

Board of Elections  
Office

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Carroll County Board of Elections  
Board Minutes  
May 1, 2019

**Present:**

*Board*

Griffith Manahan, President  
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

*Public*

John Woodley (new Board Member effective June 3, 2019)

**Call to Order & Welcome:**

Mr. Manahan, President, called the meeting to order at 10:00 a.m. A quorum was present.

Mr. Manahan welcomed the new member of the board Mr. John Woodley. Mr. Manahan thanked outgoing board member Mr. Shipley for his service to the board and recognized his contributions as a board member.

**Approval of Minutes:**

The Board approved the minutes from the meeting on March 20, 2019, on a motion from Mr. Tegeler, seconded by Mr. Shipley. The motion carried unanimously.

**Attorney Report:**

None

**Staff Report:**

On March 21, 2019, Ms. Berry and Ms. Troxell attended the in-person Director's meeting at SBE. After the Director's meeting, Ms. Berry and Ms. Troxell were asked to attend and provided feedback on the Sexual Harassment training that SBE was preparing to provide to all election employees.

During the month of April, the staff and supervisors attended sexual harassment trainings. Two separate trainings were offered for supervisors and staff.

On March 28, 2019, Ms. Berry and Ms. Troxell attended the State Board meeting. A salary proposal and new job classifications were presented by the MAEO Personnel Committee to the State Board members. The State Board members decided to send a letter to the counties to request feedback on the proposal. Ms. Berry explained the details of the proposal, the contents of the letter sent to the counties, the responses received from the counties, the counter proposal offered by SBE after receiving the county responses and SBE's salary setting authority. Ms. O'Callaghan asked who is in charge of approving job classifications. Ms. Berry explained the process of upgrading job classifications. A discussion occurred about the proposal and the MAEO Personnel Committee.

On April 2, 2019, Ms. Berry attended the Commissioner budget hearing to present her requests for a new 80% position, to hire contractual employees through the state rather than the county and the request to increase the Board's salary. Ms. Berry stated that the request to increase the board's salary was approved by the Commissioners and will be effective on July 1, 2019.

On April 3, 2019, Ms. Bartholow and Ms. Grooms attended the Senior Expo to provide voter outreach and to recruit election judges.

Ms. Berry attended a MAEO meeting on April 5, 2019.

Sine Di occurred on April 8, 2019. Ms. Berry reported that she did not attend the last day of the legislative session, but she was monitoring the session to follow election bills that may be effected.

On April 24, 2019, Ms. Berry and Ms. Troxell attended the State Board meeting. There is discussion about changing the usage of the ballot marking devices (BMDs) from a minimum of two voters. Ms. Berry said that she will provide more information as she receives it.

On April 25, 2019, Ms. Berry and Ms. Troxell attended the Director's meeting by conference call.

On May 2<sup>nd</sup> and May 6<sup>th</sup>, Ms. Berry will be participating on the interview panel to hire the next HR Director for SBE.

The next State Board meeting will be held on May 16, 2019.

The MAEO conference will be held from May 21<sup>st</sup> to May 24<sup>th</sup>. Ms. Berry stated that Mr. Manahan, Mr. Foster, Mr. Woodley and Mr. Berger will be attending. Ms. Berry reported that Governor Hogan may be speaking at the conference and Julia Gouge will also be speaking because it is the 100<sup>th</sup> anniversary of Women's Suffrage. Ms. Berry told the Board to mark their calendars because the 2020 MAEO conference will be held from June 2<sup>nd</sup> to June 4<sup>th</sup> at the Clarion Resort in Ocean City.

Tentative dates have been provided by SBE for the state's biennial conference. The dates that are being considered are September 25<sup>th</sup>, 26<sup>th</sup> or 27<sup>th</sup> or October 17<sup>th</sup> or 18<sup>th</sup>. Ms. Berry reminded the Board that if they are unable to attend the meeting they are required to write a letter to the State Administrator stating that they are unable to attend the meeting.

The office has received updated VRAs because the Bread & Roses party is now a recognized party. The Green and Libertarian parties are currently conducting a petition drive to become recognized parties.

Ms. Berry reported that a petition may be coming for the John's Hopkins police force in order to have a question placed on the 2020 ballot.

Ms. Berry said that she has met with Ms. Bartholow and Ms. Grooms to review the election judge surveys that the office has received. She stated that there are a lot of positions that need to be filled because many of our long time judges have decided to retire. The amount of election judges that will be needed will be more because of the implementation of election day registration.

On May 15, 2019, the office will conduct an election judge focus group to gather suggestions from them to ensure that they are prepared to make the 2020 election successful.

Ms. Berry introduced the new board member Mr. Woodley. She stated that Mr. Woodley served as a chief judge and the knowledge he gained in that position will be a valuable asset to the board. Mr. Woodley shared his profession and discussed his family. He stated that he looked forward to serving on the board.

