

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
June 6, 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

Confirmation of Oath

Donald Sealing, the Clerk of the Court for Carroll County, administered and recorded the new oath of each member of the Board of Canvassers.

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 April 9, 2018 meeting, on a motion from Mr. Shipley, seconded by Ms. O'Callaghan. The motion carried unanimously.

Attorney Report:

Mr. Berger reported that the State Board of Elections (SBE) conducts a statewide conference call every other week for the attorneys. Election Security is being discussed and SBE has posted on their website their security policy. Mr. Berger stated that the Department of Homeland Security on behalf of SBE conducted a "phishing" test for the election employees. He explained how the test was conducted and the outcome of the test. Mr. Berger reported that there will be two constitutional amendments on the November ballot. The amendments are for "Same Day Registration" on Election

Day and to use the revenue collected from the casinos to fund the public schools. The constitutional amendments will be available in Spanish.

Staff Report:

Ms. Berry reported that there have been various trainings and meetings that the staff has attended to prepare for the 2018 Primary Election since the April board meeting.

Ms. Berry reported that on May 25, 2018, a press release was posted that includes information regarding close of registration.

A press release was posted today that includes information on “Same Day Registration.”

On June 8, 2018, Ms. Berry stated she will post a press release that includes information on requesting an absentee ballot.

Ms. Berry stated that she has several conference calls scheduled for June 7, 2018. A conference call will be held regarding election security, a conference call will be held with Clear Ballot regarding the upcoming Primary audit, and a conference call will be held with the United States Postal Service.

On June 11, 2018, a conference call will be held with the Maryland Emergency Management Agency (MEMA).

Ms. Berry reported that SBE will be conducting a statewide table top exercise for the Director, Deputy Director and IT staff. This exercise provides a hands-on training on how to resolve issues that may arise during an election; such as a power outage. Ms. Berry explained that staff from SBE has attended table top exercises and have found that the training is beneficial.

On June 5, 2018, Ms. Berry was interviewed by Commissioner Frazier. The interview will be aired on WTTR. Mr. Manahan asked what the interview was for. Ms. Berry explained that the interview was on the election process.

Ms. Berry stated that the Sheriff’s office conducted two active shooter trainings for the election judges. Over 100 election judges attended the first training held on May 29, 2018. On June 2, 2018, over 60 election judges attended the training. Ms. Berry provided an overview of what was presented at the trainings. She stated that the election judges provided positive feedback on the training. Mr. Shipley asked how these trainings were different from the training that the Department of Homeland Security presented. Ms. Berry said the Sheriff’s office concentrated on the “Run, Hide, Fight” aspect. A brief discussion occurred about the suggestion that were made by the deputies.

Ms. Berry reported that the close of registration was yesterday by 9:00 p.m.

On May 1, 2018, 19 people were trained as “Voter Registration Volunteers”. The group that organized the training is called “VOCAL”. Ms. Berry stated that in addition to the training there were various questions regarding the election process. The coordinator of the event complimented the office for their professionalism and providing information on the election process.

Ms. Berry explained that “Same Day Registration” will only occur during early voting. Ms. Troxell and Ms. Berry have trained the early voting managers and the early voting provisional election judges to assist with the “Same Day Registration” process.

June 9, 2018, will be the last day of training for election judges. The election judges provided good feedback on the facility.

The office will hold refresher trainings from June 11th to June 13th for all election judges. This training is offered because some of the election judges were trained in late April.

Ms. Berry reported that as of today all election judge positions have been filled.

There are around 540 absentee ballot request and over 165 are nursing homes. There are over 111 online ballots and 55 of those 111 have been returned.

Ms. Berry asked for a volunteer to assist with a going to Transitions Nursing Facility in Sykesville to assist with absentee voting. Arrival time is 1:00 p.m. and should be completed by 4:00 p.m. Mr. Manahan volunteered to go to the nursing home.

ES&S is mailing absentee ballots to the voters. SBE notified the LBE offices that the return envelopes being used are thin and the ballots can be seen through the envelope. SBE instructed the LBE offices to ask the voter to either wrap their ballot in a piece of paper before placing it in the envelope or to place the absentee ballot envelope in another envelope before mailing it. The thickness of the envelope will be corrected for the 2018 General Election.

The IT staff is working to complete the state inventory before June 30, 2018.

The election supply verification was completed on May 23, 2018.

Mr. DeLima and Ms. Jones completed the logic and accuracy (L&A) testing on May 16, 2018, on all ballot marking devices (BMD) and the scanning units.

Ms. Berry reported that the ballots have been packed for early voting and every precinct. Ms. Berry and Ms. Troxell reviewed every pack of ballots that were received.

Ms. Berry stated that beginning on Monday June 11, 2018, logic and accuracy will begin for the pollbooks.

