



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

September 12, 2023
17718 Virginia Avenue
Hagerstown, MD 21740
240-313-2050

Present:

Board:

Tammy Downin, President
Kandace Carpenter, Vice President arrived at 3:00 pm
Donna Brightman, Board Secretary
Nancy Armstrong, Assistant Secretary
Claudia Martin, Member

Staff:

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

Absent:

Guest:

Brian Kane arrived at 3:00 pm
Peter Perini
Angela Batista
Ginger Bigelow joined by phone 3:19 pm

President Tammy Downin called the meeting to order at 2:30 pm at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum 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. Claudia Martin made a motion at 2:33 pm to go into executive session. Nancy Armstrong seconded, and the motion carried unanimously.

SUMMARY OF CLOSED SESSION HELD ON September 12, 2023

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

Time of closed session: 2:33 pm

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

Purpose of the closed session: (1)(i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; and (13) To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter

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

Names of members voting aye: Tammy Downin, 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) (1) **Topic #2:** § 3-305(b) (13) **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: Board Counsel Appointment	Tammy Downin, Donna Brightman, Nancy Armstrong, Claudia Martin, Barry Jackson, Sarah Hall, Teresa Morningstar	None
#2: By-Laws of the Washington County Board of Elections	Tammy Downin, Donna Brightman, Nancy Armstrong, Claudia Martin, Barry Jackson, Sarah Hall, Teresa Morningstar	None

After the discussion was completed, Claudia Martin made the motion to adjourn Executive Session and return to Regular Session at 2:50 pm. Nancy Armstrong seconded, and all parties voted aye.

Tammy Downin called to reconvene the Regular Meeting at 3:00 pm. Brian Kane and Kandace Carpenter are now in attendance.

Approval of Draft Agenda

There was a motion to accept the agenda by Donna Brightman and seconded by Nancy Armstrong. All members voted aye.

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Approval of Minutes of August 8, 2023.

Tammy Downin proposed it be noted in the September Minutes, regarding the change in dates and times of the Special Session for Public Comment and Vote Session previously stated in the August Minutes. Donna Brightman proposed a separate section for Guests' Remarks, in addition to Members' Remarks.

Donna Brightman moved to accept the Minutes, for August 8, 2023, Nancy Armstrong seconded, and the motion was carried unanimously.

Tammy Downin requested presentation of Executive Session Minutes. Donna Brightman motioned to accept amendments, Claudia Martin seconded, and the motion was unanimously approved.

Request for Additions/Changes to Agenda:

Barry Jackson requested the following additions to Correspondence:

- I. 2023 Biennial Agenda
- II. Email from Keedysville Community Center
- III. Email from Town of Sharpsburg

Correspondence:

- I. 2023 Biennial Agenda
- II. Email from Keedysville Community Center
- III. Email from Town of Sharpsburg

Reports:

- I. Election Director
 - A. Personnel –
 1. Cory Green hired as Election Program Supervisor I, beginning September 20, 2023.
 2. Sarah Hall hired as Election Program Specialist I (Voter Outreach), beginning September 6, 2023.
 3. Election Program Specialist I (Election Judge Coordinator) posting closed on September 6, 2023. Waiting for of candidates from SBE.
 4. Election Program Assistant I (Cory's old position) will post on or about September 20, 2023.
 - B. Meetings:
 1. Director's Meetings:
 - a) Highlights of August 17th meeting:
 - (1) SBE gave guidance on dealing with PIA requests from the Justice Society.
 - (2) SBE asked all LBEs to turn in their By-Laws as soon as possible.
 - (3) Call Center
 - (4) BMD Language

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- (5) Reminder that Early Voting documentation is due to SBE by October 16, 2023
 - (6) Reminder that Drop Box documentation is due to SBE by November 13, 2023
 - (7) Pollbook project is in a "no go" status. Software update in August. Final decision in early September.
 - (8) RICO Case: SBE filing a brief on August 30, 2023.
- b) Next Meeting, September 21, 2023
- C. Trainings: Voter Registration
 - D. Legislative Update: N/A
 - E. Voter Registration Activities and Statistics:
 1. Registration Statistics for August 2023 were distributed to the Board.
 - F. Candidate Filings:
 1. Filing for 2024 Presidential Election began on January 19, 2023. One filing so far! (Bill McIntire for Mayor)
 - G. Voting System Activities:
 1. Working on a solution for reorganizing and staging voting equipment.
 2. Kube Electric installing additional power for voting equipment.
 3. Pollbook Project is a "no go." Will begin reloading pollbook software on current pollbooks.
 - H. Projects:
 1. Cleaning voting booths and black transfer carts.
 - I. 2023 Biennial
 1. Information and registration to follow. Tammy Downin asked if Counsel needs to attend all day. The agenda was discussed.
- II. Attorney
None.

