



**REGULAR SESSION  
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS  
November 14, 2023  
17718 Virginia Avenue  
Hagerstown, MD 21740  
240-313-2050**

**Present:**

**Board:**

Tammy Downin, President  
Kandace Carpenter, Vice President  
Donna Brightman, Board Secretary  
Nancy Armstrong, Assistant Secretary  
Claudia Martin, Member  
Brian Kane, Board Attorney

**Staff:**

Barry Jackson, Election Director II  
Teresa Morningstar, Election Deputy Director II  
Sarah Hall, Election Program Specialist I  
Sherie Nigh, Election Program Specialist I

**Absent:**

None

**Guest:**

Guest list  
Dave Williams (by phone)

President Tammy Downin called the meeting to order at 5:00pm at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

**Declaration of Quorum Present:**

President Tammy Downin declared that a quorum was present.

**Recess and Opening of Executive Session:**

President Tammy Downin called for a motion to recess the Regular Board Meeting and Open the Executive Session. Kandace Carpenter made a motion at 5:01pm to go into Executive Session. Claudia Martin seconded, and the motion carried unanimously.

**SUMMARY OF CLOSED SESSION HELD ON November 14, 2023**

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

Time of closed session: 5:01pm

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

Purpose of the closed session: (7) 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, Kandace Carpenter, Donna Brightman, Nancy Armstrong, 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) ( 7 ) **Topic #2:** § 3-305(b) ( ) **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: Pending Litigation	Tammy Downin, Donna Brightman, Kandace Carpenter, Nancy Armstrong, Claudia Martin, Barry Jackson, Sarah Hall, Teresa Morningstar, Brian Kane, Sherie Nigh	None

After the discussion was completed, Kandace Carpenter made the motion to adjourn Executive Session and return to Regular Session at 6:05pm. Nancy Armstrong seconded, and all parties voted aye.

Tammy Downin called to reconvene the Regular Meeting at 6:08pm.

**Approval of Draft Agenda:**

Donna Brightman moved to accept the Agenda and Claudia Martin seconded. Barry Jackson requested that the following two items be added to the Agenda in Correspondence.

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- I. November 3, 2023 Letter from State Board of Elections Chairman Michael Summers
- II. Washington County Republican Central Committee Public Roster Effective 11/22/23 (emailed to the Board)

Both items were added to the Board Packet. The motion was carried unanimously at 6:10pm.

### **Approval of Draft Meeting Minutes:**

Donna Brightman moved to accept the Minutes for both Executive Sessions for September 12, 2023. Nancy Armstrong made the motion and Claudia Martin seconded. The motion was passed unanimously at 6:11pm.

Claudia Martin made a motion to accept the October 10, 2023 Executive Session Minutes. Kandace Carpenter seconded and the motion was passed unanimously at 6:12pm.

The October 10, 2023 Regular Meeting Minutes were discussed. Donna Brightman asked that the heading of the Minutes reflect the meeting's purpose, whether "Regular" or "Special." Nancy Armstrong made a motion to accept the October 10, 2023 Regular Meeting Minutes as amended. Kandace Carpenter seconded and the motion passed unanimously at 6:14pm.

Donna Brightman asked that the heading of the October 30, 2023 Special Meeting Minutes reflect its' purpose and say "Special Meeting." Claudia Martin made a motion to accept the Special Meeting Minutes as amended. Nancy Armstrong seconded and the motion passed unanimously at 6:15pm.

Donna Brightman made a motion to accept the September 12, 2023 Regular Session Minutes. Kandace Carpenter seconded and the motion passed unanimously at 6:16pm.

