

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION
September 14, 2004

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

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. Gregory Bannon, Attorney, was absent. There was a quorum present.

Approval of Minutes of August 10, 2004

Charles Mobley asked if the board had any corrections or modifications to the minutes of the August 10, 2004 Board Meeting. Marianne Schneider asked for clarification of Item A under Old Business on Page 5. Charles Mobley requested that last names be included on Item B under Reports on Page 4. Revisions are shown in bold.

Old Business:

A. City of Hagerstown

He explained that the bid information **presented to the City Council by the City Clerk** was incorrect because it failed to include the amount from Diebold.

The County Board President, Election Director and Deputy Director met with the City Election Board on August 9, 2004.

Reports:

B. Site Surveys

Team 2 Ben **Coleman** & Eileen Wiggins
Team 3 George **Terry** & Sherrie Bonebrake
Team 4 Eddie **Steele** & Sharon Mackereth

Minutes were approved as amended. All were in favor.

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Approval of Minutes of Closed Door Meeting - August 10, 2004

Charles Mobley asked if the board had any corrections or modifications to the minutes of the August 10, 2004 Closed Door Board Meeting. Marianne Schneider suggested that if only one is being discussed to use a bullet instead of #1. Approved as submitted. All were in favor.

Addition/Changes to the Agenda:

Charles Mobley requested that the Closed Session be removed since there were no personnel issued to be discussed. Dorothy Kaetzel requested the following additions:

Correspondence:

- Letter to Republican & Democratic Central Committees
- Constituent Letter
- County Bulletin

Reports

- Lessons Learned
- Pre-Bid Conference for Specimen Ballot
- L&A Scheduled
- Certification of Ballot

Correspondence:

A. COMAR, Title 33

Memo from Joe Torre, SBE, regarding the proposed changes to COMAR, Title 33. Proposed changes are effective October 4, 2004. Dorothy Kaetzel noted several of the changes: the definition of a vote and absentee ballots may be sent by a private mail carrier.

B. 2004 Salary Study Commission

Letters from Richard W. Douglas, County Attorney, and response from Charles Mobley regarding the substitute board member's duties and pay.

C. SBE Deputy Administrator

Ross Goldstein is the new Deputy Administrator at SBE.

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D. Voting System Case - #C-04-97297

The Anne Arundel Circuit Court found that the State of Maryland "acted reasonably in setting up the system and protecting it ~~again~~ ^{against} any reasonable risks." TrueVoteMD has appealed the decision.

E. Personnel Advisory

A press release was received from SBE regarding the State Administrator.

F. Central Committees

Letters regarding the deadline for absentee ballots were sent to the Democratic and Republican Central Committees. An application was also sent for their use.

G. Constituent Letter

A letter from a constituent in Baltimore, MD originally sent to Governor Ehrlich was forwarded to all local election boards for their response. A response will be sent from the Board to Ross Goldstein indicating that it would be inappropriate to respond and any response should come from the Governor's office.

H. County Bulletin #23

The County Bulletin was distributed.

Reports:

A. Director's Meeting – August 30, 2004

Dorothy Kaetzel reported on the Director's meeting held on August 30, 2004.

1. Absentee Ballots for Military & Overseas Citizens

The U.S. Postal Service and the Department of Defense are combining efforts to expedite the delivery of absentee ballots to and from military post offices (APO/FPO) Dorothy Kaetzel and Kaye Robucci met with Richard Sheffield, Hagerstown Postmaster, on August 9, 2004.

2. Specimen Ballot – Dorothy Kaetzel will inform the post office when to expect the mailing of the specimen ballots.

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3. IVAS – Interim Voting Assistance System

This system allows military personnel to request an absentee ballot application and to receive their ballot by e-mail. The ballot must still be returned by mail. Washington County will be participating.

4. Paperwork Reduction Committee

Dorothy Kaetzel and Kaye Robucci reviewed the revised paperwork.

