



**REGULAR SESSION  
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS  
February 13, 2024  
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 (Virtual)  
Brian Kane, Board Attorney

**Staff:**

Barry Jackson, Election Director II  
Cory Green, Election Program Supervisor I

**Absent:**

**Guest:**

Adam Greivell (Republican Central Committee)  
Mark Bell (Self)  
Angela Batista (Democratic Central Committee)

President Tammy Downin called the meeting to order at 3:04 pm 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. Claudia Martin made a motion at 3:06 pm to go into Executive Session. Nancy Armstrong seconded, and the motion carried unanimously.

**SUMMARY OF CLOSED SESSION HELD ON February 13, 2024**

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

Time of closed session: 3:06 pm

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

Purpose of the closed session: (7) To consult with counsel to obtain legal advice; and (13) 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, Kandace Carpenter

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) (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: Pending Litigation | Tammy Downin, Kandace Carpenter, Donna Brightman, Nancy Armstrong, Claudia Martin (virtual), Brian Kane, Cory Green, Barry Jackson | No Action                       |
| #2: Confidential Voter | Tammy Downin, Kandace Carpenter, Donna Brightman, Nancy Armstrong, Claudia Martin (virtual), Brian Kane, Cory Green, Barry Jackson | No Action                       |

After the discussion was completed, Kandace Carpenter made a motion to adjourn Executive Session and return to Regular Session at 4:03 pm. Claudia Martin seconded, and all parties voted aye.

Tammy Downin called to reconvene the Regular Meeting at 4:08 pm.

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### Approval of Draft Agenda:

Donna Brightman moved to accept the Agenda and Nancy Armstrong seconded.

Tammy Downin requested to amend the Agenda to add a discussion to New Business (Approval of Confidential Voter) the amended Agenda passed unanimously at 4:10 pm.

### Approval of Draft Meeting Minutes:

Donna Brightman made a motion to approve the January 9, 2024 Regular Session Minutes. Kandace Carpenter seconded and the draft minutes with corrections was passed unanimously at 4:13 pm.

Donna Brightman made a motion to approve the amended Minutes for Executive Session I for January 9, 2024. Kandace Carpenter seconded and the motion passed unanimously at 4:14 pm.

Claudia Martin made a motion to approve the amended Minutes for Executive Session II for January 9, 2024, Kandace Carpenter seconded and the motion pass unanimously at 4:15 pm.

### Correspondence:

None.

### Reports:

I. Election Director

A. Personnel – N/A

B. Meetings:

1. Director's Meetings:

a) Highlights from January 11<sup>th</sup> meeting:

(1) Disaster Recovery Plans due April 1st.

(2) Micro-TTX February 15<sup>th</sup>, focusing on mail-in ballot

scenarios. Barry, Cory, and Sarah will attend. Donna Brightman asked if the State board will have a scenario with a powdery substance due to the letter that was sent out? Barry Jackson stated that the state determines the scenarios and that scenario could be one the state chooses.

(3) Statewide testing demonstrated the DemTech solution is not viable for use in an election. A decision on the contract will be made in the very near future.

(4) New Voting System – SBE RFP underway

(5) All Early Voting Centers have been approved, pending Washington County Litigation.

(6) All Polling Place Plans were approved, except Baltimore City and PG County, which have not been submitted yet.

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- b) Next Meeting: Thursday, February 15, 2024, in person at Anne Arundel LBE.
  2. Trainings: Election Judge Training begins March 14<sup>th</sup> with Check In Judges and Voting Judges. 473 confirmed for 2024, need a minimum of 540, would like 670. Meeting with SBE provided trainers on February 28<sup>th</sup>. Donna Brightman asked if an election judge training schedule would be provided to the Board so that they can attend. Barry Jackson stated that the election judge training schedule would be provided to the board. Kandace Carpenter asked if the board should attend the trainings? Barry Jackson stated that the board member should attend the trainings.
- C. Legislative Update:
  1. HB0014 (Atterbury) – departmental bill, authorizing LBEs to commandeered public buildings for Early Voting.
  2. SB0029 (Kagan) – Special Elections to fill a vacancy, conducted by mail.
  3. HB0257/SB0099 (Qi/Kagan) – would allow Unaffiliated voters to vote a party ballot during Early Voting. Concerns about increase in provisional ballots.
  4. HB0040/SB0523 (Qi/Washington) – requires a risk limiting audit (RLA) be performed before certification of each election. MAEO supports it, only if other audits are eliminated in lieu of the RLA.
  5. HB0436 (Fair) – Changes the minimum age of registration to 15 years, 9 months
  6. HB0585/SB0480 (Jones et al (including Grossman)/Ferguson et al (including Corderman and McKay) – would make it illegal to threaten an election official, punishable up to 3 years imprisonment and/or \$2,500 fine.
  7. SB417/HB449 (Hayes/Jones) – State administrator must provide a performance evaluation, at least annually, to the local board. Local board must confer with state administrator when appointing a director. Changes “may” to “shall” when listing duties of local election director.
  8. HB700 (Jones) – requires county governments to provide administrative leave to its employees who work as election judges. Would allow high school students to both get paid and receive service-learning credit.
  9. HB1303 (Grossman) – requires counties to pay board members \$100/day for canvasses, \$350/day for election day, and \$100/day for recounts.
- D. Voter Registration Activities and Statistics:
  1. Registration Statistics for January 2023 were distributed to the Board.

