

Board of Elections  
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Carroll County Board of Elections  
Board Minutes  
December 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

*Attorney*

Terry Berger, Attorney

**Call to Order & Welcome:**

Mr. Manahan, President called the meeting to order at 10:00 a.m. A quorum was present.

**Approval of Minutes:**

The Board approved the minutes from the November 15, 2017 meeting, on a motion from Mr. Foster; seconded by Mr. Shipley. The motion carried unanimously.

**Attorney Report:**

None

**Staff Report:**

Ms. Berry and Ms. Troxell attended an in-person meeting at SBE on November 30, 2017. SBE discussed the Department of Homeland Security Risk and Vulnerability assessment, new voter registration and absentee procedures, updates to pollbook software, hardware, and printers, and plans for the upcoming statewide training program scheduled to begin January 16, 2018.

Ms. Berry was asked to provide further information about the first DHS physical security assessment that was performed in our office on November 29, 2017.

Ms. Berry and Ms. Troxell attended the State Board Meeting held on December 7, 2017. Various forms and early voting centers were approved. Ms. Berry provided handouts from the State Board meeting that she thought may be of interest to the board. The handouts included a response from Ms. Lamone to the Maryland Republican party regarding their request for corrective actions on various voting processes and procedures that occurred during the 2016 Primary Election and two handouts from the Belfer Center on what candidates and campaign staffers should know about cybersecurity.

Ms. Berry attended the December 8, 2017, MAEO meeting via conference call. Ms. Charlson and Mr. Harvey gave a brief update about legislation that we might see in 2018 including more authentication processes for absentee ballots and conducting post-election audits. The Election Directors were asked to reach out to their legislators to inquire as to whether any election bills will be generated from their representatives. Ms. Berry reported that she has contacted Carroll's elected officials and as of today, no one has returned comment.

Ms. Troxell, Ms. Trester, and Ms. Dutterer participated in a training held by SBE and hosted in Carroll County on November 16, 2017, regarding processing military absentee ballot applications. In addition to Carroll, the other participants were Allegany, Frederick, Garrett, and Washington Counties.

Ms. Berry, Ms. Troxell, Mr. DeLima, and Ms. Jones participated in a conference call training regarding the new statewide inventory system that will track the voting equipment and supplies. The inventory system will allow SBE the oversight needed to keep track of state owned equipment and supplies. SBE held a "Question & Answer" conference call on December 11, 2017, after the LBE offices had some time to work the new inventory system. Mr. DeLima participated in the "Question & Answer" conference call. Ms. Berry explained that SBE will require users to pass a test before they will be allowed to use the inventory system.

On November 29, 2017, David Johnson a representative from Department of Homeland Security met with Ms. Berry, Ms. Troxell and Mr. Mickley from the Howard County Board of Elections. The meeting was held in Carroll's LBE office so that Mr. Johnson could perform a physical assessment of the building's security. Mr. Mickley represented SBE's security committee. Mr. Johnson explained that his agency is not a "regulatory" agency, but he will prepare a report that will include "options for consideration". The final report will be available in January.

Ms. Berry met with Mr. Lindsay from County Facilities on December 12, 2017, to report some of the items discussed with DHS so that he can prepare his FY19 budget. Mr. Lindsay said he may have funds available in FY18 to install some of the security features being requested. Ms. Berry reported that she did not reach out to Judge Hughes as was requested by the Board because of the meetings held with DHS and Mr. Lindsay.

Election Judges and other LBEs/SBE were invited to attend our holiday open house to meet our new staff, see where they will be trained and get information about the upcoming election processes. Ms. Berry is pleased to report that 75 people attended.

Pre-Primary Training is still scheduled for January 16-19. Ms. Berry invited the Board to attend the training. Ms. Jones and Mr. DeLima are currently working on L&A for the voting equipment to prepare for the training in January.

Ms. Berry has been asked to participate in a panel at the MAEO conference that are expected to be facilitated by someone from SBE. To date, Mr. Manahan and Mr. Foster are the only board members interested in attending the conference. Ms. Berry provided a detailed agenda of the MAEO conference for the Board to review. She said after reviewing the agenda if anyone else decides to attend the meeting please let her know as soon as possible. The next MAEO meeting will be hosted in Carroll County on January 12, 2018.

