



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

April 3, 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

Roger Schlossberg, Attorney

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

Guests:

Mary Ann Keyser, Democratic Central Committee

President Bruce Field called the meeting to order at 2:04PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. There was a quorum present.

Approval of Minutes of March 7, 2018 and March 26, 2018:

March 7, 2018, Page 2, I. New Business, B. add "Community Center" after Martin Luther King, Jr.

March 7, 2018, Page 2, I. New Business, D. add " in past Gubernatorial Primary Elections was low enough that Trinity Lutheran Church will handle the turnout in 2018."

March 7, 2018, Page 2, I. New Business, E. 2. Replace "in" with "and"

Jim Schultheis moved to approve the minutes of March 7, 2018 and March 26, 2018 as amended, Martin Lumm seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Under Old Business, add "III. Election Worker Training Location," and change all remaining item numbers accordingly.

Under New Business, add "VI. DHS Physical Assessment, April 12, 2018."

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Correspondence:

- I. Election Directors' Meeting Minutes (February 1 and March 8)
 - A. February 1 Meeting Minutes Highlights
 1. Disaster Recovery Plans – additional information to include in our plan.
 2. Pollbook Updates still ongoing
 3. 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.
 4. 22nd Century received the staffing contract from the state. Due to budget constraints, County Techs will be limited in overtime.
 5. ES&S received the contract for absentee printing and mailing.
 - B. March 8 Meeting Minutes Highlights
 1. Reminder to file on the job accident reports
 2. Line management presentation conducted by Matthew Weil of the Bi-partisan Policy Center.
 3. New Voter Cancellation reason - Non-citizen
 4. Currently no referendum petitions
 5. Pollbook updates still ongoing
 6. New pollbook tablets not happening in primary election, maybe general election as a pilot in Charles and Caroline Counties.
 7. Ballot proofing has been completed.
 8. Transfer cart handle repairs – Washington County didn't have any to be repaired.
 9. Security – “If you see something, say something.”

Reports:

- I. Election Director
 - A. Personnel - Kaye Robucci talked to Sylvia Brown at the MAEO Conference and will have a follow up conversation with her.
 - B. Meetings & Trainings
 1. Personnel Committee: The committee is putting together a presentation for State Board. If new classifications are approved, they would not take effect until July 1, 2019.
 2. EW Committee: N/A
 3. Director's Meeting: Next meeting: April 12, 2018
 4. Transportation Meeting: March 27 with JK Moving & Interstate
 5. Inventory Training – Dean Robucci attended the session in Carroll County on March 28th. All equipment must have a barcode now.
 6. ERM (Election Reporting Manager) Training: April 4 & 5, Kaye Robucci, Barry Jackson & Dean Robucci will attend.
 7. MAEO Legislation: Final week of the General Session, Sine Die is Monday, April 9th. Barry Jackson directed the board's attention to the “2018 General Assembly Election Bills of Note” handout and highlighted the following bills:
 - a) SB1048 – Automatic voter registration: passed both houses and awaiting Governor's signature.
 - b) HB532 – Same Day Registration on Election Day: passed both houses and will appear on the ballot in November.

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- c) HB1278 – Postelection Tabulation Audit: passed the House, received a favorable report from the Senate Education, Health, and Environmental Affairs (EHEA) Committee on April 2nd. Awaiting passage by Senate.
 - d) SB 333 – Ballot Request and Canvassing Procedures: this has become a contentious bill among MAEO members. In the case of a voter submitting both an absentee ballot and a provisional ballot, SBE wants the provisional ballot counted, and most of the counties have agreed. Montgomery County and Harford County want absentee ballots counted rather than provisional ballots, so they circumvented the MAEO Legislative Committee and convinced the bill sponsor, Senator Bryan Simonaire (Anne Arundel County) to remove the language allowing the provisional ballot to be accepted. Stuart Harvey, Director of the Frederick County Board of Elections and chairman of the MAEO Legislative Committee, and Barry Jackson met with Senator Simonaire on March 16th and asked him to put the provisional ballot language back in or MAEO would strongly oppose the bill. Senator Simonaire agreed to the language. It has passed the Senate and is awaiting a ruling by the House Ways and Means Committee.
8. Modernizing Absentee Ballot Opening Procedures – Barry Jackson, at the request of David Garreis, MAEO President, has agreed to co-chair this committee.
- C. Correspondence Received: N/A
 - D. Registration Statistics for March 2018 were distributed to the Board
 - E. Voting System Activities:
 - 1. Pollbook testing was conducted during January - March
 - 2. Absentee Ballots have about 60 requests to date.
 - F. Candidate Filings: Receiving petitions from John Barr and Matt Feiser
 - G. Precinct & Polling Issues:
 - 1. Polling Place Surveys and layouts are completed
 - H. Projects
 - 1. Ballot Proofing – paper ballots approved, need 2nd proof of audio.
 - 2. EW Training Curriculum – Kaye Robucci, Barry Jackson and Dean Robucci are formulating the training curriculum.
 - 3. Notification of polling places – Barry Jackson is gathering any special requirements that the polling places may have.
 - 4. Recruiting Election Workers – Sherrie Bonebrake & Tammi Derr are coordinating this. Tammy Downin requested that we be specific to the election judges about only needing one class.
 - 5. Highrock Studios will be assisting with promoting the upcoming primary election, early voting and important deadlines. Teresa Morningstar has been working closely with Melissa Fountain from Highrock Studios and Barry Jackson has been assisting.
 - 6. Election Night Returns, Election Judge check-in process – Dean Robucci is heading this.
- II. Attorney's Report – Roger Schlossberg reported that the Early Voting Agreement is complete.
- III. MAEO – The board agreed that there were good breakout sessions, DHS presentation was thought provoking, and, in general, the conference was engaging enough that time passed quickly. Kaye Robucci reminded the board to submit travel expenses.

