



Washington County Board of Elections

REGULAR SESSION MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

September 9, 2025
17718 Virginia Avenue
Hagerstown, MD 21740
240-313-2050

Present:

Board:

Tammy Downin, President
Donna Brightman, Board Secretary
Nancy Armstrong, Assistant Secretary
Claudia Martin, Member

Staff:

Barry Jackson, Election Deputy Director II
Teresa Morningstar, Acting Deputy Director II
Cory Green, Election Program Supervisor I

Absent:

Kandace Carpenter, Vice President

Guest:

Dave Williams (virtual)

President Tammy Downin called the meeting to order at 4:02pm at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740.

Declaration of Quorum Present:

President Tammy Downin declared that a quorum was present.

Approval of Draft Agenda:

Donna Brightman moved to approve the Draft Agenda, Nancy Armstrong Seconded. Donna Brightman requested one change to the agenda, which is the addition of an executive session. The executive session is regarding one Personnel matter and two items for board counsel. Claudia Martin seconded the amendments, and the agenda was unanimously accepted as amended at 4:05pm.

Approval of Draft Meeting Minutes:

Donna Brightman made a motion to approve the August 12 2025 Regular Session Minutes as submitted. Nancy Armstrong seconded, and the motion passed unanimously at 4:06pm.

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Recess and Opening of Executive Session:

President Tammy Downin called for a motion to recess the Regular Board Meeting and open an Executive Session. Claudia Martin made a motion at 4:11pm to go into Executive Session. Nancy Armstrong seconded, and the motion carried unanimously.

SUMMARY OF CLOSED SESSION HELD ON September 9, 2025

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

Time of closed session: 4:11pm

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

Purpose of the closed session: (1) to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

(7) To consult with counsel to obtain legal advice.

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

Names of members voting aye: Tammy Downin, Donna Brightman, Nancy Armstrong, and Claudia Martin.

Members opposed: None

Abstaining: None

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) (7) **Topic #3:** § 3-305(b) (7)

4. Listing of each topic actually discussed, persons present, and each action taken in the session:

5. Citation (inserted # from above)	Topic We expect to discuss these matters	Reason for closed-session discussion of topic- We are closing the meeting to discuss this topic because:
§ 3-305 (b) (1)	#1: Discussion of Personnel	Personnel files are confidential to the board and staff.
§ 3-305 (b) (7)	#7: Legal advice from counsel	Legal guidance is confidential to the board and staff.
§ 3-305 (b) (7)	#7: Legal advice from counsel	Legal guidance is confidential to the board and staff.

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After the discussion was completed, Nancy Armstrong made a motion to adjourn Executive Session and reconvene the regular meeting at 4:41pm. Claudia Martin seconded, and all parties voted aye.

Correspondence:

- I. Email from Dr. Teresa Roberts, dated Wednesday, August 27, 2025 at 8:02pm.
- II. Email from June Stouffer, dated Thursday, August 28, 2025 at 10:31am.

Reports:

- I. Election Director
 - A. Personnel –
 1. Anna Dolman (Outreach Coordinator) starts Wednesday, September 17, 2025.
 2. IT/Warehouse Clerk applicants sent to staff, currently reviewing them.
 3. Still awaiting Training Coordinator applicants.
 - B. Meetings:
 1. SBE/LBE Collaboration Meeting:
 - a) Highlights from August 21, 2025 meeting:
 - (1) DOJ and SBE have been corresponding about a DOJ request for Maryland's voter registration list. SBE is working with the Attorney General's office on a response.
 - (2) The President's Executive Order is at a standstill, due to injunction by several states. Rumors of a second Executive Order on mail in voting.
 - (3) There is discussion about passing laws regarding congressional redistricting.
 - (4) There was a lengthy discussion about the new SBE approved election judge application form. All 24 jurisdictions agreed that it is inadequate in its current form and must be modified. SBE asked MAEO to come up with their version, and they would work together to resolve it.
 - b) Next Meeting: September 18, 2025.
 2. MAEO Meeting in St. Mary's County, September 16, 2025
 3. Certified Maryland Election Administrator Program Meeting in Calvert County, October 1, 2025
 - C. Legislative Update: N/A.
 - D. Voter Registration Activities and Statistics:
 1. Registration Statistics for August 2025 were distributed to the Board.
 - E. Candidate Filings: Candidate Filing for 2026 Gubernatorial Election began February 25, 2025. There have been 15 filings so far:
 1. 2 for County Commissioner
 2. 1 for Clerk of the Circuit Court
 3. 1 for Register of Wills

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4. 4 for Democratic Central Committee
5. 2 for Republican Central Committee
6. 2 for Sheriff
7. 2 for States Attorney
8. 1 for Board of Education

One person filed this afternoon as a Petition Candidate. Barry Jackson explained what a petition candidate is and the general processes surrounding their filing.

F. Voting System Activities:

1. SBE to schedule battery tests before the end of the year

G. Projects:

1. New Website
2. "I Voted" Sticker Contest
3. Election Management Software and Services
4. Election Operations Center

II. Attorney
N/A

Unfinished Business:

H. Early Voting Sites for 2026

COMAR 33.17.02.02 and Senate Bill 259 were distributed to the board. Barry Jackson explained how each site either met specific criteria of the law, or it did not satisfy the law. Discussion ensued regarding the weighted criteria that the law states need to be considered regarding the selection of early voting sites. Brian Kane suggested calculating a score for each early voting site and comparing the scores with the law to see which locations are best suited to be considered as an early voting site.

New Business:

I. 2026 Election Plan

Barry Jackson introduced the election plan to the board so that the board can approve the plan at the October 14 board meeting. Polling places and ballot drop boxes remain unchanged from the 2024 election.

Members Remarks:

N/A

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, October 14 at 3:00pm. The location is Washington County Election 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.

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Distributed Information:

Board Packet

Future Events:

September 9, 2025, 7:00pm - Public Hearing to discuss Early Voting sites

September 16, 2025 – National Voter Registration Day

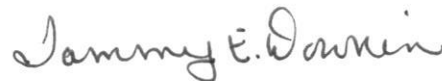
September 18, 2025 – United Way Day of Caring

Adjournment:

Tammy Downin called for a motion to adjourn the Regular Board Meeting, Nancy Armstrong made the motion and Claudia Martin seconded. The motion passed and the Regular Meeting concluded at 5:28pm.

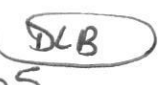
Compiled by Cory Green
Election Program Supervisor I

Respectfully Submitted,

 10/14/25

Tammy Downin, President

Date

 10/14/25 

Donna Brightman, Secretary

Date