



**REGULAR SESSION
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS
June 11, 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
Brian Kane, Board Attorney (arrived 5:02pm)

Staff:

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

Absent:

Guest:

Amber Ellis

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.

Recess for Board of Canvassers (approve canvass minutes):

Kandace Carpenter made a motion to recess the regular meeting and convene the Board of Canvassers. Claudia Martin seconded, and the motion passed unanimously at 5:02pm.

Tammy Downin recommended that the party affiliations of the bipartisan teams in the canvass be stated in the canvass minutes.

Kandace Carpenter made a motion to accept the Canvass Minutes for April 22, 2024 with the amendment that, for the bipartisan canvassing teams, their party affiliation shall be noted. Donna Brightman seconded and the motion passed unanimously at 5:16pm.

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Nancy Armstrong made a motion to accept the May 10, 2024 Canvass Minutes with the amendment that we note on the bipartisan teams their party affiliation. Claudia Martin seconded and the motion passed unanimously at 5:18pm.

Kandace Carpenter made a motion to accept the May 16, 2024 Canvass Minutes with the amendment that we note on the bipartisan teams their party affiliation. Donna Brightman seconded and the motion passed unanimously at 5:19pm.

Kandace Carpenter made a motion to accept the May 22, 2024 Canvass Minutes with the amendment that we note for the bipartisan team members their party affiliation. Claudia Martin seconded, and the motion passed unanimously at 5:20pm.

Kandace Carpenter made a motion to accept the May 24, 2024 Canvass Minutes as presented with the amendment that we note the party affiliations of the bipartisan teams. Nancy Armstrong seconded and the motion passed unanimously at 5:21pm.

Reconvene Regular Meeting:

Kandace Carpenter made a motion to reconvene the regular meeting. Donna Brightman seconded and the motion passed unanimously at 5:22pm.

Recess and Opening of Executive Session:

President Tammy Downin called for a motion to recess the Regular Board Meeting and open an Executive Session. Kandace Carpenter made a motion at 5:23pm to go into Executive Session. Donna Brightman seconded, and the motion carried unanimously.

SUMMARY OF CLOSED SESSION HELD ON June 11, 2024

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

Time of closed session: 5:23pm

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, 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):

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Topic #1: § 3-305(b) (1) **Topic #2:** § 3-305(b) () **Topic #3:** § 3-305(b) ()
(add others as needed)

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: Performance review and HR action for certain election personnel	Tammy Downin, Kandace Carpenter, Donna Brightman, Nancy Armstrong, Claudia Martin, Barry Jackson, Teresa Morningstar, Brian Kane, Sarah Hall, and a Chief Election Judge	None

After the discussion was completed, Nancy Armstrong made a motion to adjourn Executive Session and return to Regular Session at 6:15 pm. Claudia Martin seconded, and all parties voted aye.
Tammy Downin called to reconvene the Regular Meeting at 6:16 pm.

Approval of Draft Agenda:

Barry Jackson alerted the Board that the agenda needed to be revised to include correspondence from the Maryland Republican Party to each Board member. Donna Brightman moved to accept the draft agenda and Kandace Carpenter seconded. Donna Brightman raised a question regarding changing the By-Laws to include the new meeting time of 5:00pm moving forward. Action on the By-Laws was tabled until the July 9th Board meeting. Donna Brightman then asked if there will be an after-action discussion for the Primary Election. Tammy Downin and Barry Jackson replied that it will be addressed under “New Business.” Tammy Downin called for a vote that all those in favor of the final draft agenda say aye. The vote carried unanimously to accept the amended agenda at 6:20pm.

Approval of Draft Meeting Minutes:

Donna Brightman made a motion to accept the Regular Minutes for April 9, with one exception that “Board” be taken out in front of “Secretary” under the list of Board members present. Kandace Carpenter seconded and the motion passed unanimously at 6:23pm.

Donna Brightman made a motion to accept the Special Meeting Minutes for April 22 with the amendment of the removal of “Board” in front of “Secretary” under the list of Board members present. Kandace Carpenter seconded, and the motion passed unanimously at 6:24pm.

Donna Brightman made a motion to accept the Organizational Meeting Minutes for May 14 with the amendment of the removal of “Board” in front of “Secretary” under the list of

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Board members present. Kandace Carpenter seconded, and the motion passed unanimously at 6:25pm.

Donna Brightman made a motion to accept the Special Meeting Minutes for May 14 with the amendment of the removal of "Board" in front of "Secretary" under the list of Board members present. Kandace Carpenter seconded, and the motion passed unanimously at 6:25pm.

