

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
September 13, 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
Eduardo DeLima, Election Information Systems Specialist

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 June 21, 2017 meeting, on a motion from Mr. Foster, seconded by Mrs. O'Callaghan. The motion carried unanimously.

Attorney Report:

None

Staff Report:

Ms. Berry introduced Eduardo DeLima who has been hired as the Election Information System Specialist. Interviews for the second Election Information System Specialist position will be held in the next few weeks.

Ms. Berry stated that she has been assigned a new budget analyst. Her name is Heidi Pepin.

Ms. Berry reported that she has met with Dunbar Security, Westminster Security and a representative of the Sheriff's office. She has placed the recommendations provided in the CIP budget. The budget analyst has reviewed the request and on September 12th, a meeting was held with the budget analyst to answer their questions about the recommendations. Ms. Berry stated that she will know by November if any of the recommendations have been approved. The budget analyst explained if any of the recommendations are denied she could discuss the request with the Commissioners at the budget hearing held in April. Mr. Manahan asked what some of the recommendations were. Ms. Berry briefly described the recommendation that were provided.

One copy of the August 31st Expenditure Report was provided for the Board to review. Ms. Berry stated that additional copies could be made if anyone wanted a copy.

Ms. Berry reported that the Election Commission had made a second request for voter registration data. The request was denied by SBE.

Ms. Berry stated that Information was provided from the National Association of Counties that the Department of Homeland Security is working on recommendations for elections regarding cybersecurity and other components of the election processes. Security clearance for State Administrators and Secretary of States is also being considered. On September 6, 2017, Linda Lamone attended a legislative hearing regarding cybersecurity and absentee voting. Ms. Berry said that elected officials are asking many questions about election security especially regarding absentee ballot applications.

Ms. Berry reported that the voters affected by the polling place change from Northwest Middle to Taneytown Elementary have been notified by a letter which was included with their new voter notification card.

Ms. Berry explained that SBE will not be approving the new early voting center until the October State Board meeting.

Mr. Powell from Carroll Lutheran Village contacted Ms. Berry and agreed to allow electioneering on the premise without limitations. Mr. Powell was to meet with the CEO to have him sign the contract and he was to call Ms. Berry by today's meeting to confirm that the contract had been signed. Since Ms. Berry has not received a call from Mr. Powell, she will be contacting him to follow-up on the status of the contract.

Ms. Berry reported that the staff have visited the polling places to complete ADA surveys, check outlets and review polling room layouts.

The Board of Education candidate that wanted to file for a third term was sent a certified letter on August 23, 2017, informing them that they are not eligible to file for this office.

Ms. Berry stated that election judge placement will begin in October. She also reported that several chapters of the judge's manual and election judge forms have been completed.

The basement renovation is scheduled to be completed by November 1, 2017. Ms. Berry explained what renovations are being done to the basement.

A *Local Candidates* list was provided for anyone interested in seeing who has filed for the 2018 election.

A link to SBE's website will be placed on our website to direct individuals to *List Maintenance FAQs*. Ms. Berry encouraged the Board to review this posting in case they are asked questions while out in the community.

Ms. Berry reported that new pollbooks will be purchased in 2020. The software will remain the same, but the look of the pollbook will change. Two counties are using the new pollbooks for the 2018 election.

A new ballot on demand printer will be purchased. The new printer is faster and can be placed in the room where the canvass will be conducted.

The process for mailing absentee ballots will change for the 2018 election. SBE did not receive bids from any vendor to mail absentee ballots to voters. The mailing of absentee ballots will now be done by the LBE offices. This change will increase overtime for staff.

SBE asked the Election Directors to contact their school system to confirm the availability of schools for the June 2018 Primary Election. At least one county is having issues with schools not being available to use for the Primary. Ms. Berry has contacted Mr. Prokop and he stated he will work with us to ensure that schools used as polling places will be available for the election.

Ms. Berry reminded the Board of the biennial conference that will be held on October 23, 2017.

The State Board of Elections is asking for input on how to use the BMDs for the 2018 election. Ms. Berry reminded everyone how the BMDs were used for the 2016 election. The State Board of Elections thought that ES&S would change the BMD to allow for 14 candidates to appear on the screen. Because of cost to change the software the change will probably not be made. SBE is looking for input from LBEs, special interest groups and elected officials. Ms. Berry did provide input to SBE at the August 24, 2017 meeting. A decision will be made by the State Board of Election sometime after October 2017.

The office will be doing voter outreach for National Voter Registration Day on September 26, 2017. The staff will be going to libraries and to the high schools.

Board Members Political Activities:

Ms. O'Callaghan paid a \$25.00 membership fee to the South Carroll Democratic Club.

Mr. Tegeler donated \$40.00 to Senator Ready and \$25.00 to Delegate Krebs.

Unfinished Business:

None

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, October 25, 2017 at 10:00 a.m.

Adjournment:

The meeting was adjourned on a motion by Mr. Foster; seconded by Mr. Tegeler to adjourn the meeting at 10:36 a.m. The motion passed unanimously.