



Washington County Board of Elections

MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

March 11, 2025
17718 Virginia Avenue
Hagerstown, MD 21740
240-313-2050

Present:

Board:

Tammy Downin, President
Kandace Carpenter, Vice President (arrived at 3:28pm)
Donna Brightman, Board Secretary
Nancy Armstrong, Assistant Secretary
Claudia Martin, Member

Staff:

Barry Jackson, Election Deputy Director II
Teresa Morningstar, Acting Deputy Director II
Cory Green, Election Program Supervisor I

Absent:

Brian Kane, Board Counsel

Guest:

Matt Breeding, Washington County Treasurer
Catherine Poropatic

President Tammy Downin called the meeting to order at 3:01pm 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.

Approval of Draft Agenda:

Donna Brightman moved to approve the Draft Agenda with one change: add reason (10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (ii) the development and implementation of emergency plans to closed session. Claudia Martin seconded, and the agenda was unanimously accepted as amended at 3:03pm.

Recess and Opening of Executive Session:

President Tammy Downin called for a motion to recess the Regular Board Meeting and open an Executive Session. Claudia Martin made a motion at 3:04pm to go into Executive Session. Nancy Armstrong seconded, and the motion carried unanimously.

SUMMARY OF CLOSED SESSION HELD ON March 11, 2025

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

Time of closed session: 3:04pm

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

Purpose of the closed session: (10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (ii) the development and implementation of emergency plans. (1) to discuss (i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

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

Names of members voting aye: Tammy Downin, Donna Brightman, Nancy Armstrong, and 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) () **Topic #3:** § 3-305(b) ()

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: Washington County Treasurer COOP/DR Site	Tammy Downin, Donna Brightman, Nancy Armstrong, Claudia Martin, Barry Jackson, Teresa Morningstar, Cory Green, Matt Breeding	No Action
#2: Election Judge Personnel	Tammy Downin, Kandace Carpenter arrived at 3:28 pm, Donna Brightman, Nancy Armstrong, Claudia Martin, Barry Jackson, Teresa Morningstar, Cory Green	No Action

After the discussion was completed, Nancy Armstrong made a motion to adjourn Executive Session and return to Regular Session at 3:35pm. Claudia Martin seconded, and all parties voted aye.

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Reconvene Regular Meeting:

Tammy Downin called to reconvene the Regular Meeting at 3:36pm.

Approval of Draft Meeting Minutes:

Donna Brightman made a motion to approve the February 18, 2025 Regular Session Minutes as submitted. Kandace Carpenter seconded, and the motion passed unanimously at 3:38pm.

Donna Brightman made a motion to approve the February 18, 2025 Executive Minutes. Claudia Martin seconded, and the motion passed unanimously at 3:38pm.

Correspondence:

N/A

Reports:

I. Election Director

A. Personnel –

1. All three positions requested were not recommended for approval by the county personnel committee. We have been encouraged to appeal our case to the County Commissioners.
2. Recent George Award winners: Sarah Hall, Sherie Nigh, Jessica Bobbitt, and Carl Dayley
Tammy Downin asked if the George Award was placed in the employee personnel file? Barry Jackson stated that they have not, but he would add it to their employee file.

B. Meetings:

1. Director's Meetings:

a) Highlights from February 20, 2025 meeting:

- (1) SBE won both the 2020 and 2022 election lawsuit appeals. Appellants have 90 days to appeal to Supreme Court.

Tammy Downin asked how much room will be made by the disposal of these election materials? Barry Jackson stated that at least two pallets will be shredded.

- (2) Visits to LBEs. Jared Demarinis will coordinate with board president to schedule a closed session to discuss director evaluation.

- (3) Carroll and Howard Counties piloted a new lock configuration in the ballot drop boxes that they believe will eliminate voter confusion as to whether the drop boxes are open.

Cory Green will be attending the presentation on April 8, 2025 at the Central Warehouse. Nancy Armstrong asked that pictures and maybe a video be recorded of the new drop box set up.

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(4) Municipal elections:

Change in regulation in how Local Board of Election offices can support Municipal elections; however, the bill is pertaining to municipalities that use the State Board of Election equipment. Barry Jackson stated that none of our Municipalities use the state equipment.

(5) Teresa Morningstar stated that the PSR form is being amended and once the State disseminates this information the local boards shall adopt the new form.

b) Next Meeting: Thursday, March 20, 2025

2. Trainings: N/A

Barry Jackson and Teresa Morningstar are attending and Election Center workshop in Pittsburgh for a Certified Election Registration Administrator (CERA) renewal class, so their certifications remain current.

C. Legislative Update: 447th Session convened on January 8th

1. SB0018 (Muse) – reduces Early Voting days to 5 (Thurs-Mon) hearing on 2/5 – No movement
2. HB0274 (Ways&Means Chair)/SB0259 (EEE Chair) – LBE Election Plan – SB0259 passed the Senate and is scheduled for House Ways and Means committee hearing on 3/18
3. HB0052 (Vogel) – allows 16 year olds to vote for Board of Ed hearing on 1/21 – no movement
4. HB0215 (Fair et al) – ranked-choice voting for presidential nomination and certification of election-supporting technology hearing on 1/28
5. HB0201 (Wilkins)/SB0093 (Kramer) – LBEs to send mail-in ballot applications to eligible voters at least 60 days before each primary election hearing on 1/28 – no movement
6. HB0044 (Wu) – makes circuit court judge race non-partisan – hearing on 2/12 – no movement
7. HB0067 (Long et al) – signature verification and prohibition from opening mail in ballot envelopes that have no signature (military and spouses excluded) Hearing on 2/11 – no movement
8. HB0153 (Fair et al) – change minimum registration age to 15 years, 9 months and requirement to send notice of eligibility to vote when voters will be 18 before the next statewide election Third reading passed in House on 2/13, referred to Senate EEE committee
9. HB203 (Bouchat) – single-member districts and establishment of a redistricting convention Hearing on 3/10
10. HB287 (Harris) – an individual simultaneously may not hold a party office and an elected public office hearing on 1/21 – no movement
11. HB0096 (Bouchat) – constitutional amendment regarding the election of state senators Hearing on 3/10

