



## MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS  
January 12, 2021  
35 W. Washington Street  
Hagerstown, MD 21740  
240-313-2050

**Present:**

**Board:**

Martin Lumm, Board President  
Tammy Downin, Board Vice President  
Bill Blazes, Board Secretary  
Connie Mozingo, Board Assistant Secretary  
Brian Kane, Board Attorney

**Staff:**

Kaye Robucci, Election Director II  
Barry Jackson, Deputy Election Director II

**Absent:**

Jim Schultheis, Board Member

**Guest:**

None

President Marty Lumm called the meeting to order at 3:09PM at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

**Approval of Minutes of December 8, 2020:**

Connie Mozingo moved to accept the minutes for December 8, 2020, Tammy Downin seconded, and the motion was carried unanimously.

**Additions/Changes to the Agenda:**

Correspondence: add II. Board Member Verification Information  
New Business: IV. Pollbook Project  
New Business: V. Ethics

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### Correspondence:

- I. Clear Ballot Phase 2 information was distributed to the Board
- II. Board Member Verification Information was provided to the Board. Tammy Downin requested a change to her contact phone number.

### Reports:

- I. Election Director
  - A. Personnel -
    1. PEPs are due January 15<sup>th</sup>.
  - B. Meetings -
    1. New Pollbook Project: January 14, 2021
    2. Director's Meetings: January 21, 2021
    3. MAEO Legislative Committee: January 22, 2021
    4. GIS and Elections: Barry Jackson will act as liaison with county GIS department.
      1. Modernizing Absentee Ballot Opening Procedures: Barry Jackson will provide an update in the Legislative Update.
  - B. Correspondence: N/A
  - C. Trainings: N/A
  - D. Legislative Update: Barry Jackson reported the feeling of MAEO Legislative Committee and SBE that the 2021 General Assembly puts election related bills on a lower priority in relation to COVID-19, education, and social justice bills. Nevertheless, Mr. Jackson made the Board aware of the following election related House and Senate bills introduced in the 2021 General Session:
    1. HB206 – would make opening and closing times of all Early Voting 8am-8pm.
    2. HB247 – would give those voters with special needs priority in voting line. MAEO will oppose.
    3. HB222 – assists incarcerated voters in registering and voting, educates incarcerated voters on voting rights upon release.
    4. HB57 – among other voting rights measures in the bill, LBEs may not make changes to polling place locations without consulting with multiple community organizations.
    5. HB153 – Vote By Mail bill.
    6. HB211 – changes number of Early Voting Days from 8 to 10 (Thursday to following Saturday).
    7. HB341 – rules for opening and counting Vote By Mail ballots before Election Day.
    8. SB58 – changes requirement for majority of Election Board members in each LBE to be of the majority party in their jurisdiction.

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9. SB72/HB344 - requires video recording of public meetings and making available to the public.
  10. SB271 – requires all voters to use Ballot Marking Devices at polling places.
  11. HB75 – would make Circuit Court Judge races non-partisan.
  - E. Registration Statistics for December 2020
  - F. Voting System Activities:
    1. Manual Audit: February 19, 2021
  - G. Candidate Information:
    1. Filing begins February 23, 2021
  - H. Projects:
    1. ERIC: Due January 22, 2021
    2. Post Election Maintenance: Deadline April 16, 2021
    3. New Hire – currently working on paperwork to post job opening.
    2. Plan for Move!
- II. Attorney – Brian Kane followed-up on the (2) ballot issues that came up during the canvasses. Kaye Robucci will submit those issues to SBE and copy Brian Kane.

