

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

December 8, 2003

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board

Charles Mobley, Jr., President
Marianne Schneider, Democratic Member
John Barr, Republican Member
Dorothy Waters, Republican Alternate
Eileen Wiggins, Democratic Alternate
Gregory Bannon, Attorney

Staff

Dorothy M. Kaetzel, Election Director, I
Kaye E. Robucci, Election Deputy Director, I

Charles Mobley called the meeting to order at 2:04 PM. There was a quorum present.

Approval of Minutes of November 10, 2003

Charles Mobley asked if the board had any corrections or modifications to the minutes of the November 10, 2003 Board Meeting. No changes were made and the minutes were approved as submitted.

Addition/Changes to the Agenda: Dorothy Kaetzel requested that Election Worker Training be discussed under Old Business.

Correspondence:

A. SBE Minutes

The minutes of the June 11, July 14, August 20 and September 3, 2003 State Board meetings were distributed.

B. Provisional Voting Materials

The Board discussed the following items from the Provisional Voting Packet

- Subtitle 16 Provisional Voting (Draft)
Page 3 - .01A: The phrase "polling places" has been replaced by "precinct"
Page 5 - .01B. "Polling place" has not been changed to "precinct"
Page 5 - .01C. "Polling place" has not been changed to "precinct"
Dorothy Kaetzel will inform Ross Goldstein of this inconsistency.

Washington County Board of Elections
December 8, 2003 Board Minutes (Continued)
Page 2

- A single ballot style will be used in Washington County in 2004
- Wording on the Voter Authority Card – Supplemental Form
There is not an option to provide a change of address that is not a physical move.
- Provisional Ballots will be canvassed the first Monday after the election.
- Provisional Ballot Closing Certificate has a mistake on it. Should read “To be completed and signed by the Chief Election Judges after the **closing** of the polls.”
- ID Requirement Form –
Last paragraph on left side should read “WHAT **IF** I DO NOT HAVE IDENTIFICATION WITH ME TODAY? Also, a typo under Secrecy, should read “Your ballot will remain sealed in the provisional ballot application envelope until the local board of elections **has** completed its review of your application.”

C. Access to Certain Information

The Board reviewed the updated procedures for Access to Certain Information (driver's license and full social security number). Marianne Schneider made a motion to adopt the updated procedures for Access to Certain Information; John Barr seconded the motion and all were in favor.

D. Absentee Voting Procedures

The Board reviewed the Absentee Voting Procedures. Marianne Schneider made a motion to adopt the Absentee Voting Procedures; John Barr seconded the motion and all were in favor.

E. December 26, 2003

Governor Ehrlich has declared December 26, 2003 a holiday for State employees ☺

F. Demonstration of Touch Screen Voting System

Charles Mobley and Chris Hood, President, Compliance Research Group, Inc., gave a demonstration of the Accu Vote TS Voting Equipment to the County Commissioners on December 2, 2003. Each of the County Commissioners voted on the equipment.

G. Article from the Gazette

Article from The Gazette regarding the security of the Accu Vote TS Voting Equipment

H. League of Women Voters

Information from The League of Women Voters of the United States was distributed.

Washington County Board of Elections
December 8, 2003 Board Minutes (Continued)
Page 3

I. Election Calendar

Updated calendars were distributed to the Board

Reports:

No Reports

New System Implementation:

A. Warehouse Space

Charles Mobley updated the Board on the warehouse space. Todd Baer met with Tom Feehan, Diebold, to discuss the contract. Tom Feehan is to call Dorothy Kaetzel today. Charles Mobley informed the Board that currently the warehouse is not secure. We are trying to rent additional space from Diebold to do the L&A Testing; otherwise the equipment will need to be moved to the Agricultural Center. This presents an additional question:

Who will transport the equipment? Diebold may be willing to subcontract if the company meets their requirements. If the equipment is moved to the Agricultural Center, Joe Torre, SBE, indicated that we would need a rider on our insurance policy for storing the equipment.

B. Demonstrations

Demonstrations are going well.

C. Mock Election – December 15 – 19, 2003

The Board discussed the upcoming Mock Election.

- Nathan Robinson will be coming on December 10 at 2:00 PM to discuss the Mock Election.
- Mock Election Day is December 18 from 10:00 AM – 2:00 PM
- There will be 2 precincts, our office and the County Admin Building.
- WHAG is coming to the office on December 16 to view the system

D. Train the Trainer Class – has been rescheduled to January 2004

**Washington County Board of Elections
December 8, 2003 Board Minutes (Continued)
Page 4**

E. Election Worker Classes

- Election Worker Classes are scheduled for January 20, 28, 30 and February 2, 2004. We would like to provide hands on training for the election workers by setting up a "precinct" and letting them staff the check-in tables, encode the ballots, etc.
- The Election Worker Manual from SBE has been received and we are reviewing it. It will be sent to SBE for approval and a copy will be sent to the Board.

Old Business:

A. City of Hagerstown

Charles Mobley will schedule a meeting with the City Board for January or February 2004.

B. Christmas Party – December 17, 2003 at Fireside Restaurant 6:00 PM.

C. Upcoming Deadlines

Party Affiliation – December 8, 2003 at 9:00 PM
Candidate Filing – December 22, 2003 at 9:00 PM

New Business:

A. Democratic Convention Delegates

We will again be a satellite office for the filings for the Democratic Convention Delegates January 2 – 9, 2004

Members Remarks:

No member remarks

Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held January 13, 2004, at 2:00 PM at the Board Office.

Washington County Board of Elections
December 8, 2003 Board Minutes (Continued)
Page 5

Adjournment:

There being no further business to come before the Board at this time. Marianne Schneider made a motion to adjourn at 3:40 PM; Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,

Charles L. Mobley, Jr. *1/13/04*
Charles L. Mobley, Jr., Board President Date

Kaye E. Robucci *12-15-03*
Kaye E. Robucci, Election Deputy Dir, I Date