



**REGULAR SESSION  
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS  
February 18, 2025  
17718 Virginia Avenue  
Hagerstown, MD 21740  
240-313-2050**

**Present:**

**Board:**

Tammy Downin, President  
Kandace Carpenter, Vice President  
Donna Brightman, Secretary  
Nancy Armstrong, Assistant Secretary  
Claudia Martin, Member  
Brian Kane, Board Attorney (by phone)

**Staff:**

Barry Jackson, Election Director II  
Teresa Morningstar, Election Deputy Director II

**Absent:**

None

**Guest:**

Beth Harvey (arrived 3:45pm)

President Tammy Downin called the meeting to order at 3:06pm 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 two changes. The first change was to add a Board of Canvassing Session after the Executive Session to approve the January 14, 2025 Board of Canvassers Minutes and to add the approval of the Executive Session Minutes to the Open Session. Claudia Martin seconded, and the agenda was unanimously accepted as amended at 3:09pm.

**Recess and Opening of Executive Session:**

President Tammy Downin called for a motion to recess the Regular Board Meeting and open an Executive Session. Donna Brightman made a motion at 3:11pm to go into Executive Session. Nancy Armstrong seconded, and the motion carried unanimously.

**SUMMARY OF CLOSED SESSION HELD ON February 18, 2025**

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

Time of closed session: 3:11pm

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

Purpose of the closed session: (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, Kandace Carpenter, 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: Discussion of Election Judge Personnel	Tammy Downin, Kandace Carpenter, Donna Brightman, Nancy Armstrong, Claudia Martin, Brian Kane, Barry Jackson, Teresa Morningstar	None

After the discussion was completed, Nancy Armstrong made a motion to adjourn Executive Session and return to Regular Session as the Board of Canvassers at 3:44pm. Claudia Martin seconded, and all parties voted aye.

**Board of Canvassers:**

Donna Brightman made a motion to accept the Board of Canvassers Meeting Minutes for January 14, 2025 as submitted. Claudia Martin seconded, and the motion passed unanimously at 3:44pm.

**Reconvene Regular Meeting:**

Nancy Armstrong made a motion to adjourn the Board of Canvassers and reconvene the regular meeting. Donna Brightman seconded, and the motion passed unanimously at 3:45pm.

## WASHINGTON COUNTY BOARD OF ELECTIONS

February 18, 2025

Page 3

### Approval of Draft Meeting Minutes:

Donna Brightman made a motion to approve the January 14, 2025 Regular Session Minutes as submitted. Claudia Martin seconded, and the motion passed unanimously at 3:49pm.

Donna Brightman made a motion to approve the January 14, 2025 Executive Minutes. Kandace Carpenter seconded, and the motion passed unanimously at 3:50pm.

### Correspondence:

None.

### Reports:

#### I. Election Director

A. Personnel – still waiting to hear from County Personnel Committee on status of three new positions.

#### B. Meetings:

##### 1. Director's Meetings:

##### a) Highlights from January 16, 2025 meeting:

- 1) SBE won the 2020 election lawsuit appeal.  
Appellants have 90 days to appeal to the Supreme Court.
- 2) Warehouse regulations were published
- 3) PG Special Primary Election 3/4/25
- 4) New MDCRIS award to VedaSoft on 1/29/25
- 5) New Pollbook RFP under the Office of State Procurement review
- 6) Voting System Upgrade Schedule:
  - i. MDCRIS – 2026
  - ii. Pollbooks and Voting System – 2028
  - iii. Voter Registration and Election Administration (VREAM) – 2030

##### b) Next Meeting: Thursday, February 20, 2025

##### 2. Trainings: Barry and Teresa at iGO

#### C. Legislative Update: 447<sup>th</sup> Session convened on January 8<sup>th</sup>

1. SB0018 (Muse) – reduces Early Voting days to 5 (Thurs-Mon)  
hearing on 2/5
2. HB0091 (Long et al) – voter ID, either photo ID or current utility bill, bank statement, paycheck, government check, or other government document hearing on 2/11
3. HB0115 (Long) – Voter ID, either voter registration card, driver's license, or other government photo ID hearing on 2/11
4. HB0274 (Ways&Means Chair)/SB0259 (EEE Chair) – LBE Election Plan hearing on 1/21



