

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
December 21, 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

Call to Order & Welcome:

Mr. Manahan, President called the meeting to order at 10:02 a.m. A quorum was present.

Approval of Minutes:

The Board approved the minutes from the November 18, 2016 meeting, on a motion from Mr. Shipley, seconded by Mr. Foster. The motion carried unanimously.

Attorney Report:

None

Staff Report:

Ms. Berry reported that Lydia Trester has been selected to fill the vacant Election Data Application Specialist position. Ms. Trester will begin on January 4, 2017.

Ms. Berry reported that all staff PEP evaluations have been completed.

Ms. Berry told the Board that Sean Seibel will be leaving in March. She explained that the IT position will be posted after Mr. Seibel leaves. A brief discussion occurred about the process to fill the vacant IT position.

Ms. Berry and Ms. Jones attended the MAEO meeting on December 14, 2016. SBE will not be making presentations at the MAEO conference, so there will be no need for the Board to attend. Workshops that are being discussed for the conference include team building, budget, smart sheets and professional development seminars about “thinking outside the box” and effective communication. The conference agenda is being geared toward the staff with no board or attorney breakout sessions. Even though there is money in the budget for staff to attend, Ms. Berry is uncertain if the county will approve the attendance at the conference because SBE is not involved.

Ms. Berry reported that the FY18 budget and capital project have been submitted and are under review. CHANGE, Inc. will be moving out of the basement in June, 2017. Renovations to the basement should begin in July, 2017.

As per the Board’s request, Ms. Berry provided a per voter cost analysis for early voting and Election Day. For the 2016 General Election, the analysis determined that the cost was \$5.40 per voter that voted during early voting. If all eligible voters would have voted at early voting the cost per voter would have been \$.90. In addition to early voting, the cost analysis included a small, medium and large precinct. The analysis determined that the smaller the precinct the higher the per voter cost. In the small precinct there were 352 voters who voted and the cost per voter was \$59.18. In the large precinct there were 4,552 voters who voted and the cost per voter was \$16.07. Further discussion occurred regarding the findings of the analysis.

Ms. Berry reported that for the 2018 election cycle the LBE offices will be responsible for processing all UOCAVA absentee ballot request. SBE was awarded a grant to process all UOCAVA absentee request for the past two election cycles. The grant has expired and SBE is required to transition the duties of processing UOCAVA voters back to the LBE offices.

Ms. Berry stated that SBE does not anticipate the Primary Election date to change for 2018, but there may be a change to early voting to make it longer. Election Day is Tuesday, June 26, 2018.

It is expected that there will be a constitutional amendment question to implement same day registration on Election Day on the 2018 ballot. If the constitutional amendment passes in 2018, same day registration would be implemented for the 2020 election.

Ms. Berry reported that the universal registration may change in the 2017 legislative session.

SBE certified the election on December 9, 2016, and the backlog of work is almost completed.

The canvass minutes and the Board minutes are posted on the website under the “Contact Us” page.

Ms. Berry reported that the Clear Ballot audit that was presented to the Board on November 30th, indicated a difference that has since been corrected by Clear Ballot. Further explanation and discussion occurred about the Clear Ballot audit. The Directors and Deputy Directors are in the process of being trained on how to look at each individual ballot in the Clear Ballot database. As a reminder, because the margin of error was less than .05% no further action was required.

Ms. Berry explained that on Election Day a voter fell outside at Liberty High School. A claim was submitted to the Board of Education; which is not being paid. A notice of the claim was sent to Ms. Berry to inform the office that a claim was filed and that she may receive a claim from the voter. A copy of the notice was provided to Mr. Berger.

Ms. Berry stated that post-election surveys have been sent and received from the election judges. Only 80 surveys have not been returned.

SBE will be conducting a series of “lessons learned” for the Election Directors and Deputy Directors in the coming months. SBE is also sending a post-election survey to the Election Directors and Deputy Directors.

Ms. Berry stated that the Board of Canvassers must convene to canvass 5 untimely ballots.

Board Members Political Activities:

None

Unfinished Business:

None

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, March 15, 2017 at 10:00 a.m.

Adjournment:

The meeting was adjourned on a motion by Mr. Shipley; seconded by Mr. Tegeler to adjourn the meeting at 10:49 a.m. The motion passed unanimously.