### Old Business:

- I. Virginia Avenue
  - A. Marty Lumm and Kaye Robucci met with Brennan Garrett on January 7<sup>th</sup>. Brennan believes the building will be ready for move in by April 30<sup>th</sup>, 2021.
  - B. Currently working on the administrative area (sprinkler system, ceiling tiles)
  - C. Need to order cubicle and office furniture for the administrative area.
  - D. Ballot Storage Room has been framed in.
- II. 2020 General Election Update – Finishing up with audits and other paperwork (canvass minutes, polling place evaluations, etc.)
- III. FY22 Budget – Kaye Robucci reviewed the budget with the Board, highlighting line items that changed significantly over past budgets.
- IV. Grant Award – All \$90K has been allocated (ballot carts, security, PPE and cleaning supplies). The final report is due by January 31, 2021.
- V. Town of Williamsport Election – Kaye Robucci notified the Town of Williamsport that, based on Williamsport's election schedule and deadlines, we would not be able to provide voting equipment in the time frame required.
- VI. Manual Audit – Tentatively scheduled for February 19<sup>th</sup>, 2021. Makeup date is February 26<sup>th</sup>, 2021. Kaye Robucci will notify SBE of the dates.
- VII. Lessons Learned – We will create a survey that election judges can fill out online.
- VIII. MS22 – IT Position – Kaye Robucci and Barry Jackson are finalizing it to send to SBE.
- IX. Commissioner Meeting, December 15, 2020. Barry Jackson attended virtually and thanked the many members of Washington County Government that contributed to the success of the General Election.

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### New Business:

- I. Moving to Virginia Avenue – plan to move in by April 30, 2021. Kaye Robucci will schedule a meeting with Danny Hixson.
- II. 2<sup>nd</sup> Early Voting Site – possibilities are the Washington County Agricultural Education Center and the (currently under construction) Washington County Public Safety Training Center.
- III. Hancock Municipal Election – changed their charter to move Election Day from January to March.
- IV. Pollbook Project – conference call on Thursday, January 14<sup>th</sup>. Plan to award contract by end of June, perform a mock election with new pollbooks in November.
- V. Ethics reports are due April 30, 2021.

### Members Remarks:

Kaye Robucci thanked the Board for personally donating to the staff Holiday luncheon.

### Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, February 9, 2021 at 3:00PM. The location is Washington County Board of Elections 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:

- I. Election Judge News, Volume I, Issue 1
- II. Election Judge News, Volume II, Issue 1

### Future Events:

- I. Manual Audit
- II. Lessons Learned

### Adjournment and Executive Session:

There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting and move into Executive Session. At 5:15PM, Tammy Downin made a motion to adjourn the Regular Board Meeting and convene an Executive Session under State Government Article, § 10-508 (a) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Bill Blazes seconded the motion. Kaye Robucci and Barry Jackson then left the meeting.

**SUMMARY OF CLOSED SESSION HELD ON January 12, 2020**

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

Time of closed session: 5:15 pm.

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

Purpose of the closed session:

Kaye Robucci's performance evaluation (PEP).

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

Names of members voting aye: Tammy Downin, Bill Blazes, and Connie Mozingo.

Members opposed: None

Abstaining: Marty Lumm

**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) (  ) **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:**

<b>Topic description</b>	<b>Persons present for discussion</b>	<b>Action Taken/Each Recorded Vote</b>
#1: Kaye Robucci's performance evaluation (PEP)	Marty Lumm, Tammy Downin, Bill Blazes, Connie Mozingo and Brian Kane.	Evaluation was approved unanimously.

After the discussion was completed, Tammy Downin made the motion to close the Executive Session at 5:46PM, Bill Blazes seconded, and the motion passed unanimously.

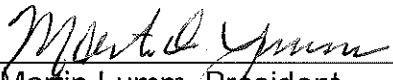
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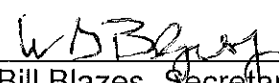
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Compiled by Barry Jackson  
Deputy Election Director II

Respectfully Submitted,

  
\_\_\_\_\_  
Martin Lumm, President                      02/09/2021  
Date

  
\_\_\_\_\_  
Bill Blazes, Secretary                      2/9/21  
Date