



# ***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 November 15, 2023

### **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, Election Program Specialist, in person  
Kimberly Jones, Election Program Supervisor II, virtual  
Mia Faber, Election Program Supervisor, virtual  
Hunt Hobbs, Election Program Assistant, virtual

#### *Public*

Katherine Adelaide, Carroll County Republican Central Committee, in person  
Jessica Bronson, citizen, virtual  
Rich Collins, Carroll County Republican Central Committee, in person  
Corynne Courpas, Carroll County Democratic Central Committee, in person  
Robin Frazier, Carroll County Republican Central Committee, in person  
Marty Hankins, League of Women Voters, Carroll County, virtual  
Griffith Manahan, Former CCBOE President and citizen, virtual  
Thomas Scanlan, Carroll County Democratic Central Committee, in person  
Kim Sipes, citizen, virtual  
Cheryl Steinbacher, Co-Chair, League of Women Voters, Carroll County, in person

### **Call to Order & Declaration of Quorum**

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

### **Welcome**

Mr. Foster welcomed those in attendance and introduced the members of the public that were present.

### **Additions to the Agenda**

Mr. Foster 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 October 18th, 2023, meeting on a motion from Mr. Watson, seconded by Ms. Coley. The motion carried unanimously.

### **Public Comments**

Mr. Foster reviewed the public comments policy. It is required that members of the public ask in advance to speak to the Board by emailing or calling Ms. Perrone.

Corynne Courpas, on behalf of the Carroll County Democratic Central Committee, requested to speak and followed the public comment policy. Ms. Courpas was granted three minutes to address the Board. She told the Board that Ms. Frazier invited her to join the Election Integrity Committee and stated her concerns for the ballot box collection processes. Ms. Courpas saw nothing of concern regarding the ballot box collection process but promised to discuss it with the Democratic Central Committee. Ms. Courpas expressed her concerns of national threats towards election officials.

*"The CCDCC asks our Republican friends to allow this Board to concentrate on the work at hand. We believe that they will take all the necessary steps to continue their excellent performance in future elections. In our opinion, the report submitted by the CCRCC Committee is a litany of 'solutions in search of problems.' We believe that free and accessible elections followed by the PEACEFUL transfer of power, are the fundamental strength of America. We should all work together to continue that tradition here in Carroll County."*

Mr. Foster and Ms. Coley thanked Ms. Courpas for her support.

### **Correspondence**

Ms. Perrone provided the Board with copies of:

- *Bylaws of the Carroll County Board of Elections* – signed by the CCBOE board members on October 18, 2023.
- *Assignment of Local Board of Elections' Duties to Members of the Local Board, the Election Director and Staff* – signed by the CCBOE board members on October 18, 2023.
- *Resolution to Require Additional Processes and Improved Dual Control in the handling of Election Ballots* – as adopted by the Carroll County Republican Central Committee on October 19, 2023.
- *Ballot Drop Boxes: Chain of Custody Procedures for Removal & Return of Election Materials* – State of Maryland Board of Elections revision September 23, 2022 (Updated for the 2022 General Election)

**Attorney Report**

Mr. Gullo stated that at the Biennial conference he had the pleasure of meeting the Assistant Attorney General, Dan Kobrin, and he was provided with the new bylaws.

**Election Director's Report**

***Public Information Requests & Correspondence***

Ms. Perrone stated that there were no requests at this time.

***Important Meetings***

- November 2<sup>nd</sup> – Open Meeting of the Commissioners to sign lease on new building
- November 7<sup>th</sup> – Visit by Jared DeMarinis and Katherine Berry from SBE
- November 9<sup>th</sup> – Erin participated in mock interviews at Liberty High School
- November 9<sup>th</sup> – Erin spoke to the League of Women Voters about voting structure, processes, safety and security
- November 10<sup>th</sup> – Office closed in observance of Veterans Day
- November 16<sup>th</sup> – Election Directors' Meeting hosted by SBE (in person)
- November 23<sup>rd</sup> and 24<sup>th</sup> – Office in observance of Thanksgiving and American Indian Heritage Day
- November 29<sup>th</sup> – MAEO Director/Deputy Director Mentor Meeting
- November 30<sup>th</sup> – State Board Meeting at 2 pm

***Candidate Filing***

- Board of Education – four candidates filed at office
- Congressional District 2 – one candidate filed at SBE
- Congressional District 3 – four candidates filed at SBE
- President – no candidates filed at SBE
- Encourage candidates to make an appointment to file for candidacy

***Voter Registration***

- Monthly statistical reports are available on our website. The link to the reports is <https://elections.carrollcountymd.gov/monthlyStats.aspx>.
- ERIC reports were processed by the November 17, 2023, deadline

***Mail-In Ballots***

Date	Total MIBs	Domestic	UOCAVA	Non Perm MIBs	Perm MIBs	Mailed	Web Delivery	Large Print
10/10/2023	10,491	10,447	44	-	10,416	9,289	1,201	1
11/08/2023	10,501	10,458	43	79	10,422	9,286	1,214	1
Change since previous month	+10	+11	-1	0	+6	-3	+13	0

### ***Early Voting Centers/Polling Places***

Ms. Perrone reported that the Early Voting Center plans were approved by SBE on October 26, 2023. Approval for the polling places is still pending and a date for this action is unknown.