Unfinished Business:

- I. Early Voting
Tammy Downin would like the Minutes to reflect the changes of dates and times of the Public Comments Session and Vote Session to the Minutes from August. The August Minutes reflected that the Public Comments Session would be on September 26, 2023 at 7:00PM, and the Vote Session would be during the Regular Meeting on October 10, 2023 at 3:00PM.

After the August meeting, it was determined that the sessions should be moved up, in order to leave time for obtaining County Commissioner approval of the optional 3rd site and still make the deadline of October 16, 2023 to submit the Early Voting sites to SBE for approval.

The Public Comments Session was changed to September 12, 2023 at 7:00PM, and the Vote Session was changed to September 19, 2023 at 3:00PM.

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There was discussion regarding the presentation for the Public Comments Session. Guests will sign a sign-up sheet and be called to make remarks in order. Donna Brightman would like to know if guests arriving late and not signing in, will still be able to make remarks. Tammy Downin proposed a second sheet be available for those arriving late. Tammy Downin asked if those that attend and do not speak will be recorded in attendance. Kandace Carpenter stated this would be unnecessary. Each speaker will be given 3 minutes to comment and no follow-up questions.

II. Polling Place Plan

Keedysville Community Center expressed by email that they would like to rescind the Community Center as a polling place. Barry Jackson and Teresa Morningstar explored the idea of a new polling place at a local church in Keedysville. There was discussion of who funds the Community Center and what types of events are typically held there. More discussion between Keedysville and the Election Board will still need to be had, but a local church may be a viable option. Donna Brightman stated that she is available to call the Keedysville Mayor and discuss the options.

III. By-Laws

Proposed amendments to the by-laws were discussed and a vote to accept them will be at the next meeting. Donna Brightman moved to adopt by-law amendments in total today and a vote will follow discussion. Claudia Martin seconded the motion.

Donna Brightman reviewed the amendments to the by-laws that had been discussed during the Board Member's Retreat on July 28, 2023.

Discussion regarding information management ensued. Brian Kane stated that the language should reflect that "no member may make a public comment on behalf of the Board, regarding pending or threatened litigation. The Board may adopt a media policy..."

Donna Brightman asked that we accept the By-laws knowing that language for section 6.3 and 6.4 will still change.

There was no further discussion and Tammy Downin asked if we still are in agreement to forward the by-law amendments to the next meeting. The motion passed unanimously at 4:26 pm.

IV. Board Counsel Contract

Donna Brightman moved to table Board Counsel Contract and discuss in Closed Session. Claudia Martin seconded the motion and the motion passed unanimously at 4:29 pm.

Donna Brightman motioned to table the New Business until the October meeting. Kandace Carpenter seconded and the motion passed unanimously at 4:30 pm.

New Business:

- I. Appointment of Board Counsel – tabled until the October meeting

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Members Remarks:

Donna Brightman would like a written testimony period to be allowed during the Public Comments Session.

No further comments.

Guests Remarks:

Peter Perini would prefer the proposed Early Voting Center maps not be double-sided for the Public Comments Session. He requested clarification for the maps and the percentage of voters each proposal covers. He would also like to know the Drop Box locations. Barry Jackson stated the locations. He reminded everyone that since the Town of Sharpsburg does not want a drop box, that will have to be moved elsewhere.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, October 10, 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:

Future Events:

September 12th, 7:00PM – Public Hearing on Early Voting Centers

September 14th – Regional Voter Registration Training, held at Washington County Election Center

September 19th – National Voter Registration Day at Hagerstown Community College

September 19th – Early Voting Center Vote Session

September 21st – United Way Day of Caring – Office will be closed

October 19th – SBE Biennial Meeting

Nancy Armstrong made a motion to adjourn the Regular Board Meeting and reconvene the Executive Session, Kandace Carpenter seconded and the Regular Board Meeting concluded at 4:39 pm.

Recess and Opening of Executive Session:

President Tammy Downin called for a motion to adjourn the Regular Board Meeting and reconvene the Executive Session. Nancy Armstrong made a motion at 4:39 pm to go into executive session. Kandace Carpenter seconded, and the motion carried unanimously.

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

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#1: Board Counsel Agreement	Tammy Downin, Kandace Carpenter, Donna Brightman, Nancy Armstrong, Claudia Martin, Brian Kane, Barry Jackson, Sarah Hall, Teresa Morningstar	None

After the discussion was completed, Claudia Martin made the motion to adjourn Executive at 5:34 pm. Kandace Carpenter seconded, and all parties voted aye.

Compiled by Sarah Hall
Election Program Specialist I

Respectfully Submitted,

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Tammy E. Downin 11/14/23
Tammy Downin, President Date

Donna Brightman 11/14/23
Donna Brightman, Secretary Date