



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

September 10, 2019  
35 W. Washington Street  
Hagerstown, MD 21740  
240-313-2050

#### **Present:**

#### **Board:**

Tammy Downin, Board Vice President  
Bill Blazes, Board Secretary  
Connie Mazingo, Board Assistant Secretary  
Brian Kane, Board Attorney

#### **Staff:**

Kaye Robucci, Election Director II  
Barry Jackson, Deputy Election Director II

#### **Guests**

Jerry DeWolf – Chairman, Republican Central Committee

In President Marty Lumm's absence, Tammy Downin served as acting president for the meeting. Tammy Downin called the meeting to order at 3:02PM at the Washington County Board of Elections Office, 35 W. Washington Street, 1<sup>st</sup> Floor Conference Room, Hagerstown, MD 21740. There was a quorum present.

#### **Approval of Minutes of August 13, 2019:**

Jim Schultheis moved to approve minutes, Bill Blazes seconded, and the motion was carried unanimously.

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

Kaye Robucci requested to add under New Business, III. Alternate Early Voting Site. Kaye also requested to table the Table Top Exercises until November.

#### **Correspondence:**

- I. Election Director's Meeting Minutes, August 22, 2019.
  - A. SBE has hired an Information Security Expert and will hire three more to support him.
  - B. Clear Ballot will be used again for Post Election Audit
  - C. United States is considering withdrawing from the International Postal Union. This will affect UOCAVA voters.

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- D. SBE will send out email notifications to absentee voters who provide email addresses.
- E. SBE is conducting an "I Voted" contest, along with Maryland Department of Education. K-12 students can submit artwork for the new "I Voted" sticker by October 15<sup>th</sup>.
- F. Regulations are being proposed to the State Board of Elections that would allow each local board to decide whether to have ballots with stubs or ballots without stubs.
- G. Florida is the newest member of ERIC.
- H. Regional training in Frederick on September 18
- I. GIS in Elections Conference – Nikia Wilbon-Turner from SBE attended the conference. The GIS interface in MDVOTERS is being enhanced.
- J. EVS6100 update – There are some disadvantages to upgrading to the new version:
  - 1. Longer proofing process during ballot production.
  - 2. Ballot images would have to be transferred while uploading results on Election Night.
  - 3. The new software has not been tested on the Statewide Election Management (SWEM) network
  - 4. The timing of the upgrade is not conducive to the tight timeline to complete election preparation.
- K. Barcode scanners for Same Day Registration have been ordered.
- L. Statewide pollbook test. Washington County will participate in the preliminary test.
- M. Network connectivity tests have been done at all 49 polling places. Shafiq Satterfield of SBE stated that there may be a reduced scope of election day connectivity.
- N. National Federation of the Blind lawsuit. They are requesting that all voters use the ballot marking device to vote. There are no plans at this time to order additional equipment.
- O. One step pay increase for staff. Reclassification is on hold indefinitely.
- II. Letter to Governor Hogan and SBE Response – Email forwarded to the Board.

### Reports:

- I. Election Director
  - A. Personnel
    - 1. Discussed during Review of Director Meeting Minutes of August 22.
  - B. Meetings
    - 1. Director's Meeting of August 22 (discussed during Correspondence).  
Next meeting: September 26, 2019
    - 2. EW Manual Committee: No update
    - 3. GIS and Elections: Barry Jackson attended the GIS in Elections Conference in Washington, CD on August 14, 2019. Several state boards of elections were there to demonstrate how they have integrated GIS into their voter registration systems. Nikia Wilbon-

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Turner of SBE was in attendance, and she said Maryland will be doing the same.

4. Modernizing Absentee Ballot Opening Procedures: Barry Jackson reported that he and Brian Kane have been working together to create new draft legislation for opening and preparing absentee ballots in advance of Election Day.
- C. Correspondence - none
- D. Trainings
1. Regional Training in Frederick County: September 18, Close Office
  2. Smartsheet Training: Barry & Teresa, October 9 & 10
  3. Table Top Exercises: Kaye, Sept 17, Nov 12, & Jan 14
  4. How to Write a Disaster Recovery Plan: Kaye & Barry, Sept 24, Oct 8, Oct 22, Nov 5, Nov 19, Dec 3, Dec 17 & Jan 7
- E. Legislative Update:
- F. Registration Statistics for August 2019 were distributed to the Board
- G. Voting System Activities:
1. Additional equipment requested for 2020.
    - a) Electronic Pollbooks – received 28
    - b) Still looking for Seiko Printers
- H. Candidate Information:
1. Filing began February 5, 2019.
- I. Projects:
1. Transition from Outlook to Maryland.gov account - finished
  2. Election Workers – Tammi Derr is coordinator
  3. New Workstations with Windows 10 configured and tested
  4. Networking Survey – finished
  5. Voting Booths – fall 2019
  6. Prepare for Preliminary Pollbook Testing – mid September
  7. National Voter Registration Day – September 24
  8. Meet with Training Coordinator, Sherrell Wilson – September 25
  9. Preliminary Pollbook Testing – September 30, October 1-3
- II. Attorney –
- A. Brian Kane reported on the Open Meetings Compliance Board's warning about officials conducting business through email.
  - B. Court opinions have found that elected officials cannot block followers on official social media accounts. This opinion can apply to appointed officials as well, such as the Board of Elections.

