



**REGULAR SESSION
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS
August 13, 2024
17718 Virginia Avenue
Hagerstown, MD 21740
240-313-2050**

Present:

Board:

Tammy Downin, President
Kandace Carpenter, Vice President arrived 5:16pm
Donna Brightman, Secretary
Nancy Armstrong, Assistant Secretary
Claudia Martin, Member
Brian Kane, Board Attorney

Staff:

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

Absent:

Guest:

President Tammy Downin called the meeting to order at 5:01pm 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 accept the Draft Agenda and Nancy Armstrong seconded. Tammy Downin asked that there be a recap of the 2024 Primary election added to the agenda; there are three (3) items for follow up. She requested that these items be addressed before the next election cycle. The recap will be added to Unfinished Business as number IV. Tammy also asked that a discussion concerning canvass minutes be added to the agenda under Unfinished Business as number V. The vote carried unanimously to accept the agenda as amended at 5:04pm.

Approval of Draft Meeting Minutes:

Donna Brightman made a motion to accept the Regular Minutes for July 9, 2024, as presented. Nancy Armstrong seconded. The motion passed unanimously at 5:07pm.

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Donna Brightman made a motion to accept the Special Meeting Minutes for July 23, 2024, as presented. Nancy Armstrong seconded. The motion passed unanimously at 5:07pm.

Donna Brightman made a motion to accept the Executive Minutes for July 9, 2024. Claudia Martin seconded, and the motion passed unanimously at 5:08pm.

Donna Brightman made a motion to accept the Executive Minutes for July 23, 2024. Nancy Armstrong seconded, and the motion passed unanimously at 5:09pm.

Correspondence:

None.

Reports:

I. Election Director

A. Personnel

1. Fall High School Intern
2. Telework Policy – Barry Jackson and Carl Dayley met with county IT to come up with a solution. Carl to provide requirements to county IT, who will then recommend a solution. Board of Elections staff would have to purchase, install and manage the solution.

B. Meetings:

1. Director's Meetings:
 - a) Highlights of July 25th meeting:
 - 1) SBE Report to National Federation of the Blind (NFB) submitted, memos to LBEs not in compliance to be sent soon.
 - 2) SBE reminded LBEs that Voter Authority Cards (VAC) must be removed from Early Voting Centers after each day and brought back to the LBE.
 - 3) UOCAVA ballots must be sent by September 21st, domestic ballots must be sent by September 23rd.
 - 4) Petitions for the Green Party and RFK, Jr. likely to arrive the week of August 5th.
 - 5) SBE will send out Comprehensive Audit mid-cycle memos to LBEs prior to the General Election with any findings to allow for improvement.
 - b) Next Meeting: Thursday, September 19, 2024
2. MAEO Annual Conference, August 20, 2024 (Unfinished Business).
3. Barry Jackson and Teresa Morningstar meeting with Robert Rollins at Board of Education on August 28, 2024, to discuss public school polling places for the General Election.

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4. Voter Registration Volunteer (VRV) training at the Williamsport American Legion, August 29, 2024.

C. Legislative Update: None

D. Voter Registration Activities and Statistics:

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

E. Candidate Filings: Robert F. Kennedy, Jr. Petition Candidacy for U.S. President

F. Voting System Activities:

1. Post Election Maintenance complete.

G. Projects:

1. National Poll Worker Recruitment Day, August 1, 2024. Held an open house, 9am-12pm. 36 people attended, 28 turned in applications.
2. 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.
3. Hagerstown Housing Authority Community Fair, August 15, 2024, 10am-3pm.
4. Back to School Nights at Clear Spring High and Williamsport High, August 22, 2024.
5. Election Judge Refresher Training, beginning September 4, 2024; new election judge training beginning September 21, 2024.
 - a) Tammy Downin requested that the training schedule be emailed out to the Board members.