Ms. Berry reported that interviews were conducted for the state contractual position on December 11, 2017. She stated that the interviews will continue in the beginning of January.

The staff performance evaluations will be conducted on December 14<sup>th</sup> and December 15, 2017.

Ms. Berry provided members of the board and the attorney with a “Rules of Security Behavior” form. She explained that the form must be signed by staff, board members and attorney. The completed forms will be sent to SBE.

Ms. Berry stated that currently there are 121,165 active voters. The total number of active and inactive voters is 127,960.

The office will begin sending a new mailing to voters who change their address. Legislative Services has requested that the LBE offices send postcards to the voter’s previous address when an address change is submitted by the voter. The voter notification card will continued to be mailed to the new address provided by the voter. The postcards are to confirm that the voter has legitimately submitted the change of address.

Ms. Bartholow is still working to fill approximately 118 election judge positions.

Ms. Berry stated that election judge training will begin on April 23, 2018. A training schedule will be provided to the board prior to April.

Ms. Trester and Ms. Dutterer will be working together on processing absentee ballots for the 2018 election cycle.

SBE has received an RFP for a company to provide absentee ballot mailings for all counties. The process will be similar to the previous elections when Runbeck sent the ballots.

Ms. Berry reported that the required update to Electionware has been completed.

Ms. Jones and Mr. DeLima worked with the SBE Regional Manager, John Speir, to proof the Electionware checklist that was provided by SBE. Reviewing the checklist was part of their training on Electionware.

Mr. DeLima and Ms. Jones are working to organize the transportation carts so that election judges will NOT be required to pick-up the supply bags on Monday because they will be inside the transportation cart. They will also include photos inside the transportation carts for how to re-pack the carts on election night.

Ms. Berry reported that three additional transportation carts were received on December 8, 2017.

Ms. Berry stated that the pollbook release is expected to be received in the next few weeks and will be tested during the PPTP.

Ms. Berry presented the FY19 budget to the board for their approval. The budget is due on December 15, 2017. Ms. Berry explained the increases to certain categories and asked if anyone had any questions. After a brief discussion, Ms. O'Callaghan motioned to approve Ms. Berry's proposed budget; seconded by Mr. Shipley. The motion carried unanimously. Ms. Berry stated that she will be meeting with the budget analyst on January 9, 2018, to discuss the FY19 budget and to make the budget office aware of items that need to be included in the five-year plan.

Ms. Berry provided the quarterly expenditures report to the members of the board for their review.

**Board Members Political Activities:**

None

**Unfinished Business:**

Mr. Manahan led the discussion on the letter he prepared to request a compensation increase for the new board members that will be appointed in June 2019. Ms. Berry explained the budget process when requesting compensation increases. A brief discussion occurred regarding the letter that Mr. Manahan prepared. Ms. O'Callaghan made a motion to have Mr. Manahan finalize the letter with the necessary changes; seconded by Mr. Foster. The motion carried unanimously.

Ms. Berry reported that she contacted the Democratic Central Committee to address their questions that Ms. O'Callaghan brought to the November meeting. She also reported that the website was updated based on suggestions made by Ms. O'Callaghan.

**New Business:**

None

**Scheduling of Next Meeting:**

The next meeting is scheduled for Wednesday, February 21, 2018 at 10:00 a.m.

**Closed Meeting Held on December 13, 2017:**

Mr. Manahan requested a motion to close the meeting under General Provisions Article §3-305(b)(1), which exceptions permit closing a meeting to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals. The Board will close the meeting to discuss the performance evaluation of the Election Director. Ms. O’Callaghan made a motion to convene in closed session; seconded by Mr. Shipley. The motion carried unanimously.

Present:

- Board
- Griffith Manahan, President
- Laura O’Callaghan, Vice President
- Harvey Tegeler, Secretary
- Samual Foster, Member
- Larry Shipley, Member

**Adjournment:**

The meeting was adjourned prior to the closed meeting on a motion by Mr. Foster; seconded by Mr. Tegeler to adjourn the meeting at 11:10 a.m. The motion passed unanimously.