

MINUTES
WASHINGTON COUNTY BOARD OF ELECTION
August 13, 2002
35 W. Washington Street
Hagerstown, MD 21740
240-313-2050

Present: Board
Richard L. Coss, President
Charles Mobley, Jr., Republican Member
Eileen Wiggins, Democratic Alternate
Dorothy Waters, Republican Alternate

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

Richard Coss called the meeting to order at 2:05 PM. Roger Schlossberg, Attorney, and Marianne Schneider, Democratic Member, were absent. There was a quorum present.

Approval of Minutes of July 9, 2002: President Richard Coss asked if the board had any corrections or modifications to the minutes of the July 9, 2002 board meeting. Charles Mobley moved for approval of the minutes as presented, and Eileen Wiggins seconded the motion. The motion carried unanimously.

Addition/Changes to the Agenda: President Coss called for any additions or changes to the agenda. Dorothy Kaetzel added several items to the agenda.

Correspondence

A. Democratic Central Committee

Letter dated June 4, 2002, from Terry L. Smith, Treasurer Democratic Central Committee, to Mary Wagner, SBE, regarding increasing the number of Central Committee Members. Mr. Smith also included a copy of the current By-laws. The Democratic Central Committee amended their By-laws on October 13, 1998; increasing the number of members from seven to eight, but SBE said they had not received any paperwork. Memo from Mary Wagner, SBE, to Kaye Robucci on July 15; indicating that the contest listing had been changed to reflect the change in committee members. Unfortunately, the memo came too late and the Democratic Central Committee was unable to nominate someone to the eighth seat.

B. PowerProfile

Letter to Helen Koss, President, Maryland State Board of Elections, from the Directors of Prince George's County, Baltimore City, Baltimore County, Harford County and Montgomery County. These 5 counties will not be on PowerProfile for the 2002 elections.

C. Minutes SBE

Minutes of the May 22, 2002, State Board Meeting were distributed.

**Washington County Board of Election
August 13, 2002 Board Minutes (Continued)
Page 2**

D. Local Board Minutes

Chart of the 2002 Local Board Minutes was distributed.

E. COMAR Regulations

Memo from Joe Torre, SBE, regarding Proposed Title 33 COMAR regulations. The regulations were published in the Maryland Register on July 2, 2002. Written comments are to be received by August 26, 2002.

F. Primary Election Procedures

Memo from Linda Lamone, Director SBE, regarding primary election procedures. Denny Weaver, Clerk of Court, will come to our office on September 10 and November 5, 2002 at 9:00 AM to swear-in the Board.

G. Election Worker Training

E-mail received from an election worker with several suggestions to the training program.

Reports

Dorothy Kaetzel informed the Board that she had contacted Captain Summers of the City of Hagerstown Police and requested 7 parking spaces behind the County Office Building. The spaces will be reserved from September 10 –13 and November 5 – 8, 2002. Captain Summer's Department will place the required signs on the meters. The election official vehicles will be identified with "Election Official" sign on the dashboard.

The Board discussed the two Election Judge Trainings that were held on August 6 and August 8, 2002. We ran out of time on August 8 so we have added an additional 10 minutes to each of the classes. The new schedule will be as follows:

- 7:00 – 7:15 Welcome and Introduction in Auditorium
- 7:15 – 7:20 Dismiss (CJ go with Dorothy, Group 1 with Kaye, Group 2 with Sharon, Group 3 stays in auditorium for machine demonstration)
- 7:20 – 8:00 Class 1
- 8:00 Richard rings bell
- 8:00 – 8:05 Travel to 2nd Class
- 8:05 – 8:45 Class 2
- 8:45 Richard Rings bell
- 8:45 – 8:50 Travel to 3rd Class
- 8:50 – 9:30 Class 3
- 9:30 – Dismissal unless Provisional Judge or want hands on with OPTECH
- 9:30 - ? Provisional Judge Training

Several additions were made to the PowerPoint Presentation used during the machine demonstration.

Old Business

A. Communication Problems on Election Day

Charles Mobley distributed a handout and reported on his progress with the communications on election day. He reported on the following areas:

Office – There are 10 individual lines within the office and an additional line was run in the storage room.

Schools – Jim met with Dave Munday, IT at the Board of Education. Dave Munday will provide a telephone jack in each of the polling rooms at each school. He will also provide information on the jack location and the telephone number. Jim also talked with Bob Foltz, Tel-Care, who has desk type analog phones available for a cost of \$5 - \$10 per set, including a jack cord. Twenty sets would be needed. Jim Mobley made a motion to purchase 25 analog sets from Tel-Care for an amount not to exceed \$250.00. Eileen Wiggins seconded the motion and all were in favor.

