

Board of Elections  
Office

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Carroll County Board of Elections  
Board Minutes  
October 19, 2016

**Present:**

*Board*

Griffith Manahan, President  
Laura O'Callaghan, Vice President  
Harvey Tegeler, Secretary  
Samuel Foster, Member  
Larry Shipley, Member

*Staff*

Katherine Berry, Election Director  
Paula Troxell, Deputy Director

*Attorney*

Terry Berger, Attorney

**Confirmation of Oath**

Donald Sealing, the Clerk of the Court for Carroll County, administered and recorded the oath of each member of the Board of Canvassers.

**Call to Order & Welcome:**

Mr. Manahan, President called the meeting to order at 10:01 a.m. A quorum was present.

**Approval of Minutes:**

The Board approved the minutes from the September 7, 2016 meeting, as amended, on a motion from Mr. Shipley, seconded by Ms. O'Callaghan. The motion carried unanimously.

**Attorney Report:**

Mr. Berger reported that he participated in a teleconference for attorneys regarding the upcoming General election and there was nothing of concern to report.

**Staff Report:**

Ms. Berry introduced Vince Powers who is serving as the County Technician for this election.

Ms. Berry reported that the voting equipment has been tested, election supplies and ballots are packed. The transportation carts are being placed in order of delivery. The cell phones have been received and will be programmed for the chief judges in the next few days. The check lists for the election judges that was discussed at last month's meeting have been presented to the judges and they were well received.

Ms. Berry is providing the chief judges with copies of the "Maryland Security Practices" document in case a voter has questions about the security of the voting process. In addition to the sample ballot being posted in the totem pole, additional sample ballots are being sent to the precincts in case the election judges or voters may need them.

During election judge training, questions were asked about security in the precincts. Ms. Berry explained to the judges that a police officer will not be stationed at every precinct, but she did request from Sheriff Dewees that his deputies patrol the precincts on Election Day.

Ms. Berry reported, that Jennifer Bartholow has done an excellent job of recruiting election judges. As of today, all election judge positions have been filled and training has been completed. A waiting list has been started for individuals interested in serving as an election judge. Training for Election Field Support will occur later this week.

Fifteen precincts will have greeters. They have been hired through an SBE contract. The greeters will be trained by state personnel and the training will be held in Carroll County. The function of the greeter is to manage lines, answer voter's questions and to direct the voter to the check-in table. Ms. Berry will be attending this training so that she can assist the trainers with any questions that may arise. The greeters assigned to Mechanicsville, William Winchester, Westminster West Middle and South Carroll High will be provided with a street listing. Since these polling locations have two precincts voting in the same building, the street listing will help the greeter direct the voters to the correct polling room. Mr. Berger asked how the greeter will be identified. Ms. Berry explained that name badges will be provided by the State. Mr. Berger suggested that the greeter wear something to identify them as a greeter. Ms. Berry stated that she would contact other LBE offices to ask if they will have the greeters identified with something other than a state badge.

Ms. Berry reported that the close of registration was last night by 9:00 p.m. We had two people come to the office after 5:00 p.m. The staff is currently processing the applications that were received yesterday prior to 9:00 p.m. Specimen ballots will be sent to approximately 1,100 voters that registered between September 26<sup>th</sup> and October 18<sup>th</sup>. September 26<sup>th</sup>, is the date when the data was sent to the commercial printer to begin mailing the first round of specimen ballots.

Ms. Berry stated that specimen ballots were mailed in the beginning of October. The office has received approximately 3,000 returned specimen ballots with address issues. The return specimens will be processed after the election is over.

Ms. Berry reminded the Board that the write-in candidate deadline date is October 20, 2016. The sample ballots included the write-in candidates as of September 18, 2016. The current write-in candidate list will be provided in the totem poles at each precinct. Mr. Manahan asked who will be responsible for counting the write-in candidates. Mr. Berger reported that counting write-ins was discussed on the conference call. He stated that after the discussion, everyone agreed that the staff should count the write-ins. If it is determined that the staff will not be counting the write-in candidates the LBE offices will be notified. Mr. Berger stated that the contract with Clear Ballot includes auditing the write-in candidates.

Ms. Berry reported as of today, 4,300 absentee ballots have been requested, which is double what was requested in the Primary Election. In the Primary Election, the office received 2,300 absentee ballot request. Nursing homes have requested 219 ballots and six ballots are large print. Nursing home visits will occur between October 26<sup>th</sup> and November 4<sup>th</sup>. The duplication of ballots will be done by hand and the BMD will not be used. Ms. Berry has recruited eight teams including the Board. The first absentee canvass will be held on Thursday, November 10<sup>th</sup> beginning at 10:00 a.m. Ms. Troxell has emailed the canvass minutes to Mr. Tegeler and Mr. Manahan. Mr. Tegeler stated that he did not receive the provisional canvass minutes. Ms. Troxell stated that she sent the Post-Canvass minutes in error. She will email the provisional canvass minutes after the meeting. Mr. Manahan asked what percentage of the ballots requested in the Primary were returned as voted ballots. Ms. Berry said she would research that information and let everyone know.

