

Board of Elections
Office

300 South Center Street, Room 212
Westminster, Maryland 21157-5248



410-386-2080
TOLL FREE: 1-888-302-8978
MD RELAY: Call 711 or 800-735-2258(TTY)
ccgovernment.carr.org/ccg/electionboard
FAX: 410-876-3925

Carroll County Board of Elections
Board Minutes
January 16, 2019

Present:

Board

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

Staff

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Attorney

Terry Berger, Attorney

Absent

Samuel Foster, Member

Call to Order & Welcome:

Mr. Manahan, 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 meeting on December 19, 2018, as amended, on a motion from Ms. O'Callaghan, seconded by Mr. Tegeler. The motion carried unanimously.

Attorney Report:

None

Staff Report:

The MAEO Personnel Committee met with Ms. Lamone and Ms. Charlson on January 3, 2019, to discuss the new job specifications for election employees. The new job specifications provide for growth within the election series. The MAEO Personnel committee will be working on new job specifications for SBE employees so that those job specifications can be added to the election series. DBM has approved the new job specifications created for the Election Director and Deputy Director

and the new specifications will be used to fill vacant positions. Ms. Lamone was in support of the new job specifications created for the Election Director and Deputy Director.

On January 8, 2019, Ms. Berry and Ms. Troxell attended the manual audit performed at Caroline County.

Ms. Berry reported that on January 14, 2019, the office conducted the required manual audit. Approximately 2,100 ballots were audited and 16 teams were used. Ms. Berry stated that the audit was completed quickly because of using 16 teams. Mr. Manahan stated that the audit was ran efficiently. He also reported that the manual audit matched the voting equipment. Ms. Berry provided a detailed explanation of how the audit was conducted.

On January 9, 2019, Ms. Berry attended the first day of the legislative session.

On January 15, 2019, Ms. Berry met with Senator Hester and her chief of staff, as well as various other Senators, Delegates and staff to discuss election-related legislation.

Ms. Berry reported that after this meeting she will be attending a conference call for the MAEO meeting.

Ms. Berry stated that on January 17, 2019, an Election Director's meeting will be held and she will be meeting with the Commissioners at 11:15 a.m. to present program highlights.

On January 22, 2019, Ms. Berry will be conducting interviews for the vacant position in the office. The new hire start date will be February 13, 2019.

Ms. Berry reported that SBE will be presenting highlights to the legislators on January 24th and 29th.

Candidate filings for the Board of Education will begin on February 5, 2019.

Ms. Berry reported that the MAEO Personnel committee will be meeting with the state board on February 28, 2019.

Ms. Berry explained that she contacted SBE with the questions asked in the December meeting regarding the voter that voted in West Virginia and Carroll County. She reported that SBE does not have prosecutorial authority and the staff in charge of this matter have been out of the office. Ms. Berry will continue to work with SBE to get the answers to the outstanding questions.

A public information session was held by the state emergency redistricting committee. Ms. Berry stated that information on the possible redistricting was not provided at this meeting.

Ms. Berry had several items to discuss regarding polling places. Her recommendation was to allow the newly appointed Board to make the decisions on possible changes to polling places. Ms. Berry just wanted to make the Board aware of what she is working on to solve some polling place issues that occurred in the 2018 election.

- Ms. Berry asked if there were any issues with the Girl Scouts selling cookies at the polling places. Ms. O’Callaghan said that she had to move some of the scouts so that there were past the 100 feet “no electioneering” zone.
- Ms. Berry reported that the Carroll County Food Sunday drive was not authorized to run a food drive on Election Day. Ms. O’Callaghan said that she believes that the Democratic Central Committee organized the drive. A discussion occurred about how to handle this drive for future elections.
- Ms. Berry reported that at Pleasant Valley Fire Hall, individuals from the fire department began setting up bingo on election night when the judges were running the results tape and closing down the polls. She has contacted the individual in charge to determine what occurred. A discussion occurred regarding this matter.
- Ms. Berry stated as reported at the December meeting, there were several people who fell at Sandymount Elementary and there were several complaints regarding electioneering. Ms. Berry is going to begin looking at other options for polling places in that area to either possibly move or split the precinct. She wants to survey the Gerstell School, the Finksburg library and possibly Reese Fire Hall. Ms. O’Callaghan suggested Sandymount United Methodist Church. She said they have a large room in the building and Mr. Tegeler stated that the parking should be adequate.
- Ms. Berry would like to move the polling place at Old New Windsor Community Room to Springdale Prep School. She is going to contact the Springdale Prep School to inquire about using their facility as a polling place. The multiple parking lots at Old New Windsor Community Room are not ideal. Ms. Berry explained that when New Windsor Middle School was closed, she contacted the New Windsor Fire Department to inquire about using their facility. The request was denied because that is their bingo night. They were willing to allow the facility to be used as a polling place if they could sell food. Where the food would be sold would be in the polling room so the only other option for that location was the Old New Windsor Community Room.

