



Carroll County Board of Elections



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Carroll County Board of Elections Board Minutes June 16, 2021

Present

Board

Griffith Manahan, President

John Woodley, Secretary

Samuel Foster

Harvey Tegeler

Carol Coley

Staff

Katherine Berry, Election Director

Paula Troxell, Deputy Director

Erin Perrone, Election Program Manager

Jay Gullo, Attorney, by telephone

Call to Order & Welcome

Mr. Manahan, President, called the meeting to order at 10:00 a.m. A quorum was present. Mr. Manahan welcomed Ms. Carol Coley as the newest member of the board.

New Business

Mr. Manahan stated that a new Vice-President must be nominated to fill the vacancy left by the resignation of Ms. Laura O'Callaghan. Mr. Tegeler made the motion to nominate Mr. Foster to be the new Vice-President, and the motion was seconded by Mr. Woodley. The motion carried unanimously. Ms. Berry explained that the composition of the Board is based on the party affiliation of the Governor. The majority of the Board membership is based on the current Governor's party affiliation.

Approval of Minutes

The Board approved the minutes from the April 21, 2021 meeting on a motion from Mr. Tegeler, seconded by Mr. Foster. The motion carried unanimously.

Attorney Report

Mr. Gullo reported that he will be presenting at the MAEO Conference in August about conducting effective open meetings. He will also participate in discussions with other local board counsels about legislation that passed in the 2021 session of the General Assembly.

Director's Report

Ms. Berry welcomed Ms. Coley to the Board. Ms. Berry confirmed that various informational documents were sent to Ms. Coley to bring her up to speed on board roles and responsibilities.

Announcements & Important Meetings

A list of meetings was included on the report.

Voter Registration

Ms. Berry stated that voter registration training was held for approximately 12 people on June 8th at the Women's Republican Club of Carroll County. There were many questions but not questions specifically about voter registration. In response to a question, Ms. Berry stated that Ms. Coley may still participate in voter registration training or registration drives.

ERIC reports were processed in April to continue performing routine list maintenance on voter registration records. Ms. Berry explained that ERIC reports used to be processed every three months, not every month. We are now required to process ERIC reports every month.

The monthly statistical reports have been posted to the office's website. Ms. Berry explained that several reports are posted monthly to the website: 1) a report showing the number of new registered voters, cancelled registered voters, party affiliation changes, and current active registered voters and 2) three reports showing the number of registered voters by congressional, legislative and commissioner districts. The reports can be found at <https://elections.carrollcountymd.gov/FactsAndFigures.aspx>.

The municipal elections have been closed and certified in MDVOTERS. Voters who voted in one of the municipal elections have received voting credit in MDVOTERS. Ms. Berry explained that the Carroll County elections office provides a printed list of registered voters to each municipal to conduct the election and does not provide voting equipment. Each municipal has its own set of election laws, and some municipals follow specific State guidelines on topics such as challengers and watchers.

IT/Warehouse

Ms. Berry reported that the State Board of Elections may be updating the 2022 usage requirements for the ballot marking devices since there was an increase of voters who used the ballot marking devices in 2020. The ballot marking device software will not be updated, so the functionality will stay the same. Ms. Berry stated that additional ballot marking devices cannot be purchased because there are no funds in the budget.

The new electronic pollbooks are now anticipated to be included on the agenda for the September meeting of the Board of Public Works. The September date is later than originally planned. A new electronic pollbook solution has not been selected yet. The cost of the new electronic pollbooks is a 100% cost to Carroll County and the funds have been budgeted. MAEO is in the process of drafting a letter to MACo to request that local boards pay 50% and the State pays 50% of the cost of the new electronic pollbooks. A deadline to determine whether the current electronic pollbooks will have to be used for the 2022 elections has not been given.

Staff has been presenting solutions to space issues in the warehouse and the Board will be updated at the August meeting.

Polling Places/Election Judges

Ms. Berry stated that visits to new potential early voting centers have occurred. The Board will have to decide which facilities will be used as an early voting center in a future meeting. It is now required that Carroll County has three early voting centers with an option to have a fourth center. Because there will be over 100 ballot styles in the 2022 primary election, it may be required to find a larger facility in Westminster and southern Carroll County. Ballot carts are being ordered to house the ballots styles for each early voting center, and the rooms in the current early voting centers are too small to include the ballot carts. The budget includes payment for two early voting centers. Ms. Berry reiterated that 80% of registered voters must live within five miles of one of the three early voting centers, and heat maps will be made to determine whether a location will meet that requirement. A discussion ensued about current and new potential early voting centers.

