

MINUTES

WASHINGTON COUNTY BOARD OF ELECTION

March 13, 2012

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

Present:

Board

John Benchoff, President
Carroll Earp, Vice President
Bruce Field, Member

Staff

Kaye Robucci, Election Director, I
Sharon Mackereth, Election Deputy Director, I

Visitor

Sheila Brown, Clerk of Court Office

Sheila Brown, Clerk of Courts' Office is present today to do the swearing in of the Board Members for Early Voting beginning March 24, 2012. The necessary papers were signed.
John Benchoff, Board President

Carroll Earp, Vice President
Bruce Field, Board Member

The other Board members may go to the Clerk of Courts' office Monday thru Friday, 8:30AM until 4:30PM to be sworn in.

John Benchoff called the meeting to order at 2:15PM. Roger Schlossberg, Board Attorney, and Tammy Downin, Board Secretary, were absent. There was a quorum present

Approval of Minutes of February 14, 2012:

John Benchoff asked if the Board had any corrections or modifications to the minutes of the February 14, 2012, Board Meeting. Carroll Earp made motion to accept as submitted; Bruce Field seconded. All were in favor.

Addition/Changes to the Agenda:

None requested.

Correspondence:

- A. Thank you letters to Pastor Randy Reid, Emmanuel United Methodist Church.
Kaye Robucci informed the Board that the State requires a refresher training class. We will conduct training mid August to early September, 2012. This class is for all judges working during the General Election, November 6, 2012.

Reports –

A. 2010 Election Audit–tabled from February Meeting–

The Board reviewed the audit and Kaye Robucci, Election Director, took action. In the office we are taking steps to keep track of all ballots issued; Pending voters are being maintained on a daily bases.

Old Business –

A. Review of Election Worker training–comments, suggestions–

We had little control over the heat and at times it was quite cool. Kaye asked the Board if they thought the classes were too large. No, they commented that the size of about 20 to 25 is the right size, any smaller we would have to setup more classes. We sent out a mailer to voters in certain precincts for substitute workers.

B. FY13 Budget Update–

Kaye asked Carroll Earp his opinion of the County Commissioners meeting last week. Carroll commented about how to go about getting your point across to the Commissioners. It seems that if you have something to say about the topic–you need to stand and be recognized by the Commissioners, then make your comments. You must point out to them what we positively need. In other words - What is more important then being able to vote in this County?

Kaye plans on attending the Commissioners meeting when they are to discuss the General Fund. We should be represented when the Election Board is discussed.

C. City of Hagerstown Annexed Voters–tabled from February Meeting–

This topic is‘Tabled’until the next scheduled Board meeting.

D. Re-Survey of Districts 13-1 and 21-3–

Kaye Robucci, Director, John Benchoff, Board President, Carroll Earp, Vice President, and Bruce Field, Board member, surveyed Districts 13-1 and 21-3 on February 29, 2012. They agreed that new layouts at 13-1 and 21-3 are needed. The check-in tables need to be moved. The Board considered using 4 check-in tables but will they fit in District 13-1? Chief Judges are Al Jones and Dorothy Woods. A 50 ft. extension cord will be needed or 2–25 ft. cords. District 21-3, Northern Middle School, will require a few changes because of Districts 28-1, 28-2 and 28-3 voting in this district. None of the things are major.

District 6-2, Boonsboro Middle School, is being redesigned and the voting units might need to be separated into two sections. Jackie Bussard, Republican Chief Judge, commented that this is not a real problem, only the Unit Judges complained, not voters.

The voting units will need to be turned for privacy and extension cords need to be taped down. Roger Schlossberg is assigned to do the Election Day Survey and will check out the flow of the polling place on Election Day. The Board agreed to wait and see how the layout works for the Primary Election.

E. Possible heat at Warehouse -

Kaye reported that at this time there will be "No" heat installed on our side of the Warehouse. Dress appropriately for the Logic and Accuracy testing.

New Business

A. Review polling places Evaluation Form -

The State Evaluation Form is required for each polling place on Election Day and Early Voting. State Board of Elections (SBE) does peruse these forms after the Election. This is not done as a test - it is just a guideline or a way to gather information on the running of the polling place.

After you have completed the survey - you should know that whatever problems you observed, during your survey, are corrected before you leave. Kaye asked if she should call Rick Urps, SBE, with the questions the Board is having regarding this survey. They agreed and a call was placed during the meeting.

These questions were asked - **What is the real purpose of this form?**

Mr. Urp's response was - To make sure the election workers are following procedures as instructed in class and as in the Election Workers Manual.

If the surveyor finds a problem and it is corrected - how is it shown on the survey?

Make a note by the question, or write "Note #1- see back of page"; and on the back of the page make note "Note #1". Describe the problem and make suggestions on how to solve the problem. Then make note on the survey "Problem Corrected". Make notation on the form such as- "I spoke to the C. Judges about correcting the problem observed." Answer all questions!!!!

B. Specimen Ballot -

Kaye Robucci informed the members that our specimen ballot is at the Printers. There are 4 Ballot Styles (2 county styles and 2 city styles). The specimen will have the voters polling place on it.