### Old Business:

- I. Combined Facility – Moved to Executive Session.
- II. Early Voting Location for 2020 – Moved to Executive Session.

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- III. Change of polling place for District 8-0, Rohrersville. The slope to the front of the building is 2" to every 20". This is non-compliant. To mitigate this, we have contacted a company that provides accessible solutions to install a ramp that will meet the slope requirements.
- IV. MOU for Board Attorney – Brian Kane looked over sample MOUs from other counties and recommended one. Kaye Robucci will continue to work with him to create a MOU.
- V. Networking at polling places on Election Day – Completed.
- VI. By-Laws – We have been working back and forth with SBE to finalize the By-Laws.
- VII. Municipalities – Use of Voting Equipment and Pollbooks – Brian Kane reviewed the municipality lease policy, as well as Election Law and COMAR, and gave his opinion that LBEs are not required to grant municipalities' request for voting equipment. Kaye Robucci will check with other LBEs to see what their experiences have been. Brian Kane will also check with MML.
- VIII. Biennial, Thursday, October 17, at the Crowne Plaza Hotel – Kaye Robucci asked SBE for an agenda.
- IX. Table Top Exercises for Board – Table until November
- X. Open Meeting Information and Training – Brian Kane took the training.
- XI. Sign Policy – Brian Kane's research concluded that the Neal Parrot signs "may" violate TR § 21-205(a) of the Transportation Article; therefore, the signs may be an issue, it's just not the Board of Elections' issue.

### **New Business:**

- I. 2018 Audit Revision from SBE – SBE revised the audit of the 2018 General Election, which gave us a better score.
- II. Christmas Party at Hickory Bridge on December 6<sup>th</sup>, 2019.
- III. Alternate Early Voting Site – Hagerstown Regional Airport Director Garrison Plessinger agreed to house our alternate Early Voting site at the Airport Fire Station.

### **Members Remarks:**

Tammy Downin thanked everyone for their support during the loss of her father.

Kaye Robucci thanked Marty and Vickie Lumm for hosting the annual picnic.

### **Scheduling of Next Meeting:**

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, October 8, 2019 at 3:00PM. The location is Washington County Board of Elections Office, 35 W. Washington Street, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

### **Distributed Information:**

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I. August Registration Statistics

**Future Events**

- I. September 18: Regional Training in Frederick, Office will be closed
- II. September 19: United Way, Day of Caring
- III. September 24: National Voter Registration Day, Open House 9am – 3pm

**Adjournment and Executive Session:**

There being no other business to come before the Board at this time, Tammy Downin called for a motion to adjourn the Regular Board Meeting and move into Executive Session. At 4:22PM, Jim Schultheis made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (3) To consider the acquisition of real property for a public purpose and matters directly related to the question. Bill Blazes seconded the motion.

**SUMMARY OF CLOSED SESSION HELD ON September 10, 2019**

**1. Statement of the time, place, and purpose of the closed session:**

Time of closed session: 4:22 pm.

Place (location) of closed session: 35 W. Washington Street, 1<sup>st</sup> floor conference room, Hagerstown, MD 21740.

Purpose of the closed session:

#3: To consider the acquisition of real property for a combined facility. Sale is still pending and buyer requested this be discussed in closed session.

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**2. Record of the vote of each member as to closing the session:**

Names of members voting aye: Bill Blazes, Connie Mozingo, and Jim Schultheis

Members opposed: None

Abstaining: Tammy Downin

Martin Lumm was absent

**3. Statutory authority to close session:**

This meeting was closed under the following provisions of General Provisions Art. § 3-305(b):

→ **Topic #1:** § 3-305(b) (X) → **Topic #2:** § 3-305(b) ( ) → **Topic #3:** § 3-305(b) ( )  
(add others as needed)

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4. Listing of each topic actually discussed, persons present, and each action taken in the session:

Topic description	Persons present for discussion	Action Taken/Each Recorded Vote
#1: Discuss potential combined facility. Kaye Robucci relayed information shared to her by county staff.	Tammy Downin, Bill Blazes, Connie Mozingo, Brian Kane, Kaye Robucci, Barry Jackson	No Action Taken

At 4:30PM, Bill Blazes left the meeting.

After the discussion was completed, Jim Schultheis made the motion to close the Executive Session at 5:10PM, Connie Mozingo seconded, and the motion passed unanimously.

Compiled by Barry Jackson  
Deputy Election Director II

Respectfully Submitted,

Tammy E. Downin 10/8/19  
Tammy Downin, Acting President Date

W B Blazes 10/8/19  
Bill Blazes, Secretary Date