



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

January 9, 2018

35 W. Washington Street

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Bruce Field, President

Tammy Downin, Vice President

Jim Schultheis, Secretary

Martin Lumm, Member

William Blazes, Member

Staff:

Kaye Robucci, Election Director II

Barry Jackson, Election Deputy Director II

Guests:

Jerry DeWolf, Republican Central Committee

President Bruce Field called the meeting to order at 2:00PM at the Washington County Board of Elections Office, 35 W. Washington Street, Suite 101, Hagerstown MD 21740. Board attorney Roger Schlossberg was absent. There was a quorum present.

Approval of Minutes of December 12, 2017:

Under "Old Business," Christmas Party, change 2018 to 2017.

Tammy Downin moved to approve the December 12, 2017 minutes as amended, Marty Lumm seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

Under "Correspondence," add "B. MAEO January 12 Meeting Agenda."

Under "Correspondence," add "C. MAEO Conference Agenda."

Under "Correspondence," add "D. Legislative Affairs Issue Papers."

Under "Old Business," add "H. Disaster Recovery Plan."

Under "Old Business," add "I. By-Laws"

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Correspondence:

- I. November 30, 2017 Director's Meeting Minutes emailed to the Board
- II. MAEO January 12 Meeting Agenda emailed to the Board
- III. MAEO Conference Agenda emailed to the Board
- IV. Legislative Affairs Issue Papers distributed to the Board

Reports:

- I. Election Director
 - A. Personnel - PEPs are completed and will be sent to SBE
 - B. Meetings & Trainings
 1. Personnel Committee: Still preparing presentation for State Board
 2. EW Committee: Election Day Chapters are on the online library.
 3. Director's Meetings: Last meeting 12/21/17. No meeting currently planned.
 4. Inventory Training – 3rd Training held January 4, 2018
 5. MAEO Legislation: Meeting January 12, 2018 – Barry will attend the MAEO board meeting at 10:00 at the Carroll County Board of Elections. Immediately following the board meeting the MAEO Legislative Committee will meet. The General Assembly will convene on January 10, 2018 at Noon. Five (5) election related bills have been pre-filed: two (HB0005, HB0055) require landlords to offer voter registration applications to tenants, and another (HB0063) requires that local boards of elections (LBE) randomly draw names to determine order of appearance of candidates on ballots.
 6. Modernizing Absentee Ballot Opening Procedures – Nothing new to report
 - C. Correspondence Received: N/A
 - D. Registration Statistics for December 2017 were distributed to the Board
 - E. Voting System Activities:
 1. Pre-Primary Election Testing – January 16-19, 2018. Bruce Field and Marty Lumm indicated they would be available to assist if needed.
 - F. Candidate Filings: Many Central Committee candidates have filed
 - G. Precinct & Polling Issues:
 1. Polling Place Surveys and layouts
 - H. Projects
 1. Location for EW Training – Kaye will defer to Old Business
 2. Notification of polling places – Barry still waiting on two polling places
 3. Recruiting Election Workers – Sherrie & Tammi resent applications to 150 election workers.
 4. Citizen Guide update – Teresa updating, but still waiting for new updates
 5. Firewall, Election Night Returns - Dean
- II. Attorney's Report - None

Old Business:

- I. Early Voting Agreement – Roger Schlossberg requested the template and draft early voting agreement be sent to him.
- II. Request for Confidentiality – Kaye Robucci contacted the voter to request additional information. Kaye will follow-up with the voter.

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- III. Rules of Security Behavior for Board Members & Staff – Board members filled out and signed the forms.
- IV. FY19 Draft Budget – The budget is due to the county on January 19th.
 - A. Kaye Robucci asked if the election board should purchase generators for backup power. The consensus was to continue to rent generators or borrow one from the county.
 - B. Capital Improvement Projects – Kaye Robucci would like to submit a cost estimate to build out a consolidated office/early voting/training center/warehouse. Request is due Friday, January 12th. Jerry DeWolf suggested it was a good idea, because it would be a matter of public record. The board agreed that it would be worth it to submit a request.
 - C. Budget was increased from \$1.1Million in FY18 to \$1.4Million in FY19. Main reason for this is the lease of tablets to replace the electronic pollbooks
 - D. Postage has increased because of the new postcard requirement by the State.
 - E. Money has been allotted for CERA training for Barry Jackson and Teresa Morningstar.
 - F. Jim Schultheis suggested we add money in food line item for inviting County Commissioners to a lunch meeting.

Executive Session:

At 2:30PM, Bruce Field called for a motion to recess the board meeting under State Government Article, § 10-508 (a) to discuss: (1)(ii) Any other personnel matter that affects one or more specific individuals, and (7) To consult with counsel to obtain legal advice on a legal matter. The vote to close the regular session and go into closed session was as follows:

Motion By: Jim Schultheis

Seconded By: Marty Lumm

Vote to Close Session:

	AYE	NAY	ABSTAIN	ABSENT
Bruce Field	{X}	{ }	{ }	{ }
Tammy Downin	{X}	{ }	{ }	{ }
James Schultheis	{X}	{ }	{ }	{ }
Martin Lumm	{X}	{ }	{ }	{ }
William Blazes	{X}	{ }	{ }	{ }

At 2:55PM, Marty Lumm moved to close the executive session and reconvene the board meeting. Bill Blazes seconded the motion, and it was carried unanimously.

Old Business (continued)

- V. Christmas Tree on display at Springfield Barn – Nothing to report. We will participate again in 2018.
- VI. Follow up to letter to County Commissioners – In the interest of sharing information with the County Commissioners, we have received information from various sources about properties that are available. The board will review and possibly visit potential sites before forwarding to the commissioners.
- VII. Election Worker Training Site – We currently are committed to the old Board of Education meeting room on Commonwealth Avenue. We are still considering other sites, such as Hager Hall and the Herald-Mail.

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VIII. Disaster Recovery Plan – Will discuss further after the MAEO Meeting and any response received from SBE regarding our current plan.

IX. By-Laws – Review for February Board Meeting

New Business:

I. Alternate Early Voting Site – Airport Fire Department. Barry Jackson will set up a visit sometime in February.

II. 2018 MAEO Conference – Board Members are to let Teresa Morningstar know by January 12 if they will be attending.

Members Remarks:

Bruce Field disclosed that his wife contributed \$500 to Paul Corderman's state delegate campaign. Marty Lumm disclosed that he contributed to Wayne Keefer's county commissioner campaign.

Kaye Robucci informed the Board that the office would be closed on January 15 in observance of Martin Luther King, Jr. Day.

Future Events:

I. Pre-Primary Election Testing: January 16-19, 2018

II. 2018 MAEO Conference: March 13-16, 2018

Scheduling of Next Meeting:

The next meeting of the Washington County Board of Elections will be held on Tuesday, February 13, 2018 at 2:00PM. The location is Washington County Board of Elections 35 W. Washington St., Suite 101, Hagerstown, MD; as pursuant to the Bylaws of the Washington County Board of Elections, Article 3, Section 3.3(A) 8.

Distributed Information:

A. December Registration Statistics

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Adjournment:

There being no other business to come before the Board at this time, Tammy Downin made the motion to adjourn at 3:40PM, Bill Blazes seconded, and the motion passed unanimously.

The Bylaws with advice of counsel shall follow the requirements of the Open Meetings Act as specified under Title 10, Subtitle 5 of the State Government Article.

Compiled by Barry Jackson
Election Deputy Director II


Respectfully Submitted,



Bruce Field, President

3/7/18

Date



James Schultheis, Secretary

3/7/18

Date

