



**REGULAR SESSION
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS
January 9, 2024
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
Brian Kane, Board Attorney

Staff:

Teresa Morningstar, Election Deputy Director II
Sarah Hall, Election Program Specialist I
Cory Green, Election Program Supervisor

Absent:

Kandace Carpenter, Vice President (arrived 3:30pm)
Barry Jackson, Election Director II

Guest:

Angela Batista
Arthur LaRue
Paul Pittman

President Tammy Downin called the meeting to order at 3:00pm 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.

Recess and Opening of Executive Session:

President Tammy Downin called for a motion to recess the Regular Board Meeting and open the Executive Session. Nancy Armstrong made a motion at 3:00pm to go into Executive Session. Claudia Martin seconded, and the motion carried unanimously.

SUMMARY OF CLOSED SESSION (1) HELD ON January 9, 2024

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

Time of closed session: 3:00pm

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.

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) (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, Nancy Armstrong, Claudia Martin, Teresa Morningstar, Brian Kane, Sarah Hall	None

After the discussion was completed, Claudia Martin made a motion to adjourn Executive Session and return to Regular Session at 3:05pm. Nancy Armstrong seconded, and all parties voted aye.

Tammy Downin called to reconvene the Regular Meeting at 3:06 pm.

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 (Election Calendar) regarding the duties and timeline for Board members for the upcoming Election; the amended Agenda passed unanimously at 3:07pm.

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Approval of Draft Meeting Minutes:

Donna Brightman made a motion to approve the December 12, 2023 Regular Session Minutes. Claudia Martin seconded and the motion was passed unanimously at 3:08pm. Donna Brightman made a motion to approve the Minutes for Executive Session for December 12, 2023. Nancy Armstrong seconded and the motion passed unanimously at 3:09pm.

Correspondence:

None.

Reports:

- I. Election Director
 - A. Personnel –
 1. Jessica Bobbitt, Election Program Assistant I, started December 27, 2023.
 2. PEPs due January 13,
 - B. Meetings:
 1. Director's Meetings:
 - a) No December meeting.
 - b) Next Meeting: Thursday, January 11, 2024.
 2. Trainings: Maryland Emergency Management to have a micro-TTX exercise on 02/15/24.
 - C. Legislative Update:
 1. General Assembly Convenes January 10, 2024.
 2. SBE briefing to House Ways and Means Committee January 18, 2024.
 3. No date yet for Senate Education, Energy and the Environment Committee briefing.
 - D. Voter Registration Activities and Statistics:
 1. Registration Statistics for December 2023 were distributed to the Board.
 2. The first mailing of Mail- In Ballot applications on January 11, 2024 (only Democrats and Republicans who have not already requested a mail in ballot).
 - E. Candidate Filings:
 1. Filing for 2024 Presidential Election began on January 19, 2023. We have accepted the following filings: Bill McIntire/Mayor – Victoria Beachley/BOE – Sean Flaherty/City Council Hagerstown. Withdrawn: Anthony Williams/BOE.
 - F. Voting System Activities:
 1. Assigning Election Day equipment since Polling Places have been approved.

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2. Completed equipment charging in January.

G. Projects:

1. Ballot Drop Box Security Camera Procurement
2. FY25 Budget Preparation
3. Election Judge Manual Procurement

II. Attorney

Brian Kane gave an update on the *Harvey, et al vs DeMarinis, et al* case which is still in appeal and bifurcated. The Maryland Supreme Court will hear oral arguments February 5, 2024 at 10:00am. There is no date set for the Appellate Court and no additional filings to report. Brian Kane is reviewing the filings for the appeal.

Unfinished Business:

I. Early Voting

None.

II. Polling Place Plan

The Washington County polling place plan was approved by the State Board of Elections. The private polling place agreements have been sent out. The equipment delivery dates are to be determined.

New Business:

I. Election Calendar

Tammy Downin reviewed the Board members' obligations for availability for canvass dates for both before and during Early Voting. The election calendar for supplies' checklist and potential recount deadlines was discussed.

Tammy Downin asked the staff to provide additional instructions ahead of the canvass. Teresa Morningstar will provide written instructions for the Board members for canvass. Kandace Carpenter arrived 3:30pm.

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, February 13, 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

Future Events:

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January 15th – Office Closed - Martin Luther King

January – Barry at EAC LLC Conference

January – Barry and Teresa at iGO Winter Conference

Adjournment:

Tammy Downin called for a motion to adjourn the Regular Board Meeting and reconvene Executive Session. Claudia Martin made a motion to adjourn the Regular Meeting. Nancy Armstrong seconded and the Executive Session reconvened at 3:35pm.

SUMMARY OF CLOSED SESSION (2) HELD ON January 9, 2024

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

Time of closed session: 3:35pm

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

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

6. 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

7. 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) () Topic #3: § 3-305(b) ()
(add others as needed)

8. 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: Director's PEP	Tammy Downin, Kandace Carpenter, Donna Brightman, Nancy Armstrong, Claudia Martin	None

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After the discussion was completed, Nancy Armstrong made a motion to adjourn Executive Session and return to Regular Session at 4:23pm. Claudia Martin seconded, and all parties voted aye.


Tammy Downin called for a motion to adjourn the Regular Meeting. Nancy Armstrong made the motion and Claudia Martin seconded. The motion passed and the Regular Meeting concluded at 4:24pm.

Compiled by Sarah Hall
Election Program Specialist I

Respectfully Submitted,

 2/13/24

Tammy Downin, President Date

 2/13/24

Donna Brightman, Secretary Date