

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
June 21, 2017

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

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 May 16, 2017 meeting, as amended, on a motion from Mr. Foster, seconded by Mr. Shipley. The motion carried unanimously.

Attorney Report:

Mr. Berger reported that the Agreement for Carroll Lutheran is at the Attorney General's office for review.

Staff Report:

Ms. Berry reported that performance evaluations for the staff have been completed as required. She also reported that Ms. Trester has successfully completed her probationary period.

Ms. Berry explained that she has assigned job responsibilities to the staff through the next election cycle. Her goal is to cross-train staff to ensure that all job duties are covered by more than one staff member. Ms. Dutterer is training Ms. Trester on absentee processing.

Ms. Trester and Ms. Jones are continuing to visit nursing homes. Ms. Jones has done an excellent job reaching out to the nursing homes to provide them with information regarding the absentee process.

Ms. Berry attended an Election Judge Workgroup meeting last week to finalize the election judge forms that will be used for the 2018 election. She is hoping that the election judge manual will be completed by January 2018.

Ms. Berry stated that the job posting for the IT position will be posted this week.

Ms. Berry reported that CHANGE, INC has moved out of the basement. The locks will be changed and she has a meeting on Friday to discuss the renovations that have been requested.

Ms. Berry has contacted the Sheriff's office regarding security in the building since Elections has been classified as a "Critical Infrastructure" by Homeland Security. The Sheriff's Department has a member of the SWAT team that can assess the needs of the building and office and provide help with preparing for an emergency such as an "active shooter". Ms. Berry explained that when she contacted county personnel a few months ago about her security concerns she was told that no modifications would be made to the building because Carroll County Government is considered an "open government". As the county further explained, there are no plans to alter the building or money available to make security changes. A discussion was held regarding the security needs of the building and office. Ms. O'Callaghan made a motion to have several security companies come to assess the building to provide recommendations and cost estimates to the office so that the findings can be used when discussing security concerns with the county. She further stated that she wants Ms. Berry to contact other LBE offices to find out what they have in place for security. Mr. Tegeler wanted the motion to include that only companies that do the assessment free of charge be used. Mr. Foster seconded the motion and the motion carried unanimously.

Handouts received from SBE were provided to Board members regarding Senate Bill 450, House Bill 880 and House Bill 353. The handout addresses changes to the "Open Meetings Act" and the new "Administrative Policy Affecting Voting Rights – Notice".

Ms. Berry reported that staff participated in all the breakout sessions and group sessions offered at the MAEO conference. The sessions held were: Personal Development, Personnel, Legislation, and Tips/Tricks for keeping a polling place organized. She explained that Ms. Bartholow made a presentation in the Tips/Tricks session on the office's best practice on how VACs were collected and counted at the polling places. Ms. Berry stated that the Personnel session discussed how the committee was working to add additional positions so that there is job growth within the office.

Ms. Berry nominated Ms. Jones and Ms. Bartholow for a MAEO "Shining Star" award on their efforts that have helped our election judge and nursing home processes.

Ms. Berry is sending a memo to the Board of Education to inform them of the 2018 election dates.

Ms. Berry reported that she would like to move approximately 2,800 voters from Northwest Middle to the gym in Taneytown Elementary. There will be approximately 3,800 voters remaining at Northwest Middle. A discussion was held about how the change would be managed. Mr. Tegeler made a motion to accept Ms. Berry's recommendation to move approximately 2,800 voters to Taneytown Elementary, seconded by Ms. O'Callaghan. The motion carried unanimously.

Ms. Berry opened discussion about the selection of the second early voting site. The two facilities under consideration are the South Carroll Swim Club banquet room and the South Carroll Senior Center in either the multi-purpose room or the gym. Ms. Berry explained that two 4G modems must be purchased if the South Carroll Senior Center is selected. Two need to be purchased for adequate communication between the early voting centers. Ms. Berry also explained that if the gym in the South Carroll Senior Center is selected that the gym floor must be covered with a floor protector. She further explained that she does not know the cost or who would be responsible for purchasing the floor cover. The Senior Center does have an alarm system. A discussion occurred on selection of the second early voting site. Mr. Tegeler made a motion to use the South Carroll Swim Club, seconded by Ms. O'Callaghan. Mr. Manahan and Mr. Foster voted for the motion and Mr. Shipley voted against the motion. The motion passed with a 4 to 1 vote.

Board Members Political Activities:

None

Unfinished Business:

None

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, September 13, 2017.

Adjournment:

The meeting was adjourned on a motion by Mr. Shipley; seconded by Ms. O'Callaghan to adjourn the meeting at 11:03 a.m. The motion passed unanimously.