



# Washington County Board of Elections

## REGULAR SESSION MINUTES

### WASHINGTON COUNTY BOARD OF ELECTIONS

July 8, 2025

17718 Virginia Avenue

Hagerstown, MD 21740

240-313-2050

#### **Present:**

#### **Board:**

Tammy Downin, 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:**

Kandace Carpenter, Vice President

#### **Guest:**

Marc Mignogna, Washington County Republican Central  
Committee  
Angela Yamashita  
Taj Smith  
Zoe Burnett Vote 16  
Olivia Yamashita Vote 16  
Ethan Loewen

President Tammy Downin called the meeting to order at 3:05pm 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 approve the Draft Agenda with one change. Due to the board not recessing and going into executive session until after the regular session board meeting had concluded, the June 10, 2025 executive session minutes would not be approved until the August 12, 2025 regular session. Claudia Martin seconded, and the agenda was unanimously accepted as amended at 3:07pm.

**Approval of Draft Meeting Minutes:**

Donna Brightman made a motion to approve June 10, 2025 Regular Session Minutes Nancy Armstrong seconded. Donna Brightman requested to amend the June 10, 2025 minutes to add the correct sequential numbers for the statutory authority to close session with topic #1 as reason 10, topic #2 as reason 1 and topic #3 a reason 1. The motion passed unanimously at 3:08pm.

**Correspondence:**

**Vote 16 Presentation**

Zoe Burnett, the Washington County director for Vote 16, and Olivia Yamashita, a member of the organization, presented their initiative to lower the voting age to 16 for local elections. They argued that 16-year-olds are capable and responsible, often managing significant responsibilities, and that lowering the voting age would foster civic participation and strengthen democracy by engaging youth who are already active in their communities and well-informed. They also noted that other Maryland cities already allow 16-year-olds to vote in local elections, showing higher turnout rates than older first-time voters.

**Reports:**

- I. Election Director
  - A. Personnel –
    1. Voter Outreach position closed last week. Waiting for list from state to conduct interviews.
    2. Training Coordinator and IT/Warehouse Clerk positions will post this week.
  - B. Meetings:
    1. Barry and Teresa received their Certificate of Public Leadership (CPL) at the International Association of Government Officials (IGO) Annual Conference in Kansas City.
    2. Director's Meetings:
      - a) Highlights from June 26, 2025 meeting:
        - (1) With livestreaming of board meetings, at least a written summary is still required.  
Tammy Downin asked if the board no longer wanted to have minutes if that would require a change to the bylaws and Barry Jackson stated it would require an amendment.
        - (2) Governor Moore announced a statewide hiring freeze, but SBE confirmed that it does not apply to LBEs.
        - (3) The new candidate filing website (replacing MDCRIS) will go live in the fall.

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- (4) New pollbook procurement is in technical review phase.
  - (5) New voting system RFP out in June 2025.
  - (6) Next Meeting: August 21, 2025.
- C. Legislative Update: N/A.
- D. Voter Registration Activities and Statistics:
1. Registration Statistics for June 2025 were distributed to the Board.
- E. Candidate Filings: Candidate Filing for 2026 Gubernatorial Election began February 25, 2025. There have been 14 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. 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. ES&S replacing CMOS batteries on Ballot Marking Devices and Scanning Units.  
The CMOS battery installation was completed today approximately 30 minutes prior to the board meeting.
- G. Projects:
1. New Website
  2. "I Voted" Sticker Contest
  3. Election Management Software and Services
  4. Advertising at Warehouse Cinemas and Hagerstown Magazine

Tammy Downin inquired about the ballgame. Barry Jackson stated that due to the impending weather the game was not attended as well as last year, but it went well. Tammy Downin asked if there was any interest at the table, and Barry Jackson stated the table was visited throughout the game.

Donna Brightman found her notes from the MAEO conference and asked about the "Future of Maryland Elections" and if there was any thought on following up with them regarding their research.

Donna Brightman asked for a further explanation of the ballot on demand that was discussed. Barry Jackson clarified that ballot on demand would require legislative action and a different voting system, involving printers at polling places to print ballots on demand for specific voter styles.

Donna Brightman stated Brittany Dutlow gave an excellent presentation from the state prosecutors office and was inquiring if she would be a resource for the election day call center? Barry Jackson stated that she would not be the one for our call center, but

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Assistant Attorney General Dan Kobrin could be a resource for the election day call center.

### II. Attorney

On June 18, 2025 the Maryland Open Meetings Compliance Board issued an opinion stating that canvass proceedings, being administrative functions, are not subject to Open Meetings Act requirements for minutes or online posting, affirming the local board's position. Brian Kane stated that while not legally required, preparing and approving minutes for the Board of Canvassers remains a best practice, especially as the board's bylaws require it and if the board would like to change this practice, then the bylaws would have to be amended.

Donna Brightman asked, due to this ruling, if regular session minutes should stop? Brian Kane discussed the distinct functions of minutes versus video/audio recordings, suggesting that both processes hold intrinsic value.

Donna Brightman asked if there was a deadline for adding additional drop boxes. Cory Green responded that on the April 8, 2025 demonstration that Montgomery County did inquire about adding more drop boxes and Jennifer McLaughlin told Borris Brajkovic that she needed to know if they wanted more drop boxes within 2 weeks due to the manufacturing time.