Correspondence:

Maryland Republican Party letter to Board members, dated April 17, 2024

Reports:

I. Election Director

A. Personnel

1. The George Award

- a) Barry Jackson announced that he implemented a new employee recognition program in which the recipient is given a certificate recognizing their achievement and a George Washington bobblehead to display at their desk.
- b) The first recipient of the "George Award" is Sherie Nigh, Election Judge Coordinator, for assigning nearly 600 election judges to Election Day polling places, creating the all-inclusive Election Worker database, and getting election judges paid in record time during the 2024 Presidential Primary Election.

2. Telework Policy

- a) Barry Jackson reported that the office staff have signed the required telework policy, but Washington County will not be following the minimum 2 day per week policy; teleworking will be on an as needed basis. Nancy Armstrong asked if the State can mandate that the County provide a VPN that would make teleworking run more smoothly? Nancy Armstrong would like the Board to let the State know that the County is not providing a VPN for telework purposes. Claudia Martin asked what can we do as a Board to get a VPN for teleworking? Donna Brightman asked that the staff make a recommendation for moving forward.

B. Meetings:

1. State Board of Canvassers is meeting Thursday, June 13, 2024 to certify the Presidential Primary Election.
2. Director's Meetings:
 - a) Next Meeting: Thursday, June 20, 2024, virtual.
3. Possible tabletop exercise (TTX) in Austin, TX on June 27, 2024.

C. Legislative Update: None

D. Voter Registration Activities and Statistics:

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1. Registration Statistics for April and May 2024 were distributed to the Board.
 - E. Candidate Filings: N/A
 - F. Voting System Activities:
 1. Waiting for SBE to release equipment for Post Election Maintenance.
 - G. Projects:
 1. Ballot Drop Box Security Camera installations were to be completed by April 14th. On July 2, the contractor will meet with Barry Jackson to set up the security camera which will be mounted to the Keedysville ballot drop box. The Hagerstown Library security camera was mounted to the drop box in April and the Election Board office has received any backup footage already.
 2. Comprehensive Audit – Barry Jackson announced that all items on the comprehensive audit have been completed, with the exception of submitting the canvass minutes.
 3. Election Board Night at Meritus Park
Donna Brightman raised a concern about the Board members receiving game day tickets. Barry Jackson, Brian Kane and Kandace Carpenter responded that the tickets were purchased, not complimentary, and the Board members and staff will be working at an advertising table during the game, as well.
- II. Attorney
There is still litigation pending concerning a federal case which involves the Center for Tech and Civic Life (CTCL), which awarded grants to local election offices around the country. The lawsuit alleges that the grants paid for ballot mules to transport election related material. The hold on 2020 and 2022 election material will stay in place.
A second case was dismissed without prejudice but may resurface.

Unfinished Business:

- I. Draft Budget
Barry Jackson provided the approved budget for FY2025. He noted the budget items that were not approved, including transportation/travel to MAEO for the office staff, iGo travel, additional staff, and laptops.
- II. Board Member Election Schedule
Awaiting confirmation of whether Board members must be sworn in again before the November election.

New Business:

- I. Recap of 2024 Primary Election
Tammy Downin called for a motion to table the recap of the 2024 Primary Election until the Board meeting on July 9. Kandace Carpenter made the motion

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and Donna Brightman seconded. The motion passed unanimously at 7:12pm.

II. Summer Family Picnic

Kandace Carpenter volunteered to host a picnic at her home for Board members, staff, and their families. The picnic will be August 17th at 4pm.

III. Christmas Dinner

Tammy Downin suggested that the Board and staff consider renting the Brooke's House meeting room in the evening and have the dinner catered. Teresa Morningstar noted that the Election Board cannot pay for the room or the catering however, so the attendees would have to cover the cost of both. Nancy Armstrong suggested "Fireside" for the Christmas dinner. Donna Brightman requested that the venue be centrally located for everyone to attend. Shula's, Bistro 11, and Runways were all suggested as possible Christmas Dinner locations.

Members Remarks:

Claudia Martin asked Barry Jackson about how to resolve any issues the Board members have had with logging in to their state email accounts. Donna Brightman asked that the discussion be paused until the next meeting and Nancy Armstrong asked that Barry Jackson put the email issues on the July agenda.

Guests Remarks:

None

Confirmation of Next Meeting:

The next Regular Meeting of the Washington County Board of Elections will be held on Tuesday, July 9, 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:

MAEO Annual Conference Virtual Meeting – August 20, 2024 9:00am- 3:00pm

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Adjournment:


Tammy Downin called for a motion to adjourn the Regular Board Meeting. Nancy Armstrong made a motion to adjourn the Regular Meeting. Claudia Martin seconded. The motion passed unanimously and the Regular Meeting concluded at 7:30pm.

Compiled by Sarah Hall
Election Program Specialist I

Respectfully Submitted,

 7/9/24

Tammy Downin, President Date

 7/9/24

Donna Brightman, Secretary Date