



## MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

July 13, 2021

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

#### **Present:**

#### **Board:**

Martin Lumm, Board President

Tammy Downin, Board Vice President

Bill Blazes, Board Secretary

Connie Mazingo, Assistant Board Secretary

Jim Schultheis, Member

Brian Kane, Board Attorney

#### **Staff:**

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

#### **Absent:**

#### **Guest:**

Peter Perini

Seth Wilson

President Marty Lumm called the meeting to order at 3:08PM at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

#### **Approval of Minutes of June 8, 2021:**

Tammy Downin moved to accept the minutes for June 8, 2021, Bill Blazes seconded, and the motion was carried unanimously.

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

Kaye Robucci requested the following changes:

New Business: III. Outside group use of Election Center.

New Business: IV. Open House

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### Correspondence:

- I. Election Board Grant Inquiry request from Jerry DeWolf and response from Kaye Robucci emailed to the Board June 15, 2021.
- II. Updated MAEO Agenda emailed to the Board June 24, 2021.
- III. Email from Shafiq Satterfield, SBE, regarding the certification status of EVS6110 distributed to the Board.
- IV. Information from MACo regarding funding of the New Pollbooks emailed to the Board July 7, 2021.
- V. New Information for Candidates for Democratic Central Committee distributed to the Board.

### Reports:

- I. Election Director
  - A. Personnel -
    1. PEPs due on July 16, 2021.
  - B. Meetings:
    1. Pollbook Replacement Project – Old Business, next meeting Aug. 5th
    2. Director's Meetings: June 17, 2021
      - a) Common Access Cards – SBE is working on Draft Instructions
      - b) Mock Election in the fall will include the new Agency Election Management System
      - c) Mock Election in Dec or Jan with new pollbooks
      - d) Additional Voting Equipment/Supplies Requested:
        - (1) New Pollbooks: 217
        - (2) BMD's: \*48  
\*Settlement of NFB (National Federation of the Blind) lawsuit this fall may effect the number of BMD's.
        - (3) CradlePoint Routers: 3
        - (4) BMD Tables: 50
        - (5) Supply Carts: 5
        - (6) A40 Printers: 212 (to be invoiced in FY23)
      - e) Next Meeting: July 14, 2021
  - C. Correspondence: N/A
  - D. Trainings:
    1. Districts and Precincts Refresher: July 21 or July 28
    2. CERA Training
  - E. Legislative Update – Barry Jackson is leading the Legislative Tech Workgroup. The group will meet later this month to discuss findings.
  - F. Voter Registration Activities and Statistics:
    1. HCC and League of Women Voters
    2. Registration Statistics for June 2021

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- G. Candidate Information:
  - 1. Filing began February 23, 2021. 12 Candidates have filed.
- H. Voting System Activities:
  - 1. Ordered tables and shelves for work area and ballot storage
- I. Projects –
  - 1. Cleaning up street files in anticipation of redistricting.
  - 2. Inventory - Completed
  - 3. Moving final equipment out of former warehouse.

II. Attorney: No report.

Brian Kane left the meeting.

### Old Business:

- I. Virginia Avenue Update
  - A. Printer counter was replaced.
  - B. HVAC replacement is moving forward.
  - C. Exterior painting to happen this summer.
  - D. Alternative Sanctions helping with various projects. Need parking lot islands sprayed before landscaping.
- II. FY22 Budget: Kaye sent updated numbers to Sara and Kim, based on new equipment and increase in postage.
- III. 2<sup>nd</sup> (and 3<sup>rd</sup>!) Early Voting Site – Kaye Robucci asked the Board's direction for where additional Early Voting sites should be.  
Jim Schultheis contacted County Commuter. They are open to providing a dedicated bus during Early Voting from downtown to the Election Center.  
Tammy Downin asked if one Early Voting site is within 5 miles of 80% of voters, does it matter where the other two are?  
Prior to the August Board Meeting; Jim Schultheis will contact Fairplay Community Center and Keedysville Community Center and Kaye Robucci will contact Chewsville Community Center, the Public Safety Center and the Big Pool Community Center regarding availability as an Early Voting Site.
- IV. Pollbook Replacement Project – Update:
  - A. The State has moved on to the fiscal evaluation of proposals.
  - B. Decision will be made to the Board of Public Works in September.
- V. MAEO and Biennial Conference – The latest agenda was sent to the Board.
- VI. 2020 Census – Cleaning up street files in anticipation of Census data.
- VII. Back-up Work Location – Meeting with Andrew Eshelman on July 21, 2021, to discuss former 911 center as a possibility.

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- VIII. Status of the New Municipal Stadium Location and potential future EV Site – Kaye Robucci contacted Senator Paul Corderman. The Maryland Stadium Authority will contract an architectural firm to create designs in the fall. Once stadium is built it will be turned over to CHIEF.

**New Business:**

- I. Status of 145 IKO Way – we need be moved out by September 17, 2021.
- II. Two door prizes are needed for MAEO
- III. Outside group use of Election Center – League of Women Voters inquired about having a meeting in the Election Center. The Board asked to find out what the county policy is.
- IV. Open House – Marty Lumm suggested we wait until everything is complete before scheduling an open house.

**Members Remarks:**

Seth Wilson invited everyone to the Republican Club picnic.

**Scheduling of Next Meeting:**

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, August 10, 2021 at 3:00PM. The location is Washington County Board of Elections Center, 17718 Virginia Avenue, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

**Distributed Information:**

Updated Staff and Board Information emailed to the Board

**Future Events:**

**Adjournment and Executive Session:**

There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting and move into Executive Session. At 5:03PM, Connie Mozingo made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Bill Blazes seconded the motion. Peter Perini and Seth Wilson then left the meeting.

**SUMMARY OF CLOSED SESSION HELD ON July 13, 2021**

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

Time of closed session: 5:03 pm.

Place (location) of closed session: Election Center 17718 Virginia Avenue, Hagerstown, MD 21740.

Purpose of the closed session: Kaye Robucci's mid-year performance evaluation and the extension of County Contract PUR-1352.

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

Names of members voting aye: Tammy Downin, Bill Blazes, and Connie Mozingo

Members opposed: None

Abstaining: Marty Lumm

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

**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: Kaye Robucci's mid-year performance evaluation	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo	Board unanimously approved evaluation
#1: Extension of Contract PUR-1352	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo, Barry Jackson	Board unanimously approved extension of contract.

After the discussion was completed, Connie Mozingo made the motion to close the Executive Session at 5:26PM, Bill Blazes seconded, and the motion passed unanimously.

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Deputy Election Director II

Respectfully Submitted,

Martin Q. Lumm 8/10/2021  
Martin Lumm, President Date

Bill Blazes 8-10-21  
Bill Blazes, Secretary Date