Trouble Spots – There are 5 polling places that do not have a telephone line into the building or the line is in another area away from the polling room. These 5 areas will need cell phones (not the big bulky ones we have had in the past and have to charge). Ron Whitt, Director IT, will talk to Karen Luther, Director Purchasing, regarding the 5 cell phones. Ron Whitt is also checking into someone loaning us the phones. Dorothy Kaetzel informed the Board that we just were informed that District 24-0, Horst Fencing, also has phone problems. The phone is not available to them early in the morning, at lunch and after 5:00 PM. Charles Mobley will contact Ron Whitt and inform him we need 6 cell phones.

Long Range – The IT Department can put the registration information on our website by the general election. We will need to provide the IT Department with a disk after the books close. Ron Whitt will also check into the feasibility of an IVR system for the future.

Richard Coss thanked Jim Mobley for the extensive work he has put into resolving the communication problem on election day.

B. Maps

Hagerstown Book Binding will be printing 1,000 legislative maps for \$1,682.00.

New Business

A. L&A Test

The L&A will be held August 30, 2002 at 8:00 AM. The Public Test will be at 2:00 PM.

B. Election Work

The books close on August 20, at 9:00 PM. We plan on having all of the work entered by Thursday, August 22, and providing SBE with an export file. Tentatively, Richard Coss and Charles Mobley are

Washington County Board of Election
August 13, 2002 Board Minutes (Continued)
Page 4

scheduled to pick up the work on Monday, August 26 at the Annapolis warehouse. The county van has been reserved for August 26 and August 29, 2002. Charles Mobley will pick up the van.

C. MVA

Richard will pick up the work at the MVA on August 20 or 21, 2002. He'll check with the MVA to see when the work will be available. Eileen Wiggins will pick up work at the MVA on August 26, 2002.

D. Absentee Ballots

125 Absentee Ballots have been mailed to date.

E. Ballot in Newspaper

The ballot will be in the newspaper on September 3, 2002. The back page ads will be in on September 6 and 9, 2002.

F. ES&S

Karen Hoyt-Stewart, ES&S Representative, no longer serves Maryland. Yvonne Denison will now be our main contact.

G. Polling Place Evaluation Program

Memo from Tim Augustine, Deputy Director SBE, regarding a Polling Place Evaluation Program. We have an evaluation form that was approved and used by our Board since 1996. Charles Mobley made a motion to present to SBE our survey for approval; Eileen Wiggins seconded the motion and all were in favor.

H. Next Board Meeting

The Board rescheduled the next board meeting from September 10 to September 3, 2002.

I. Election Day

The Board discussed the following election related activities:

Schedule of visiting polling places.

Dot – 25-1, 3-3, 17-1, 17-2, 20-0, 21-1, 21-2, 21-3, 2-0

Eileen – 10-3, 3-1, 3-2, 3-4, 22-0, 25-2, 25-4, 27-1, 10-4

Jim – 7-0, 9-0, 13-0, 14-1, 14-2, 18-1, 18-2, 27-2

Richard – 4-0, 5-0, 10-2, 15-0, 23-0, 24-0, 26-1, 26-2, 26-3

Roger – 1-0, 6-0, 8-0, 10-1, 11-1, 11-2, 12-0, 16-0, 19-0

Additional help

Additional help will be needed on election night and on the Saturday prior to the election. Mark Brugh will be assisting election night in the basement. Dorothy Kaetzel will contact Carl Sanford to see if any boy scouts will be available to assist election night (Troop 4 assisted in 2000).

**Washington County Board of Election
August 13, 2002 Board Minutes (Continued)
Page 5**

Dorothy will also contact Terry Masters to see if there are 2 individuals available to assist on the Saturday before the election.

Parking Lot

Dorothy Kaetzel will ask to have the poles removed from the back parking lot on election night. Is Roger Schlossberg contacting the fire police this year?????

Agricultural Center

Dorothy Kaetzel has left a message with David Brooks to get the keys to the Ag Center. Someone will need to be at the Ag Center on August 26 to oversee the delivery of the OPTECH's, voting booths and election material from the basement.

Nursing Homes

Several board members will be assisting with the absentee voting process.

J. Marianne Schneider

Marianne Schneider is home from John Hopkins. Flowers will be sent to her home.

Scheduling of the Next Meeting

The next meeting of the Washington County Election Board will be Tuesday, September 3, 2002 at 2:00 PM at the board office. Final plans for Election Day will be discussed.

Adjournment

There being no further business to come before the Board at this meeting, a motion was made by Charles Mobley, seconded by Eileen Wiggins to adjourn at 4:20 PM. Unanimously Approved.

Respectfully Submitted

Richard L. Coss 9-3-02
Richard L. Coss, President Date

Kaye E. Robucci 8-14-02
Kaye E. Robucci, Election Deputy Dir. I Date