



Carroll County Board of Elections



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Carroll County Board of Elections Board Minutes August 16, 2023

Present

Board

Samuel Foster, President, by virtual
Karen Donaldson, Vice-President, in person
Carol Coley, Secretary, in person
Mitch Edelman, Member, in person
Ben Watson, Member, in person

Staff

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

Public

Katherine Adelaide, Citizen, by virtual
Corynne Courpas, Carroll County Democratic Central Committee, in person
Robin Frazier, Citizen, in person

Absent

Jay Gullo, Attorney

Call to Order & Declaration of Quorum

Ms. Donaldson called the meeting to order at 10:01 am and declared a quorum was present.

Welcome

Ms. Donaldson welcomed those in attendance. Ms. Courpas introduced herself as the Chair of the Carroll County Democratic Central Committee.

Additions to the Agenda

Ms. Donaldson 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 June 21, 2023, meeting on a motion from Ms. Coley, seconded by Mr. Edelman. The motion carried unanimously.

Public Comments

Ms. Berry stated that no members of the public notified her prior to the meeting requesting to address the board.

Correspondence

Ms. Berry stated that a PIA request asking for ballot drop box and mail-in ballot chain of custody has been fulfilled. Some of the request could not be fulfilled because of processes established by the State Board of Elections (SBE). In addition, one voter contacted Ms. Berry about attending a voter outreach event at Westminster Pride Festival.

Attorney Report

There was no attorney report in Mr. Gullo's absence.

Election Director's Report

Important Meetings

July 20th & 21st – Ms. Berry attended a meeting of the Local Leadership Council at the Election Assistance Commission (EAC). The conference was held in Washington DC and approximately 35 states attended the conference in person.

August 3rd – Ms. Berry and Ms. Perrone joined the Election Directors' Meeting. The transition to a new State Administrator is ongoing.

August 17th – Election Directors' Meeting

August 29th – State Board Meeting

September 11th – Ms. Berry was invited to speak at the Democratic Club meeting.

Ms. Perrone - Weekly meetings for the new pollbooks

Ms. Berry and Ms. Perrone - Weekly meetings for the *Election Judges' Manual*

Voter Registration

Ms. Berry reported that ERIC reports were completed in late July.

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

Mail-in Ballots

Ms. Berry stated that there is nothing to report.

Polling Places/Early Voting Centers

Ms. Berry reported that the early voting centers and ballot drop box locations will be presented during the "New Business" portion of the agenda.

Ms. Berry stated that the Carroll County Public Schools are enforcing a policy to keep all doors locked during school events. Unfortunately, this policy includes voting activities on election day and has spurred discussions on how to handle voters who are going into their polling place to vote. Some options include hiring a security company or using volunteers to greet and open the doors for voters, but that cost has not been included in the budget. After a discussion and a unanimous objection to this policy, it was determined that having

the schools locked during voting hours on election day is a detriment to the staff, election judges, and the voters of Carroll County.

Election Judges

Ms. Berry reported that the county is coordinating efforts to streamline the process of getting tax and hiring paperwork for the election judges. The county is also promoting direct deposit instead of issuing paper checks for election judge pay.

IT/Warehouse

Ms. Berry stated that there is nothing to report.

Personnel/Budget/County Issues

Ms. Berry reported that the newest staff member, Hunt Hobbs, is learning and working hard to learn the day-to-day activities of the office. One of his main tasks is to manage the nursing home program.

Ms. Berry reported that requests for the Capital Income Project (CIP) is due in September. The CIP includes projects that could occur in the future. Ms. Berry stated that she requested a county vehicle that would be dedicated to the election's office. CIP funds do not appear in the operating budget.

Ms. Berry stated that she joined county officials and the construction company at the new space for a walk through. It appears that the county is closer to signing the lease. Ms. Berry and Mr. Gullo pulled out of the lease meetings since the lease is with the county and not the Board of Elections.

Ms. Berry explained the process of attending voter outreach events. There is a small advertising budget that allows the staff to attend some voter outreach events. Some events have a fee to participate in the event. Prior to COVID, the staff participated in many voter outreach events at high schools, local fairs, and expos. Since COVID, the number of voter outreach events have decreased, however, there are some events in which coordinators contact the office to invite staff to attend. Attending an event depends on the cost, staff schedules, and the time of year and workload of the office. Finally, these events have produced not only new voter registrations or updates to a current voter registration, but they have also become a great opportunity to recruit election judges.

2023/2024 Board Meetings

- September 20th, 2023
- October 18th, 2023
- October 19th, 2023 – Biennial Meeting hosted by the State Board of Elections. This meeting is mandatory for board members and attorneys. It will be held in Annapolis.
- November 15th, 2023
- December 13th, 2023
- January 17th, 2024

- February 21st, 2024
- March 20th, 2024
- April 17th, 2024
- No meeting in May 2024
- June 19th, 2024
- July 17th, 2024
- No meeting in August 2024
- September 17th, 2024
- October 16th, 2024

2024 Election 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

Ms. Perrone stated that the By Laws adopted at the June 21st meeting need to be signed. Those in attendance signed the By Laws, and Mr. Foster and Mr. Gullo will need to sign them before they are sent to SBE.

New Business

Approval of Ballot Drop Box Locations

Ms. Berry explained that the number of ballot drop boxes must be the minimum number of boxes used in the 2020 elections with the option of adding ballot drop boxes. The number of ballot drop boxes used in the 2020 elections was six. It was proposed to continue using six ballot drop boxes at the same locations used in the 2022 elections. The locations used in the 2022 elections already have 24/7 surveillance since they are county buildings.

Those locations include:

- Taneytown Senior Center
- Coppermine Pantherplex (formerly known as North Carroll High School)
- Elections Office
- Westminster Senior Center

- Mt Airy Senior Center
- South Carroll Senior Center

Ms. Berry proposed using the same six ballot drop box locations. The Board approved using six ballot drop boxes and the locations on a motion from Ms. Coley, seconded by Mr. Edelman. The motion carried unanimously.

Approval of Early Voting Centers

Ms. Berry explained that the number of early voting centers is determined by the number of registered voters. Since there are over 125,000 registered voters, it is required to have a minimum of three early voting centers with the option of adding a fourth early voting center. The early voting centers used in the 2022 elections include:

- Westminster Senior Center
- South Carroll Senior Center
- Coppermine Pantherplex (formerly known as North Carroll High School)

Ms. Berry proposed using the same three early voting centers. The Board approved the location of the early voting centers on a motion from Ms. Coley, seconded by Mr. Watson. The motion carried unanimously.

Disclosure of Campaign Contributions

No contributions were reported.

Date of Next Meeting

The next board meeting will be held on Wednesday, September 20th, 2023, at 10:00 a.m.

Adjournment

The meeting was adjourned on a motion by Ms. Coley, seconded by Mr. Edelman at 11:03 am. The motion passed unanimously.