Ms. Berry reported that she was contacted by Delegate Krebs regarding not hanging results tapes at the polling places. A discussion occurred on how to handle this matter for future elections.

Ms. Berry provided to the Board a list of election related legislation.

Maria Padula’s last day will be January 30, 2019. She is the intern from Liberty High School. Lisa Hutchinson’s last day will be March 29, 2019. She is the contractual employee that was hired for the 2018 election.

Ms. Berry has submitted her budget to the county and has met with her analyst to discuss her budget requests. Ms. Berry believes that her budget hearing will occur in March. She will need a representative from the Board to attend the meeting with her because of the request to increase the salaries of the Board members. Mr. Manahan will not be available in March so Ms. O'Callaghan agreed to represent the Board at that meeting to request the salary increase. Ms. Berry will notify the Board by email when the date is determined.

The MAEO conference will be held in Ocean City from May 21st to May 24th. Ms. Berry believes that Day 2 of the conference will be a tabletop exercise like the one the staff attended in August. She also believes that there will be breakout sessions for the Board members on Day 1 of the conference. Ms. Berry would like to take the newly appointed Board to the conference.

Ms. Berry reported that the required Biennial meeting held by SBE will be a one-day meeting held in September.

Mr. Manahan provided to the Board a document that he prepared that includes the responsibilities of board members and the time commitment that board members must give to the office. This document was requested by the Republican Central Committee to help them select candidates for the appointment to the election board. Mr. Tegeler stated that the Republican Central Committee holds the office in high regard.

Board Members Political Activities:

Mr. Tegeler paid \$40.00 to the Republican Central Committee to attend a breakfast being held in February.

Unfinished Business:

Ms. Berry is researching the following questions:

1. How did a voter vote in Carroll County and West Virginia if both states participate in ERIC?
2. How did West Virginia recognize that the voter voted twice and Maryland did not?
3. Is Maryland going to prosecute the voter for voting twice?

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday March 20, 2019 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 10:43 a.m. The motion passed unanimously.

Board of Canvassers Meeting:

Board of Canvassers: Griffith Manahan, Chair, Republican
 Larry W. Shipley, Secretary, Republican
 Laura O’Callaghan, Democrat
 Harvey Tegeler, Republican

LBE Staff: Terry A Berger, Board Attorney
 Katherine Berry, Director
 Paula Troxell, Deputy Director

Absent: Samuel Foster, Democrat

Mr. Manahan motioned to open the meeting, seconded by Ms. O’Callaghan. The motion carried unanimously.

Approval of Minutes:

The Board approved the post-certification minutes from December 19, 2018, on a motion from Ms. O’Callaghan, seconded by Mr. Shipley. The motion carried unanimously.

Adjournment:

The meeting was adjourned at 10:46 a.m.

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. The meeting was held at the Carroll County Board of Elections office, 300 S. Center Street, Westminster.

Present:

Board

Griffith Manahan, President
Laura O’Callaghan, Vice President (by telephone)
Harvey Tegeler, Secretary
Samuel Foster, Member
Larry Shipley, Member
Terry Berger, Attorney
Katherine Berry, Election Director
Paula Troxell, Deputy Election Director

Topic(s) of Discussion:

Ms. Berry informed the Board of a grievance filed by a staff member to the Director of HR at SBE.

Adjournment:

The closed meeting was adjourned on a motion by Mr. Foster, seconded by Mr. Shipley to adjourn the meeting at 10:57 a.m. The motion passed unanimously.