

Board of Elections
Office

300 South Center Street, Room 212
Westminster, Maryland 21157-5248



410-386-2080
TOLL FREE: 1-888-302-8978
MD RELAY: Call 711 or 800-735-2258(TTY)
ccgovernment.carr.org/ccg/electionboard
FAX: 410-876-3925

Carroll County Board of Elections
Board Minutes
November 15, 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 – by telephone

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 13, 2017 meeting, on a motion from Mr. Foster, seconded by Mr. Tegeler. The motion carried unanimously.

Attorney Report:

None

Staff Report:

Ms. Berry reported that Kimberly Jones has accepted the second IT position. Both IT positions are now filled. Because Ms. Jones accepted the IT position, there is an open position in the office. Ms. Berry stated that the vacant position will be filled with a state contractual employee. The interviews for the contractual position will be held in December.

Ms. Berry, Mr. DeLima and Ms. Jones received Electionware and voting equipment training on November 8th and November 9th.

Ms. Troxell, Ms. Trester and Ms. Dutterer attended an absentee ballot best practice meeting with Howard and Baltimore County on October 30, 2017.

Ms. Berry reported that SBE will be hosting a regional meeting at the office on November 16th to train the staff on how to process an absentee request that is received for voters under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Ms. Berry attended the State Board meeting on October 26, 2017.

On November 3rd, Ms. Berry attended a MAEO meeting.

Ms. Berry reported that SBE has created an “Information Security Steering Committee”.

The security requests that were made for the office and the warehouse have been taken out of “Capital Projects” and the requests will be added to the FY19 budget.

Ms. Berry reported that the “Disaster Recovery Plan” has been completed and will be sent to SBE before Thanksgiving. Mr. Manahan asked what some of the items listed in the plan were. Ms. Berry discussed some scenarios included in the plan.

Ms. Berry provided the Board with “Important Dates” for the 2018 Primary and General Elections. Because of the July 4th holiday, she explained that the provisional ballot canvass will be conducted on July 5, 2018, with the second absentee count to be held on July 6th. Ms. Berry explained that she is providing the dates now so that everyone can plan accordingly for next year’s election.

An update to Electionware is scheduled for November 30, 2017.

A new pollbook release is expected in the beginning of December.

Ms. Berry reported that a new inventory system to track the voting system is to be released in late November or early December.

SBE staffing contract will include greeters for early voting and a county technician for 10 weeks.

A Pre-Primary Training Plan (PPTP) will be conducted after the Martin Luther King holiday.

Ms. Berry reported that Ms. Bartholow will hire a total of 564 election judges and there are still 100 vacancies. Ms. Bartholow is working diligently to fill the open positions. Election judge training will begin in April 2018.

Ms. Berry reported that Carroll Lutheran Village has signed the “Agreement” to use their facility as a polling place. Ms. Berry and Ms. Troxell surveyed the polling room used at the facility for any changes that may have occurred since the 2016 election and an ADA survey was completed.

Ms. Berry was happy to report that SBE has approved the second early voting site. The South Carroll Swim Club has signed and returned the “Agreement” authorizing the use of their facility as an early voting site for the 2018 election. Once the “Agreement” was signed, a press release was done to notify the media that a second was approved and where the site would be located. Ms. Berry also notified the Democratic and Republican Central Committees that the second site was approved.

On Tuesday, December 5, 2018, the office will be hosting an open house from 11:00 a.m. until 7:00 p.m. for our election judges to come and see the new training room and where they will pick-up and return election supplies on election night. Ms. Berry shared with everyone the open house flyer that was sent to the election judges. She also explained that other LBE offices and staff from SBE will be attending the open house.

Ms. Berry reported that the polling places that had problems with sidewalks and door pressure have been fixed.

SBE has voted to use the Ballot Marking Device (BMD) in the same manner that they were used for the 2016 Election. Ms. Berry reminded everyone of the 2016 policy which includes deploying one BMD to the early voting centers and polling places. The election judges will be required to read a statement about the BMD availability and there will be a requirement that a minimum number of voters vote on the unit.

Ms. Berry explained that there are on-going discussions with regards to post-election audits. There will be more to come during the legislative session regarding post-election audits.

On November 7, 2018, Ms. Berry presented to the County Commissioners the office highlights and provided an overview of what changes will be coming. The presentation to the Commissioners was uneventful, but she wanted to share with the Board a slide from the presentation that outlines the early voting turnout since 2010 when early voting began, as well as, the registration numbers since 2010.

Ms. Berry met with the budget analyst on November 9, 2018, and will be meeting with them again in December. The completed budget will be provided to the Board at the December meeting to approve.

The MAEO conference will be held March 13, 2018 through March 16, 2018, at the Clarion Hotel in Ocean City, Maryland. Ms. Berry shared the tentative agenda and asked if the Board wanted to attend the conference. A brief discussion occurred regarding the conference and who will be attending.

Board Members Political Activities:

Ms. O’Callaghan paid \$80.00 to attend the Carroll County Democratic Central Committee breakfast.

Mr. Tegeler donated \$40.00 to Congressman Andy Harris and \$25.00 each to Delegate Krebs and Delegate Shoemaker.

Unfinished Business:

None

New Business:

Mr. Manahan made a motion to have Ms. Berry research the salary amount of the other Election Board members in the state, seconded by Mr. Foster. After a lengthy discussion about requesting an increase to the salary for the next sitting Board, the Board directed Ms. Berry to send a survey to the other LBE offices in the state for the following information: number of Board members, number of meetings they hold, the monthly average of hours the Board works, compensation for each Board member, and if compensation is provided to each Board member for the three canvasses and if so how much. Mr. Berger requested that the survey include the compensation amount for the attorney. The motion carried unanimously.

Ms. O’Callaghan reported that she attended the Carroll County Democratic Central Committee meeting. She stated that the committee members had a few questions that she will forward to Ms. Berry so that she could provide a response. Ms. O’Callaghan said one of the questions was whether anyone could vote at both early voting sites. Ms. Berry explained that Carroll County voters can vote at either early voting location.

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, December 13, 2017 at 10:00 a.m.

Adjournment:

The meeting was adjourned on a motion by Ms. O’Callaghan; seconded by Mr. Foster to adjourn the meeting at 11:17 a.m. The motion passed unanimously.