**WASHINGTON COUNTY BOARD OF ELECTIONS**

**February 18, 2025**

**Page 4**

5. HB0253 (Harris) – requires SBE or LBEs to send mail in ballots to pre-trial detainees **hearing on 1/28**
6. HB0052 (Vogel) – allows 16 year olds to vote for Board of Ed **hearing on 1/21**
7. HB0215 (Fair et al) – ranked-choice voting for presidential nomination and certification of election-supporting technology **hearing on 1/28**
8. 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**
9. HB0044 (Wu) – makes circuit court judge race non-partisan **hearing on 2/12**
10. SB0066 (Ellis) – accommodations for elderly and disabled voters at polling place. **Hearing on 2/5**
11. HB0285 (Long) – requires SBE and/or LBEs to provide list of registered voters who have requested a mail-in ballot to a candidate upon request. **Hearing on 2/11**
12. 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**
13. 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, sent to Senate**
14. HB203 (Bouchat) – single-member districts and establishment of a redistricting convention **no hearing scheduled**
15. HB287 (Harris) – an individual simultaneously may not hold a party office and an elected public office **hearing on 1/21**
16. HB0096 (Bouchat) – constitutional amendment regarding the election of state senators **no hearing scheduled**
17. **HB0412 (Korman)/SB0337 (Kagan) – requires live streaming of all LBE public events hearing on 2/4**
18. **HB0983 (Carr)/SB0685 (Augustine) – LBEs to provide language-related assistance to voters whose primary language is not English hearing on 2/18**
19. **HB0945 (Wilkinson)/SB0645 (Kagan) – moves the Gubernatorial Primary to 4<sup>th</sup> Tuesday of June, rather than last Tuesday of June. hearing on 2/18**
20. An additional legislative bill concerning notification for permanent mail-in ballot recipients has passed the House and was sent to the Senate.

21. Donna Brightman spoke with Delegate Schindler concerning the proposed legislation regarding Election Board members' salary and compensation. Delegate Schindler would like more time for research and a more comprehensive proposal to be made. The current bill will not be pursued any further.

D. Voter Registration Activities and Statistics:

1. Registration Statistics for January 2024 were distributed to the Board.

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

F. Voting System Activities:

1. Post Election Maintenance (PEM) was completed and submitted to SBE today.

G. Projects:

1. New Logo
2. Combined Citizens Guide/First Time Voters Guide
3. "I Voted" Sticker Contest
4. Election Board Night at Flying Boxcars – June 6, 2025

Donna Brightman inquired about the State approved By Laws. She requested a new copy of the By Laws if they have been approved by the State. Barry Jackson explained that the By Laws have been approved by the State and he will email a copy to the Board.

II. Attorney

The current litigation concerning the RICO case was finalized on January 14, 2025. The appellants have 90 days from that date to request a review by the Supreme Court. The Board of Elections will need to keep storing the relevant election material until the 90 days have passed.

**Unfinished Business:**

I. Review of 2024 General Election (Manual Audit)

- a. The Manual Audit was completed and showed zero differential in votes between the scanning unit and the manual count.

**New Business:**

I. Financial Disclosures

- a. Board members were asked to submit confirmation of statement submission to Barry Jackson.

II. FY26 Budget

- a. The proposed budget was reviewed and discussed. Donna Brightman questioned the need for a fourth Early Voting location. The pros and cons of putting the funding in the budget were discussed.

**WASHINGTON COUNTY BOARD OF ELECTIONS**

**February 18, 2025**

**Page 6**

**Members Remarks:**

None

**Guests Remarks:**

Beth Harvey spoke in favor of having a fourth Early Voting Center location. She believes a fourth site would serve more voters.

**Confirmation of Next Meeting:**

The next Regular Meeting of the Washington County Board of Elections will be held on Tuesday, March 11, 2025 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:**

The Biennial event will be Sunday, May 4 and Monday, May 5, 2025. Board members are required to get approval from the State Administrator if they have any conflicts.

MAEO Annual Conference will be Tuesday, May 6 through Thursday, May 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, Donna Brightman made the motion and Claudia Martin seconded. The motion passed and the Regular Meeting concluded at 4:45pm.

Compiled by Sarah Hall  
Election Program Specialist II

Respectfully Submitted,

 3/11/25  
\_\_\_\_\_  
Tammy Downin, President Date

 3/11/25  
\_\_\_\_\_  
Donna Brightman, Secretary Date