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Old Business:

- I. Early Voting Agreement is completed.
- II. Request for Confidentiality – Kaye Robucci contacted the voter to request additional information. Kaye Robucci has not yet received that information, but, in the meantime, she has made the voter confidential in the database in anticipation of receiving the additional information. Kaye has not been able to get hold of the voter. Roger Schlossberg said we cannot make a voter confidential unless they have documented cause. Kaye sent a notice by certified mail informing the voter that we must receive the required paperwork by May 1, 2018, or the voter will no longer be confidential.
- III. Election Worker Training Location – Hager Hall could not accommodate us with the Crystal Ballroom, because some clients who had previously booked the room during the dates we need it were unable or unwilling to change their date or location. Meanwhile, Mark Mills of the Washington County Board of Education informed us that the conference room at their Commonwealth Avenue location would be available for the dates we need it. Kaye Robucci, Barry Jackson and Dean Robucci met with Mr. Mills at the site to survey it again. Roger Schlossberg wondered if the site could be used as an Early Voting site.
- IV. FY19 Budget and Capital Improvement Plan – Kaye Robucci and Barry Jackson attended the County Commissioners meeting on April 3, 2018, where the county's 2018-2029 budget was discussed.
- V. Disaster Recovery Plan – Nikki Charlson, SBE, sent suggested edits to our Disaster Recovery Plan. Kaye Robucci will make edits and send back to Nikki by April 13th.
- VI. By-Laws – Martin Lumm moved to make the following changes:
 - A. Article 3, Section 3.3.A.2 – Change language to allow for going into closed meeting for the sole purpose of approving previous closed session minutes.
 - B. Article 5, Section 5.4 – Add, "The Board 'may' delegate the duties designated..."
 - C. Article 6, Section 6.4 – Strike section B.Bill Blazes seconded, and the motion to amend will be voted on at the May meeting.
- VII. Printing of Election Worker Manual – 750 manuals printed
- VIII. State Ethics Form due April 30, 2018

New Business:

- I. Election Worker Training Schedule – Lon Carson will help with Voting Judge classes. Kaye Robucci solicited the board for additional help with training classes. Each check-in judge will have their own pollbook during training.
- II. Town Hall Meeting with Precinct 25001 – Letter was sent to every voter in Precinct 25001, alerting them to the polling place change, Trinity Lutheran Church. Kaye Robucci and Barry Jackson will attend a Town Hall at Zion Baptist Church on June 2nd to discuss the change with the community. Kaye Robucci asked if the board should provide free transportation for voters of Precinct 25001 to Trinity Lutheran Church. Roger Schlossberg said it is not the responsibility of the Election Board to provide transportation to polling places. He suggested that community organizations within Precinct 25001 would be better qualified to provide rides to the polling place.
- III. Use of Ballot Marking Device for Duplicating Ballots during Canvass – Several counties tried it in 2016, and it worked well. We will try it in the 2018 Gubernatorial Primary Election.
- IV. 2018 Election Calendar – needs to be proofed.
- V. Renewal of Contract PUR-1352, Information Technology and Related Election Technical Services – Kaye Robucci left the meeting during this discussion. Jim Schultheis asked if

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we have documentation of what occurred with the county last time we tried to hire a technical position. Marty Lumm moved to recommend to the County Commissioners to extend the contract for one year. Bill Blazes seconded, and the motion was carried unanimously. Kaye Robucci then returned to regular session.

- VI. DHS Physical Assessment – On April 12, 2018, David Johnston with DHS will conduct a physical assessment of the election warehouse at 101 Tandy Drive and office at 35 West Washington Street. We will invite Jim Sterling, Director of Public Works, Dave Hays, Director of Emergency Services, Sheriff’s department, and Hagerstown City Police.

Executive Session:

At 3:32PM, Bruce Field called for a motion to recess the board meeting under State Government Article, § 10-508 (a) to discuss: (1)(i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction. The vote to close the regular session and go into closed session was as follows:

Motion By: Tammy Downin

Seconded By: Marty Lumm

Vote to Close Session:

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

At 3:56PM, Tammy Downin moved to close the executive session and reconvene the board meeting. Bill Blazes seconded the motion, and it was carried unanimously.

Members Remarks:

Future Events:

- I. Election Worker Training Classes

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, May 8, 2018 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.

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Distributed Information:

- I. April Registration Statistics
- II. 2018 General Assembly Election Bills of Note

Adjournment:

There being no other business to come before the Board at this time, Marty Lumm made the motion to adjourn at 4:00PM, 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

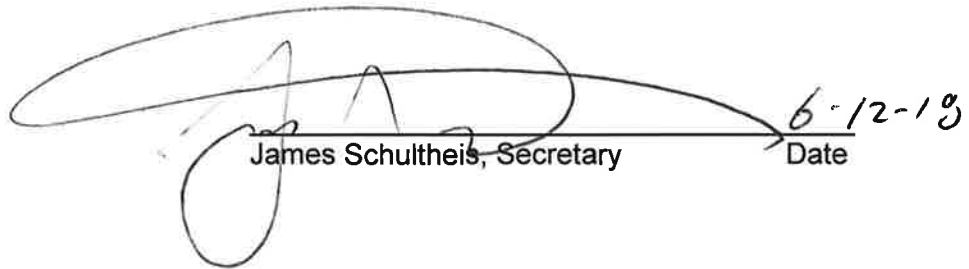
Respectfully Submitted,



Bruce Field, President

6/12/18

Date



James Schultheis, Secretary

6-12-18

Date