



Washington County Board of Elections

REGULAR SESSION MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

August 12, 2025

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Tammy Downin, President

Kandace Carpenter, Vice President (arrived at 3:30pm)

Donna Brightman, Board Secretary

Nancy Armstrong, Assistant Secretary

Claudia Martin, Member

Brian Kane, Board Counsel

Staff:

Barry Jackson, Election Deputy Director II

Carl Daley, Election Program IT Specialist II

Cory Green, Election Program Supervisor I

Absent:

Guest:

N/A

President Tammy Downin called the meeting to order at 3:07pm 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:

Claudia Martin moved to approve the Draft Agenda with one change. The first change was proposed by Barry Jackson to add a Congressional Tour under future events on August 26, 2025 at 9:00am. Donna Brightman seconded, and the agenda was unanimously accepted as amended at 3:10pm.

Approval of Draft Meeting Minutes of Executive Session:

Donna Brightman made a motion to approve the June 10, 2025 Executive Minutes. Nancy Armstrong seconded, and the motion passed unanimously at 3:11pm.

Donna Brightman made a motion to approve the July 8, 2025 Executive Minutes. Claudia Martin seconded, and the motion passed unanimously at 3:12pm.

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Approval of Draft Meeting Minutes Regular Session:

Donna Brightmna made a motion to approve the July 8, 2025 Regular Session Minutes as submitted. Claudia Martin seconded, and the motion passed unanimously at 3:12pm.

Correspondence:

N/A

Reports:

- I. Election Director
 - A. Personnel –
 1. Voter Outreach position was offered to a candidate today.
 2. IT/Warehouse Clerk positions posted last week, Training Coordinator position posted earlier today.
 - B. Meetings:
 1. SBE/LBE Collaboration Meeting:
 - a) No July meeting:.
 - b) Next Meeting: August 21, 2025.
 2. MAEO Meeting in Dorchester County, August 19, 2025
 3. Maryland Certified Election Administrator Program committee meeting August 28, 2025
 - C. Legislative Update: N/A.
 - D. Voter Registration Activities and Statistics:
 1. Registration Statistics for July 2025 were distributed to the Board.
 - E. Candidate Filings: Candidate Filing for 2026 Gubernatorial Election began February 25, 2025. There have been 15 filings so far:
 1. 2 for County Commissioner
 2. 1 for Clerk of the Circuit Court
 3. 1 for Register of Wills
 4. 4 for Democratic Central Committee
 5. 2 for Republican Central Committee
 6. 2 for Sheriff
 7. 2 for States Attorney
 8. 1 for Board of Education
 - F. Voting System Activities:
 1. Quarterly charging of equipment completed.
 2. SBE to schedule battery tests before the end of the year
 - G. Projects:
 1. New Website
 2. "I Voted" Sticker Contest
 3. Election Management Software and Services
 4. Election Operations Center

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- II. Attorney
No report

Unfinished Business:

- I. Report on MAEO Local Board Committee Meeting

Tammy Downin stated that there have not been any additional meetings scheduled.

- II. Early Voting Sites for 2026

Barry Jackson, Teresa Morningstar, and Claudia Martin toured the Hagerstown Fit Room, and it is a viable option for an early voting site.

Discussion ensued regarding four potential early voting sites and the voters serviced by each combination using the interactive GIS map.

Barry Jackson will create a spreadsheet showing each potential early voting site and how it meets each of the requirements and factors to consider. He will also identify the top 5 combinations of 3 early voting and provide that to the Board ahead of the September 9th meeting. The 4th early voting site will be displayed using the GIS map documenting how each location meets the statutory regulation and the number of voters serviced by adding the 4th site. The spreadsheet will also reflect the early voting sites that were visited but were not viable.

New Business:

None

Members Remarks:

Barry Jackson stated that in the October meeting the election plan will be presented to the board.

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, September 9, 2025 at 4:00 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 26, 2025 – Congressional tour of Board of Elections at 9:00am

September 9, 2025, 7:00pm - Public Hearing to discuss Early Voting sites

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 4:06pm.

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Compiled by Cory Green
Election Program Supervisor I

Respectfully Submitted,



Tammy Downin, President 9/9/25
Date



Donna Brightman, Secretary 9-9-25
Date