



**REGULAR SESSION
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS
September 10, 2024
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

Staff:

Barry Jackson, Election Director II
Teresa Morningstar, Election Deputy Director II
Sarah Hall, Election Program Specialist I

Absent:

Brian Kane, Board Attorney

Guest:

Kevin Tucker, Clerk of the Circuit Court

President Tammy Downin called the meeting to order at 5:01 pm 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.

Swearing in of Board of Canvassers:

Kevin Tucker, Clerk of the Circuit Court swore in the Board of Canvassers at 5:02 pm. Mr. Tucker then left the meeting.

Approval of Draft Agenda:

Donna Brightman moved to accept the Draft Agenda as presented and Claudia Martin seconded. The vote carried unanimously to accept the agenda at 5:04 pm.

Approval of Draft Meeting Minutes:

Donna Brightman made a motion to accept the Regular Minutes for August 13, 2024, as presented. Nancy Armstrong seconded. The motion passed unanimously at 5:05 pm.

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The Canvass Board Meeting Minutes for June 11, 2024 were presented and signed.

Correspondence:

None.

Reports:

I. Election Director

A. Personnel

1. Fall High School Intern – the student being considered is not a U.S. citizen, and therefore, not eligible to work for the Board of Elections.
2. Telework Policy – County IT provided a recommendation for VPN solution, which SBE has approved. Board of Elections staff would have to purchase, install and manage the solution. Plan to implement after certification of the election.

B. Meetings:

1. Director's Meetings:
 - a) No meeting in August:
 - b) Next Meeting: Thursday, September 19, 2024
2. MAEO Annual Conference, August 20, 2024 (Unfinished Business).
3. MAEO Board Meeting, August 27, 2024 – creation of a local board member committee sometime after the certification of the election.
4. Barry Jackson and Teresa Morningstar met with Robert Rollins at Board of Education on August 28, 2024 to discuss public school polling places for the General Election. Parking for voters on Election Day and after-hours contacts were discussed.
5. Voter Registration Volunteer (VRV) training at the Williamsport American Legion, August 29, 2024. 15 people were trained.
6. Barry Jackson will participate in a Walking to Wellness event on October 9, 2024 at Hagerstown Community College.
7. Trainings: Election Judge Refresher Training began September 4th. New Election Judge Training begins September 21st. 652 election judges confirmed, would like 670. There will be reminders in the next newsletter addressing the issues that were observed during the Refresher Training sessions. Donna Brightman stated that she noticed a bias in the statement given to the voters by ballot issuing teams when asking how they would like to complete their ballot, with the ballot marking device or a pen. Barry Jackson responded that there is specific verbiage that each voter should be asked verbatim, and the Ballot Distribution teams will be reminded of it.

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Donna Brightman asked if the central committees had approached the Board of Elections concerning a possible meeting to explain the election process in a 101 type of setting, because these committees recommend appointments to this Board? Barry Jackson agreed that it would be a good idea to be in contact with the central committees. He stated that there have been indications that there will be an unusually high number of poll watchers for this election, but there have not been any forms submitted yet for any poll watchers.

Tammy Downin would like the poll watchers' position to be explained to the committees, so they may have a positive relationship with the election workers on election day.

C. Legislative Update: None

D. Voter Registration Activities and Statistics:

1. Registration Statistics for August 2024 were distributed to the Board.
2. 13,200 Mail In Ballot applications for the General Election.
3. Drop Box pickups will begin on September 24, 2024. The web delivered ballots will begin being sent out by SBE on September 19, 2024.
4. Drop Box cameras are mostly installed. Barry Jackson is in communication with the facilities that do not have their drop box cameras ready.

E. Candidate Filings: N/A

F. Voting System Activities:

1. Logic and Accuracy testing will begin week of September 16th, starting with Ballot Marking Devices, then moving into Scanning Units. Pollbooks will be tested prior to and during Early Voting.

