

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
March 28, 2018

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 February 21, 2018 meeting as amended, on a motion from, Mr. Shipley seconded by Mr. Foster. The motion carried unanimously.

Attorney Report:

None

Staff Report:

On February 27, 2018, Ms. Berry met with facilities and was informed that the security measures she requested are being implemented in April. Ms. Berry explained in detail the security measures being installed.

Ms. Berry reported that DHS is currently working with the county IT Department on security measures for all county facilities.

On March 2, 2018, Ms. Berry met with her budget analyst and her requested budget is in the FY19 recommended budget. Since her budget, with minor alterations, has been placed in the recommended budget, she will not have to go before the Commissioners to request items not included in the budget. The budget analyst has included 3 early voting centers in the FY20 budget and is aware of other pending legislation.

On March 27, 2018, Mr. Manahan and Ms. Berry attended an open session with the Commissioners to request the stipend increase for the board effective June 2019. The budget analyst told Ms. Berry that she will know by May if the stipend increase was approved.

On March 6, 2018, Mr. Manahan, Ms. Berry and Ms. Troxell attended the Republican Women's Club meeting in Taneytown. Ms. Berry explained what she presented to the group and that there were many questions asked by everyone. The Republican Women's Club thanked Ms. Berry for attending the meeting.

On March 7, 2018, Ms. Berry met with the Community Media Center regarding election information that they want to air on TV. They are also considering running the YouTube videos created by SBE. They want to partner with the office to have a link on the office's website to the Media Center so that candidate information can be shared with the voters. The Media Center has a non-partisan policy in place and Ms. Berry has a copy of the policy for the board to review. Ms. Berry asked for a discussion regarding placing a link on the office's website to the Media Center. After the discussion, Mr. Tegeler made a motion to not have a link on our website to the Media Center, seconded by Mr. Shipley, in favor: Mr. Foster and Mr. Manahan. The members opposed: Ms. O'Callaghan. The motion passed 4 to 1 to not have a link on the office's website to the Media Center.

Ms. Berry reported that for the 2018 General Election the office will be partnering with the Bipartisan Policy Center to conduct research of lines and line management at the polling places. The Bipartisan Policy Center made a presentation at the March 8, 2018 Director's meeting.

DHS provides an option to do cyber hygiene on our website, but the county IT department would have to manage this since they oversee our website.

On March 12, 2018, a meeting was held with the transportation company that will be delivering the voting system to the polling places. The Election Day equipment will be delivered using 3 trucks on June 22, 2018, beginning at 7:00 a.m. Ms. Berry stated that she may need volunteers from the board to lead the transportation trucks to the polling places.

March 13 through March 16, 2018, Mr. Manahan, Mr. Foster, Ms. Berry, Ms. Troxell, Ms. Jones and Mr. DeLima attended the MAEO conference. Ms. Berry provided an overview of the information learned at the conference. Mr. Manahan also provided an overview of the information that he learned at the sessions he attended. A brief discussion occurred about the conference. Ms. Berry reported that the next MAEO conference may be held in September of 2019. This conference will be

mandatory for the board members to attend because it will be in conjunction with the biennial conference.

Ms. Berry emailed the voter registration statistics to the board members and informed the Board that today is the NVRA deadline.

Ms. Berry reported that the staff have completed the latest ERIC reports. In a previous discussion, a question was asked about a timeline that West Virginia and Pennsylvania would be joining ERIC. These states do not have a timeline for inclusion in this program. Mr. Manahan said he spoke to the speaker from the EAC at the conference and he said that the program is expensive to participate in and that is why many states have not joined ERIC. Mr. Manahan briefly discussed his conversation with the speaker.

Ms. Berry said that she has been informed that there may be a school walkout on April 20, 2018, and the organizers want to register students to vote at the walkout. She contacted the Superintendent's Office and they are not aware of any schools interested in doing a registration drive at any pending walkout. Ms. Berry is unsure of the impact, if any, that the office may experience with training volunteers to run registration drives or processing applications received.

The election judge training dates were provided to the board. Ms. Bartholow has mailed letters to the election judges to register for training and all the positions remained filled.

The election judge manual has been placed on the website and is currently being printed.

Ms. Berry reported that she is hiring 4 County Tech 2 positions. They are being hired to manage the early voting centers and to process same day registration voters. Ms. Berry is planning ahead when the office will have to manage three or possibly four early voting centers and because the office has a small amount of staff, we will have to rely on others to assist at the early voting centers.

ES&S will be mailing the absentee ballots to the voters. The first domestic drop will be on May 17, 2018.

Ms. Jones is currently training Ms. Davenport on the nursing home process. Ms. Berry will provide more information on the number of absentee ballot requests in a future meeting.

SBE has released procedures for using the BMD for canvasses. Ms. Berry discussed the procedures provided by SBE. The decision to use the BMD for canvasses will be further discussed at a later meeting.

Ms. Berry emailed a link to the board regarding the ES&S response to the U.S. Senators questions about sharing software, data, etc. with the Russians.

Ms. Jones and Mr. DeLima are currently in a meeting in the warehouse with other local boards receiving training on using mobile devices for the state inventory system.

