



**SCANNING UNIT VERIFICATION
MINUTES**

**WASHINGTON COUNTY BOARD OF ELECTIONS
November 5, 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

Staff:

- Barry Jackson, Election Director II
- Teresa Morningstar, Election Deputy Director II
- Sarah Hall, Election Program Specialist I
- Carl Dayley, Election Program IT Specialist

Absent:

None.

Guest:

None

President Tammy Downin called the meeting to order at 1:03 pm 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.

Verifying Scanning Units from Early Voting:

Barry Jackson stated the purpose of today's organizational meeting was to verify that all Early Voting and Mail-in Ballot Canvass scanning units had been shut down, sealed, and secured properly after Early Voting and Canvass Day 1, and to print reports from each scanning unit.

Barry Jackson requested that the Board Members work in bipartisan teams to verify and remove security seals, confirm main and emergency compartments were empty, open scanning units, verify public and protected counts, print reports, and close and reseal scanning units.

WASHINGTON COUNTY BOARD OF ELECTIONS

November 5, 2024

Page 2

Tammy Downin and Brian Kane were Team #1. Donna Brightman and Kandace Carpenter were Team #2. Nancy Armstrong and Claudia Martin were Team #3. Barry Jackson and Teresa Morningstar were Team #4.

After all scanning units had finished printing reports and were resealed the organizational meeting adjourned at 2:21 pm.

Compiled by Sarah Hall
Election Program Specialist I

Respectfully Submitted,

 1/14/25
Tammy Downin, President Date

 1/14/25
Donna Brightman, Secretary Date