

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION April 13, 2010

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

Present:

Board

Eileen Wiggins, President
Clyde Tate, Republican Member
Sharon Washington, Democratic Alternate
Carroll Earp, Republican Alternate
Roger Schlossberg, Attorney

Staff

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

Eileen Wiggins called the meeting to order at 2:02 PM. John Benchoff, Democratic Board Member, was absent. There was a quorum present.

Approval of Minutes of March 9, 2010

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the March 9, 2010. The minutes were approved as submitted.

Addition/Changes to the Agenda:

Dorothy Kaetzel requested the following addition to the agenda:
New Business: Election Worker Tentative Training Schedule

Correspondence:

A. Resignation Letter

Letter from Dorothy Kaetzel, Election Director, regarding her resignation effective May 1, 2010. Dorothy has worked in the election office for 30 years and will be greatly missed.

B. Letter from Election Judge

Letter from James "Shorty" Mellott resigning as an Election Judge. Shorty has worked for many years as a Chief Judge at Downsville.

C. MAEO Meeting Minutes – February 18 & March 4, 2010

E-mailed to the Board

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D. MAEO Legislative Meeting Minutes – March 10, 2010

E-mailed to the Board

E. MAEO Draft Agenda

E-mailed to the Board

F. ES&S Department of Justice Update

E-mailed to the Board

G. Election Support Service Contract

E-mail from Nathan Robinson, Regional Manager, explaining that he will be working directly for Cirdan instead of ES&S.

H. Regional Managers

Cirdan brought on board all six existing regional managers. They will continue to support their existing LBE's.

I. UPS Maintenance Check

The charging of the equipment and maintenance of the UPS units will be completed this week.

J. EPPD Class – May 16, 2010

The Relevant State Laws & Ethics class will be held on Sunday, May 16, from 12:00-5:00. The staff and board will be attending.

Reports:

A. Early Voting Agreement

Roger Schlossberg, Attorney, reported that he is in negotiations with the County regarding the Early Voting Agreement. Within 30 days of executing the agreement, a copy of the signed agreement will be filed with the State Administrator.

B. Election Director's Meeting - March 16 & April 13, 2010
Dorothy Kaetzel reported on the meeting held March 16:

- TS Allocation
 - Election Day – estimated for 80% turnout
 - Early Voting – 14 voting units

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- Miscellaneous
 - If a voter refuses to vote on a TS Unit, they may vote an absentee ballot BUT they would need to come to the office.
- Early Voting
 - Memory Cards
 - Discussion continues as to whether the cards will remain sealed inside the voting units during early voting or removed and returned to the LBE each night.
 - TS Units
 - Must be returned to the LBE on the last day of early voting.
- Biennial
 - If a Board Member is unable to attend the MAEO/Biennial meeting in May; they must send a note to Linda Lamone, SBE Administrator.

Dorothy Kaetzel reported on the Meeting held April 13, 2010:

- Post Election Maintenance
 - SBE is in the process of ordering the batteries. Barcodes will be sent this week.
 - Mock Election – additional information will be sent 4/23/10

Old Business:

A. Ethics Forms

Ethics Forms are due April 30, 2010.

B. Alternate Site for Early Voting

We are still waiting to hear if the site has been approved.

C. Security at Warehouse

The dual locks and security system have been installed at the warehouse.

D. Posting of Campaign Signs

Roger Schlossberg, Attorney, will research and have a report in May.

New Business:

A. Polling Place Permission Letters

The polling place permission letters have been sent. All have granted permission except HCC who haven't returned their letter. Dorothy Kaetzel has left several messages for Amy Sterner, contact at HCC.

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B. Election Judges

Election Judge letters have been sent to our previous workers. We have received a good response.

C. NCOA

Through the use of the National Change of Address we have received updated address information for 5,617 records.

D. Election Worker Tentative Training Schedule

The tentative training schedule for July was distributed.

Member Remarks:

No remarks at this time.

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held May 11, 2010 at 2:00 PM at the Board office.

Adjournment:

There being no further business to come before the Board at this time, Sharon Washington made a motion to adjourn at 2:30 PM; Clyde Tate seconded the motion. Unanimously approved.

The Board had the opportunity to thank Dorothy for her many years of service to the voters of Washington County and eat red velvet cake.

Compiled by Kaye E. Robucci
Election Deputy Director, I

Respectfully Submitted,

Eileen Wiggins
Eileen Wiggins, Board President

5/11/10
Date

Carroll H. Earp
Carroll Earp, Board Secretary

5/11/10
Date