum conducted by the County.

### D. Update on Redistricting Project.

The Redistricting Voter Notification Cards have been printed and mailed. Some of our Board Members will receive cards.

## New Business

### A. Polling Place Agreement.

The Board perused a sample of a Polling Place Agreement that the Director designed with information pulled from numerous examples from other counties. The State is not providing a form - it is up to each County to produce the form. The information will be provided to the Board Attorney.

### B. Availability of District 12 – Fairplay Fire Company as a polling place.

Paul Brown, our contact with the Fairplay Fire Hall, informed us that the facility is still operating and available for use as our polling place for District 12. It has lost its sanction as a fire company but the building is being kept up by volunteers.

### C. District 17-1 (Move to renovated Library or keep at Bester?).

Bester Elementary School is our polling place for District 17-1 and 17-2. Should we combine the two and make only one polling place for District 17 and will the gymnasium or cafeteria be able to accommodate all of District 17? The gymnasium is the largest area but it has issues with the windows and outlets.

There is a new school being built behind Bester Elementary and it will be ready by the 2016 Elections. We need to make sure the correct polling place and room is listed on the sample ballot. The Library, which was the polling place for District 17-1, will be completed with the renovations this year but the space being considered previously, for voting is on the second floor. No change will be made for 2014 Elections.

### D. City of Hagerstown Annexations.

The Board agreed to table this discussion until the next Board meeting.

### E. MAEO Plans (door prizes, travel arrangements and dinner on Sunday, June 16, 2013).

The Board agreed to provide the same door prizes for MAEO Conference as we did last year. Wine and Cheese Baskets were greatly appreciated by the Conference attendees.

## WASHINGTON COUNTY BOARD OF ELECTIONS

May 14, 2013

Page 5

The Office Staff will provide the baskets and accessories; John Benchoff will supply the cheese and Carroll Earp will supply the wine.

Travel arrangements were discussed - John Benchoff, Bruce Field and Sherrie Bonebrake offered to drive the Board Members and Staff. This is appreciated.

### F. Municipal Election Information (use of Voting Equipment and Pollbooks).

The Board agreed to table this discussion until the next Board meeting.

### G. Social Media (use of an agreement).

The Director informed the Board of the progress on providing the public with the Board of Elections on Social Media. Pam Byrd, Supervisor, is developing the Washington County Board of Elections site on Facebook and Twitter. The Director would like Pam to do a presentation to the Board on how it works and the benefits.

The Board would like Roger Schlossberg, Board Attorney, to take a look at the contract before it goes public. The Board is hesitant about going forward too fast with this – for this requires an instantaneous response and it will be very active during an Election. How much time will be involved with maintaining the sites at Election time?

### H. Post Election Maintenance.

Post Election Maintenance is progressing very well at the warehouse. Our County Tech, Dean Robucci, has everything organized very efficiently.

### I. Post Election Audit.

The Director has completed the Post Election Audit, John Benchoff, Board President, has signed it and it has been sent to Linda Lamone, State Administrator. The Director provided a copy of the Audit to the Board Members.

### **Members Remarks**

Bruce Field had a comment.

### **Scheduling of Next Meeting**

The next meeting of the Washington County Board of Elections will be held tentatively on July 9, 2013. The location is Washington County Board of Elections, 35 W. Washington St., Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A)8.

**WASHINGTON COUNTY BOARD OF ELECTIONS**

**May 14, 2013**

**Page 6**

**Distributed Information**

Revised 2014 Calendar  
Election Administration Reports  
Job Description for Regional Managers

**Adjournment:**

There being no further business to come before the Board at this time, Tammy Downin made a motion to adjourn at 4:05 PM; Bill Blazes 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 Sharon C. Mackereth  
Deputy Director, I

Respectfully Submitted,

  
\_\_\_\_\_  
John Benchoff, Board President

7/9/2013  
Date

  
\_\_\_\_\_  
Tammy Downin, Secretary

7/9/13  
Date