

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
December 19, 2018

Present:

Board

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

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.

Mr. Manahan reminded everyone that the central committees will be submitting names of individuals to serve on the election board to the Governor's office by February 1, 2019. He encouraged everyone who wants to remain on the board to contact their central committee members.

Approval of Minutes:

The Board approved the minutes from the meeting on October 17, 2018, as amended, on a motion from Mr. Foster, seconded by Mr. Shipley. The motion carried unanimously. The Board also approved the minutes from the meeting on November 6, 2018, on a motion from Mr. Shipley, seconded by Mr. Foster. The motion carried unanimously.

Attorney Report:

None

Staff Report:

Ms. Berry explained that the Board's folders contained the administration report from SBE which includes the ByteGrid report, total voter turnout by county, the office budget request for FY20 and a letter that was received from Mr. Zepp complimenting the office for a successful election.

On November 29, 2018, Ms. Berry and Ms. Troxell participated in a conference call for the Director's meeting and Ms. Berry attended the State Board meeting.

Ms. Berry reported that the legislators will be drafting policies regarding the recently passed Same-Day Registration initiative.

Ms. Berry reported that the new pollbooks and printers will not be received until late 2019.

Ms. Berry explained that the emergency redistricting will impact Congressional District 6 and possibly 8. If the emergency redistricting is passed and the redistricting impacts Carroll the office will be implementing the new redistricting boundaries. The Governor's office has appointed the redistricting committee.

The General Assembly will begin session on January 9, 2019. Ms. Berry is co-chairing the MAEO Legislative Committee. She will provide a report on election legislation that will impact the office.

Ms. Berry has been appointed to chair the MAEO Personnel Committee. She explained the committee's staff salary proposal that was submitted to SBE. Ms. Berry has attended committee meetings on December 11th, 14th, and 20th and will attend meetings on January 3rd, and January 10th.

On January 8, 2019, Ms. Berry and Ms. Troxell will be attending the manual audit being conducted in Caroline County. Caroline County is the first county to pilot the manual audit.

Ms. Berry stated that Carroll County will be the second county to pilot the manual audit which will be conducted on January 14, 2019 at 9:00 a.m. The Board is not required to attend the manual audit, but everyone is welcome. Ms. Berry stated that she must inform the central committees and provide notice on the website. The candidates of the office that is being audited must also be contacted. The counties not selected as a pilot county cannot begin the manual audit until after January 21st. Ms. Berry explained the process to conduct the manual audit.

On January 17, 2019, there will be an Election Director's meeting, a meeting with the Commissioners to provide them with program highlights and MAEO will be holding a meeting. Ms. Berry explained that her meeting with the Commissioners will be approximately 15 minutes and she will be discussing what the office does and she will explain what the office will be preparing for in the future. She invited the Board to attend with her and explained that budget request will not be discussed during this meeting.

Ms. Berry reported that she believes that a budget hearing with the Commissioners will occur in March.

A new release was installed to MDVOTERS and the staff participated in a go-to-meeting on December 18, 2018, to be briefed on the new upgrades.

Ms. Berry reported that candidate filings for the Board of Education will begin on February 5, 2019.

Ms. Berry reported that a registered voter in Carroll County was also registered in West Virginia. This voter voted in Carroll and West Virginia and the double voting was caught by the election officials in West Virginia. The voter was sentenced, but the sentence was not significant. Mr. Manahan wanted to know if West Virginia participates in ERIC. Ms. Berry stated that West Virginia does participate in ERIC. Mr. Manahan asked how this voter could vote twice if West Virginia participates in ERIC. He also wanted to know why West Virginia caught this voter and Maryland did not. Mr. Berger wants to know if Maryland is going to prosecute this voter for voting twice. Ms. Berry said she will research the questions asked and will provide a report at the January meeting.

Ms. Berry reported that there were several election judges and voters who fell during the general election. All reported incidents have been resolved with no further action needed. Ms. Berry explained, that neither the county nor the state wants to take responsibility to pay for the medical cost for election judges who injure themselves while working for the election office. If an injury to an election judge occurs in the future, the county and state will have to determine who is responsible for paying medical cost for election judges because the office is not responsible for making these payments.

All windows in the building have been tinted including the windows in the room that contains the ballots. The windows were tinted due to glare on the computers and for security measures.

Ms. Berry reported that the clear ballot audit has been completed and there were no audit findings that were over the acceptable threshold.

Staff performance evaluations will be conducted on January 4, 2019.

Interviews for the open position will occur on January 22nd and 23rd. Ms. Berry stated that 14 people have scheduled an interview.

Ms. Berry explained her request for each category in the FY20 budget. A brief discussion occurred regarding the proposed budget. Mr. Tegeler made a motion to accept the budget as proposed, seconded by Ms. O'Callaghan. The motion carried unanimously.

Board Members Political Activities:

None

Unfinished Business:

Answers to Mr. Manahan and Mr. Berger's questions regarding the voter that voted in West Virginia and Carroll County.

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, January 16, 2019, at 10:00 a.m.

The open meeting remained open until after the closed meeting was adjourned.

Adjournment:

The meeting was adjourned on a motion by Mr. Tegeler; seconded by Mr. Shipley to adjourn the meeting at 10:58 a.m. The motion passed unanimously.

Closed Meeting Held on December 19 2018:

Mr. Manahan 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 a specific individual in the office. 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 10:37 a.m.

In addition to the board members present at the open meeting, Ms. Berry, Ms. Troxell and Mr. Berger were present for the closed session. The closed meeting was adjourned at 10:57a.m., on a motion made by Mr. Foster, seconded by Mr. Shipley. The motion passed unanimously.