



Washington County Board of Elections

REGULAR SESSION MINUTES

WASHINGTON COUNTY BOARD OF ELECTIONS

June 10, 2025

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

Present:

Board:

Tammy Downin, President
Kandace Carpenter, Vice President
Donna Brightman, Board Secretary
Nancy Armstrong, Assistant Secretary
Claudia Martin, Member
Brian Kane, Board Counsel

Staff:

Barry Jackson, Election Deputy Director II
Teresa Morningstar, Acting Deputy Director II
Cory Green, Election Program Supervisor I

Absent:

Guest:

None

President Tammy Downin called the meeting to order at 3:04pm 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. Kandace Carpenter was not present at the beginning of the meeting.

Approval of Draft Agenda:

Donna Brightman moved to approve as presented, Nancy Armstrong seconded, and the agenda was unanimously accepted at 3:05pm.

Recess and Opening of Executive Session:

President Tammy Downin called for a motion to recess the Regular Board Meeting and open an Executive Session. Claudia Marting made a motion at 3:05pm to go into Executive Session. Donna Brightman seconded, and the motion carried unanimously.

SUMMARY OF CLOSED SESSION HELD ON June 10, 2025

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

Time of closed session: 3:06pm

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; and

(10) discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (ii) the development and implementation of emergency plans.

2. Record of the vote of each member as to closing the session:

Names of members voting aye: Tammy Downin, 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) (10) Topic #2: § 3-305(b) (1) Topic #3: § 3-305(b) (1)

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: Washington County Treasurer COOP/DR Site	Tammy Downin, Donna Brightman, Nancy Armstrong, Claudia Martin, Brian Kane, Barry Jackson, Teresa Morningstar, Cory Green	No Action
#2: Discussion of Election Judge Personnel	Tammy Downin, Donna Brightman, Nancy Armstrong, Claudia Martin, Brian Kane, Barry Jackson, Teresa Morningstar, Cory Green	No Action
#3: SBE's Administrator review of LBE's Director	Tammy Downin, Donna Brightman, Kandace Carpenter (arrived at 3:41pm), Nancy Armstrong, Claudia Martin, Brian Kane,	No Action

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Reconvene Regular Session:

Kandace Carpenter made a motion to adjourn the executive session and reconvene the regular meeting. Claudia Martin seconded, and the motion passed unanimously at 4:22pm.

Approval of Draft Meeting Minutes:

Donna Brightman made a motion to accept the April 8, 2025 Regular Session Minutes Nancy Armstrong seconded. Donna Brightman requested to amend the April 8, 2025 draft minutes regarding title consistency between Regular "Session" Minutes (as opposed to Regular "Meeting" Minutes) and Executive Session Minutes. Donna Brightman would like to add "Regular Session" to the Regular minutes. Nancy Armstrong seconded and the motion passed unanimously at 4:27pm.

Donna Brightman made a motion to approve the March 11, 2025 Executive Minutes. Kandace Carpenter seconded, and the motion passed unanimously at 4:24pm.

Donna Brightman made a motion to approve the April 8, 2025 Executive Minutes. Kandace Carpenter seconded, and the motion passed unanimously at 4:25pm.

Correspondence:

N/A

Reports:

- I. Election Director
 - A. Personnel –
 1. County budget, including two new employees and 4th Early Voting site, was approved on May 20th.
 2. Voter Outreach position should post this week
 3. Training Coordinator and IT/Warehouse Clerk positions have been created by SBE. We will send the request to post the positions this week.
 - B. Meetings:
 1. Barry attended the EAC LLC Annual Conference in Charlotte April 21-23rd, then Barry and Teresa attended the Election Center Workshop in Pittsburgh April 23-27th.
 2. Director's Meetings:
 - a) Highlights from May 15, 2025 meeting:
 - (1) New Election Calendar (Board Packet)
 - (2) Warehouse Regulations – SBE must provide recommendations on required warehouse size per LBE. We were asked to provide our ideal warehouse size to SBE.
 - (3) State Ethics Training for Board Members

