



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

August 8, 2023

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Tammy Downin, President
Kandace Carpenter, Vice President (Virtual)
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 Assistant II

Absent:

Guest:

Patrick Leone
Martin Lumm
Angela Batista
Derek Harvey

President Tammy Downin called the meeting to order at 3:02 pm at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

Approval of Minutes of July 11, 2023.

Donna Brightman moved to accept the minutes, for July 11, 2023 as amended, Nancy Armstrong seconded, and the motion was carried unanimously.

Request for Additions/Changes to Agenda:

Correspondence:

N/A

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Reports:

I. Election Director

A. Personnel –

1. Teresa Morningstar hired as Deputy Director, beginning July 26, 2023.
2. Received list of candidates for new Voter Outreach Program Specialist position. Interviews on Wednesday, August 16, 2023.
3. Currently accepting applications for the Program Supervisor position, which closes on August 14, 2023.
4. Tammi Derr's position will not be posted until other positions have been filled.
5. Performance Evaluations (PEP) were timely submitted to SBE by July 31, 2023.
6. Election Judge Pay - In their August 8, 2023 meeting, the County Commissioners unanimously approved a \$300 per day rate for chief election judges.

B. Meetings:

1. Director's Meetings:

a) Highlights of July 20th meeting:

- (1) SBE requesting that LBEs track costs of responding to PIA requests.
- (2) SBE is updating language on public service requests (PSR) to reflect new regulation limiting requests to "electoral purposes." SBE is also working on an online PSR request service.
- (3) SBE created a new Online Look Up (OLUP) for currently registered voters who wish to make changes to their registration.
- (4) Melissia Dorsey reported draft forms for submission of polling place plans will be distributed on July 21st.
- (5) BMD language being updated again.
- (6) LBEs are to send completed bylaws, delegation of duties and certificates showing completion of the State's Open Meeting Act training to Mary Ann Mogavero.
- (7) Regional Voter Registration Training – Washington County will host on September 14th.
- (8) Pollbook project – testing ongoing at SBE warehouse.
- (9) Transportation contract awarded to Interstate, same as last election. Staffing contract awarded to Abacus.

b) Next Meeting, August 17, 2023

C. Trainings: N/A

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- D. Legislative Update: N/A
- E. Voter Registration Activities and Statistics:
 - 1. Registration Statistics for July 2023 were distributed to the Board.
- F. Candidate Filings:
 - 1. Filing for 2024 Presidential Election began on January 19, 2023. No filings so far.
- G. Voting System Activities:
 - 1. Working on a solution for reorganizing and staging voting equipment.
- H. Projects:
 - 1. Curtis Surratt reorganizing and inventorying election judge supplies.
 - 2. Finish cleaning out black transfer carts and put everything away, box up voted and unvoted ballots for storage, post-election maintenance (PEM) on voting booths.

II. Attorney N/A

Donna Brightman asked the status of the RICO lawsuit?

Barry Jackson stated there has been no update regarding the lawsuit and the Local Boards still have to hold the 2020 election materials.

Unfinished Business:

I. Early Voting

Barry Jackson presented a spreadsheet of the 5 potential early voting sites along with all of the requirements and factors that the board should consider when deciding the early voting site.

For the requirement regarding the electioneering zone the Washington County Free Library was answered Yes and No, because at the front of the library, the electioneering zone extends onto the sidewalk on the other side of the street, and there is no way to enforce the no electioneering zone. Tammy Downin asked if we could put a sign in the front of the library directing voters to use the rear entrance? Barry Jackson stated that this was done at the library during the November General Election when the Mummers parade occurred.

Donna Brightman asked the staff's opinion on weighing the factors to be considered. Barry Jackson stated that, in his opinion, how many voters are being reached by the sites would be the most important factor, then the next most important would be the accessibility of the early voting sites to historically disenfranchised communities.

A public hearing will take place to allow public comments regarding the possible early voting sites.

Martin Lumm stated that the Election Center is perfect for an early voting site as people will come there to vote. Martin Lumm asked if the county commissioners were asked if they will fund a third site if Washington County is shy of the 100,000 voter threshold, especially if it is short by 100 or 200 voters? Barry Jackson replied that the county commissioners were not asked this.

Derek Harvey stated that he can't speak for the other county commissioners, but he

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believed that they should just “bite the bullet” and grant a third site. Derek Harvey stated that he was disappointed that the Washington County Free Library didn’t do better and that he did not know the exact number for how many voters used the center. Tammy Downin stated that in comparison with other counties for a first-time early voting site the Washington County Free Library did better than other counties for voter turnout.

Tammy Downin asked if September 26, 2023 is enough time to allow for the Public Hearing?

Barry Jackson stated that September 26, 2023 would allow enough time for notice to be posted.

The Public Hearing will take place on September 26, 2023 at 7:00 pm.

The Board will make a decision on the early voting sites at the October 10, 2023 board meeting.

II. Polling Place Plan

Barry Jackson presented the polling place plan spreadsheet that he and Teresa Morningstar have been working on, as well as some of the questions that they have to answer for the state.

New Business:

I. By-Laws

Donna Brightman moved to table the By-Laws to the September 12, 2023 meeting, Nancy Armstrong seconded and the motion carried unanimously at 4:26 pm.

II. Board Counsel Contract – tabled for closed session.

Members Remarks:

None

Guests Remarks:

Angela Batista asked, other than moving out of the county, how else do people become inactivated and do they receive notification that they are inactivated?

Teresa Morningstar replied that felon reports are worked, and anytime the Board of Elections is notified that someone has passed away, they become inactivated. Voters are notified prior to becoming inactivated.

Martin Lumm stated he would like to see the voting centers spread out, rather than being two miles apart.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, September 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

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Future Events:

Washington County Housing Authority Community fair August 17, 2023.
October 19, 2023 biennial meeting

Adjournment and Opening of Executive Session:

There being no other business to come before the Board at this time, President Tammy Downin called for a motion to recess the Regular Board Meeting and Open the Executive Session. Donna Brightman made a motion at 4:32 pm to go into executive session and Nancy Armstrong seconded and the motion carried unanimously.

SUMMARY OF CLOSED SESSION HELD ON August 8, 2023

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

Time of closed session: 4:39 pm

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

Purpose of the closed session: (1) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.

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

Names of members voting aye: Tammy Downin, Donna Brightman, Kandace Carpenter, 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) (7) **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: Attorney Contract	Tammy Downin, Donna Brightman, Kandace Carpenter, Nancy Armstrong, Claudia Martin, Barry Jackson, Cory Green, Teresa Morningstar	No Action

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After the discussion was completed, Claudia Martin made the motion to adjourn Executive Session at 4:49 pm Nancy Armstrong seconded, and all parties voted aye.

Donna Brightman made a motion to adjourn the regular board meeting, Claudia Martin seconded and the board meeting concluded at 4:51pm.

Compiled by Cory Green
Election Program Assistant II

Respectfully Submitted,

 9/12/23
Tammy Downin, President Date

 9/12/23
Donna Brightman, Secretary Date