



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 December 7, 2022

Present

Board

Griffith Manahan, President, in person
Samuel Foster, Vice-President, in person
John Woodley, Secretary, in person
Carol Coley, Member, in person

Staff

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

Absent

Harvey Tegeler, Member
Jay Gullo, Attorney

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. There were no additions added to the agenda.

Approval of Minutes

The Board approved the minutes from the October 5, 2022 and November 8, 2022 meetings on a motion from Ms. Coley, seconded by Mr. Woodley. The motion carried unanimously.

Public Comments

There were no members of the public in attendance.

Correspondence

Ms. Berry reported that several requests for information were received. There was a PIA request for emails relating to redistricting Commissioner District 3. A PIA request was received for the number of registered voters during certain timeframes for the City of Taneytown. An informal request was received for electronic records for drop boxes, but the official PIA request has not yet been received. There was a request for information about a voter who went to vote at Pleasant Valley Fire Department after 8 pm on election day. It was discovered through video surveillance at the fire department that the voter did, in fact, try to vote after 8 pm and after the election judges started closing the polls. Lastly, an inquiry was received about reviewing all the mail-in ballot envelopes, but the official PIA request has not yet been received.

Attorney Report

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

Election Director's Report

Important Meetings

October 11 – Public Demonstration of Voting System

October 18 – Security Meeting with Sheriff's Department

October 20 – MEMA Briefing #1

November 3 – MEMA Briefing #2

December 15 – Directors' Meeting

Ms. Berry stated that the State Board of Canvassers were scheduled to certify the statewide results from the 2022 Gubernatorial General Election at 1:30 pm.

Voter Registration

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

The 2022 Gubernatorial General Election was certified in the statewide voter registration database (MDVOTERS) on November 20th. Staff has been working on in-county voter updates and is now permitted to begin processing batches that were held beginning starting on October 18th (deadline to register to vote and change party affiliation).

The State Board of Elections (SBE) released an ERIC report, so staff will begin processing those transactions. The deadline to process ERIC is Wednesday, December 28th.

Updates will be made to the polling places used in a municipal election beginning in the new year. New voter notification cards will be mailed to voters who reside in the city limits of Taneytown, Manchester, and some of Westminster.

Elections

Ms. Berry reported that the Clear Ballot independent audit was completed without any discrepancies over the accepted threshold.

The comprehensive audit was completed and submitted to the appropriate personnel at SBE before certification.

Ms. Perrone will be contacting the municipalities in the beginning of the year to begin the process of assisting them in their elections in 2023.

Ms. Berry encouraged a discussion about any observations made about polling places during the general election.

- Mr. Manahan stated that parking at Mt. Airy Middle School is very limited and posed a problem during the gubernatorial elections. Ms. Berry stated that it is hoped to move back to Parr's Ridge Elementary School for the 2024 presidential elections.
- Mr. Manahan stated that the voting room at Linton Springs Elementary School is small. Ms. Berry stated that it is hoped to use Century High School for the 2024 presidential elections.
- Mr. Woodley stated that Sykesville Middle School needs more signage to show voters the handicapped entrance to the polling place. In addition, more parking spaces should be made for handicapped parking.
- Ms. Coley stated that at least three of the polling places did not know that voting equipment was being delivered on Friday, November 4th. It was suggested to also contact the principal, in addition to the building supervisor, when letting the polling places know when to expect the delivery.
- Mr. Manahan reported long lines of voters waiting to use a ballot marking device. Some election judges were explaining to voters waiting in line the difference between a ballot to be hand-marked and a ballot to be marked using the ballot marking device to help control the lines. Ms. Berry explained that there is a maximum number of ballot marking devices allowed to be deployed to each early voting center and polling place. SBE must approve the deployment of additional ballot marking devices.
- Ms. Coley stated that web delivery ballots is "untenable." Handling those ballots adds a whole day of canvassing.

The manual audit is scheduled on Wednesday, February 15th at 9 am and will be held in the gym. There is also a Board meeting scheduled at 10 am. The Board is encouraged to let Ms. Berry know if they are interested in observing the preparations for the audit or if interested in assisting with the audit.

Election Judges

Payroll was sent to the county on Friday, November 18th. The checks should be mailed around December 14th.

IT/Warehouse

Post Election Maintenance (PEM) will begin on the voting equipment once the equipment is released by SBE.

Legislation

The General Assembly will convene on Tuesday, January 11th. Ms. Berry will provide updates on election bills via email.

Ms. Berry is working on a proposal to address the voter privacy issues as some of the smaller precincts that were created during redistricting. There are some precincts that have less than 10 registered voters registered in a precinct.

Personnel & Budget

Ms. Berry reported that funds have been granted to get panic buttons installed throughout the office.

The Maryland Association of Counties (MACo) is holding its winter conference in Cambridge in January. Ms. Berry was asked to participate on an election matters panel, along with Alysoun McLaughlin (Montgomery County) and Jared DeMarinis (SBE).

There is currently one vacant position. Recruitment to fill the open position will occur in the Spring of 2023.

The staff will be having a Winter Celebration Luncheon on January 27th in lieu of having a holiday luncheon.

2023 Board Meetings

- February 15th
- April 19th
- June 21st

Unfinished Business

There is no unfinished business.

New Business

Ms. Berry presented the documentation for the FY24 budget. A discussion ensued about including the multiple requests for acquiring a new facility. It was determined that a statement about the multiple requests for a new facility in the Capital Improvement Budget and why it is necessary for the elections office to get a new facility. In addition, it was also determined that a meeting with the Commissioners should be held so that they can see the inadequacies with the current facility. The FY24 budget was approved on a motion from Mr. Woodley, seconded by Mr. Foster. The motion passed unanimously.

Ms. Coley proposed that all chalk be removed from the supply box provided to the election judges so that the no electioneering zone is marked consistently at all polling places. After a brief discussion, it was determined that all ropes and chalk be removed from the supply box provided to the elections on a motion from Ms. Coley, seconded by Mr. Woodley. The motion passed unanimously.

Disclosure of Campaign Contributions

No contributions were reported.

Date of Next Meeting

The next board meeting will be held on Wednesday, February 15th, 2023 at 10:00 a.m.

Adjournment

The meeting was adjourned on a motion by Mr. Woodley, seconded by Mr. Foster at 11:09 am. The motion passed unanimously.