Visits to current and new potential polling places have begun and will continue through most of the summer to update accessibility information. This process will help to determine whether a current polling place should continue to be used or should be moved. Some other factors to consider is whether small polling places should be used, or large polling places should be used to simulate the vote center concept used in the 2020 general election.

Staff planning meetings are occurring on a biweekly basis to discuss election judge supplies, training, and ballot carts. One idea is to move election judge training to the gymnasium and the Robert Moton Room if training cannot be done virtually. However, the rooms must be reserved by December 31st. More decisions must be made before it can be decided where election judge training can be conducted.

Candidate Filings

There have been no new candidate filings since the last meeting.

Redistricting

Ms. Berry stated that the Commissioners selected the members of the redistricting committee. James McCarron was chosen to be the Board of Elections representative. Ms. Berry said that Mr. McCarron would like to discuss with the board their expectations, concerns, financial impact, and the overall process of redistricting.

Maryland's Department of Planning anticipates having data to the local boards in late August. The committee will develop a plan and submit it to the Carroll County Delegation. Emergency legislation will have to be introduced in the 2022 session of the General Assembly to approve redrawn County Commissioner lines.

Ms. Berry explained that redrawing the congressional, legislative and commissioner district lines have a major impact when preparing for the 2022 elections. Redistricting will determine how many registered voters are located at a particular polling place, how much equipment is to be deployed, how many election judges need to be hired and trained, how many new polling places are necessary or if a polling place needs to be relocated.

A motion was made by Mr. Tegeler to schedule a meeting to discuss the redistricting process with interested parties (delegation, commissioners, attorney, Mr. McCarron), seconded by Mr. Woodley. The motion carried unanimously.

Legislation

Ms. Berry reported that small workgroups were formed to begin gathering information regarding legislation that did not pass the 2021 session of the General Assembly. The legislation that did not pass will more than likely return in the 2022 session.

Next Board Meeting and Important Dates for Your Calendar

Ms. Berry reviewed the dates of future Board meetings and tentative dates for next year's elections.

- July 28 – Board Meeting
- August 18 – Board Meeting
- August 23 through 27 – MAEO/Biennial Conference – Ocean City – Ms. Berry stated that the agenda for the conference is very similar to the agenda from the 2020 conference.
- September 15 – Board Meeting
- October 20 – Board Meeting
- November 17 – Board Meeting
- December 15 – Board Meeting
- January 19, 2022 – Board Meeting

- February 16, 2022 – Board Meeting
- March 16, 2022 – Board Meeting
- April 20, 2022 – Board Meeting
- May 18, 2022 – Board Meeting
- June 15, 2022 – Board Meeting

2022 Election Dates – *TENTATIVE*

- June 16-23, 2022 – Primary Early Voting
- June 28, 2022 – Primary Election Day
- June 30 and July 8, 2022 – Absentee Ballot Canvass
- July 6, 2022 – Provisional Ballot Canvass
- October 27 – November 3, 2022 – General Early Voting
- November 8, 2022 – General Election Day
- November 10 and 18, 2022 – Absentee Ballot Canvass
- November 16, 2022 – Provisional Ballot Canvass

Board Members Political Activities

None. To provide clarification to Ms. Coley as the new board member, Mr. Manahan explained that the Carroll County Board of Elections is governed by the by-laws. In the by-laws, it is required that each member report any political donations in an open meeting. Board members are permitted to post political signs in their yard; however, they may not campaign in support of a candidate.

Date of Next Meeting

The next board meeting will be held on Wednesday, July 28, 2021 at 10:00 a.m.

Adjournment

The meeting was adjourned on a motion by Mr. Tegeler, seconded by Mr. Woodley to adjourn the meeting at 11:24 a.m. The motion passed unanimously.

Closed Meeting Held on June 16, 2021

Mr. Manahan requested a motion to close the meeting at 11:27 am under General Provisions Article §3-305(b)(1), which exceptions permit closing a meeting to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals. Meeting in closed session allows the members of the Board to be briefed on various personnel matters and share their views without compromising the confidentiality of those discussions. Mr. Manahan made a motion to convene in closed

session; seconded by Mr. Foster. The motion carried unanimously. The meeting was closed at 12:14 pm.

Present

Board:

Griffith Manahan, President

Samuel Foster, Vice-President

John Woodley, Secretary

Harvey Tegeler

Carol Coley

Staff:

Katherine Berry, Election Director – for part of the meeting

Attorney

Jay Gullo, by telephone