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12. HB0412 (Korman)/SB0337 (Kagan) – requires live streaming of all LBE public events Passed House on 2/27, referred to Senate EEE committee

Barry Jackson stated that the State Board of Elections seems to think that this bill will pass and they have advised Local Board of Election offices to gather quotes on the necessary materials. Kandace Carpenter asked how this would be funded since it was not in the budget? Barry Jackson stated it is an unfunded mandate by the State.

13. HB0983 (Carr)/SB0685 (Augustine) – LBEs to provide language-related assistance to voters primary language is not English hearing on 2/18 – no movement
14. HB0945 (Wilkinson)/SB0645 (Kagan) – moves the Gubernatorial Primary to 4th Tuesday of June, rather than last Tuesday of June. HB0945 is in third reading in the House

D. Voter Registration Activities and Statistics:

1. Registration Statistics for February 2025 were distributed to the Board.

E. Candidate Filings: Candidate Filing for 2026 Gubernatorial Election began February 25, 2025

1. 5 filings so far
Tammy Downin asked if Randy Leatherman's appointment was approved by the governor? Barry Jackson stated no the governor has not approved it.

F. Voting System Activities:

1. N/A.

G. Projects:

1. New Logo
Barry Jackson presented the New Logo to the Board. Tammy Downin stated it looked sharp.
2. New Website
Barry Jackson stated that the contract provider for our website ends in 2026. The reason why we are looking for a new internet provider is because the current provider does not allow a .gov domain. Barry Jackson stated that they had a meeting with one provider, but it was out of the budget. Teresa Morningstar stated that another company has been researched and a meeting will be held once Sarah Hall returns from vacation.
3. Combined Citizens Guide/First Time Voters Guide
Barry Jackson stated that this is sitting on his desk and he will review the combined guide.
4. "I Voted" Sticker Contest
Barry Jackson stated they have created a submission release form that students will need to complete, which is similar to a form that Carroll County used. Barry Jackson stated that it will be forwarded to

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Brian Kane for review. Tammy Downin asked if the Washington County Schools had any criteria for the sticker contest? Teresa Morningstar stated that Sarah Hall has been in contact with Matt Wilson to work on what WCPS would like for the contest.

5. Election Board Night at Flying Boxcars – June 6, 2025
Sarah Hall will look into this to see if tickets can be purchased/reserved for this event at the discounted price.

- II. Attorney
N/A

Unfinished Business:

- I. Financial Disclosures

Tammy Downin is the only outstanding Financial Disclosure that needs to be completed.

- II. FY26 Budget

Barry Jackson stated that our initial budget request included 3 additional staff and that the staff were tied to a fourth early voting site, because additional staff are required to manage and support the fourth site. Both the additional staff and the fourth early voting site were removed from the budget by the county. Because of this, the FY26 budget is actually lower than the FY25 budget as the cuts saved the county approximately \$330,000.00. Tammy Downin asked who cut this from the budget. Barry Jackson stated that the personnel requests are reviewed by a panel of three: the chief financial officer, the human resources director, and the county administrator. Tammy Downin stated that \$330,000.00 is a large chunk that the county saved out of the 4 million that they were trying to cut. Barry Jackson stated that there is a way around it as they could hire a state contractor to assist Carl with the maintenance of election equipment. Kandace Carpenter asked who was going to pay for the state contractor and Barry Jackson stated that ultimately the county would, but it would be billed quarterly under the State Board of Election's expenses which is where the majority of the expenses are located. Donna Brightman asked if Barry Jackson was going to separate the 3 staff? Barry Jackson stated during his presentation to the commissioners he will keep the 3 staff together, but if they ask to separate the 3 staff then he would have a breakdown, based on priority. The number one priority would be another person to support Carl Dayley, but only one additional staff member would still not be adequate to have a fourth early voting site. Tammy Downin stated that in the past 20 years only 1 additional staff member has been hired. Tammy Downin asked if the Board should attend the presentation to the Washington County Commissioners? Barry Jackson stated that the more support, the better.

New Business:

None

Members Remarks:

Tammy Downin stated that two chief judges recently lost their son. Guy Mickley hosted a session in Howard County for Board Presidents and other Board members on what other board members duties are in other counties. Tammy Downin

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stated that it was very informative and if there are additional sessions in the future that she would invite other board members to attend.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, April 8, 2025 at 3:00pm 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

MAEO/BIENNIAL Conference Information

Future Events:

SBE Biennial and MAEO Annual Conference, May 4-8, 2025

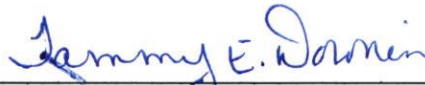
Election Worker Night at the Flying Boxcars II, June 6, 2025

Adjournment:


Tammy Downin called for a motion to adjourn the Regular Board Meeting, Kandace Carpenter made the motion and Claudia Martin seconded. The motion passed and the Regular Meeting concluded at 4:21pm.

Compiled by Cory Green
Election Program Supervisor I

Respectfully Submitted,

 4/8/25

Tammy Downin, President Date

 4/8/25

Donna Brightman, Secretary Date