H. 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.

II. Attorney

The cases that pertain to the Washington County Board of Elections have maintained the status quo; the Board is still required to retain the election records from 2020. Brian Kane noted that the State Board's website appears to recommend that there be an Early Voting Center plan, instead of individual plans for each aspect of the election, i.e. drop box plan, early voting center plans, polling place plans. This encompassing plan would essentially move the deadline to submit the plans back by about one month. This appears to allow time for potential or possible litigation.

There also appears to be new guidelines for counties that have four (4) or more Early Voting Centers. At this time, that would not include Washington County.

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The newly implemented Early Voting Center plan would include a “review by the State Administrator” for approval of early voting center locations before being sent to the State Board for final approval.

The new guidelines mention “an analysis of how to maximize voter participation in the precinct.” This statement added to the policy provides for an element of additional data to be presented with the early voting center plan. The expectation is that Early Voting Centers and Drop Box locations be placed in locations that would help promote higher voter turnout.

Barry Jackson asked Brian Kane if the AAG had made him aware of the election phone calls coming up. Brian responded that he had not seen the calendar for it yet. Barry will forward him the dates.

Unfinished Business:

I. Summer Family Picnic

The event will take place rain or shine. The participation list will be finalized tomorrow.

II. Christmas Party

Fratelli's in Middletown will host the event on December 5th at 6pm.

III. MAEO Annual Conference

Tuesday, August 20th is the date of the event. There will be speakers, give aways, and the MAEO Board election. Tammy Downin will be arriving a little late for the virtual attendance at the Election Center.

IV. Recap of Primary Election

Tammy Downin wanted to ensure that the ADA table issues (wobbly legs) will be resolved. Barry Jackson stated that the recent problems could be attributed to user error and the issue will be resolved with more training. Tammy Downin asked if the Board members could also receive training with the equipment so they could be helpful on election day if problems arise in a polling place. Barry Jackson agreed that it would be a good idea to have the Board members receive training with the election equipment.

Tammy Downin wanted to address the payroll issues that were to be researched since the last board meeting. If election workers are placed in the tier for earnings over \$2000, then they must earn more than \$2000 during the election cycle. Tammy Downin requested that the workers be asked whether they could commit to working additional hours or not to ensure that if they request to be in the higher tier for earnings that they are committed to working those additional hours. Barry Jackson clarified that the laws surrounding payroll are specific to election workers and he is required to report to the county which lists of employees will earn over \$2000 during the election cycle and which will not.

Tammy Downin asked Barry Jackson if he had contacted the police about having a visible police presence at the polling places yet. Barry responded that he had been able to contact the local police and they will be available 24/7 for early voting and polling place locations. Donna Brightman requested that the chief judges be notified that an officer may be in the parking lot all day. Barry Jackson

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stated that he will relay the information to the chief judges.

V. Canvass Minutes

Tammy Downin requested to make a point of order related to the June 11 canvass minutes; she requested that the Board of Canvassers have a separate set of Minutes for the June 11th meeting.

Barry Jackson noted that Kevin Tucker will be at the next meeting on September 10 at 5pm to swear in the new Board of Canvassers. Brian Kane will be out of town, but will be able to contact Kevin and be sworn in on a later date.

New Business:

None

Members Remarks:

Tammy Downin and the Board extended their condolences to Barry Jackson for his recent loss.

Confirmation of Next Meeting:

The next Regular Meeting of the Washington County Board of Elections will be held on Tuesday, September 10, 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:

August 13- TTX in Anne Arundel

August 14-17- Barry- MACO

August 15- Hagerstown Housing Authority Event- 10am

August 20- MAEO Conference

August 22- Back to School Night- Clear Spring & Williamsport

August 29- VRV Williamsport Legion 6pm

Adjournment:


Tammy Downin called for a motion to adjourn the Regular Board Meeting. Kandace Carpenter made the motion to adjourn the Regular Meeting. Claudia Martin seconded. The motion passed unanimously and the Regular Meeting concluded at 6:07pm.

Compiled by Sarah Hall
Election Program Specialist I

Respectfully Submitted,

 9/10/24

Tammy Downin, President Date

 9/10/24

Donna Brightman, Secretary Date