5. Provisional Voting

- There is a change to the Guidelines, Section 2.3C1b, changes can be made on the Supplemental Form or the **Voter Authority Card**. (change shown in bold).
- Convenience Voting will be permitted in the general election.
- Provisional ballots are only issued to voters eligible to vote a provisional ballot. It is not an alternative to touchscreen voting. SBE will develop signs to be posted in each polling place regarding this issue.
- Secrecy envelopes are not required for provisional voting.
- Election Workers may vote a provisional ballot on election day if working outside of their district.

6. Contingency Plan

Kitty Davis, Director of Allegany County, and Stuart Harvey, Director of Frederick County, are preparing guidelines for use in an emergency.

2:45 PM John Barr entered the meeting

B. Pre-Election Progress Report

Dorothy Kaetzel reported on the following items:

- Voting System Updates:
 - Ballot Station Firmware Version 4.3.15D installed on all units.
 - End to end testing was completed.
 - Three touchscreens and one case need to be repaired. They have not been picked up yet.
- Encoders – all have been upgraded and batteries replaced. Seven were sent for repairs and have not been returned.
- Supervisor cards and Smart Keys have been updated
- GEMS Servers refreshed and end-to-end test done
- Voter Access Cards have been cleared
- Site Surveys – almost completed
- Ballot Proofing (TS, OS & Audio) – all have been proofed. Dorothy Kaetzel sent a letter to SBE indicating that the ballot was posted for public review on September 13, 2004.

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C. L&A Testing - October 18, 2004

The L&A testing will begin on October 18, 2004. Diebold will send 8 people to assist. Audrey Coffelt and Cindy Russell will assist on October 18 & 19. John Benchoff and Carroll Earp will also be helping. Any help from the Board would be appreciated.

D. Lessons Learned

The Board reviewed the Lessons Learned document. Many issues will be covered in the training classes on Saturday September 18 & 25, 2004. The Board discussed the drop-off procedures for election night. All large signs and the provisional ballot booth will be deposited in a cart (John Barr is constructing) outside of the building. The blue supply box will be kept in the first floor conference room until the following day when John Barr will move them to the basement. The provisional ballot bag, cell phone (if issued), and binders will be dropped off at different stations in the first floor conference room. Forms Folders with PC Memory Cards inside will be delivered to 2 board members in 1st floor hallway next to central count room. Receipt will then be issued to Chief Judges.

Dorothy Kaetzel will request the need for 2-3 fire police. A layout of the outside drop-off will be given to the fire police. Dorothy Kaetzel will also ask if parking is permitted at District Court. Eileen Wiggins suggested calling the Administrative Judge in Frederick.

Dorothy Kaetzel requested the need for 4 rovers.

E. Pre-bid Conference

A pre-bid conference for the Specimen Ballot Mailer will be held on Wednesday, September 15, 2004 at 10:00 AM.

F. Certification of Ballot

The ballot has been certified and posted for public review.

Old Business:

A. City of Hagerstown

Charles Mobley reported that the City of Hagerstown formally agreed to the Office Staff Support and Voting System Equipment Lease Agreement. No changes were made to the contract. Charles Mobley thanked everyone for their input at the meeting on August 18, 2004. The President signed the contract for lease of equipment with the City of Hagerstown for the 2005 City Elections.

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B. Poll Worker Training

Saturday, September 18, 2004

9:00-12:00 New Judges and New Chief Judges. Will be paid \$20.00
1:00-4:00 Refresher class for Chief Judges. Will be paid \$10.00

Saturday, September 25, 2004

9:00-12:00 Refresher class for Chief Judges Will be paid \$10.00

Mitch Keddrell, Trainer for the Diebold Voting Units, will meet with Dorothy Kaetzel on Friday, September 17 to discuss the training schedule.

New Business:

A. Election Night Assistance – discussed under Lessons Learned.

Members Remarks:

There were no members remarks


Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be held October 12, 2004, at 2:00 PM at the Board Office.

Adjournment:

There being no further business to come before the Board at this time; John Barr made a motion to adjourn at 3:50 PM and Marianne Schneider seconded the motion. Unanimously approved.

Respectfully Submitted,


Charles L. Mobley, Jr., Board President

10/12/04
Date


Kaye E. Robucci, Election Deputy Dir, I

9-21-04
Date