Ms. Berry reported that the pollbooks and printers have been placed in the FY19 recommended budget. St. Mary's County is piloting the new printers for the primary election. If the pilot goes well, SBE will determine whether we can purchase the new printers in July and implement them for the general election. The old printers would be re-allocated to the counties who were not approved to receive the new printers.

It has been a busy legislative season in Annapolis for elections. HB1658 – changes absentees from being electronically delivered – no decision has been made on this bill. HB1278 – required audits – in the primary election Clear Ballot will be conducting the audit. A manual audit for the general election must occur within 120 days after the election and be open to the public. If this bill passes, SBE will be responsible for creating the policy that the LBE offices will be required to follow. HB532/SB594 – Same Day Registration (SDR) Election Day – the SDR question will appear on the 2018 November ballot. If passed by the voters, SBE will be responsible for writing the regulations to implement SDR for Election Day. HB152/SB1048 – Automatic Registration – passed second reader yesterday. Ms. Berry briefly explained the bill. SB333 – counting absentee and provisional ballots – if passed, it would allow the canvassers to count a provisional ballot if the voter voted an absentee ballot and a provisional ballot. There have been several amendments to the bill so it's not known if this bill will pass.

Ms. Berry reported that she will be the Vice-Chair of the MAEO Legislative Committee next year. She will work with Stuart Harvey, the Frederick County Election Director who will serve as Chair for this committee.

Ms. Berry shared a letter that she sent to the candidates on March 1, 2018. The letter contained important dates, information on the election process and general reminders on electioneering at the early voting centers and polling places. Mr. Manahan complimented Ms. Berry on the letter and said it was written very well.

Ballot proofing has been completed. Ms. Berry will be signing her approval of the ballots tomorrow. The audio ballot will be proofed and approved next week.

Ms. Berry has added links to the ballots on our website. The links will not be available until SBE approves the release of the ballots.

Ms. Berry reminded the board that the judges sign a security form that discloses the chain of custody when returning election supplies.

At the March 8, 2018 Director's Meeting, Ms. Berry asked if there was a gun policy for polling places for Election Day. Ms. Nikki Charlson, Deputy Administrator at SBE said she would ask for

an opinion from the Attorney General's office on a gun policy. Ms. Berry was not the only director to ask about a gun policy. An update on this policy will be provided at the April board meeting.

Ms. Berry spoke with the County Attorney several weeks ago to provide comment on the county's financial disclosure for candidates. The current regulations were outdated and she provided updated information to the County Attorney. Ms. Berry reported that the county will be sending the new financial disclosure form to the candidates to complete. This is not a requirement from our office because the candidates have met the qualifications to appear on the 2018 ballot prior to the filing deadline.

An expenditure report was provided to the board members.

Ms. Berry stated that she confirmed that board members are not required to have background checks. This question was asked by Mr. Tegeler when the board signed the "Rules of Security Behavior for Board of Elections' officials and Employees".

An intern from the County Attorney's office will visit the election office on May 3, 2018. The intern listed several agencies she would like to learn more about.

The office will be closed on Friday, March 30, 2018, because the county buildings are closed in observance of Good Friday.

Ms. O'Callaghan recognized Diane Foster as the 2018 Human Relations Award recipient. Ms. Foster is the wife of Mr. Foster.

Board Members Political Activities:

Mr. Tegeler reported that he donated \$13.00 to Congressman Harris.

Unfinished Business:

None

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, April 18, 2018 at 10:00 a.m. The office will not have a meeting in May because of election judge training.

Adjournment:

The meeting was adjourned on a motion by; Ms. O’Callaghan seconded by; Mr. Shipley to adjourn the meeting at 11:16 a.m. The motion passed unanimously.

Closed Meeting Held on February 21, 2018:

Mr. Shipley made a motion to close the meeting, seconded by Mr. Foster the members in favor: Mr. Tegeler, Ms. O’Callaghan and Mr. Manahan. The meeting was closed at 10:57 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 in Westminster.

Present:

Board

Griffith Manahan, President (by telephone)

Laura O’Callaghan, Vice President

Harvey Tegeler, Secretary

Samuel Foster, Member

Larry Shipley, Member

Mr. Berger was dismissed by the board.

Topic(s) of Discussion:

The Board discussed the salary adjustment for the Election Director. The board voted unanimously to grant the salary adjustment for the Election Director.

Adjournment:

The closed meeting was adjourned on a motion by Mr. Tegeler, seconded by Mr. Shipley to adjourn the meeting at 11:25 a.m. The motion passed unanimously.

Closed Meeting Held on March 28, 2018:

Ms. O’Callaghan made a motion to close the meeting, seconded by Mr. Foster the members in favor: Mr. Manahan. The members opposed: Mr. Tegeler and Mr. Shipley. The meeting was closed at 11:17 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 in Westminster.

Present:

Board

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

Mr. Berger was dismissed by the board.

Topic(s) of Discussion:

To discuss the decision made at the February 21, 2018 meeting, regarding the election director’s salary.

Adjournment:

The closed meeting was adjourned on a motion by Mr. Tegeler, seconded by Mr. Shipley, to adjourn the meeting at 12:30 p.m. The motion passed unanimously.