



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

May 5, 2020

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

The Washington County Board of Elections regular meeting was conducted in person, so that the Board of Canvassers could be sworn in by Kevin Tucker, the Clerk of the Circuit Court. The meeting was only available to the public via teleconference. The following individuals participated in the meeting:

Present:

Board:

Martin Lumm, Board President
Tammy Downin, Vice President
Bill Blazes, Board Secretary
Connie Mozingo, Board Assistant Secretary
Jim Schultheis, Board Member
Brian Kane, Board Attorney

Staff:

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

Absent:

Guest:

Peter Perini, Democratic Central Committee
Seth Wilson, Republican Central Committee
Dean Robucci, IT Election Services

President Marty Lumm called the meeting to order at 3:12PM. There was a quorum present.

Approval of Minutes of April 14, 2020:

Jim Schultheis moved to accept the minutes as presented, Connie Mozingo seconded, and the motion was carried unanimously.

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Additions/Changes to the Agenda:

Under Correspondence:

- I. Important Information regarding the Election
- II. Oath for Canvass Members
- III. Ballots Arriving Soon

Under New Business:

- IV. Pay for Election Judges
- V. Municipal Elections

Correspondence:

- I. Important Information regarding the Election. Kaye Robucci shared the following information with the Board.
 - a. Ballots mailed out week of May 4th
 - b. May 13th – L&A
 - c. May 18th – Public Demonstration
 - d. May 21st – beginning of canvass
 - e. May 27th – close of registration
 - f. May 29th – Tentative Bulk Update
 - g. June 2nd – Election Day
 - h. The Board agreed on the following procedural items for the canvass:
board review at 5:00 every day that the canvass is scheduled.
 - i. Oath for Canvass Members – The Board President will administer the oath to the canvass participant.
 - j. Ballots will be mailed the first week of May to all eligible, active voters.
 - k. Drop Boxes will be available May 21 – June 2, 2020
 - l. Vote Center at 17718 Virginia Avenue will be open 7am-8pm for those unable to vote by mail.

Reports:

- I. Election Director
 - A. Personnel
 1. PEPs are due July 1, 2020.
 2. Carl Dayley starts May 6, 2020.
 3. LBE Tech and Support Tech begin May 11, 2020.
 - B. Meetings
 1. Directors Meetings:
 - a) Meetings held weekly now through the end of May.
 - b) Next scheduled meeting is May 7, 2020
 - C. Correspondence
 1. Directors Meeting Minutes – Kaye Robucci compiled the pertinent information from the several meetings and sent them to the Board.
 - D. Trainings – None
 - E. Legislative Update – Nothing to report
 - F. Registration Statistics for April 2020 were distributed to the Board.
 - G. Voting System Activities
 1. We purchased 25 Seiko pollbook printers from Charles County.
 2. We purchased 6 black transfer carts from Prince George's County.

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H. Candidate Information

1. Filing ended January 24, 2020
 - a) BOE: 7 candidates (no ballot for County unaffiliated, etc. voters)
 - b) Mayor: 3 candidates
 - c) Council: 13 candidates

I. Projects

1. Canvass Process.
2. Paying the election workers for training class.
3. Call Center: May 11 through June 12, 2020.
4. Logic and Accuracy Testing on May 13, 2020.
5. Public Test, Monday, May 18, 2020.
6. Disaster Recovery Plan.

II. Attorney

- A. No report.

Old Business:

- I. Virginia Avenue – Administrative offices are now being framed. Kaye Robucci has been working with county engineering to select finishing touches, such as paint, flooring, etc. Discussion was had regarding inviting county commissioners to view the new facility.
- II. Campaign Signs – Kaye Robucci referred to the draft policy in the board's packet. The board agreed to move forward with the policy.
- III. Election Calendar & Revised Dates – Kaye Robucci shared the revised calendar with the board.
- IV. Specimen Mailer – There will not be a specimen mailer for the Primary Election
- V. MAEO Conference, June 2-4, Clarion Conference Center, Ocean City – Still waiting to hear definitively from the MAEO board
- VI. June 2, Presidential Primary Election and Canvass Procedures
- VII. Ethics due April 30, 2020 – Everyone has completed their ethics disclosure.

New Business:

- I. FY21 Revised Budget – The county made some adjustments to the budget, in an effort to reduce costs. Kaye Robucci will send the Board the Revised FY21 Budget.
- II. Polling Place Evaluation Program – Only the Vote Center on Election Day will be evaluated. Jim Schultheis volunteered to complete the evaluation.
- III. Live Streaming – SBE is assisting us with live streaming the canvass. There will be three cameras that the public can view during the canvass.
- IV. Pay for Election Judges – the Board discussed additional pay for the Election Workers (due to COVID-19) for assisting with the canvass and working on June 2. Jim Schultheis made a motion to pay \$15/hour for canvass and extra \$100/day for Election Day workers; Bill Blazes second and it was unanimously carried. Jim

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Schultheis also recommended box food (breakfast, lunch, dinner) for election judges at Vote Center on Election Day. The Board agreed.

- V. Municipal Elections – Kaye Robucci reported that Boonsboro and Smithsburg moved their elections to June 9th, Keedysville is July 19th, and Funkstown is in August. Smithsburg is doing a drive-by election.

Members Remarks:

Marty Lumm allowed this time for public comments.

Peter Perini had the following comment and/or questions:

1. Question: Do the ballot packet instructions incorrectly state for the voter to include postage on their returned ballot?

Answer: The voter should not have to include postage for the Presidential Primary Mail in Ballot. Kaye Robucci will review the ballot packet instructions again and let Peter know. The ballot packet instructions for the Congressional 7 Special Election were incorrect regarding postage.

Seth Wilson had the following comments and/or questions:

1. Question: Will the live stream be recorded?

Answer: Yes, the live stream will be recorded.

2. Question: Have we received occupancy permit for the Vote Center?

Answer: Yes, we have a 3 month temporary occupancy permit for Virginia Avenue.

3. Question: Please provide clarification on entering a ballot in MDVOTERS.

Answer: Kaye Robucci explained that it means the ballot has been received into the system. It is not counted until the canvass.

4. Question: Can a report be generated that lists who has returned their ballot and who has not returned their ballot?

Answer: Kaye Robucci said she will look into it and let him know.

5. Question: Are campaign signs allowed to be put out at the Vote Center during the Early Voting period (May 21-28).

Answer: No

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be a special meeting and is tentatively scheduled on Tuesday, May 19, 2020 at 2:00PM. The meeting will be held via teleconference; 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

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Future Events:

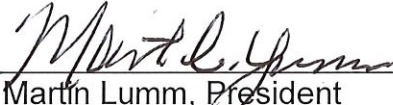
- I. May 21: Canvass may begin
- II. May 27: Closing of the Books
- III. June 2: Presidential Primary

Adjournment:

There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting. At 5:39PM, Jim Schultheis made a motion to adjourn the Regular Board Meeting. Tammy Downin seconded the motion, and it was carried unanimously.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,

 5/28/2020

Martin Lumm, President Date

 5-28-2020

Bill Blazes, Secretary Date