



MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS
February 9, 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 Mazingo, Board Assistant Secretary
Jim Schultheis, Board Member

Staff:

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

Absent:

Brian Kane, Board Attorney

Guest:

Seth Wilson

President Marty Lumm called the meeting to order at 3:06PM at the Washington County Election Center, 17718 Virginia Avenue, Hagerstown, MD 21740. There was a quorum present.

Approval of Minutes of January 12, 2021:

Tammy Downin moved to accept the minutes for January 12, 2021, Bill Blazes seconded, and the motion was carried unanimously.

Additions/Changes to the Agenda:

None

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Correspondence:

- I. Report on November 3, 2020 Election

Reports:

I. Election Director

A. Personnel -

1. Election Program IT Specialist, II position has been posted. Closes February 15, 2021. We will be formulating interview questions and selecting the interview panel. We would like to have a Board Member participate in the interview panel.

B. Meetings:

1. Pollbook Replacement Project Update: February 11, 2021
2. Director's Meetings: February 18, 2021
3. MAEO: February 9, 2021
4. GIS and Elections: Barry Jackson filled out a survey regarding relationship with GIS and redistricting.

C. Correspondence: N/A

D. Trainings:

1. Candidate Filing Training, February 11, 2021

E. Legislative Update:

1. All election related bills have a current status of "Referral to Committee."
2. HB760 – Del. Kaiser's bill to open mail-in ballots before Election Day.
3. HB746 – Del. Wivell's bill to remove any mention of a voter's party on the mail-in ballot return envelope. The belief is this can be a regulation change, not necessary to be made law.

F. Registration Statistics for January 2021

G. Voting System Activities:

1. Manual Audit: February 19, 2021

H. Candidate Information:

1. Filing begins February 23, 2021

I. Projects:

1. PEM: Deadline April 16, 2021
2. New Hire – working on Interview Questions
3. Plan for Move!

II. Attorney – None.

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Old Business:

- I. Virginia Avenue Update
 - A. Met with Office Environments to price out office furniture for main office area and one office.
 - B. Roof and HVAC are completed
 - C. Painting final coat in offices
 - D. Lighting and sprinkler heads are completed in office area.
 - E. Scanning Unit walls are framed out in work area.
 - F. Beginning concrete floor work in storage area.
- Marty Lumm requested a follow-up meeting with Brennan Garrett regarding Virginia Avenue. Kaye Robucci will set up that meeting.
- II. FY22 Budget – Kaye Robucci emailed the budget to the board
- III. Grant Award – Kaye Robucci filed the final report.
- IV. Manual Audit – Scheduled for February 19th, 2021. Makeup date is February 26th, 2021.
- V. Lessons Learned – We will create a survey that election judges can fill out online.
- VI. IT Position Update – Discussed in the Director's Report.
- VII. 2nd Early Voting Site – Marty Lumm spoke with Kevin Lewis at Emergency Services about the new training facility. It is scheduled to be completed by March, 2022.
- VIII. Pollbook Replacement Project – No new update.
- IX. Ethics due April 30, 2021
- X. Moving Plan! Move smaller items (boxes, etc.) after April 1st, then big move on April 30th!

New Business:

- I. MAEO Conference – Tentatively scheduled for August 23-28, 2021 at the Clarion in Ocean City. MAEO will send a survey to LBEs to gauge interest.

Members Remarks:

Jim Schultheis suggested locking up future long-term dates with both the Ag Center and the Public Safety Center for Early Voting. He also asked who is on the Board for the Ag Center. Jim asked if we would be using the Election Center as a polling location in 2022. The Election Center will be the new voting location for District 26-1.

Scheduling of Next Meeting:

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

Future Events:

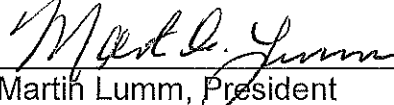
- I. Manual Audit
- II. Lessons Learned

Adjournment:

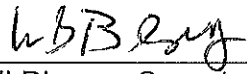
There being no other business to come before the Board at this time, Marty Lumm called for a motion to adjourn the Regular Board Meeting. At 4:15PM, Tammy Downin made a motion to adjourn the Regular Board Meeting. Connie Mozingo seconded the motion, and it was carried unanimously.

Compiled by Barry Jackson
Deputy Election Director II

Respectfully Submitted,



Martin Lumm, President 3/4/21
Date



Bill Blazes, Secretary 3/4/21
Date