

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
February 21, 2018

Present:

Board

Griffith Manahan, President (*by telephone*)
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:

Ms. O'Callaghan, Vice-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 December 13, 2017 meeting, on a motion from Mr. Tegeler, seconded by Mr. Foster. The motion carried unanimously.

Attorney Report:

None

Staff Report:

Ms. Berry attended a security meeting at the State Board of Elections (SBE) on January 11, 2018, to discuss Carroll's physical security assessment that was completed by the Department of Homeland Security (DHS). Parts of the DHS physical security assessment were shared with our budget analyst. Ms. Berry will be participating on a panel for the 2018 MAEO conference to discuss DHS's "Risk and Vulnerability Assessments".

Ms. Berry attended the MAEO meetings on January 12, 2018 and February 13, 2018.

Ms. Berry reported that SBE has decided that the ballot stubs will remain for the 2018 election. If ballot stubs were no longer used, changes to COMAR would be required. SBE was concerned about the accounting process of the ballots if stubs were no longer used.

A Director's meeting was held on February 1, 2018. The findings of the Pre-Primary Training Plan (PPTP) were discussed.

Ms. Berry thanked the board members who were able to attend the active shooter training held on February 14, 2018. The active shooter training will be discussed at judges training. Portions of the disaster recovery plan and the active shooter plan have been included in the 2018 judges' manual. Mr. Berger asked if there was a policy on carrying guns on school property. He suggested that the office contact the Board of Education for their policy. After a brief discussion, Ms. Berry stated that she would research the policies regarding guns for the facilities that are used as polling places and provide a report at the March meeting.

Ms. Berry reported that she shared the "Behind the Scenes" YouTube video with the local Central Committees. She also posted the video on social media outlets and with the budget analyst.

The bids for printing the sample ballots will close tomorrow (Thursday, February 22, 2018). Mr. Manahan asked if the bids received are statewide. Ms. Berry explained that the bids received are for Carroll County only. She will announce the bid winner at the March meeting.

Ms. Berry reminded everyone that Tuesday, February 27, 2018, is the last day to file for office. The office will be open until 9:00 p.m. to accept candidate filings.

The deadline to file financial disclosures is March 1, 2018. If a disclosure has not been filed by March 1st, the candidate will not appear on the ballot. She has contacted the candidates effected by this requirement.

On March 5, 2018, ballot production will begin. Carroll will have approximately 19 ballot styles. Ms. Berry discussed how the election judges will handle ballots at the early voting centers.

Current voter registration totals were supplied to each member of the board.

Ms. Berry reported that two voters were cancelled as non-citizens based on information received from the Jury Commissioner. The voters' were notified of the information received by the office and were given two weeks to respond before placing them in a cancelled status. The information was sent to SBE. Mr. Manahan asked if they had voted. Ms. Berry stated that the voters' had not voted. Ms. Bartholow has filled all election judge positions. 564 election judges have been hired. She is working on compiling a back-up list.

Ms. Berry stated that the election judge manual is almost complete. She is expecting to post the manual on the office's website next week. The election judge training schedule will be provided at the March meeting.

Currently, there have been 77 requests for absentee ballots. A letter will be sent to the nursing homes at the end of April.

The Pre-Primary Training Plan (PPTP) conducted in January went well. The IT staff did an excellent job with the training. Ms. Berry explained what was done during the PPTP. She stated that SBE complimented the IT staff on doing a great job and how well they read and followed directions.

Additional pollbook testing was conducted the week of February 12, 2018.

On February 1, 2018, further testing was done on the DS200s.

Ms. Berry reported that photos have been placed in the transportation carts to assist the election judges in packing the election supplies after the polls close.

All quarterly charging has been completed on the voting equipment.

Ms. Jones is working on packing the election judge supplies.

Mr. Stuart Harvey, Election Director for Frederick County and Ms. Berry monitor proposed election legislation and have testified on various election bills. Ms. Berry has provided the board with a list of pending election legislation. The legislation for Same Day Registration (SDR) on Election Day will be a constitutional amendment to appear on the November ballot, if passed. SDR for Election Day would be implemented for the 2020 election. Ms. Berry has included in the budget for FY20 SDR on Election Day. HB1278 regarding post-election audits, if passed, would require Clear Ballot to perform the audit for the Primary Election. For the General Election, a manual audit of the ballots would be performed. The General Election audit must be completed within 120 days after the election. Ms. Berry explained that the automatic registration bill will automatically register a voter and the voter would be responsible for contacting the election office if they do not want to be registered. Mr. Manahan asked about HB280 regarding unaffiliated voters changing their party at early voting. Ms. Berry clarified that only voters registered as unaffiliated would be allowed to change their party during early voting and would be issued the appropriate ballot based on their new party. An emergency bill regarding online delivery of an absentee ballot has been introduced. The emergency bill would restrict the voters' that can receive an absentee ballot by email to UOCOVA and voters with a disability. Ms. Berry will continue to monitor election related legislation so that she and the board can be informed on election bills that pass.