### ***Election Judges***

Ms. Perrone stated that the Election Judge team is still awaiting updated tax documents and paperwork for the upcoming election from the County.

### ***IT/Warehouse***

Ms. Perrone explained that although the new pollbooks will not be used in the 2024 elections, we will continue to work with SBE to train our staff and test the functionality of the system. During the week of November 27, 2023, members of our staff will be attending a training on the new pollbooks. During the week of December 4, 2023, members of our staff will participate in testing the pollbooks and the connectivity.

### ***Personnel***

Ms. Perrone informed the Board that recruitment for the Deputy Director position closed on November 13, 2023, at 11:59 p.m. With Mr. Gullo's advice it was decided that any further questions regarding the hiring process would be discussed during a closed session. No motion was made for this matter to be carried into a closed session.

Ms. Perrone shared with the Board that office staff member Hunt Hobbs and his wife welcomed their first baby on Halloween. Adrian Hobbs weighed 7 lbs., 9oz., is healthy and the family is doing well.

The Board members were invited to join the office staff for their holiday party. This will take place on Friday, December 15, 2023, at noon. The staff decided to have a potluck where they will all bring a dish to share and the board members contributions will be put towards the main dish, paper products and beverages.

### ***Budget/County***

Ms. Perrone informed the Board on the status of the new building. During the November 2, 2023, meeting of the Carroll County Commissioners, the new building was approved and the lease was signed. Ms. Perrone is in contact with the Carroll County & SBE IT departments to get their part started as it can be a six-month lead time to get the work completed installing the T1 lines required for MDVOTERS connectivity. Ms. Coley stated that the timeline for the building completion was very close to the date of the election and asked whether we would move that close to the election. Ms. Perrone stated that a lot needs to happen between now and then and we will have to wait and see when the project is complete. We will also need to see what SBE, and the County will require.

The FY25 Budget is due on December 8, 2023, and Ms. Perrone will present to the board at the December 13, 2023, meeting. Ms. Perrone reminded the board members if requested any additions to the budget to please let her know. Ms. Coley responded that she was happy

that the election judges increase took place in the last budget and she had nothing new to add.

### **2023/2024 Board Meetings**

- December 13, 2023 – review the proposed FY25 budget and closed meeting to discuss personnel and review a request for a confidential voter status
- January 17, 2024
- February 21, 2024
- March 20, 2024
- April 17, 2024
- No Meeting in May
- June 19, 2024
- July 17, 2024
- No Meeting in August
- September 18, 2024
- October 16, 2024

### **2024 Election Save the Date!**

- April 8 – May 14, 2024 – Drop Box Pick-Ups
- April 22, 2024 – First Mail-In Ballot Canvass
- May 2-9, 2024 – Presidential Primary Early Voting
- May 14, 2024 – Presidential Primary Election Day
- May 16, 2024 – Mail-In Ballot Canvass
- May 22, 2024 – Provisional Ballot Canvass
- May 24, 2024 – Final Canvass & Certification
- September 30 – November 5, 2024 – Drop Box Pick-Ups
- October 15, 2024 – First Mail-In Ballot Canvass (\*Note the date change\*)
- October 24-31, 2024 – Presidential General Early Voting
- November 5, 2024 – Presidential General Election
- November 7, 2024 – Mail-In Ballot Canvass
- November 13, 2024 – Provisional Ballot Canvass
- November 15, 2024 – Final Canvass & Certification

### **Unfinished Business**

There was no unfinished business reported.

### **New Business**

*Discussion of the Republican Central Committee's Suggestions dated September 20, 2023, and October 19, 2023*

Ms. Perrone reminded the board of Ms. Frazier speaking at the last board meeting October 18, 2023. Ms. Frazier sent the Republican Central Committee's resolution on October 19, 2023, suggesting improvements that can be made to the ballot drop box procedures.

Ms. Donaldson stated she was emailed a larger selection of the *Ballot Drop-Box Integrity/Transportation Log*. She presented the forms with highlighted areas of her concern. Ms. Perrone explained on camera what they were looking at why the areas in question were not filled out. This form was on the day the drop-boxes were delivered so there were no ballots to transport. The form was acknowledging the delivery of the drop box itself. Mr. Edelman pointed out that there was nothing done wrong since there were no ballots being transported. There were areas of the form discussed where improvements could be made and recommendations for staff to be more conscientious in making notes regarding these situations.

Ms. Perrone suggested that the recommended resolutions be sent to SBE for review and to see if they would agree to any of the changes listed. Mr. Foster agreed that this was a good idea and to move forward with sending it to SBE.

#### *Deputy Director Position*

Mr. Watson asked whether it was necessary to discuss the open position for Deputy Director. Mr. Gullo was consulted about this, and he suggested to discuss in closed session. It was decided to add this discussion to the December 13, 2023, board meeting agenda.

#### **Disclosure of Campaign Contributions**

No contributions were reported.

#### **Date of Next Meeting**

The next board meeting will be held on Wednesday, December 13, 2023, at 10:00 am.

#### **Adjournment**

The motion for adjournment was made by Mr. Watson. Mr. Edelman seconded the motion. The meeting was adjourned at 10:35 am.