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- E. Candidate Filings:
  - 1. Filing for 2024 Presidential Election closed on February 9, 2024 at 9:00pm. Total of 24 local filings (2 Mayor, 11 City Council, 11 Board of Education)
- F. Voting System Activities:
  - 1. Finalizing delivery schedule for polling places. Meeting with transportation company on February 21<sup>st</sup>.
  - 2. Curtis Surratt working on polling place/chief judge supplies
- G. Projects:
  - 1. Ballot Drop Box Security Camera Procurement – bids due tomorrow
  - 2. FY25 Budget Submitted to county  
Donna Brightman asked if board members would receive a copy of the budget for possible discussion at the next board meeting? Barry Jackson stated that the budget would be provided to the board members.
  - 3. Election Judge Manual Procurement – CopyQuik awarded project

Donna Brightman asked for Mail in Ballot application statistics to be provided to the board at the next board meeting and moving forward so that the board can be aware of the current trends with Mail in Ballots.

- II. Attorney  
Barry Jackson and Brian Kane will be traveling to Annapolis February 14, 2024 to participate in the mediation hearing that will be overheard by Senior Judge Robert McDonald.

### **Unfinished Business:**

- I. Early Voting  
Early Voting is pending the outcome of the mediation hearing on February 14, 2024.  
Donna Brightman asked if staff are keeping in contact with the possible early voting sites? Barry Jackson stated he has spoken with staff from Hancock, Boonsboro, the Washington County Free Library, but not Fairplay.
- II. Polling Place Plan  
Barry Jackson stated that the polling place plan was approved by the state board.

### **New Business:**

- I. House Bill 1303 (Grossman and Kauffman)  
Donna Brightman stated that the base salary remains unchanged, but that they will monitor the number of days board members participate in canvasses. Donna Brightman asked if there are any suggestions to the bill to let Delegate Grossman or Donna know.

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**II. SBE Requested Revisions to By-Laws**

Barry Jackson stated that the revisions were previously distributed to the board. Barry Jackson added footnotes and corrected the By-Laws based on the spreadsheet the State sent. Donna Brightman stated if you look at page 6 regarding board members political activity/participation there are numerous changes made by the State in their suggested by-law language. Barry Jackson stated that all the board needs to focus on is the spreadsheet with the corrections that the State recommended, not the States suggested language. Tammy Downin stated that she was not comfortable with approving the changes that were made to the By-Laws without reviewing them. Claudia Martin stated that she has not seen the changes and she is not comfortable accepting the changes at this board meeting.

Donna Brightman made a motion to move the Requested Revisions to the By-Laws until the March 12, 2024 board meeting under unfinished business, Kandace Carpenter seconded and the motion passed unanimously at 5:05 pm.

The board will have a work group meeting regarding the bylaw revisions suggested by the state on February 23, 2024 at 3:00 pm.

**III. Approval of Confidential Voter**

Donna Brightman moved to grant the confidential voter status with the police incident number, Claudia Martin seconded and the motion carried unanimously at 5:14 pm.

**Members Remarks:**

None

**Guests Remarks:**

None

**Confirmation of Next Meeting:**

The next Regular Meeting of the Washington County Board of Elections will be held on Tuesday, March 12, 2024 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  
By-Law with revisions.

**Future Events:**

February 19<sup>th</sup> – Presidents Day (office closed)  
March 12<sup>th</sup> – Swearing in of Board of Canvassers

**Adjournment:**

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Tammy Downin called for a motion to adjourn the Regular Board Meeting, Nancy Armstrong made the motion Nancy Armstrong and Claudia Martin seconded. The motion passed and the Regular Meeting concluded at 5:17 pm.

Compiled by Cory Green  
Election Program Supervisor I

Respectfully Submitted,

 3/12/24  
\_\_\_\_\_  
Tammy Downin, President                      Date

 3/12/24  
\_\_\_\_\_  
Donna Brightman, Secretary                      Date