

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
March 20, 2019

Present:

Board

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

Staff

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Attorney

Terry Berger, Attorney (*by telephone*)

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 meeting on January 16, 2019, as amended, on a motion from Mr. Foster, seconded by Mr. Shipley. The motion carried unanimously.

Attorney Report:

None

Staff Report:

On January 17, 2019, Ms. Berry and Ms. Troxell participated in a conference call for the Election Director's meeting. After the conference call, Ms. Berry presented program highlights to the Commissioners. She outlined what is happening now and what is coming.

On January 22nd and 23rd, interviews were conducted to fill the vacant Data Application Specialist II position. Chelsie Grooms was selected and she began on February 13, 2019. All open positions in

the office have been filled. Ms. Berry explained that she will be hiring one contractual position for the 2020 Presidential Election.

On January 24th and 29th, Ms. Berry attended the SBE briefing to the EHEA and to the Ways & Means committees in the General Assembly.

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

On February 22, 2019, Ms. Berry and Ms. Troxell met with the budget analyst to clarify and discuss the budget request. On March 18, 2019, the budget analyst presented the recommended budget to Ms. Berry. The budget request that Ms. Berry prepared was recommended with the exception of the request for a new position. Ms. Berry must appear before the Commissioners on April 2, 2019, to request the additional position.

Ms. Trester attended the MAEO Voter Registration meeting. The meeting is held to discuss voter registration issues and to share best practices.

On February 27, 2019, Ms. Jones and Mr. DeLima attended the MAEO ETC (Election Technology Committee) meeting. Upgrades to the pollbooks and ballot marking devices was discussed.

On February 28, 2019, Ms. Trester, Ms. Bartholow, Ms. Hutchinson and Mr. DeLima went to Washington County to assist them with their 2018 General Election manual audit.

On March 4, 2019, Ms. Berry, Mr. DeLima and Ms. Jones attended an SBE Voting System Lessons Learned meeting. Ms. Berry reported that new pollbooks will not be purchased for the 2020 election. Election Day Registration will be conducted on Election Day. SBE wants to network the pollbooks on Election Day. LBEs are concerned about not being able to have connectivity from all polling places on Election Day. MAEO has sent a letter to SBE to address connectivity concerns. SBE estimates the connectivity cost to be approximately \$1,000.00 per polling place. ES&S is working on an upgrade to the election software to improve how the ballot is displayed on the ballot marking devices (BMDs). If the upgrade passes certification, BMDs will likely be used for early voting only. Ms. Berry explained that more BMDs and more space will be needed if only BMDs are used for early voting. A discussion occurred about use of BMDs at early voting and the connectivity at the polling places for Election Day.

On March 5, 2019, Ms. Bartholow, Ms. Grooms and Ms. Troxell attended a MAEO Election Judge meeting. Ms. Troxell stated that there were several suggestions made that may help with election judge retention. One suggestion was to create a newsletter to send to the election judges to keep them invested in the electoral process. Ms. Berry stated that she would like to work on a newsletter to send to the election judges and the central committees.

On March 6, 2019, Ms. Berry participated by a conference call in the MAEO State Regulation Committee meeting. The committee reviews proposed changes to state regulations. Three proposed

changes that were discussed was an option to eliminate ballot stubs, require the Election Director to notify candidates of the electioneering boundaries and allow voters to drop off their absentee ballot at an early voting center or polling place on Election Day. The ballot would likely be secured in the provisional ballot bag.

Ms. Berry and Ms. Troxell attended an SBE Absentee Ballot lessons learned meeting. On-line ballot delivery was a discussion at the meeting because of the increased time it takes to canvass these ballots. During the meeting, Ms. Berry suggested that any voter using the on-line ballot delivery system be required to mark their ballot using the on-line ballot marking tool so the ballots are easier to canvass.

On March 13, 2019, Ms. Berry and Ms. Troxell met with Mr. Graham of the Springdale Preparatory School. Ms. Berry is working with Mr. Graham to possibly move the Old New Windsor Community Room polling place back to the New Windsor Middle School which is now privately owned by Springdale Prep. Mr. Graham offered the media room because the gym or cafeteria cannot be used since students reside at the school. Mr. Graham is not worried about the public using the building during school hours because they have armed security. Mr. Manahan has a concern about the agreement Springdale Prep has to lease the building with an option to buy. Ms. Berry stated she will confirm if Springdale Prep owns the building. Mr. Manahan asked if there would be concerns with the parking if the school is open during voting hours. Ms. Berry said there is plenty of parking even during school hours. Ms. Troxell reminded the board that they must follow the administrative policy when considering polling place changes. Notice that a discussion is being held to change a polling place must be posted on the office website 48 hours prior to the board meeting and the decision of the polling place change must be posted on the website within 24 hours after a decision has been made.

Ms. Berry and Ms. Troxell attended the MAEO meeting on March 15, 2019.

