



Carroll County Board of Elections



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Carroll County Board of Elections Board Minutes January 15, 2025

Present

Board

Samuel Foster, President, in person

Karen Donaldson, Vice-President, in person

Carol Coley, Secretary, in person

Mitch Edelman, Member, in person

Ben Watson, Member, in person

Jay Gullo, Attorney, virtual

Staff

Erin Perrone, Director, in person

Jennifer Bartholow, Deputy Director, in person

Mia Faber, Election Program Supervisor, virtual

Kimberly Jones, Election Program Supervisor II, virtual

Isaac Nogueron, Election Program Specialist II, virtual

Olivia Smith, Election Program Specialist I, virtual

Public

Katherine Adelaide, Carroll County Republican Central Committee, virtual

Gina Miller, Carroll County Democratic Central Committee, in person

Cheryl Steinbacher, League of Women Voters, Carroll County, in person

Call to Order & Declaration of Quorum

Mr. Foster called the meeting to order at 10:05 am and declared a quorum was present.

Welcome

Mr. Foster welcomed Ms. Miller and Ms. Steinbacher who were in attendance and Ms. Adelaide who joined virtually.

Additions to the Agenda

Mr. Foster asked if any there were any additions to the agenda. There were no additions to the agenda.

Approval of Minutes

The Board approved the minutes from the December 18, 2024, meeting on a motion from Ms. Coley seconded by Mr. Watson. The motion carried unanimously.

Correspondence

Mr. Foster asked if there were any correspondence to share. Ms. Perrone stated that there was no correspondence to share at this time.

Election Director's Report

Public Information Requests

Ms. Perrone stated that there were no new requests. The previous PIA request from Ms. Robin Frazier was fulfilled on January 6, 2025.

Important Meetings and Events

- January 8th – CCBOE Progress Meeting – new space update
- January 14th – New Voting System (NVS) Meeting with SBE & LBEs
- January 16th – Erin & Jen – SBE/LBE Collaboration Meeting
- January 20th – Holiday – Martin Luther King Jr Day – Office closed
- January 21st – MAEO Meeting – the third Tuesday of each month
- January 22nd – Operating Budget Meeting with Budget Analyst
- January 22nd – CCBOE Progress Meeting – new space update
- January 23rd – State Board Meeting
- February 5th – CCBOE Progress Meeting – new space update
- February 17th – Holiday – Presidents Day – Office closed
- February 18th – MAEO Meeting
- February 19th – Manual Audit
- February 20th – Erin & Jen – SBE/LBE Collaboration Meeting

2024 Presidential General Election

- Voter Participation Survey – received a total of 111 responses.
 - Ms. Perrone supplied a copy of these responses to the board.

Candidate Filing – 2026 Gubernatorial Election

- Opens Tuesday, February 25, 2025
- Deadline to file is Tuesday, February 24, 2026, at 9 pm
- Staff members will be attending a refresher training held by the State Board of Elections on candidate filing.

2026 Gubernatorial Elections

- Primary Advanced Deadline to Register – Tuesday, June 9, 2026
- Primary Early Voting – Thursday, June 18 through Thursday, June 25, 2026
- Primary Election – Tuesday, June 30, 2026
- General Advanced Deadline to Register – Tuesday, October 13, 2026
- General Early Voting – Thursday, October 22 through Thursday, October 29, 2026
- General Election – Tuesday, November 3, 2026

Voter Registration

- Monthly statistical reports are available on our website. The link to the reports is <https://elections.carrollcountymd.gov/monthlyStats.aspx>.
- Day to day electronic batches and processing mail

Election Judges

- Election Judge Survey
 - Ms. Bartholow stated that there were over 200 responses from the election judges with a high rate of return and very good feedback. The election judge department will continue to reach out to those who have not responded.

IT/Warehouse

- Preparations for Manual Audit
 - Ms. Perrone explained the process of the manual audit. The board is not required to attend but are welcome to observe.
- Post Election Maintenance (PEM)
 - The IT staff members are checking all the voting equipment.

Personnel

- Performance Evaluation Plan (PEPs) – due January 31, 2025
 - Ms. Perrone and Ms. Bartholow are working on the PEPs for the staff.

Budget/County

- FY26 Budget
 - Ms. Perrone and Ms. Bartholow will be meeting with the Carroll County Budget Analyst next week.
- New building update
 - Ms. Perrone shared an update on the new building and that they are currently waiting on the permits to be completed.

2025 Board Meetings

- February 19, 2025
- March 19, 2025
- April 16, 2025
- May 21, 2025
- June 18, 2025
- July 16, 2025
- August 20, 2025
- September 17, 2025
- October 15, 2025
- November 19, 2025
- December 17, 2025

2025 Save the Date!

- February 19, 2025 – Manual Audit – Board members are not required to be at the manual audit
- TENT: February 26, 2025 – Manual Audit (Snow Date)
- May 4 to May 9, 2025 – MAEO Conference at the Grand Hotel in Ocean City
 - There will be more details to come.

Legislation

- Election Bills
 - Ms. Perrone stated that there are four departmental bills related to elections. There will be more details to come in February.

Attorney Report

Mr. Gullo discussed the policies for the public attending board meetings and the requirements for providing identification and signing in. If someone is going to request to speak, they must register and be pre-approved. Mr. Gullo explained to the board that they have the authority to develop guidelines, and this should be considered for the new building. Several different options were discussed.

Unfinished Business

The FY26 Budget was discussed during unfinished business. Mr. Watson made a motion to add a Spotify account to the budget for a cost of \$250. He explained the benefits of this account being that the office staff can play music without any political ads being broadcasted. Ms. Coley seconded the motion. The motion carried out unanimously. Mr. Watson made a motion to approve the FY26 Budget as revised. Ms. Donaldson seconded the motion. The motion carried out unanimously.

New Business

There was no new business to report.

Disclosure of Campaign Contributions

There are currently no campaign contributions to share.

Date of Next Meeting

The next scheduled meeting is Wednesday, February 19, 2025, at 10 am.

Adjournment

The motion for adjournment was made at 10:41 am by Mr. Watson. Ms. Coley seconded the motion. The motion passed unanimously.