### **Correspondence:**

- I. November 3, 2023 Letter from State Board of Elections Chairman Michael Summers
- II. Washington County Republican Central Committee Public Roster Effective 11/22/23 (emailed to the Board)

### **Reports:**

- I. Election Director
  - A. Personnel –
    1. Sherie Nigh, Election Program Specialist I (Election Judge Coordinator) started on November 1<sup>st</sup>.
    2. Election Program Assistant I (Cory's old position) interviews will be conducted on November 27<sup>th</sup> and 28<sup>th</sup>.
  - B. Meetings:

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1. Director's Meetings:
  - a) No October meeting, due to the Biennial meeting:
  - b) Next Meeting: Thursday, November 16<sup>th</sup>, in person at SBE.
- C. Trainings: N/A.
- D. Legislative Update: N/A
- E. Voter Registration Activities and Statistics:
  1. Registration Statistics for October 2023 were distributed to the Board.
- F. Candidate Filings:
  1. Filing for 2024 Presidential Election began on January 19, 2023. Two filing so far. (Bill McIntire/Mayor, Anthony Williams/Board of Ed)
    - a) Anthony Williams withdrew his candidacy today
- G. Voting System Activities:
  1. Statewide New Pollbook Test – December 4<sup>th</sup>-8<sup>th</sup>.
- H. Projects:
  1. Site Surveys for security camera placement at ballot drop boxes
  2. Clean up precinct boundaries (needs General Assembly action)
    - a) Tammy Downin asked for clarification of which year this action would affect. Barry Jackson answered that it would affect the 2026 election cycle.
    - b) Kandace Carpenter asked for the location of an additional drop box whose previous location was undetermined. The drop box will be located in Keedysville.

## II. Attorney

Brian Kane explained the current litigation in Anne Arundel County in regards to the State Board's designation of Early Voting Center locations. It was his expectation that the Board will know the outcome of the litigation on or after November 29<sup>th</sup> and any action that the Board may be compelled to take as a result; if not on or near November 29<sup>th</sup>, then certainly shortly after the New Year.

## Unfinished Business:

### I. Early Voting

Brian Kane explained that the Board is advised to "wait and see" the outcome of the litigation before taking any action.

Donna Brightman noted, for the public in attendance, that the Board will call a Special Meeting as soon as it is necessary to make an Early Voting Center location decision. No action will be taken at this time on the Early Voting Center locations.

### II. Polling Place Plan

Barry Jackson announced that the State Board will hold a meeting on November 30 in which they should make a decision on the proposed polling places.

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III. **Legislative Audit**

Barry Jackson reported that the State Board has added an additional report, "Fuzzy Matching." Processing this report requires the LBE's to look for voters who potentially should have been cancelled in MDVoters but were missed. This report is a supplemental report to the DHMH report.

**New Business:**

I. **Holiday Dinner**

Barry Jackson discussed the Holiday Dinner and noted that it will be December 5 at 5:30pm at Jimmy Joy's in Hancock.

Donna Brightman mentioned that the distance she would need to travel for the dinner was prohibitive.

**Members Remarks:**

Donna Brightman thanked Brian Kane for his work.

Tammy Downin expressed gratitude to Brian Kane, as well.

No further comments.

**Guests Remarks:**

**Confirmation of Next Meeting:**

The next Regular Meeting of the Washington County Board of Elections will be held on Tuesday, December 12, 2023 at 3:00 pm 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.

**Distributed Information:**

Board Packet

**Future Events:**

November 23<sup>rd</sup> – Office Closed, Thanksgiving Day

November 24<sup>th</sup> – Office Closed, Native American Heritage Day

November 30<sup>th</sup> – SME Pollbook Training

December 4<sup>th</sup> – 8<sup>th</sup> – Statewide Pollbook Integration Testing

December 5<sup>th</sup>, 5:30 pm - Holiday Dinner at Jimmy Joy's Log Cabin Inn

**Adjournment:**

Tammy Downin called for a motion to adjourn the Regular Board Meeting. Kandace Carpenter made a motion to adjourn the Regular Meeting. Claudia Martin seconded and the Regular Meeting concluded at 6:41pm.

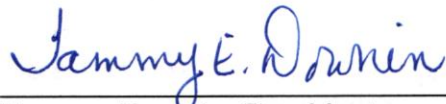
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Compiled by Sarah Hall  
Election Program Specialist I

Respectfully Submitted,

 12/12/23

Tammy Downin, President

Date

 12/12/23

Donna Brightman, Secretary

Date