

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION October 10, 2006

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

Present:

Board

Charles Mobley, Jr., President  
Clyde Tate, Republican Member  
John Benchhoff, Democratic Alternate  
Clair Baker, Attorney

Staff

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

Charles Mobley called the meeting to order at 2:10 PM. Eileen Wiggins, Democratic Member, was absent. There was a quorum present.

#### **Approval of Minutes of August 8, 2006**

Charles Mobley asked if the Board had any corrections or modifications to the minutes of the August 8, 2006 Board Meeting. Minutes approved as submitted.

#### **Addition/Changes to the Agenda:**

Dorothy Kaetzel requested the following additions under Correspondence: County Bulletin, Letter from Joe Torre, Memo from Donna Duncan, and letters from election workers and voters. Dorothy Kaetzel requested the Approval of the Electronic Poll Books under Reports.

#### **Correspondence:**

A. Election Day Activities

Memo from Mark Davis, SBE, regarding Election Day Activities

B. Ballot Questions

Memo from Donna Duncan, SBE, regarding the proof of ballot questions.

C. Release of Voting Machines

The voting machines from the Primary Election have been released.

D. Training Documents

Diebold will supply manuals for the Chief Judges' refresher classes. The manuals are on the E-Poll Books and Voting Units.

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E. County Bulletin Volume 2 – Issue 20

Recount procedures and contingency plans were sent.

F. Ballot Question Summary

We received the Ballot Question Summary from SBE. It must be included in the specimen ballot mailer.

G. Letter to Editor

Charles Mobley sent a letter to the Editor in response to a letter from a Chief Judge.

H. Districts 8-0, 18-3, and 19-0

Charles Mobley sent a letter to the Chief Judges at Districts 8-0, 18-3 and 19-0 regarding provisional voting.

I. Disability Issues at Election Places

Memo from Norman Bassett, Disability Coordinator, regarding needed signage at District 18-3 & 22-1. Signs will be sent to direct voters to the handicap entrance.

J. Sprint

Thank you letter was sent to Jay Claycomb for the use of the cell phones on election day.

K. Letters from Election Judges

The Board discussed the following letters:

- Charlotte Levins with some suggestions for training
- Sheldon Cheney is quitting as a Chief Judge
- Zoe Everett is asking to be paid for training due to being in the hospital during the primary election. Tabled until the December Board Meeting
- Mr. Leatherman (9-0). Suggested moving Unit 0 closer to handicap entrance. We will make the change for the general election.

L. Letters from Voters

The Board discussed the following letters:

- District 6-1 (complaint about moving from gym to cafeteria)
- District 7-1 (complaint about voting units)
- District 6-1 (requested we supply a wheelchair).

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M. Legislative Agenda 2007

Memo from Kirk Downey, Assistant County Attorney, regarding the 2007 Legislative Agenda.

**Reports:**

A. Primary Election Summary

Dorothy Kaetzel reported that the election went well and that the election workers did well overall. In the future, the Chief Judges classes will need to be longer.

3:00 PM Clyde Tate excused himself from the meeting

3:15 PM John Benchhoff excused himself from the meeting

The Board meeting was adjourned at 3:15 PM due to lack of a quorum. The Board will reconvene on October 13, 2006 at 9:00 AM.

Charles Mobley reconvened the Board Meeting at 9:21 AM on October 13, 2006. Clair Baker was absent. There was a quorum present.

Dorothy Kaetzel informed the Board that the absentee ballots have not been received.

B. Refresher Training for Chief Judges

There will be a Chief Judge refresher class on Saturday, October 21, 2006 from 9:00 AM until 12:00 PM and 1:30 PM until 4:30 PM. The class will be held at the Election Board office. The refresher class will consist of 3 classes running consecutively for voting units, E-Poll Books and Provisional Voting.

Voting Units: Charles Mobley, John Benchhoff and Dean Robucci

E-Polls: Diebold and Kaye Robucci

Provisional Voting: Dorothy Kaetzel & Eileen Wiggins

Sign-in Coordinator: Clyde Tate

Charles Mobley explained the Contingency Plans for both the Touch Screen and E-Poll Books.

Currently the L&A is scheduled for October 23-27, 2006. The Public Test and Parallel Test will be held on October 30, 2006 at 10:00 AM.

C. Registration Figures – 79,900 active and 6,000 inactive.

The Specimen Mailer is at the printer and will be mailed on October 30, 2006

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D. Electronic Poll Books

The Electronic Poll Books will be used for the General Election.

**Old Business:**

No old business

**New Business:**

A. Newspaper Ads

Ads will run November 4 and 6, 2006. John Benchoff asked if the ads could run on Sunday, November 5? Dorothy Kaetzel will contact the Herald Mail.

B. Specimen Mailer

Specimen Mailer will be sent at the end of October.

C. Election Day Schedule

Charles Mobley will get someone to assist with receiving the supplies on election evening.

D. Routes for Election Day

Same routes as in the primary election.

E. Exit Polling

Exit polling will be done at Districts 13-1, 20-0 and 23-0.

F. Christmas Party

**Member Remarks:**

The next meeting of the Washington County Board of Elections will be held November 21, 2006 at the Board office.

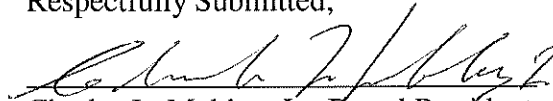
The Board will meet on November 6 at 2:30 PM to review the Election Day schedule.

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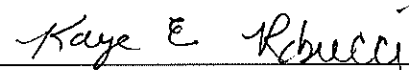
Adjournment:

There being no further business to come before the Board at this time. Charles Mobley made a motion to adjourn at 11:10; Eileen Wiggins seconded the motion. Unanimously approved.

Respectfully Submitted,

  
Charles L. Mobley, Jr., Board President

11/21/06  
Date

  
Kaye E. Robucci, Election Deputy Dir, I

11-1-06  
Date