

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION

September 11, 2007

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  
Roger Schlossberg, Attorney

Staff

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

Eileen Wiggins called the meeting to order at 2:00 PM. There was a quorum present.

#### **Approval of Minutes of June**

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the July 10, 2007 Board Meeting. Approved as submitted.

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

Dorothy Kaetzel requested the Organization Meeting be removed from the agenda. Dorothy also requested the following additions:

Correspondence: Biennial Meeting and E-mail from Nathan Robinson

Reports: HR 811, Phones at the polling places and Supplemental #6

New Business: Polling Place Evaluation Form

2:07 PM Roger Schlossberg entered the meeting.

#### **Correspondence:**

A. MAEO Agenda

Agenda for the August 29, 2007 meeting was e-mailed to the Board.

B. Premier Election Solutions

E-mail from Nathan Robinson, Regional Manager, announcing the restructuring of Diebold. The voting system division will now be known as Premier Election Solutions.

C. Petition Circulation Procedures

Letter from Robert Gladden, President, Wicomico County, to SBE Board Members regarding the petition circulation procedures.

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D. Biennial Meeting

Letter from Eileen Wiggins, Board President, to Linda Lamone, SBE Administrator, requesting to be excused from the Biennial Meeting on October 19, 2007. Eileen Wiggins received permission to be excused.

Biennial meeting information and hotel information was distributed to the Board. Reservations must be made by September 17, 2007.

E. Request for Legislation

E-mail from Kirk Downey, County Attorney, requesting any proposed legislation for 2008. We have no proposals for 2008.

F. Survey Request

There will be a meeting with Patricia Heck, Chairman of Democratic Central Committee, on September 17, 2007 at 10:00 AM. The Democratic National Committee has been distributing questionnaires and the local boards are encouraged to meet with them.

G. Permission Letters

Dorothy Kaetzel has sent the permission letters for use of the private polling places. All have received approval except Maugansville Ruritan has not returned their form.

H. Premier Election Solutions

E-mail from Nathan Robinson, Regional Manager, regarding the testing of the Electronic Poll books in Baltimore City.

**Reports:**

A. Charter Review Committee – City of Hagerstown

Dorothy Kaetzel and Kaye Robucci met with the Charter Review Committee on August 1, 2007 to discuss any election related changes to the charter. Dorothy Kaetzel also suggested that if the City of Hagerstown changed their election dates to coincide with either the presidential or gubernatorial elections the following could occur:

- increased voter turnout
- cost savings of \$30,000 per election
- polling places in schools would not be an issue because of schools being closed during the presidential and gubernatorial elections

John Dunlap, Co-Chairman of Charter Review Committee, called Dorothy Kaetzel last week and asked for our opinion if the 2013 elections were moved to September and November.

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Roger Schlossberg, Board Attorney, encouraged the Board to take a stand on this issue and write a letter to the Charter Review Committee. Roger Schlossberg will draft a letter for the Board. Roger Schlossberg would like to know the due date for the committee to report their recommendations and also information for the past 3 City of Hagerstown elections.

**B. GEMS Classes**

Dorothy Kaetzel, Kaye Robucci and Sharon Mackereth attended GEMS Training Classes on August 15 & 16, 2007.

**C. Picnic**

The office picnic was held August 21 at the home of John & Theresa Barr. We had a wonderful time and a thank you card will be sent.

**D. Disaster Recovery Plan**

Dorothy Kaetzel and Kaye Robucci met with Michael Kortum, SBE, to review the Checklist for LBE Security. Mr. Kortum will be sending a PC Disaster Recovery Plan that we are to modify for our office. The Board will review the plan when it is received. They also discussed the need for a generator. We will inquire if a generator can be rented at election time and the cost.

**Old Business:**

**A. Survey District 19-0, Little Antietam Community Center.**

The Board surveyed District 19-0 on July 25 and supplied a new layout for the room. We can now use the entire room for the voting process and it will work out very well.

**B. Electronic Poll Book Upgrades**

The upgrades will begin on September 24, 2007. We will be meeting with Nathan Robinson and Bob Murphy on September 14 for instructions. We will contact the Board members if additional help is needed for the upgrades.

**C. HR 811**

Dorothy Kaetzel contacted Congressman Roscoe Bartlett's office regarding HR811. His secretary indicated that the bill is headed for a major re-write. She will keep Dorothy informed. Dorothy distributed copies of Linda Lamon's talking points regarding HR811.

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D. Election Day Phones

John Benchoff volunteered to contact Bob Foltz regarding the phones at the schools.

E. COMAR

Supplemental #6 was distributed to each Board member and attorney.

**New Business:**

A. LBE By-Laws

The Board began the process of reviewing the By-Laws.

B. Election Judge Appointments

Appointment letters have been sent.

C. Polling Place Evaluation Form

The 2008 form was received and distributed to the Board members.

**Member Remarks:**

The next meeting of the Washington County Board of Elections will be held October 9, 2007 at 2:00 PM at the Board office.

**Adjournment:**

There being no further business to come before the Board at this time. John Benchoff made a motion to adjourn at 3:27 PM; Carroll Earp seconded the motion. Unanimously approved.

Respectfully Submitted,

Eileen Wiggins  
Eileen Wiggins, Board President

10/9/07  
Date

Kaye Robucci  
Kaye E. Robucci, Election Deputy Dir, I

9-12-07  
Date