

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION
July 14, 2009

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

Present:

Board

Eileen Wiggins, President
John Benchoff, Democratic Member
Clyde Tate, Republican Member
Sharon Washington, Democratic Alternate
Carroll Earp, Republican Alternate

Staff

Dorothy Kaetzel, Election Director, I
Kaye Robucci, Deputy Director, I

Eileen Wiggins called the meeting to order at 2:00 PM. Roger Schlossberg, Attorney, was absent. There was a quorum present.

Approval of Minutes of May 12, 2009:

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the May 12, 2009 Board Meeting. Approved as submitted.

Approval of Executive Board Minutes of May 12, 2009:

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the May 12, 2009 Executive Board Meeting. Approved as submitted.

Additions/Changes to the Agenda:

Dorothy Kaetzel requested the following additions to the agenda:
Correspondence: Polling Place Rental Survey
Reports: Election Director's Conference Call
New Business: Legislative Packets

Correspondence:

A. Letter to Voter

On behalf of the Board, Dorothy Kaetzel sent a letter to John Ramacciotti informing him that his concerns regarding the long check-in lines on election day will be addressed during future election worker training classes.

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B. Polling Place Rental Survey

The Board reviewed the polling place rental survey. Rental fees range from \$50.00 to \$1,000 per facility. Washington County pays the least amount in the state.

Reports:

A. MAEO Conference

Eileen Wiggins reported on the Board Member breakout session held at MAEO. Handouts included Duties of the Board & Election Directors and the list of questions from the local board members. The Boards discussed the list of questions. Several of the issues including the Polling Place Evaluation Form will be sent to SBE for review.

B. Election Director Conference Call – July 14, 2009

Dorothy Kaetzel reported on the Conference Call held July 14.
The following items were discussed:

- RFP – was divided into two parts; Optical Scan Hardware and Services
 - RFP should be sent out by July 21, 2009
- PollBooks
 - There is a new version of software
 - During Early Voting a transaction log will be made on the epic server in real time and the flash cards will not need to be harvested.
 - Anne Arundel, Charles and Harford Counties are testing this feature
- Early Voting
 - SBE is working on regulations that will consist of:
 - Central location that is able to serve the most people
 - High speed connection
 - Public transportation
 - Parking availability
 - Security
 - The State Board will review the proposed regulations at the August Board Meeting. Once approved by the Board, the Local Election Boards may proceed with securing a location that meets the regulations. The proposed regulations then go for public review.
 - SBE will decide on the number of TouchScreens to be used in each polling place
- Petitions
 - The attempt to petition SB277 (Rolling Speed Cameras) to statewide referendum failed and it cannot be petitioned on a local level.
- Election Preparedness and Professional Development Program
 - This program is being developed by SBE to provide information to the Local Election Boards
 - Director and Deputy are required to complete all 7 core courses

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- Staff is required to complete 4 core courses
 - Required to complete one course from continuing education after initial certification
 - 2 years to complete
 - No tuition costs
 - Classes will be held in the state
 - No pay raise or grade change associated with certification
- Biennial Meeting – SBE is recommending that the Board members attend a meeting in October and the staff attend in December. Date, time and location to be announced.

Old Business:

A. FY09 County Billing from SBE

We received the FY2009 billing for costs associated with the voting system and our portion is \$112,353.52. There is also an on going contract dispute between SBE and Premier for unpaid invoices of which our portion is \$44,777.66. SBE is asking the local boards to encumber the funds for the amount in dispute. Dorothy Kaetzel sent this information to Kim Edlund, Budget & Finance Department. Kim Edlund will try to encumber some of the amount to take from the FY09 Budget.

B. FY10 Budget

Memo from Debra Murray, Director of Budget & Finance, regarding our FY10 Budget. Our budget was reduced by \$14,250.

New Business:

A. Legislative Packets

Dorothy Kaetzel distributed the 2009 Legislative Changes to the Board.

B. Create new Election District

Bud Gudmundson, GIS, questioned an area within the City of Hagerstown. The area in question is between Daycotah Avenue and Woodpoint Avenue. It is within the City of Hagerstown but in Legislative District 2A. A new election district will need to be created for this area. John Benchhoff made a motion to create new election district 25-3; Clyde Tate seconded the motion and all were in favor. District 25-3 will vote at Western Heights Middle School. Notices will be sent to the 30 people affected by the change.

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C. Picnic

Clyde Tate offered to host the office picnic on Friday, August 14, 2009 at 6:00 PM. Clyde will provide chicken and drinks. We will supply the rest of the food.

D. Early Voting Facility

Dorothy Kaetzel sent an e-mail to the County Commissioners on July 9, 2009 asking if they had any suggestions for a facility for early voting and listing the known requirements for such a facility. She has not heard anything to date.

Member Remarks:

Eileen Wiggins reported that Roger Schlossberg will report at the August Board meeting the matter concerning the ACLU and the MAEO Attorney Breakout Session.

Adjournment:

The next Board Meeting will be August 11, 2009.

There being no further business to come before the Board at this time; Clyde Tate made a motion to adjourn at 3:05 PM; Carroll Earp seconded the motion. All were in favor.

Compiled by
Kaye E. Robucci
Election Deputy Director, I

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

8/11/09
Date

Carroll Earp
Carroll Earp, Board Secretary

8/11/09
Date