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- (4) Reminder that any board members who are also state employees must seek guidance from state ethics regarding secondary employment
 - (5) Board meetings must be recorded, but attendees must be made aware. If anyone objects to being recorded, their only option is to leave the meeting.
 - (6) Next Meeting: June 26, 2025.
3. Staff attending League of Women Voters of Washington County's annual conference on June 12, 2025
 4. Trainings: Barry and Teresa attended the Election Group's tabletop exercise (TTX) in Baltimore County on June 4, 2025. The tabletop exercise demonstrated their election operations center model, which included coordination between law enforcement, the election board, and a help desk. Discussion ensued as Barry Jackson expressed interest in implementing a similar model in Washington County, but noted challenges such as gaining buy-in from first responders and finding an alternative polling place for precinct 26001. Tammy Downin asked if any other counties have an election day operations center and Barry Jackson stated that Frederick and Baltimore Counties implemented an Election Day Operations Center for the 2024 election.
- C. Legislative Update: All election bills that passed the General Assembly have been either signed or allowed to become law by the Governor.
- D. Voter Registration Activities and Statistics:
1. Registration Statistics for May 2025 were distributed to the Board.
- E. Candidate Filings: Candidate Filing for 2026 Gubernatorial Election began February 25, 2025. There have been 13 filings so far:
1. 2 for County Commissioner
 2. 1 for Clerk of the Circuit Court
 3. 1 for Register of Wills
 4. 3 for Democratic Central Committee
 5. 1 for Republican Central Committee
 6. 2 for Sheriff
 7. 2 for States Attorney
 8. 1 for Board of Education
- F. Voting System Activities:
1. Cleaning of Statewide Election Management (SWEM) Equipment
- G. Projects:
1. New Website
 2. "I Voted" Sticker Contest
- Barry Jackson stated he still needs to send the application to Brian Kane so that it can be reviewed.

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3. Election Board Night at Flying Boxcars – June 6, 2025
4. Election Management Software and Services
5. Video Conferencing Solution
6. Advertising at Warehouse Cinemas and Hagerstown Magazine

II. Attorney

Executive Order on Voter Registration: Brian Kane reported that this executive order is facing legal challenges, including a temporary injunction in one case, making its future implementation unclear. Brian stated he would monitor and provide updates on the situation.

OMA Compliance Complaint: Brian Kane stated that the Washington County Board of Elections was involved in a complaint for canvass minutes not being attached to the Board Meeting minutes for June 11, 2024. He explained the legal complexities of applying the Open Meetings Act to the board of canvassers, which serves a specific administrative function. In the past the canvass minutes were an administrative record for the canvass and historically they were not included with the regular board minutes. Brian Kane stated there is no clear consensus among local board counsel statewide, the administrative and quasi-judicial function exceptions might apply. The board submitted a response arguing that the separate treatment of minutes was intentional for legal reasons and that any non-compliance was technical, not intentional. Brian Kane anticipates a decision from the Open Meetings Compliance Board within 30 days of their response, which should provide guidance on future practices. If a violation is found, the board will be required to acknowledge it in an open meeting. Brian Kane stated that some boards have posted their canvass minutes to their website and others have not. Donna Brightman asked in the past if this had been the practice and Barry Jackson stated that previously canvass minutes were not posted online. Donna Brightman asked if other counties received the same complaint and Brian Kane stated that other counties were involved in the complaint.

Senate Bill 337: Brian Kane differentiated between the new Local Boards of Elections Transparency Act, which mandates live streaming and archiving under election law, and the separate Open Meetings Act. Violations of election law can have different enforcement consequences than those of the Open Meetings Act. Brian Kane confirmed that the board is currently in full compliance with Senate Bill 337, requiring live streaming and archiving, which was signed into law relatively recently. Discussion ensued regarding the potential impact of live streaming on meeting conduct, noting that while meetings are public, public participation is typically limited. Brian Kane provided copies of the state board of elections' open meetings regulations, which outline rules for public attendance, prohibit disruptive conduct, and affirm the public's right to record proceedings non-disruptively. They highlighted recent issues with quorum in other public bodies due to live streaming and archiving. Donna Brightman asked if the Washington County Board of Elections bylaws should be amended to reflect a footnote referencing COMAR? Brian Kane stated he doesn't see the need to amend the current bylaws as it is public knowledge. Kandace Carpenter suggested having regulations more readily available to the board. Tammy Downin thought there was parliamentary procedure

for the body to call for a recess with a two-thirds majority vote. This could be a way to handle potential disruptions without solely relying on regulations.

