



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

August 13, 2019

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Martin Lumm, Board President

Tammy Downin, Board Vice President

Bill Blazes, Board Secretary

Connie Mozingo, Board Assistant Secretary

Brian Kane, Board Attorney

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Deputy Election Director II

Guests

Randy Barber – Chairman, Democratic Central Committee

Ray Foltz – President, Republican Club

Cathy Poropatic

President Marty Lumm, called the meeting to order at 3:07PM at the Washington County Board of Elections Office, 35 W. Washington Street, 1st Floor Conference Room, Hagerstown, MD 21740. Board member Jim Schultheis was absent. There was a quorum present.

Approval of Minutes of July 9, 2019:

Kaye Robucci made changes to the closed session section of the minutes, based on a template provided by the State of Maryland, in accordance with the Open Meetings Act.

Page 2, Satterfield

Page 5, Shultheis

Page 4, By-Laws, Tammy, not Tammi

Page 5, first bullet, polling, not poling

Adjournment section, Tammy, not Tammi, made a motion to approve the “current” by-laws.

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

Additions/Changes to the Agenda:

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Kaye Robucci requested that Old Business item I. Combined Facility be moved to Executive Session and that Old Business item X. Table Top Exercises for Board and Staff be tabled until the September board meeting.

Correspondence:

- I. Election Director's Meeting Minutes, July 25, 2019.
 - A. HR update – 2% increase
 - B. By-Laws – We need to email SBE our updated By-Laws.
 - C. Biennial Meeting – Bill Blazes' waiver was approved to not attend.
 - D. BMD Policy – process for requesting additional BMD's. Washington County has requested an additional 10 BMD's.
 - E. Regional Training on September 18th – refresher for processing voter registration data.
 - F. New SBE training coordinator – Sherrell Wilson
 - G. We now have our signal testers for testing network connectivity at polling places.
 - H. EVS 6100 – BMD ballot software being tested by Election Assistance Center (EAC). The testing is to be completed by October 31, 2019.
- II. *National Federation of the Blind Sues State Board of Elections over Ballot Privacy* – Email forwarded to the Board.

Reports:

- I. Election Director
 - A. Personnel
 1. Sherrie Bonebrake is back to work fulltime. Still having therapy
 2. Salary proposal – To implement the 2% increase – everyone receiving 1 Step.
 - B. Meetings -
 1. Director's Meeting: July 25, 2019 (discussed during Correspondence)
Next meeting, August 22nd
 2. EW Manual Committee: Meeting August 14, 2019
 3. GIS and Elections: Meeting August 14, 2019 – Barry Jackson attending, County GIS was invited.
 4. Modernizing Absentee Ballot Opening Procedures: The committee met on July 26th to discuss feedback from SBE on the opening procedures. Barry Jackson rewrote sections of the Election Law to simplify the process and create a term called "absentee ballot preparation." This will separate the process of opening and duplicating ballots from the actual canvass, which occurs after Election Day. Board Attorney Brian Kane is currently reviewing the new language.
 - C. Correspondence

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1. None
 - D. Trainings
 1. Regional Training: September 18, 2019 in Frederick, Close Office
 2. Light the Fire Leadership, August 15, 2019. Teresa Morningstar will attend.
 - E. Legislative Update:
 1. None
 - F. Registration Statistics for July 2019 were distributed to the Board
 - G. Voting System Activities:
 1. Requested additional equipment for 2020.
 - a) Requested 10 additional BMD's
 - b) We are trying to find additional Seiko Pollbook Printers
 - H. Candidate Information:
 1. Filing began February 5th, 2019
 - I. Projects:
 1. Transition from Outlook to Maryland.gov account
 2. Clean-up of E Drive – going well
 3. Election Workers – letters to veteran workers were sent
 4. New Workstations with Windows 10 configured and tested
 5. Networking Survey – visit each polling place this summer
 6. Voting Booths – fall 2019
 7. National Voter Registration Day – September 24, 2019
 8. Day of Caring – September 19, 2019
 - J. SBE audited Washington County for June voter registration activity and received 100%!
- II. Attorney – No report.

