



# Carroll County Board of Elections



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## Carroll County Board of Elections Board Minutes December 13, 2023

### **Present**

#### *Board*

Samuel Foster, President, in person

Karen Donaldson, Vice-President, in person

Mitch Edelman, Member, in person

Ben Watson, Member, in person

Jay Gullo, Attorney, in person

### **Absent**

Carol Coley, Secretary

#### *Staff*

Erin Perrone, Director, in person

Jennifer Bartholow, Acting Deputy Director, in person

Kimberly Jones, Election Program Supervisor II, virtual

Mia Faber, Election Program Supervisor, virtual

Isaac Nogueron, Election Program Assistant, virtual

#### *Public*

Katherine Adelaide, Carroll County Republican Central Committee, in person

Robin Frazier, Carroll County Republican Central Committee, in person

Kay High, 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 November 15, 2023, meeting on a motion from Mr. Edelman, seconded by Ms. Donaldson. The motion carried unanimously.

### **Correspondence**

Ms. Perrone provided the Board with copies of:

- *Email from Deputy State Administrator Katherine Berry regarding the Republican Central Committee- Resolution for the Ballot Drop Boxes.*
- *Press release from Lee & Associates regarding the Carroll County Board of Elections relocation to a new office and warehouse.*

### **Attorney Report**

Mr. Gullo discussed double voting/voting irregularities and the process that CCBOE follows. He shared an email from SBE that explained the state policy. Mr. Gullo plans to reach out to State's Attorney Haven Shoemaker to determine the proper steps to follow. Mr. Gullo stated that a decision should be made by March 2024 to prepare for the May 2024 elections.

Ms. Coley asked Mr. Gullo to explain a legal issue in Wicomico County. Although this case does not involve the Board of Elections, Mr. Gullo explained that this issue was regarding voter's rights and the concern that district lines were set up in a way that left minorities underrepresented.

Mr. Gullo stated that the board attorneys have scheduled conference calls around the time of the election. He will notify the board of the scheduled dates in case there are any issues the board would like discussed.

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

#### *Public Information Requests & Correspondence*

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

#### *Important Meetings and Events*

- 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 28<sup>th</sup> – MAEO Director/Deputy Director Mentor Meeting
- November 30<sup>th</sup> – FBI Training – How to Handle Suspicious Mail – the staff determined best practices for the office.
- November 30<sup>th</sup> – State Board Meeting at 2 pm
- December 7<sup>th</sup> – Kickoff Meeting at the New Building- attended by Erin, Jennifer & Kim
- December 14<sup>th</sup> – State Board Meeting at 1:30 pm
- December 25<sup>th</sup> – Office closed in observance of Christmas Day
- January 1<sup>st</sup> – Office closed in observance of New Years Day

*Personnel Announcement*

Ms. Perrone announced that Jennifer Bartholow is the Acting Deputy Director. Ms. Bartholow introduced herself and shared her elections background with the board.

*Candidate Filing*

- Board of Education – four candidates filed at office
- Congressional District 2 – two candidates filed at SBE
- Congressional District 3 – seven candidates filed at SBE
- President of the US – no candidates filed at SBE
- Encourage candidates to make an appointment to file for candidacy
- The deadline to file for candidacy is Friday, February 9, 2024, at 9 pm

*Voter Registration*

- Monthly statistical reports are available on our website. The link to the reports is <https://elections.carrollcountymd.gov/monthlyStats.aspx>.
- Day to day electronic batches and processing mail

*Mail-In Ballots*

<b>Date</b>	<b>Total MIBs</b>	<b>Domestic</b>	<b>UOCAVA</b>	<b>Non Perm MIBs</b>	<b>Perm MIBs</b>	<b>Mailed</b>	<b>Web Delivery</b>	<b>Large Print</b>
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
12/06/2023	10,482	10,439	43	87	10,395	9,268	1,213	1
Change since previous month	-19	-19	0	+8	-27	-18	-1	0

*Early Voting Centers/Polling Places*

Ms. Perrone reported that SBE approved the polling place plan on November 30, 2023. This allows the staff to make changes in MDVOTERS. These changes will create 21,931 voter authority cards that will be mailed to voters. The county will assist our office with the printing process.

*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.

Updates to the *Election Judges' Manual* have been made by Ms. Perrone, Ms. Bartholow, and Ms. Jones. There is one chapter left to complete. Chapters are submitted to staff at the State Board for approval. Printing of the manual is on schedule for mid-January.

The staff is working on updates to the online and in-person training and making updated training videos. Ms. Donaldson recommended that the election judges are reminded to review the manual prior to the election and to follow the check lists.

#### *IT/Warehouse*

Ms. Perrone and Mr. DeLima attended a pollbook training and testing of the new pollbooks. These pollbooks will not be used for the 2024 elections but we will continue to work with SBE to train our staff and test the functionality of the system.

#### *Personnel*

Ms. Perrone informed the board that the recruitment for Deputy Director recruitment will be discussed during closed session.

The board was reminded of the office holiday party on Friday, December 15, 2023, at noon.

#### *Budget/County*

Ms. Perrone thanked Eric Burdine, Dean Leister, and Robin Gould-Smith from Carroll County Government. They have guided us through the specifications and blueprints to assist us in determining what our needs will be for the new warehouse. There is another meeting on December 14, 2023, to get answers on some additional questions.

Ms. Perrone will be meeting with the budget analyst from Carroll County Government, Ashleigh Smith, on December 14, 2023, to discuss the FY25 Budget. Further discussion on the budget will take place during New Business.

#### *2024 Board Meetings*

- 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

### *Bylaws*

Ms. Perrone reminded the board of an email sent. There was a verbiage error in the bylaws that were previously signed. The error has been fixed and requires the board to sign the corrected version of the bylaws.

### **Unfinished Business**

There was no unfinished business reported.

### **New Business**

Ms. Perrone presented the documentation for the FY25 Proposed Budget including a summary and overview. Mr. Watson asked a few questions to clarify the expense descriptions. Mr. Foster said he did not see anything that caused concern. Ms. Perrone will meet with budget analyst on December 14, 2023, for further discussion.

### **Disclosure of Campaign Contributions**

No contributions were reported.

### **Date of Next Meeting**

The next board meeting will be held on Wednesday, January 17, 2024, at 10:00 am. Mr. Watson noted that he may have to attend the next two meetings virtually due to family obligations.

### **Adjournment and Closed Session**

The motion for adjournment was made by Mr. Watson. Mr. Edelman seconded the motion. The meeting was adjourned at 10:41 am. Mr. Gullo proposed that the Board go into closed session to discuss the process for hiring a Deputy Director and to also discuss an application for a confidential voter. The motion was made by Mr. Edelman and seconded by Ms. Donaldson.

Closed Meeting: This part of the meeting will be closed in accordance with Open Meetings Act, Title 10, Subtitle 5, Section 3-305(b) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction.