



Carroll County Board of Elections



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Carroll County Board of Elections Board Minutes April 19, 2023

Present

Board

Griffith Manahan, President, in person
Samuel Foster, Vice-President, in person
John Woodley, Secretary, in person
Carol Coley, Member, in person
Harvey Tegeler, Member, in person
Jay Gullo, Attorney, by virtual

Staff

Katherine Berry, Election Director, in person
Erin Perrone, Deputy Director, in person

Public

Mitch Edelman, Citizen
Cheryl Steinbacher, Co-chair, League of Women Voters, Carroll County

Call to Order & Declaration of Quorum

Mr. Manahan called the meeting to order at 10:00 am and declared that a quorum was present.

Welcome

Mr. Manahan welcomed those in attendance.

Additions to the Agenda

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

Approval of Minutes

The Board approved the minutes from the February 15, 2023, meeting on a motion from Mr. Woodley, seconded by Mr. Foster. The motion carried unanimously. The Board approved the minutes from the March 24, 2023, meeting on a motion from Mr. Woodley, seconded by Ms. Coley. The motion carried unanimously.

Public Comments

Cheryl Steinbacher, the Co-chair of the League of Women Voters (LWV) of Carroll County, stated how impressed she is on how the meetings are conducted. She thanked the Board for their continued dedication to the mission of being nonpartisan and conducting professional meetings. Ms. Coley thanked Ms. Steinbacher for continuing to be a valuable resource to the voters of Carroll County.

Correspondence

Ms. Berry stated that no correspondence has been received since the last meeting.

Attorney Report

Mr. Gullo stated he is assisting with reviewing COMAR regulations and preparing for the MAEO Conference. He encouraged the Board to contact him if there are any legal issues that may affect other local election boards. He reviewed the legal memo that was emailed by Ms. Perrone regarding the reason for the closed session at the end of the meeting. Ms. Coley suggested that voters with multiple voting credit (“double voters”) to be addressed with other local board counsels during the MAEO Conference.

Election Director’s Report

Important Meetings

March 14 – South Carroll Republican Club Meeting

March 16 – Election Directors’ Meeting

March 21, April 12 – New pollbook planning meeting – Ms. Berry stated that Ms. Perrone is a member of this subcommittee

April 10 – Conclusion of the Maryland General Assembly

April 14 – UASI Grant Meeting

April 29 – State Board Meeting – Ms. Berry stated that Linda Lamone, State Administrator of Elections, announced her retirement effective September 1st

Voter Registration

Ms. Berry stated that the monthly statistical reports are available on our website. The link to the reports is <https://elections.carrollcountymd.gov/monthlyStats.aspx>.

Voter registration deadlines for the municipal elections are being managed by the staff. Municipal election information is on our website.

The State Board of Elections (SBE) held a JAD session at the end of March. This session is to suggest and discuss improvements to MDVOTERS, the statewide voter registration database. Ms. Perrone attended the JAD session.

Elections/Polling Places/Early Voting Centers

Ms. Berry reminded the Board that the date of the 2024 Presidential Primary Election will be Tuesday, May 14th.

The review of polling places and early voting centers will begin in May. The polling place plan required by HB410 should be ready in early fall for the Board to review and SBE to approve.

The North Carroll Pantherplex is being considered to continue being an early voting center as it was in the 2022 elections. The former library cannot be used in 2024, however the band room and the cafeteria is being evaluated.

Mail-in Ballots

Ms. Berry stated that the process of reviewing the placement of the ballot drop boxes will begin in May for the Board's approval in late summer.

SB379/HB535 passed during the legislative session. This bill requires local boards to begin canvassing mail-in ballots eight days prior to the start of early voting. It is assumed that mail-in ballot applications may be mailed by SBE as early as January 2024. In response to a question, Ms. Berry stated that she anticipates only one day of early canvass depending on the number of ballots that are received. Mr. Manahan expressed his concern that not all local boards may find it necessary to canvass early. Mr. Woodley expressed his concern about the fiscal costs of canvassing early with a low quantity of ballots returned.

Election Judges

Ms. Berry reported that pamphlets, applications and other election judge outreach materials are being finalized to reflect the changes made during the legislative and county budget sessions.

Outreach events are being evaluated to determine which events can be attended by staff. Research is being conducted for the availability of high schools hosting an outreach event in the fall.

All election judges will have an increase in pay for serving during early voting or on election day. The minimum pay for an election judge is \$250.00, and there is a \$100.00 bonus for returning election judges. If a returning election judge works multiple days of early voting, the election judge is eligible to get that \$100.00 bonus for each day of early voting. The increase of pay and the bonus for returning election judges is a result of the passage of HB1200/SB925 in the legislative session.

A meeting will be held with the county payroll and Human Resources Office to develop best practices for election judges to complete tax paperwork. Ms. Berry recognized Olivia Smith for her hard work with developing a secure portal for election judges to use to submit their paperwork.

IT/Warehouse

Ms. Berry stated that Post Election Maintenance (PEM) is complete on the scanning units, ballot marking devices, voting booths, and electronic pollbooks.

Preparations to package the current electronic pollbooks and receive the new pollbooks will occur in late summer or early fall. Any ancillary items to order for the new pollbooks should be placed in FY23.

Personnel & Budget

Ms. Berry reported that April 18th was the last budget working session for the commissioners. The request for additional funds in the continuing education was removed from the budget by the commissioners.

The commissioners approved a budget request of \$5.5 million to renovate the new space. Currently, there are discussions on who should perform the renovations – the county or the leasing company. To use the space quicker, proposing a phased in approach may be necessary. It would be beneficial to get the training space renovated first so that election judge training may occur in the new space in February 2024. The Department of Homeland Security (DHS) is scheduled to evaluate the new space on Monday, May 1st so that recommendations can be reviewed and implemented.

The job recruitment for the Election Program Assistant II position closed on Tuesday, April 18th.

2023 Board Meetings

- May 31st – Final meeting of the current board
- June 21st – First meeting of the new board
- October 19th – Biennial Meeting hosted by the State Board of Elections. This meeting is mandatory for board members and attorneys. It will be held in Annapolis.

2024 Save the Date!

- April 8th – May 14th – Drop Box Pick-Ups
- April 22nd – First Mail-In Ballot Canvass
- May 2nd – 9th – Presidential Primary Early Voting
- May 14th – Presidential Primary Election Day
- May 16th – Mail-In Ballot Canvass
- May 22nd – Provisional Ballot Canvass
- May 24th – Final Canvass & Certification
- September 30th – November 5th – Drop Box Pick-Ups
- October 14th – First Mail-In Ballot Canvass
- October 24th – 31st – Presidential General Early Voting
- November 5th – Presidential General Election
- November 7th – Mail-In Ballot Canvass
- November 13th – Provisional Ballot Canvass
- November 15th – Final Canvass & Certification

Unfinished Business

There is no unfinished business.

New Business

Mr. Manahan stated that the Board will adjourn the open meeting before going into a closed meeting. The rest of the agenda was addressed before convening the closed meeting.

Disclosure of Campaign Contributions

No contributions were reported.

Date of Next Meeting

The next board meeting will be held on Wednesday, May 31st, 2023 at 10:00 a.m.

Adjournment

The meeting was adjourned on a motion by Ms. Coley, seconded by Mr. Tegeler at 10:52 am. The motion passed unanimously.