Old Business:

- I. Combined Facility – Move to Executive Session
- II. Early Voting Location for 2020 – September 28th deadline to submit Early Voting location to SBE. The Board discussed the following locations:
 - A. Baymont Inn – Board of Elections made requests to the hotel for outside maintenance and current mold inspection certificate. Baymont will comply once Board of Elections commits.
 - B. County Market – 6,000 sq. ft. no restrooms
 - C. Premium Outlets – will not allow campaign signs.
 - D. Tammy Downin suggested the old One Life Fitness on Northern Avenue, which will be closing soon.
 - E. Tammy Downin said the Board of Elections should put the pressure on the County Commissioners to come up with a solution.
 - F. Another possibility is to use two of our current polling places as Early Voting Centers, such as WACOHU and Maugansville Ruritan.

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- G. Special meeting on September 3rd to discuss options, then make a decision at September 10th meeting.
- III. MOU for Board Attorney – Brian Kane and Kaye Robucci will meet to discuss what should be included in the MOU
- IV. Networking at polling places on Election Day – Network testers are in. Schedule will be developed to complete the testing at the polling places.
- V. By-Laws – Kaye Robucci and Tammy Downin will meet again to complete the by-laws for a vote at the September 10 meeting.
- VI. Municipalities – Use of Voting Equipment and Pollbooks – table until September
- VII. Biennial, Thursday, October 17, at the Crowne Plaza Hotel – Kaye Robucci asked SBE for an agenda.
- VIII. Summer Picnic, September 7, 2019, 5:00PM at Marty Lumm's house. Bring a potluck item.
- IX. Survey other Facilities for District 8-0 – Pleasant Valley Baptist Church was scheduled for August 14th, but we need to reschedule. Another option is the Rohrersville Band building.
- X. Table Top Exercises for Board and Staff – Tabled for September 10th meeting.

New Business:

- I. Next Generation 911 – There are approximately 2,800 addressing errors in Washington County. Leitersburg will be the pilot area to correct the addressing errors.
- II. Open Meeting Information and Training – Kaye Robucci will send information to Connie Mazingo and Brian Kane about taking the training.
- III. Regulations Regarding Political Signs – Kaye Robucci reviewed the regulations with the board. These regulations are given to candidates and polling places.

Members Remarks:

None.

Randy Barber – Democrats are concerned about the short time frame for securing an Early Voting Center. Randy has elected officials available to get involved if needed.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, September 10, 2019 at 3:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

- I. July Registration Statistics

Future Events

- I. September 24, 2019 – National Voter Registration Day
- II. October 17, 2019 – Biennial Conference

Adjournment and Executive Session:

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 and move into Executive Session. At 4:56PM, Bill Blazes made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (1) To discuss (ii) Any other personnel matter that affects one or more specific individuals, and (3) To consider the acquisition of real property for a public purpose and matters directly related to the question. Tammy Downin seconded the motion.

SUMMARY OF CLOSED SESSION HELD ON August 13, 2019

1. Statement of the time, place, and purpose of the closed session:

Time of closed session: 4:56 pm.

Place (location) of closed session: 35 W. Washington Street, 1st floor conference room, Hagerstown, MD 21740.

Purpose of the closed session:

#3: To consider the acquisition of real property for a combined facility. Sale is still pending and buyer requested this be discussed in closed session.

#1(ii): To discuss personnel matters that affect one or specific individuals.

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Tammy Downin, Bill Blazes, and Connie Mozingo

Members opposed: None

Abstaining: Martin Lumm

Jim Schultheis was absent

3. Statutory authority to close session:

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

→ **Topic #1:** § 3-305(b) (X) → **Topic #2:** § 3-305(b) (X) → **Topic #3:** § 3-305(b) (X)
(add others as needed)

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4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Discuss potential combined facility. Marty Lumm briefed the Board on a meeting held with county government staff.	Martin Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Kaye Robucci, Barry Jackson	No Action Taken
#2: Discuss the status of a Board of Elections contractor's network privileges.	Martin Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Kaye Robucci, Barry Jackson.	Marty Lumm to contact County IT director to discuss network privileges.
#3: Discuss employment of a former poll worker.	Martin Lumm, Tammy Downin, Connie Mozingo, Kaye Robucci, Barry Jackson.	Board agreed to bring the poll worker back on a probationary basis.

At 5:30PM, Bill Blazes left the meeting.

After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 5:56PM, Connie Mozingo seconded, and the motion passed unanimously.

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Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,

Tammy E. Downin 9/10/19
Tammy Downin, Acting President Date

Connie Mozingo 9/10/19
Connie Mozingo, Assistant Secretary Date