### Unfinished Business:

#### I. Report on MAEO Local Board Committee Meeting

Tammy Downin did not have a report.

#### II. Early Voting Sites for 2026

Barry Jackson referenced Senate Bill 259 which outlines factors for site selection, including accessibility to disenfranchised communities, proximity to dense voter concentrations, public transportation access, and equitable geographic distribution. A point of clarification was raised regarding the requirement for four or more early voting centers, as the law's wording differs from the COMAR regulations.

Barry Jackson will send an email to SBE Administrator Jared DeMarinis and Deputy Administrator Katie Berry regarding the implementation of early voting sites in conjunction with population demographics. Barry will pass along their response.

Barry Jackson went over COMAR SUBTITLE 17 CHAPTER 2 regarding the criteria for selecting the early voting sites. The 5-mile buffer shows the number of voters that the early voting sites reach.

Donna Brightman asked about the University System of Maryland as a possible site?

Barry Jackson stated that they stopped and looked at a room and it was small.

Barry Jackson presented several possible early voting sites and the number of voters that are reached by the various combinations.

Brian Kane asked where the early voting site would be at Meritus Park and Barry Jackson stated it would be located on the 2<sup>nd</sup> floor in the club room. Brian Kane asked if the team would be willing to adjust their schedule to accommodate the early voting dates and Barry Jackson stated that they would be willing to change their schedule, however, they must know well in advance.

Nancy Armstrong asked if the county commissioners did not approve the 4<sup>th</sup> site what the buffer is? Barry Jackson stated that it is still a 5-mile buffer if only 3 sites are permitted.

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Nancy Armstrong asked how soon the board needs to decide regarding the early voting sites and Barry Jackson stated he would like the board to decide by early September to allow time to go before the county commissioners.

Donna Brightman asked if there was any interest in having a special session for early voting? Barry Jackson stated that he thinks that if the board decides on August 12, 2025 board meeting regarding the number of early voting sites and then have a special session later in August that it would allow enough time for staff and the board.

Tammy Downin asked if all the sites have public transportation? Barry Jackson stated that Boonsboro American Legion does not, Robert W. Johnson is in the middle of a bus stop, and the Fit Room at the Fairgrounds the stop is at the opposite side of the softball field so it would require a walk.

Donna Brightman asked if the election day call center was still being considered. Barry Jackson stated that they could not find an alternative location for polling place 26001 on election day, but that the call center could take place in the boardroom or in the warehouse.

The public hearing will be held on September 9, 2025 at 7pm.

### III. State Ethics Training for Board Members

The board is scheduled for 2pm on August 12, 2025, for the training.

#### **New Business:**

None

#### **Members Remarks:**

None

#### **Scheduling of Next Meeting:**

The next regular meeting of the Washington County Board of Elections will be held on Tuesday, August 12, 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:**

August 12, 2025 – National Poll Worker Recruitment Day Open House

August 14, 2025 – Hagerstown Housing Authority Community Fair

August 21, 2025 – Williamsport High Back to School Night

#### **Recess and Opening of Executive Session:**

President Tammy Downin called for a motion to recess the Regular Board Meeting and open an Executive Session. Nancy Armstrong made a motion at 4:48pm to go into Executive Session. Claudia Martin seconded, and the motion carried unanimously.

**SUMMARY OF CLOSED SESSION HELD ON July 8, 2025**

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

Time of closed session: 4:48pm

Place (location) of closed session: Election Center 17718 Virginia Avenue, Hagerstown, MD 21740.

Purpose of the closed session: (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; and

(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, Donna Brightman, Nancy Armstrong, and Claudia Martin.

Claudia Martin exited the meeting at 5:20pm.

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:**

Citation (inserted # from above)	Topic We expect to discuss these matters	Reason for closed-session discussion of topic- We are closing the meeting to discuss this topic because:
§ 3-305 (b) (10)	#1: Washington County Treasurer COOP/DR Site	Public discussion of any security matters jeopardizes the integrity of the building security and election integrity.
§ 3-305 (b) (1)	#2: Discussion of Election Judge Personnel	Personnel files are confidential to the board and staff.
§ 3-305 (b) (1)	Board's performance review of LBE Director	Personnel files are confidential to the board and staff.

Nancy Armstrong made a motion to adjourn the executive session and reconvene the regular meeting. Donna Brightman seconded, and the motion passed unanimously at 5:50pm.

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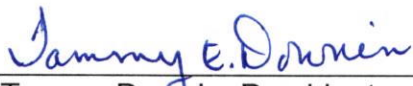
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**Adjournment:**

Tammy Downin called for a motion to adjourn the Regular Board Meeting, Donna Brightman made the motion and Nancy Armstrong seconded. The motion passed and the Regular Meeting concluded at 5:51pm.

Compiled by Cory Green  
Election Program Supervisor I

Respectfully Submitted,

  
\_\_\_\_\_  
Tammy Downin, President      8/12/25  
Date

  
\_\_\_\_\_  
Donna Brightman, Secretary      8/12/25  
Date