

PROCEEDINGS
BOARD OF ELECTION SUPERVISORS
FOR WASHINGTON COUNTY

The Board of Election Supervisors held its regular monthly meeting Tuesday, October 13, 1981, at 2 P.M. at the Board office. Chairman Bast called the meeting to order at 2:02 P.M.. He announced that the regular monthly meeting for September was cancelled due to conflicting schedules of the board members. As there was no pressing business it would not be necessary to meet until the regular October meeting. Chairman Bast advised the Board that this meeting has been properly advertised and posted.

The following were recorded present:

Douglas G. Bast, Chairman
Virgil E. Banzhoff, Majority member
Charles L. Downey, Minority member
G. Elaine Rose, Substitute member
Billy J. McPherson, Substitute member
Dottie Waters, Chief Clerk
Daris Phillips, Clerk-Registrar

MINUTES:

Virgil Banzhoff moved to approve the minutes of the previous meeting held on August 18, 1981; seconded by Charles Downey and motion carried.

COMMITTEE REPORTS:

Chairman Bast reported on the mandatory meeting held in Annapolis. There were seven persons attending as the Board felt that Jean Calhoun and Dorothy Kaetzel should also attend as they have just recently become full-time employees.

We have been asked by the County Commissioners to contribute to the United Way and the Commerce and Industry Health Appeal.

CORRESPONDENCE:

Chairman Bast read a letter from the Washington County Free Library requesting information concerning our office to be printed in their "Community Information". This information has been submitted to the library

OLD BUSINESS:

Dottie advised the Board that she had gotten approval from the County Commissioners for a line item change in the budget to purchase the Widmer numbering machine and a high stool with casters, both of which have been ordered.

NEW BUSINESS:

Dottie advised the Board that we are hosting the five western counties for the Fair Election Practices Seminar conducted by the State Board of Elections. This will be held on Thursday, November 5, 1981, at 9:45 A.M. The Board members decided they would attend this meeting to welcome the other counties.

Dottie advised the Board that we have a request from the Republican Central Committee to train their precinct leaders as Distributors of the VRA forms at a meeting set by them, rather than come to our office for training. After much discussion the Board decided to hold two night classes early in 1982 to train distributors. The Board will decide later when and where the classes will be held and this will be advertised to the public.

The Board also discussed our procedure for receiving VRA forms back in our office before issuing more forms to the distributor. The Board reviewed the "Regulations for Distribution of the Voter Registration Application Forms" established by them on December 11, 1979, and feel they are adequate. Dottie advised the Board that the office staff is implementing a new filing system to help them better analyze the effectiveness of the individual's initial distribution before more forms are issued. Motion by Mr. Downey and seconded by Mr. Banzhoff that we cancel all obligations of distributors to return VRA forms given them prior to 1981. Motion carried.

We discussed the written communications log as presented at the State Board meeting. Dottie will advise the State Board that we have implemented this procedure in accordance with the Citizen's Inquiry Guidelines and all pertinent inquiries shall be logged.

The Board discussed "Public Information Requests" and the charges for this information. Dottie advised the Board that she contacted Mr. Young, Accounting Department, in regards to the bookkeeping procedure of those funds. Mr. Young advised that all checks be made payable to the Board of County Commissioners and money be turned over to the County Treasurer on a weekly basis. Receipts will be given individuals upon request and all funds recorded in a ledger.

Evaluation sheets of the Pre-election year meeting were distributed to the seven who attended.

ADJOURNMENT:

Motion by Mr. Downey and seconded by Mr. Banzhoff that the meeting be adjourned at 3:15 P.M. Motion carried. The next regular meeting will be held on Tuesday, November 10, at 2 P.M. Notice of this meeting will be properly posted.

Respectfully submitted,

Dorothy M. Waters
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