

## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTION November 10, 2009

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

Staff

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

Eileen Wiggins called the meeting to order at 2:00 PM. Roger Schlossberg, Attorney, was absent. There was a quorum present.

**Approval of Minutes of October 13, 2009**

Eileen Wiggins asked if the Board had any corrections or modifications to the minutes of the October 13, 2009 Board Meeting. Approved as submitted.

**Addition/Changes to the Agenda:**

No additions or changes to the agenda

**Correspondence:**

No correspondence

**Reports:**

A. Directors' Meeting – October 20, 2009

Dorothy Kaetzel reported on the Director's Meeting. The following was discussed:

- RFP is on schedule and is expected to be completed by December with the contract before the Board of Public Works in January or February of 2010.
- Ballot on Demand Printers will be provided to all counties with more than 5 ballot styles.
- SBE will be printing the absentee ballots
- We will be keeping 124 Touchscreens for use in the 2010 election. The balance (364) will be taken to a SBE warehouse.
- The Biennial meeting will be combined with MAEO in 2010

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**B. LBE Security Audit**

Dorothy Kaetzel reported on the Security Audit conducted with Michael Kortum, SBE. Michael Kortum reviewed the LBE Security Audit Checksheet and surveyed the Early Voting site and warehouse.

**Old Business:**

**A. Early Voting Site - PNC Bank Building**

The Board discussed the Early Voting Site and reviewed the layout. The County Attorney is drafting the agreement between the Election Board and an authorized representative of the facility. Dorothy Kaetzel will go ahead and submit the paperwork for the proposed early voting site.

**B. District 17-1 Washington County Library**

Due to construction at the library during 2010, the Board discussed using Bester Elementary School for both 17-1 and 17-2. The Board will survey Bester Elementary School to make sure there is enough parking prior to a final decision.

**C. Post Election Maintenance**

The Post Election Maintenance, battery replacement, SSL Certificate and barcode labeling is currently being done on the 124 Touchscreens. It will be completed by the end of the year.

**D. Christmas Party – December 16, 2009**

The Christmas Party will be held December 16 at 6:00 PM at the Fireside Restaurant.

**New Business:**

Election Office closed November 11, 25, 26 & 27, 2009.

**Member Remarks:**

No remarks at this time.

**Scheduling of Next Meeting:**

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The next meeting of the Washington County Board of Elections will be held December 8, 2009 at 2:00 PM at the Board office.

**Adjournment:**

There being no further business to come before the Board at this time. Clyde Tate made a motion to adjourn at 2:55 PM; Sharon Washington seconded the motion. Unanimously approved.

Compiled by Kaye E. Robucci  
Election Deputy Director, I

Respectfully Submitted,

Eileen Wiggins  
Eileen Wiggins, Board President

12/8/09  
Date

Carroll Earp  
Carroll Earp, Board Secretary

12/8/09  
Date