C. Promote Early Voting -

A back page ad will be put in the newspaper to get the word out about Early Voting. Kaye will check on prices for advertisement on radio. John Benchoff commented on the use of the Antietam Cable TV Ad Crawler used for the Flower and Garden Show. Norman Bassett, Public Information Officer, for the County, will put something on the County Web site.

D. Back page ads regarding change of 2 polling places –

There is a State requirement for notifying voters when we change a polling place but not necessary as a back page ad. We will put up signs at the old polling place to inform voters who might show up at the old place. Also, when the change was made, notification cards were sent to all affected voters.

E. Parking for Board Members –

Gary Lambert, Program Manager for City of Hagerstown, will be getting us signs for parking spaces for the Board Members.

F. Early Voting Schedule –

Kaye put together a schedule for the L&A which starts tomorrow. It is scheduled for four days with the Cirdan group. We do not believe it will take that long. There will be seven Cirdan workers. Board Members – John Benchoff, Carroll Earp and Bruce Field will be there to assist. Cindy Russell will help out also. Damien Reisch, County IT, is scheduled to assist. The team coming from Cirdan has worked in other counties around the State. There will be a short training session for our group.

Tuesday, March 20, 2012 is the Public Test and Parallel Test. 50 ballots will be voted (25 Democratic and 25 Republican). The first team reads the voted ballots (one reads, one watches); the second team votes on the AccuVote Touch Screen (one votes, one watches). The third team makes tick marks for each vote. The tick marks then are counted and checked to match voted ballots on touch screen and voted ballots. All of this process is videotaped.

Kaye Robucci will attend the County Commissioners meeting on March 20th to give a presentation on Early Voting. The electronic poll book L&A will start on March 21st. John Benchoff and Bruce Field will assist on Wednesday. Carroll Earp will be there to assist on Thursday. The whole process goes pretty fast; all the cables and hubs will be used. They will go through the whole setup. The State provides actual voter names to be looked up and process a Voter Access card.

On Thursday, March 22nd when the Board Members are finished at the Warehouse, Carroll Earp will stop at the office to verify the supplies needed for Early Voting. Tammy Downin will come on March 22nd also, to help check the supplies. Equipment will be moved from the warehouse to Early Voting (Red Cross Building) on Friday, March 23rd.

A schedule was set up by the Board for the visitation of the Early Voting polling place. Tammy Downin prefers the weekend days, Saturday or Sunday;
Carroll Earp with visit on Monday, March 26th;
Bruce Field with visit on Tuesday, March 27th;
Kaye and Sharon will visit whatever days that are open.

Roger Schlossberg, Board Attorney, will be emailed for him to pick Wednesday, March 28th or Thursday, March 29th to visit Early Voting.

Early Voting ends on March 29th and equipment comes back here that night. We have the second floor conference room and the office space in basement for storage. The Bulk Update on the poll books is scheduled for Friday, March 30th.

Polling Place supplies will be picked up by the Chief Judges from 8:00AM until 1:00PM on Saturday, March 31, 2012. Republicans pick up in the 1st floor conference room and the Democrats pick up at the Warehouse.

John Benchoff, Sharon Mackereth and Dean Robucci will be stationed at the Warehouse; Carroll Earp, Bruce Field and Kaye Robucci will be stationed at the Office. The Election Board office will be open Monday, April 2nd, until 8:00PM when Election Workers are setting up.

At the end of Election Day everything is brought to the Election Board office. The drop-off station will be set up in the back conference room. Both Chief Judges are to return the supplies together.

G. Election Day schedule –

We are to report to this office on Election Day at 6:00AM. Also, let's not forget Election Day menu. The schedule for Election night is as follows:

Audrey Coffelt, Cindy Russell and Larry Shipe will be in the back conference room;

Carroll Earp and Tammi Derr will be removing the CF cards from the E-Poll books.

If we have our new Board member by that time his duty would be running the Forms Folder to our office. We may be able to get some help from Alternative Sanctions.

The 100% Verification is done on April 4th by Dean Robucci, Damien Reisch and maybe Harold Gist. The process of verification is – they clear out the votes on the Touch Screens used election night and re-upload them.

The In-office verification is done on April 4th, five random precincts are selected and the paper tapes are manually calculated. Voter Authority Cards are totaled and checked against the results. Absentee Canvasses are setup with teams established.

H. Election Judge Pickup schedule –

Included in the above discussion.

There will be three questions on the General ballot – the Dream Act, the Civil Marriage Act and the City of Hagerstown Non-Partisan Election for the future.

Members Remarks

None

Scheduling of Next Meeting

The next meeting of the Washington County Board of Elections will be pending, unless needed.

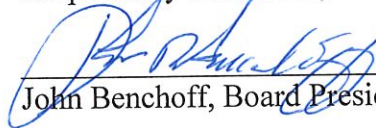
Distributed Information

Adjournment:

There being no further business to come before the Board at this time, Bruce Field made a motion to adjourn at 4:20PM; Carroll Earp seconded the motion. Unanimously approved.

Compiled by Sharon C. Mackereth
Deputy Director, I

Respectfully Submitted,



John Benchoff, Board President

5/8/2012
Date



Tammy Downin, Secretary

5/8/12
Date