Ms. Berry stated that transportation of the voting equipment will be done on Friday June 22, 2018. Mr. Manahan and Mr. Tegeler will be leading the trucks to the precincts. Ms. Berry requested that they be at the office at 7:00 a.m.

Ms. Berry reported that SBE has provided to the LBE offices the procedures that must be followed in regards to Valerie Irvin's name not appearing on the ballot. She explained the procedures in detail that SBE provided that must be used during early voting and on Election Day.

There have been many questions regarding the contest for Judge of the Circuit Court. Ms. Berry stated that there have been questions as to why this office does not appear on the non-partisan ballot. She stated that she has the court case from 2003 that decided that this office would only appear on the Republican and Democratic primary ballot even though the contest is non-partisan. A discussion occurred about the court's decision and how the winner will be determined.

Ms. Berry reported that the Town of Mt. Airy will be holding a special election in September. She has confirmed with SBE that this election will not interfere with the state election. The office's primary responsibility to the town is to provide a paper precinct register that contains their eligible voters.

Sample ballots have been mailed to voters and they are posted on the website.

Ms. Berry provided the board members with their binders that contain their assigned polling places to visit on Election Day. The binders also include the polling place evaluations that must be done on Election Day and at early voting. Ms. Berry reviewed the contents of the binder with the board.

The Girl Scouts will not be selling cookies at the polling places for the 2018 Primary Election. The Girl Scouts will be selling cookies during the 2018 General Election and Ms. Berry will provide information to the board regarding the cookie sale when it is received.

Ms. Berry explained that there is a new process at all polling places this year. Voting judges will be issuing ballots at a ballot issuance table. She reviewed the training that was provided to the voting judges regarding the ballot issuance table. Ms. Berry requested that the board ensures the election judges are following the procedures at this table and that the table is far enough away from the check-in station and the voting booths. Ms. Berry provided a brief discussion on some other new processes that will be used for the 2018 Primary Election.

Ms. Berry explained that there is a new policy that was mandated by SBE. Voting judges must stay two feet away from the scanning unit when a voter is scanning their ballot. She requested that when they visit the polling places that they ensure that this policy is being followed. Mr. Shipley asked if we have addressed the issue about the voter authority cards being placed in the wrong envelopes at the scanning units. Ms. Berry reported that this was discussed during training and suggestion were provided to the election judges on how to handle this new requirement.

SBE has not received information from the Attorney General's office regarding a gun policy. Ms. Berry said if information is received, she will share it with the board.

Early voting results will be run at 2:00 p.m. on Election Day. Results will not be distributed until the polls close at 8:00 p.m. on Election Day. Ms. Berry invited the board to return to watch the results being tabulated for early voting.

Ms. Berry has emails from the school system ensuring that any renovations being done at the schools will not impede on the voting process.

Ms. Berry stated that the board must return to the office on election night by 7:45 p.m. They must convene as a board to pick the precincts to be audited.

Ms. Berry reminded the board that the provisional ballot canvass will be held on Thursday July 5, 2018, at 10:00 a.m. and the second absentee ballot canvass will be held on Friday July 6, 2018, at 10:00 a.m.

Ms. Berry reported that Ms. Hill, the county contractual employee is not currently working in the office due to personal reasons. Ms. Davenport the state contractual employee has provided her two week notice and her last day will be June 15, 2018.

Ms. Berry reported that all staff evaluations have been completed as required by state personnel law.

Board Members Political Activities:

Mr. Tegeler reported that he donated \$50.00 to Dave Greenwalt for commissioner and that he has a political sign in the yard of his office for "Team Hogan" District 5 candidates.

Ms. O'Callaghan reported that she paid \$250.00 to attend the Carroll County Democratic Central Committee dinner and auction and that she has a political sign in her yard for Judge of the Orphans' Court candidate Charles Harrison.

Unfinished Business:

None

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Friday July 6, 2018, immediately following the second absentee ballot canvass.

Adjournment:

The meeting was adjourned on a motion by Mr. Shipley; seconded by Mr. Foster to adjourn the meeting at 11:50 a.m. The motion passed unanimously.

Closed Meeting Held on April 9, 2018 (meeting date changed from April 18, 2018):

Mr. Tegeler made a motion to close the meeting, seconded by Mr. Shipley the members in favor: Mr. Manahan, Ms. O’Callaghan and Mr. Foster. The members opposed: none. The meeting was closed at 10:35 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

Topic(s) of Discussion:

A discussion occurred to re-do the salary adjustment proposed at the February 21, 2018 closed meeting. Mr. Shipley made a motion to allow a one-time salary adjustment for the election director, seconded by Mr. Tegeler. The motion carried unanimously.

Adjournment:

The closed meeting was adjourned on a motion by Mr. Tegeler, seconded by Ms. O’Callaghan to adjourn the meeting at 11:10 a.m. The motion passed unanimously.