Mr. Tegeler and Mr. Manahan will be following the delivery trucks on Friday, November 4<sup>th</sup>. They must arrive at the office at 7:30 a.m. Mr. Tegeler asked for a list of precincts because that was helpful in the Primary. Ms. Berry said she will provide a precinct listing to both of them.

Ms. Berry reported that she placed an election ad in the Carroll Magazine. The ad was similar to the one used in the Primary. She felt the ad turned out very well.

Ms. Berry explained that Mr. Prokop, Carroll County Public School Director of Facilities, must be contacted by any group that wants to be on school grounds outside of the 100 foot. In order for the Girl Scouts to sell cookies on school property on Election Day they must receive permission from Mr. Prokop. Ms. Berry was directed by the Board to contact the Girl Scouts to inform them that they must obtain permission from Mr. Prokop in order to sell cookies on Election Day.

Ms. Berry stated that the office should have an MOU with the school system. Mr. Berger stated that one was provided to the former Election Director, Gail Carter. Ms. Berry said she does not have one and because of the many changes occurring within the school system it may be a good idea to get a current MOU signed. Ms. Troxell said she has a blank copy of an MOU provided by Mr. Berger several years ago, which is used for the private facilities. Mr. Berger requested that she send the MOU to him for his review.

A quorum of Board members must be present when the early voting results are uploaded to the state. A confidentiality agreement must be signed by everyone who is present when the results are uploaded. Ms. Berry requested that the Board return to the office at 2:00 p.m. in order for the results to be uploaded. The early voting results must be uploaded to SBE on Election Day before 6:00 p.m. The entire Board agreed that they will return to the office at 2:00 p.m. on Election Day to observe the uploading of early voting results.

Each Board member received a clipboard and a binder that includes their assigned precincts to visit on Election Day. The binder included a mileage and meal log, polling place evaluation forms for the polling places to be evaluated, telephone numbers for the chief judges, office telephone numbers, and polling place layouts. The polling place layouts were not changed when scanning units were added and BMD units were removed. The polling place layouts will be updated after the election.

Ms. Berry requested that the Board arrive at the office on Election Day between 7:00 p.m. and 8:00 p.m. She provided a map showing how the judges will return supplies on election night. There will be at least two sheriff deputies to direct traffic. The Westminster City Police have also been alerted that a back-up may occur on Center Street because of the number of vehicles that are returning election night. A rain plan has been determined and will be shared with the Board and chief judges on Election Day.

Ms. Troxell presented two voters who have requested confidential status. Both of the request presented were denied because the documents submitted do not fulfill the requirements to grant the request.

Ms. Berry reported that she has posted a job for a Data Application Specialist. Interviews will occur the first two weeks in December. This position is the vacant position that occurred when she accepted the Election Director position.

Ms. Berry provided an expenditure report to the Board. Ms. Berry and Ms. Troxell will be meeting with the Budget Analyst on Friday, October 21, 2016. Ms. Berry asked if the Board had any questions regarding her proposed budget. A discussion occurred about the proposed budget. After the discussion, on a motion from Ms. O'Callaghan to approve the proposed budget, seconded by Mr. Tegeler, the motion carried unanimously.

Ms. Troxell asked Ms. Charlson from SBE, to review the agenda used for Board meetings to confirm that it satisfied the new "Open Meeting Act" regulation that was effective October 1, 2016. Ms. Charlson received advice from Ms. Ann MacNeille, an AAG with expertise in the "Open Meeting Act". Ms. MacNeille suggested adding sub-items under the Election Directors' Reports. She also advised that if the matter of "new business" is known at least 24 hours before the meeting, the specific topic should be added to the agenda. Ms. Troxell wanted the Board to be aware of the changes that will occur to the agenda based on Ms. MacNeille's suggestions. As a reminder, the October minutes will be posted to the website once the Board approves them.

Mr. Manahan asked if Ms. Berry has heard any more regarding Challenger and Watchers being in the precincts. Ms. Berry said she has heard nothing official, but stated that the judges have been trained regarding Challengers & Watchers and were told to prepare to see them on Election Day. She said if the office receives a request from an individual asking to serve as a Challenger and Watcher they will be referred to the Central Committees.

**Board Members Political Activities:**

Mr. Tegeler reported that he contributed \$500.00 to the Donald Trump Make America Great Committee, \$25.00 to Senator Justin Ready.

**Unfinished Business:**

None

**New Business:**

None

**Scheduling of Next Meeting:**

The November meeting is scheduled for Friday, November 18, 2016, immediately following the second absentee ballot canvass.

The December meeting is scheduled for Wednesday, December 21, 2016 at 10:00 a.m.

**Adjournment:**

The meeting was adjourned on a motion by Mr. Tegeler; seconded by Ms. O'Callaghan to adjourn the meeting at 11:43 a.m. The motion passed unanimously.