Ms. Berry and Ms. Troxell met with the county Building Construction Manager on March 18, 2019, to discuss what would be needed in the new Charles Carroll building so that it could be used as a polling place. Ms. Berry reported that if the building is built, it will not be available until the 2022 election.

Ms. Berry and Ms. Troxell will be attending the Election Director's meeting tomorrow (March 21, 2019) at SBE. After the Election Director meeting they will attend a sexual harassment training class to provide feedback on the training before it is officially presented to all LBE staff.

At the State Board meeting on March 28, 2019, Ms. Berry will be presenting the MAEO Personnel proposals to the board members.

Ms. Berry shared the letter that she prepared to submit to the Commissioners at the April 2, 2019 meeting, regarding the request to increase the board's salary. After a brief discussion, Mr. Tegeler motioned to present the board salary increase letter to the Commissioners, as amended. Mr. Foster

seconded the motion. The motion carried unanimously. Ms. Berry stated that the Commissioner meeting will be held at 3:30.

On April 3, 2019, Ms. Bartholow and Ms. Grooms will attend the Senior Expo to register voters and to recruit election judges.

Ms. Berry reported that Sine Di in the General Assembly will occur on Monday, April 8, 2019.

Ms. Berry reminded everyone that the MAEO conference will be held on May 21, 2019 through May 24, 2019. She confirmed that Mr. Manahan, Mr. Foster, Mr. Woodley and Mr. Berger will be attending.

Ms. Berry reported that the AG's office has confirmed that the voter that voted in Carroll and West Virginia has been cancelled as of March 19, 2019.

Ms. Berry explained that the office will be recruiting more election judges for the 2020 election because of Election Day Registration and a larger turnout.

Ms. Jones and Mr. DeLima are conducting post-election maintenance (PEM) on all voting equipment.

Ms. Berry reported that on Tuesday March 26, 2019, the Supreme Court will hear the emergency redistricting case. She explained that the map presented by the Governor's Commission could change Carroll's Congressional District 8 to Congressional District 6. Ms. Berry believes that the legislators will not vote on the submitted changes until a decision is made by the Supreme Court. If the congressional change is approved, voter notification cards must be mailed to voters to notify them of the change. In addition, the office is working with the State Department of Planning on the upcoming 2020 redistricting. The office will be reviewing the election district boundaries to the maps provided by the state to ensure precinct boundaries are correct. Implementation of the 2020 redistricting will occur in 2021. Ms. Berry reminded the board that the county will create a committee to determine if changes are needed to the commissioner districts. She explained that the board will be required to appoint one member to the committee, per what is written in the law.

In August, the State Administrator will determine the number of early voting centers that each county must have based on the number of active registered voters. Ms. Berry explained that the office may not meet the number of active registered voters to be required to have three early voting centers.

Ms. Berry reported that she spoke with Mr. Stewart at Pleasant Valley regarding the issue during the 2018 General Election with fire company volunteers coming in the room to set up for bingo when the election judges were closing down the polling place. Mr. Manahan asked if the "Agreement" with Pleasant Valley included wording that prohibited individuals from entering the polling place until the judges have completed closing the polling place. Ms. Berry stated that she would clarify the wording in the agreement. Mr. Berger stated that wording should have been included in the "Agreement"

with Pleasant Valley because Carroll Lutheran's "Agreement" states: "The Board shall have the exclusive use of and access to Krug Chapel on Election Day, Tuesday, June 26, 2018 between 5:30 a.m. and 9:00 p.m. or until Election Judges have completed all election tasks, whichever is later." Mr. Berger stated that if the same "Agreement" was used for Pleasant Valley as for Carroll Lutheran the "Agreement" already has the necessary wording. Ms. Berry clarified that part of the problem was that the election judges allowed the fire company volunteers to enter the room while they were closing the polling place. The election judges will have to be reminded that they cannot allow individuals in the room while they are closing the polling place.

Ms. Berry has contacted Sandymount Church and Gerstell Academy to try to meet with them to look at their facilities and to determine if they would allow the office to use their facility as a polling place.

Ms. Berry reported that Lisa Hutchinson's contract ends on March 29, 2019. She was the contractual employee hired for the 2018 General Election.

Ms. Berry provided a legislative hand-out of election related bills and provided an update on each bill.

Ms. Berry reminded the board that the SBE biennial meeting will be held in late September or early October. This is a mandatory meeting for all board members and if someone is unable to attend they must write a letter to the State Administrator with an explanation as to why they are not able to attend the meeting.

Board Members Political Activities:

Mr. Tegeler donated \$25.00 to the Andy Harris campaign.

Unfinished Business:

Does Springdale Prep own the building or are they leasing to buy the building?

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday, May 1, 2019 at 10:00 a.m. The new board will meet on June 12, 2019. Ms. Berry will contact the Clerk of the Court office to arrange for a staff member to attend the June meeting to conduct the swearing in for the new members of the board.

Adjournment:

The meeting was adjourned on a motion by Mr. Shipley; seconded by Mr. Tegeler to adjourn the meeting at 11:23 a.m. The motion passed unanimously.