Ms. Berry reported that she will be mailing candidates a letter with information about the Primary Election. The letter will include the electioneering policy for early voting and on Election Day. Other information provided will be a pamphlet regarding sign placement and the Belfer Center

handouts on cybersecurity for candidates and campaign staff. Ms. Berry will also include her postal contact to suggest that candidates contact the post office to discuss the requirements regarding election mailings.

A current list of candidates was provide to each board member. Mr. Manahan asked what the deadline date was for a central committee to nominate candidates. Ms. Berry said the deadline to fill a vacancy for an office to appear on the primary ballot is March 5, 2018.

Ms. Troxell was informed by Winfield Fire Company that they will be upgrading the air conditioning at the fire station. She was assured that the upgrade would be completed on the social hall where voting occurs. Ms. Berry and Ms. Troxell will remain in contact with the fire hall to ensure that the upgrade will be completed to the social hall within the time-frame reported. Ms. Berry stated that schools are also doing renovations and she has been assured by Mr. Prokop that the renovations will not interfere with Election Day.

The FY19 recommended budget has not been presented to Ms. Berry. She has included in the budget SDR on Election Day and three early voting centers. Ms. Berry also explained to the budget analyst that she is preparing for the 2020 census and explained what possible changes could occur that would affect the budget.

Ms. Berry reminded the board of the budget process for requesting a salary increase for board members. She explained that a member or members must make a presentation in person to the Commissioners.

Ms. Berry introduced the contractual employee Katelyn Davenport. Ms. Davenport's first day was January 24, 2018. Ms. Dutterer is training Ms. Davenport on MDVOTERS and she has been assisting staff on taking candidate filings.

Brenda Hill will begin on Thursday, March 8, 2018 and will be working 24 hours a week.

Ms. Berry reported that there will be a non-partisan ballot for the Board of Education office for the 2018 Primary election.

Board Members Political Activities:

Mr. Tegeler paid \$40.00 to attend the Carroll County Republican Central Committee breakfast.

Mr. Manahan paid \$40.00 to attend the Carroll County Republican Central Committee breakfast and \$35.00 to the Hogan re-election campaign.

Unfinished Business:

None

New Business:

None

Scheduling of Next Meeting:

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

Adjournment:

The open meeting was adjourned on a motion by Mr. Shipley; seconded by Mr. Foster to adjourn the meeting at 10:55 a.m. The motion passed unanimously.

Closed Meeting Held on February 21, 2018:

Ms. O'Callaghan requested a motion to close the meeting under General Provisions Article §3-305(b)(1), which permits closing a meeting to discuss a personnel matter that affects compensation of specific individuals. Meeting in closed session allows the members of the Board to be briefed on a personnel matter and share their views without compromising the confidentiality of those discussions. Mr. Shipley made a motion to convene in closed session; seconded by Mr. Foster. The motion carried unanimously. The meeting was closed at 10:57 a.m.

In addition to the board members present at the open meeting, Ms. Berry was present for a portion of the closed session. Mr. Berger was dismissed by the board members. During the closed session, Ms. Berry presented information regarding a salary adjustment for members of the staff and the election director. The closed meeting was adjourned at 11:30am.

Closed Meeting Held on December 13, 2017:

Ms. O'Callaghan made a motion to close the meeting, seconded by Mr. Shipley the members in favor: Mr. Tegeler, Mr. Foster and Mr. Manahan. The meeting was closed at 11:10 a.m. under General Provisions Article, §3-305(b)(1), 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 meeting was held at the office of the Carroll County Board of Elections, 300 S. Center Street, Room 215 in Westminster.

Present:

Board

Griffith Manahan, President
Laura O'Callaghan, Vice President
Harvey Tegeler, Secretary
Samuel Foster, Member
Larry Shipley, Member

Topic(s) of Discussion:

The Board discussed the performance evaluation for the Election Director.

Adjournment:

The closed meeting was adjourned on a motion by Mr. Foster, seconded by Mr. Shipley to adjourn the meeting at 11:20 a.m. The motion passed unanimously.