G. Projects:

1. Working on a commercial/PSA for voters, informing them of the three voting options (vote by mail, early voting, election day). County PR Department creating it. Commercial will run prior to movies at Warehouse Cinemas, on the Washington County Government cable channel, and on our website, beginning in October.
 - a) The visible exterior lock on the Drop Boxes has been confusing for voters. SBE has made suggestions to cover the lock. Discussion ensued and Donna Brightman stated that Drop Box lock concerns had been addressed on social media and podcasts and "led to the idea that Drop Boxes cannot be trusted." Donna Brightman stated that she was looking for a way to restore trust with the community in the

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Drop Boxes. Donna Brightman asked if SBE had been made aware of the issues LBEs have been having with the ability to use the Drop Box? Barry Jackson stated that the current SBE suggestions for covering the lock on the front of the Drop Boxes seem to be how SBE is addressing the situation.

2. Barry Jackson reported on the Hagerstown Housing Authority Community Fair, August 15, 2024, 10am-3pm.
3. Barry Jackson reported on the Back to School Nights at Clear Spring High and Williamsport High, August 22, 2024.
4. Election Judge Refresher Training, beginning September 4, 2024; new election judge training beginning September 21, 2024.
5. National Voter Registration Day, September 17, 2024. Sarah Hall will be at Hagerstown Community College (HCC) on September 16th and 17th for Campus Takeover, manning a table and providing VRV training.
6. Sample ballots will be sent for RFP on September 12, 2024.
7. Washington County had been awarded a CISA grant in January for physical security. Based on previous DSS recommendations, we added security to the front doors and weather stripping. Blast resistant film was added to the front windows. The next project will be to acquire fencing around the building.

- II. Attorney
None.

Unfinished Business:

- I. Summer Family Picnic
Kandace Carpenter was happy to host the summer family picnic and the picnic was fun for everyone who was able to attend.
- II. Christmas Party
The event will be held on December 5, 2024 at 6:00pm at Fratelli's in Middletown.
- III. MAEO Annual Conference
The lanyard emergency reference card project was completed and submitted on time to receive the cards before the election. Donna Brightman asked that the office research a free security evaluation offered through CISA, and additional security training for poll workers.

New Business:

- I. Mayor of Hagerstown Contest on General Election Ballot
Barry Jackson prepared a press release explaining why one of the candidates for Mayor, who has suspended his campaign indefinitely, will still appear on the

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ballot. The press release was reviewed and found to be appropriate and not in need of revisions. Kandace Carpenter requested that the press release be posted on Facebook and all media outlets that we have access to.

Members Remarks:

Kandace Carpenter cannot attend the October 10, 2024 Board Verification of Early Voting and Election Day Supplies. Nancy Armstrong requested that the date be moved either a day ahead or a day after October 10. The Board Verification of Early Voting and Election Day Supplies will be moved to October 11, 2024 at 1:00 pm.

On November 15, 2024, Kandace Carpenter has a scheduling conflict and will be late for the final canvass and certification.

Donna Brightman stated that she will have company after Thanksgiving and inquired if there were to be a recount would it conflict with her current Thanksgiving plans. Barry Jackson stated that if there would be a recount it is unlikely to conflict with Thanksgiving.

Confirmation of Next Meeting:

The next Regular Meeting of the Washington County Board of Elections will be held on Tuesday, October 8, 2024 at 5:00 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:

Ballot Drop Boxes delivered, week of September 16, 2024

September 21, 2024 – Mailing of Mail in Ballots to overseas voters

September 23, 2024 – Mailing of Mail in Ballots to domestic voters

October 10, 2024 – Board Verification of Early Voting and Election Day Supplies

October 15, 2024 – Mail in Ballot Canvass 1, Day 1

Adjournment:

Tammy Downin called for a motion to adjourn the Regular Board Meeting. Donna Brightman made the motion to adjourn the Regular Meeting. Claudia Martin seconded. The motion passed unanimously, and the Regular Meeting concluded at 6:02 pm.

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Compiled by Sarah Hall
Election Program Specialist I

Respectfully Submitted,



Tammy Downin, President Date 10/8/24



Donna Brightman, Secretary Date 10/8/24