



Carroll County Board of Elections



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Carroll County Board of Elections Board Minutes December 15, 2021

Present

Board

Griffith Manahan, President

Samuel Foster, Vice-President

John Woodley, Secretary

Carol Coley

Harvey Tegeler

Jay Gullo, Attorney, by virtual

Staff

Katherine Berry, Election Director, by virtual

Erin Perrone, Deputy Director

Jennifer Bartholow, Election Program Supervisor, by virtual

Public

Tom Gordon, by virtual

Call to Order & Declaration of Quorum

Mr. Manahan called the meeting to order at 10:00 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.

Approval of Minutes

The Board approved the minutes from the November 17, 2021 meeting on a motion from Mr. Tegeler, seconded by Mr. Foster. The motion carried unanimously.

Correspondence

Ms. Berry stated that no correspondence was received for review.

Attorney Report

Mr. Gullo stated that there is no report.

Election Director's Report

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 new website will be released soon. Ms. Smith is working with the county IT department to get the new layout finalized. Ms. Berry thanked Ms. Smith for her many hours of focusing on the new layout of the website.

IT/Warehouse

Ms. Berry reported that the mock election went smoothly, and no issues were found. The last step of the mock election included reviewing the final reports. Reviewing the final reports took more time than previous mock elections because of the increased number of ballot styles.

2022 Election Cycle

Ms. Berry stated that the proposed early voting centers and the ballot drop box locations have been submitted to the State Board of Elections. The proposed early voting centers should be approved by the State Board of Elections at its December 16, 2021 meeting.

Redistricting

Ms. Berry reported that the printing and mailing of voter notification cards because of redistricting will be performed by a vendor.

Personnel & Budget

Ms. Berry stated that staff evaluations will occur in December and January. Most of the new staff members had their 90-day probationary evaluation in December and the seasoned staff will have their evaluations in January.

The proposed FY23 budget was explained.

- Some line items increased because of two additional staff members, and the increased budget reflects a full staff of ten permanent employees instead of eight permanent employees as in past budgets.
- An increase in the line item called "Other Vendor Services" is necessary because of the State procurement of new electronic pollbooks and other costs that relate to the voting equipment. The total is provided by the State Board of Elections and every county throughout the State can expect an increase.
- A line item that has an * (asterisk) indicates that the cost may change depending on redistricting.
- Items that need to be purchased for the 2022 primary election can be encumbered into the FY23 budget since the primary election is late in FY22 (June 28, 2022).

- Canvassing activities for the primary election are also included in the FY23 budget since canvassing will occur early in FY23 (July 2022).
- An increase in the line item called “Casual Labor” is necessary because of the proposed pay increase for election judges, an increase in polling places, and canvassing activities that will occur in July.

In response to a question, Ms. Berry explained that the Commissioner redistricting map is waiting for the Governor’s signature. The Congressional redistricting map is in a lawsuit. The Legislative redistricting map will be introduced in the 2022 session of the General Assembly.

Mr. Manahan stated that the substantial increase in the FY23 budget does not make him comfortable. Mr. Woodley stated that it is better to set a higher budget since there are so many unknown circumstances with redistricting. Mr. Tegeler stated that more unintended costs result with extended hours during early voting and mail-in voting.

The Board approved the proposed FY23 budget as provided by Ms. Berry on a motion from Mr. Tegeler, seconded by Ms. Coley. The motion carried unanimously.

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.

- 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

Public Comments

One member of the public was in attendance. Mr. Gordon did not have any comments.

Unfinished Business

There was no unfinished business.

New Business

Ms. Bartholow gave an update on election judge recruitment efforts. Those who are willing to serve are being placed into polling places, but their assignment could change after redistricting. It is hard to assign the election judges because redistricting has not yet occurred. Colleges and high schools have been contacted to recruit additional election judges. The election judge brochure has not been finalized because the increase salaries for election judges, the early voting centers, and other information needs to be approved.

Mr. Manahan stated that vote centers may need to be used in the future because it is becoming more of a challenge to find physical locations throughout the county.

Disclosure of Campaign Contributions

There were no campaign contributions.

Date of Next Meeting

The next board meeting will be held on Wednesday, January 19, 2022 at 10:00 a.m.

Adjournment

The meeting was adjourned on a motion by Mr. Foster, seconded by Mr. Woodley at 10:38 am. The motion passed unanimously.