Shredding of Election Materials: Barry Jackson reported that the 2020 and 2022 election materials were shredded promptly after receiving notice of permission from SBE.

Unfinished Business:

- I. Financial Disclosures
All financial disclosures were submitted by April 30, 2025, bringing the board into compliance.
- II. FY26 Budget
The budget was passed, the two additional staff were approved, along with the 4th early voting site.
- III. Report on MAEO Local Board Committee Meeting
Tammy Downin did not have a formal report, but a copy of the unofficial minutes and comments was provided to the board.
- IV. SBE Biennial/MAEO Conference
Tammy Downin stated this year's conference seemed to flow better than in years past. Barry Jackson stated that there has been some discussion about separating the Biennial and MAEO conference.
Donna Brightman asked if CISA has been defunded? Barry Jackson stated when he spoke with Jared DeMarinis last week that he was under the impression that CISA had been dismantled for the most part.
Donna Brightman asked about notes Chief Judges make on election day?
Brian Kane stated that this was pertaining to election day and to document any instances in real time rather than trying to piece the event together after the election. During chief judge training emphasize the importance of documenting incidents, especially for potential litigation or double voting issues. There was a discussion about providing tablets for easier incident reporting.
Donna Brightman asked about Election Day recordings that Baltimore County used. Barry Jackson stated that this is probably pertaining to their Election Day Operations Center.
Barry Jackson stated that the office received a request from the State Prosecutors office for a voter that allegedly voted twice in the past election and that the office had to supply all original documentation to the State Prosecutor.
Donna Brightman highlighted the importance of outreach and maintaining a good relationship with the US Post Office, especially given past election issues with mail-in ballots. Teresa Morningstar stated that in the 2024 election she had the direct number of the Hagerstown's postmaster and that she could call him at any time.
Tammy Downin asked if the sexual harassment training could be broken down into two separate hours as it was a long time to sit. Donna Brightman asked if this could be completed virtually instead of attending in person. It

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was stated the presenters read directly from PowerPoint slides and the overall training lacked coordination.

New Business:

- I. Early Voting Sites for 2026
Barry Jackson stated this is the kickoff as 3 sites will be visited on June 18, 2025. Barry Jackson stated that they visited Western Enterprise Fire Company, but the ramp entering the facility was very steep and was not ADA compliant. Next week Meritus Park, Washington County Free Library, and Robert W. Johnson Community Center will be evaluated. Nancy Armstrong asked that the Election Plan deadline be added to the future events moving forward. Donna Brightman asked about contacting the University System of Maryland as a possible option? Barry Jackson will contact the University System of Maryland. Nancy Armstrong asked about the senior center. Barry Jackson stated in the past they were not open to the idea as they have a lot of events going on. Barry Jackson stated that later in June some places out west will be scheduled. Barry Jackson stated one thing to keep in mind is that COMAR specifies that 80 percent of the voters must be within a 5-mile radius of the early voting sites and that is what Barry is looking at when he is evaluating sites.

- II. State Ethics Training for Board Members
This training is required for board members. The board would like to attend the meeting in-person together if that is an option. Barry Jackson is to contact HR to see if they could hold an in-person meeting prior to the July 8, 2025, meeting.

Open Meetings Act (OMA) Training: It was suggested at MAEO that all board members attend OMA training. The Attorney General's office provides this training and related resources online. Tammy Downin will resend the link to the Maryland Open Meetings Act training materials to the group.

Members Remarks:

Scheduling of Next Meeting:

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, July 8, 2025 at 3:00pm. 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:

Potential Early Voting Site Visits – June 18, 2025

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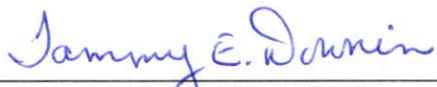
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Adjournment:

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

Compiled by Cory Green
Election Program Supervisor I

Respectfully Submitted,

 7/8/25

Tammy Downin, President Date

 7/8/25

Donna Brightman, Secretary Date