



# Carroll County Board of Elections



300 South Center Street, Room 212 Westminster, MD 21157-5366

410-386-2080

MD RELAY: Call 711 or 800-735-2258 (TTY)

Toll Free: 1-888-302-8978

ccboe@carrollcountymd.gov

elections.carrollcountymd.gov

FAX: 410-876-3925

## Carroll County Board of Elections Board Minutes September 15, 2021

### **Present**

#### *Board*

Griffith Manahan, President

Samuel Foster, Vice-President

John Woodley, Secretary

Carol Coley

Harvey Tegeler

#### *Staff*

Katherine Berry, Election Director

Erin Perrone, Deputy Director

Jay Gullo, Attorney, by telephone

### **Call to Order & Welcome**

Mr. Manahan called the meeting to order at 10:01 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. No additions were added to the agenda.

### **Public Comments**

No members of the public were in attendance.

### **Approval of Minutes**

The Board approved the minutes from the June 16, 2021 meeting on a motion from Mr. Woodley, seconded by Ms. Coley. The motion carried unanimously.

### **Correspondence**

Ms. Berry stated that no new correspondence has been received.

### **Attorney Report**

Mr. Gullo reported that he attended a session with other local board attorneys and Andrea Trento, Assistant Attorney General for the State Board of Elections during the MAEO

Conference. One of the topics discussed was the request for a forensic audit in some jurisdictions. The guidance provided by Mr. Trento included that the local boards do not have the authority to mandate a forensic audit.

### **Election Director's Report**

#### *Personnel & Budget*

Ms. Berry welcomed three new staff members. John Michael Gudger, Candy Sample, and Riley Meyers. Everyone welcomed the new staff to the office. Another new employee will begin on Wednesday, September 22<sup>nd</sup>. Interviews for the last vacant position have begun and a decision should be made by next week.

Ms. Berry stated that she was selected to be a part of the Carroll Community College's grant-funded Leadership Peer Advisory Group. She will be participating in management seminars and trainings to help enhance management skills that will benefit the staff.

In October, staff will be participating in a team building exercise and communications training hosted by the Carroll Community College.

The Department of Homeland Security (DHS) conducted a S.A.F.E Assessment in late-August to help address security concerns and needs for future capital project requests. Capital project requests were submitted for additional safety and security measures, and a request for new building construction. Ms. Berry stated that we currently have approximately 13,000 square feet of space (including the administrative office and warehouse).

#### *Announcements & Important Meetings*

A list of meetings was included on the report.

#### *Voter Registration/Absentee*

Ms. Berry reported that the monthly statistical reports have been posted to the office's website. The reports can be found at <https://elections.carrollcountymd.gov/FactsAndFigures.aspx>.

The State Board of Elections (SBE) has begun sending letters to voters who turn in their Maryland driver's license. If a letter is received from the voter, the voter may be cancelled in MDVOTERS. In addition, SBE will begin sending letters to inactive voters whose voter registration address is different than their address with the MVA.

The option for voters to be a "permanent absentee voter" is now available on SBE's online voter request system and the mail-in ballot application. SBE is planning to have a data processing center to help the local boards process applications after they are mailed to voters next year.

#### *IT/Warehouse*

Ms. Berry reported that it is required to have two ballot marking devices in 50% of the polling places with a focus on 20% of the polling places that are the furthest away from the

office. Additional ballot marking devices are not included in the FY22 budget. A request was made to lease 72 additional ballot marking devices so that all polling places will have at least two ballot marking devices.

The new electronic pollbook project was addressed during the SBE Biennial that was held in August. New printers for the electronic pollbooks should be delivered in the fall.

A mock election will be held in November. One of the processes that will be tested during the mock election includes changes to Logic & Accuracy (L&A) testing. The process involves dividing a test deck between a certain number of scanning units instead of using the entire test deck for each scanning unit.

#### *Candidate Filings*

Candidate filings have been more frequent. An updated list of candidates who has filed for office can be found at [https://elections.maryland.gov/elections/2022/primary\\_candidates/index.html](https://elections.maryland.gov/elections/2022/primary_candidates/index.html).

#### *Redistricting*

Ms. Berry stated that the Commissioner Redistricting Committee has met twice to discuss map proposals. Their goal is to have a map recommendation by early October. This will allow the office to review the map and provide comments. The map will be completed by the time the special session starts in December. Mr. Manahan stated that the committee started with 13 maps and then narrowed it down to three maps.

#### *Legislation*

Ms. Berry reported that the Maryland Association of Election Officials (MAEO) worked on proposed legislation regarding opening mail-in ballots prior to election day. The group is locating a sponsor to introduce the proposed legislation during the 2022 legislative session.

#### *Polling Places/Election Judges*

Ms. Berry stated that SBE will be sending guidelines for implementing the Student and Military Empowerment Act to ensure there are adequate voting locations on school and military property.

The Town of Mt. Airy will conduct a special election for mayor on November 2<sup>nd</sup>. The close of registration is October 4<sup>th</sup>.

The post-election audit report conducted by SBE was distributed. There was one audit finding on the report involving an election judge who did not write "0" in the spoiled ballot activation card column.

Correspondence was received about additional audits and recall elections for the Board of Education.

#### *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.

- October 13, 2021 – Special Board meeting to review redistricting proposal
- November 17, 2021 – Board Meeting
- December 15, 2021 – 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

**Unfinished Business**

There is no unfinished business.

**New Business**

Ms. Berry explained that the regular and contingent locations to be used for early voting need to be decided. The decisions are preliminary because SBE must release updated early voting selection forms to include a definition of “historically disenfranchised communities.” Also, the early voting centers must be presented and approved by the State Board at one of their meetings in the coming months.

*Center 1 – Westminster Senior Center, 125 Stoner Avenue, Westminster or Best Western, 451 WMC Drive Westminster*

On a motion from Mr. Manahan, it was decided to keep EV01 at the Westminster Senior Center with a contingency site at the Robert Moton Building Gymnasium. The motion was seconded by Ms. Coley. The motion carried unanimously.

*Center 2 – South Carroll Swim Club, 1900 W Liberty Road, Westminster or South Carroll Senior Center, 5928 Mineral Hill Road, Sykesville*

On a motion from Mr. Tegeler, it was decided to move EV02 to the South Carroll Senior Center with a contingency site at the Mt. Airy Senior Center. The motion was seconded by Mr. Woodley. The motion carried unanimously.

*Center 3 – North Carroll Senior Center, 2328 Hanover Pike, Hampstead or Manchester Activities Building, 3297 York Street, Manchester*

On a motion from Mr. Tegeler, it was decided to add EV03 to the North Carroll Senior Center with a contingency site at the Manchester Activities Building. The motion was seconded by Ms. Coley. The motion carried unanimously.

**Disclosure of Campaign Contributions**

Mr. Tegeler disclosed a \$100.00 contribution to Shoemaker for State's Attorney and \$25.00 to April Rose. Mr. Manahan disclosed a \$50.00 contribution to April Rose.

**Date of Next Meeting**

The next board meeting will be held on Wednesday, October 13, 2021 at 10:00 a.m.

**Adjournment**

The meeting was adjourned on a motion by Mr. Woodley, seconded by Ms. Coley to adjourn the meeting at 12:16 pm. The motion passed unanimously.