Ms. Berry stated that the pollbook battery testing has been completed. The failure rate statewide was 3%. SBE will be purchasing pollbook batteries to replace the failures.

Ms. Berry is currently working on a survey sent by SBE regarding networking all precincts to SBE. She explained some of the information that was on the survey and stated that the Board of Education has been extremely cooperative with answering the survey's questions. Ms. Berry stated that Carroll Lutheran and Fairhaven have returned the required information. She stated that the fire departments do not allow anyone to hardwire to their network. SBE is working on the process to implement the networking to all polling locations. Ms. Berry stated that there is funding in the budget for polling place networking.

The staff is working on the required testing of all voting booths. The booths must be tested to ensure there are no broken parts before deploying them for the 2020 Primary Election.

Ms. Jones and Mr. DeLima are working on the supply inventory. They are also compiling a list so that the required supplies can be purchased prior to the 2020 election.

The usage of the Ballot Marking Devices (BMDs) is based on ES&S software upgrade being certified by the EAC. If the software is certified the final version will be available on or before October 31, 2019. BMDs, scanning units and the Electionware will need to be upgraded. Ms. Berry explained the details of the upgraded for the BMDs.

Ms. Berry stated that the Supreme Court is expected to make a decision on the emergency redistricting in June. The redistricting will impact Carroll.

Ms. Berry and Ms. Troxell are working with the county GIS Department on the maps provided by Maryland Department of Planning (MDP) for the 2020 redistricting. The precinct descriptions are being compared to the maps to ensure the accuracy of the precinct descriptions.

Ms. Berry stated that she received a Public Information request (PIA) from Maryland 20-20 Watch. They are requesting information on complaints issued by any candidates or candidate committee, or copies of complaints issued by any candidates or candidate committees, which were filed with our office. Ms. Berry explained that the office has not received any formal complaints as requested by Maryland 20-20 Watch and she will be responding accordingly.

Ms. Berry reminded the board that during the 2018 General Election the office participated in a line management survey. The Election Field Support collected the data on Election Day and the data was sent to MIT to analyze. The results of the line management survey was returned to the office and Ms. Berry will be reviewing the results and will share the results at the next board meeting.

Ms. Berry provided a list and discussed the election related bills that past and failed for the 2019 legislative session.

Ms. Berry reported that the election calendar will be revised as follows: January 24, 2019, will be the candidate filing deadline by 9:00 p.m., April 7, 2019, is the last day to register by 5:00 p.m., and July 27, 2019, will change the deadline for filing a Charter Amendment to be placed on the 2020 General Election ballot. Ms. Berry stated that she will notify the Commissioners of the deadline change for filing a Charter Amendment.

Ms. Berry informed the board that the active registrations are 1,700 voters from requiring a third early voting center. In late August, SBE will determine the number of required early voting centers for each LBE.

Ms. Berry provided the MAEO ballots to each board member.

Ms. DeWees is not available for the June 12, 2019, board meeting so Ms. Berry is working with the Clerk's office to have a staff member available to swear in the board at the June 12<sup>th</sup> meeting.

Ms. Berry explained to Mr. Shipley that he will be required to file a final state ethics disclosure and he must return his badge to the county HR Department. She also explained to Mr. Woodley that he would be required to file a state ethics disclosure and complete paperwork for the county HR Department.

Ms. Berry provided to the board an updated contact list for board members and the staff.

Ms. Berry stated that the next two board meetings will be on June 12, 2019 and July 17, 2019. Due to Ms. Berry's absence, there will be no meetings in August or September.

**Board Members Political Activities:**

Mr. Tegeler donated \$25.00 to Senator Justin Ready.

**Unfinished Business:**

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

Contacting the Carroll County Public Schools regarding posting election result tapes at the schools.

Ms. Berry will share the results of the line management survey.

**New Business:**

None

**Scheduling of Next Meeting:**

The next meeting is scheduled for Wednesday, June 12, 2019 at 10:00 a.m.

**Adjournment:**

The meeting was adjourned on a motion by Mr. Shipley; seconded by Mr. Foster to adjourn the meeting at 12:00 p.m. The motion passed unanimously.

**Closed Meeting Held on May 1, 2019:**

Mr. Manahan requested a motion to close the meeting under General Provisions Article §3-305(b)(1), which exceptions permit closing a meeting 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 Board will close the meeting to discuss the contract and retention of the board attorney. Mr. Tegeler made a motion to convene in closed session; seconded by Mr. Shipley. The motion carried unanimously.

**Present:**

*Board:*

Griffith Manahan, President  
Laura O'Callaghan, Vice President  
Harvey Tegeler, Secretary  
Samual Foster, Member  
Larry Shipley, Member  
John Woodley, Newly Appointed Board Member effective June 3, 2019

*Staff:*

Katherine Berry, Election Director  
Paula Troxell, Deputy Director