

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
July 17, 2019

Present:

Board

Griffith Manahan, President
Laura O'Callaghan, Vice President
John Woodley, Secretary
Harvey Tegeler
Samuel Foster

Staff

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Attorney

Vacant

Public

Wendy Raith
Shannon Visocky

Call to Order & Welcome:

Ms. O'Callaghan Vice-President, called the meeting to order at 10:00 a.m. A quorum was present.

Mr. Manahan arrived at 10:20 a.m.

Approval of Minutes:

The Board approved the open minutes from the meeting on June 12, 2019, on a motion from Mr. Tegeler, seconded by Mr. Foster. The motion carried unanimously.

The Board approved the closed minutes from the meeting on June 12, 2019, on a motion from Mr. Tegeler; seconded by Mr. Foster. The motion carried unanimously.

Attorney Report:

None

Staff Report:

Ms. Berry reported that the meetings that the staff attended or will attend are listed in her written director's report.

Automatic registration began on July 1, 2019. Ms. Berry explained that automatic registration was passed in legislation. The office is receiving more electronic batches; however, most are duplicate registrations. Ms. Berry stated that she is monitoring the amount of registrations the office is receiving because of the requirement of a third early voting site if voter registration increases to 125,000.

Ms. Berry reported that she does not have an update on the voter that tried to vote in the Westminster municipal election and was not on the precinct register because they were cancelled due to double voting in Maryland and West Virginia. Ms. O'Callaghan asked Ms. Berry to provide an explanation of the issue since she did not attend the June meeting. Ms. Berry reported the information as presented in the June meeting.

Ms. Berry reported that the voter registration application will be changing to include a selection of "X" for gender.

Ms. Berry requested a salary increase for chief judges, provisional judges and greeters after the budget was approved. She has worked with her budget analyst because the budget does have sufficient funding to support the requested increase.

Ms. Berry explained that the BMD policy has changed to require five voters voting on the ballot marking device (BMD) instead of the 2018 policy that required two voters. The statement read to every voter will move from the check-in judges to the ballot issuance judges. The statement will be determined by SBE. Ms. Berry stated that she has allocated two BMDs to polling places with over 3,000 voters. She reminded the board that if an LBE wants to allocate more than two BMDs to a polling place they must receive approval from SBE. Ms. O'Callaghan asked if more BMDs will be sent to the early voting centers. Ms. Berry said she is sending four BMDs to Westminster Senior Center and two or three to the South Carroll Swim Club. Mr. Manahan asked if there will be problems getting five voters to vote on the BMDs. Ms. Berry stated that she does not believe that the judges will have a problem meeting the requirement and if there is a problem the judges will vote on the BMDs to ensure that the requirement is met. Because of this new requirement, voter outreach will be conducted in the fall. Mr. Manahan asked if we had enough BMDs to send two to precincts with over 3,000 voters. Mr. Woodley stated that additional extension cords would need to be sent to the polling places that are receiving two BMDs. Ms. Berry stated that we do have enough BMDs and that extra extension cords would be sent to the polling places that are receiving two BMDs.

Ms. Berry reported that the emergency redistricting will not occur because of the decision made by the Supreme Court. Redistricting will occur after the 2020 census.

Ms. Berry is still waiting to hear from the Carroll County Public Library regarding the “Essential Literacy Session” that they would like to present.

Ms. Berry explained that instead of listing the members of the Republican Central Committee on the office’s website a link has been posted to direct individuals to their website. The link was added because the office is not always notified when there are changes to the members of the committee. Ms. Berry asked the board if the same should be done for the Democratic Central Committee. Mr. Manahan stated he would prefer that a link be added to the Democratic Central Committee’s website. All board members agreed with Mr. Manahan’s request.

Ms. Berry presented the “Comprehensive Audit” that SBE prepared for the 2018 primary and general elections. The only issue that was reported was that there were questions left unanswered on the polling place evaluation forms. Ms. Berry shared her response to SBE regarding this reported issue.

Ms. Berry reported that networking surveys have been conducted at all polling places. ADA surveys are also being conducted at all polling places. Ms. Berry stated that there were no issues with connectivity at the polling places and she does not expect to need to change a polling place because of problems found on the ADA surveys.

North Carroll Community School cannot be used in 2020 because they must submit their school calendar to the State by July 1, 2019. Ms. Berry stated that they were willing to allow us to use the school for the 2022 election. As indicated in the Carroll County Times, it is anticipated that the Charles Carroll Community Center will be completed by 2022. Moving Pleasant Valley Fire Department (district 3 precinct 1) will be discussed after the 2020 election.

Ms. Berry reported that she visited Reese Fire Department to survey the social hall to determine if Sandymount Elementary (district 4 precinct 1) could be moved to this facility or if the precinct could be split between Sandymount and the fire hall. She stated that the fire hall would be willing to rent the hall to us, but there are a few issues that need to be considered. There is not a lockable area to secure the transportation carts. Typically, the carts are delivered the Friday before Election Day and the carts could be placed behind a partition, but it does not lock, and the hall will continue to have events the weekend prior to Election Day. There will be a cost to use the hall and the Reese Fire Department board would have to determine the cost. Ms. Berry stated that she believes their cost is normally \$700.00. The final issue is that the Reese Fire Department board would have to approve the use of the social hall as a polling place. Ms. Berry discussed the layout of the room. She provided information on splitting Sandymount Elementary. She recommends splitting the precinct instead of moving the entire precinct to the fire hall. A discussion occurred regarding the information provided. Ms. O’Callaghan made a motion to hold a decision on moving Sandymount Elementary to Reese Fire Department until after the 2020 election; seconded by Mr. Woodley. The motion carried unanimously.

Ms. Berry reported that St. Bartholomew Church in Manchester does not have space to handle voting or securing the voting equipment. Ms. Berry provided information for the North Carroll Senior Center and the Manchester Activities Building to decide on the third early voting site. Ms. Berry explained where the electioneers would be allowed for both facilities. She confirmed that the Manchester Activities Building does not have a problem with voters parking on the grass area. She explained that there is no cost to use the Senior Center, but there is an approximate cost of \$4,000.00 to use the Manchester Activities Building. A discussion occurred about the two facilities and which facility would be the best option for the third early voting site. Mr. Tegeler motioned to have an early voting center for the April primary in the northern part of the county; seconded by Ms. O’Callaghan. The motion carried unanimously. Ms. O’Callaghan motioned to hold early voting for the 2020 April primary election at the North Carroll Senior Center; seconded by Mr. Tegeler. The motion carried unanimously.

On July 25, 2019, Ms. Berry will make a presentation to the Commissioners regarding Charter Government and the presentation will include the possibility of a special election. Ms. Berry explained to the board that a special election is the same as a state election which includes absentee and provisional canvasses. She told the board that they must be available if a special election were held to assist on Election Day and to conduct the canvasses. A discussion was held on Ms. Berry’s presentation to the Commissioners.

Ms. Berry provided the board with the “Welcome” packet from the State Administrator Linda Lamone.

Ms. Berry asked the board if they have set up their county emails. Ms. O’Callaghan said she has to complete the set up. All other board members have completed the process.

Ms. Berry presented the board with the amended board by-laws. Mr. Tegeler motioned to accept the amended by-laws; seconded by Ms. O’Callaghan. The motion carried unanimously. Ms. Berry stated that she will send the by-laws to SBE and when an attorney is hired, the attorney will sign them, and they will be resent to SBE for official approval.

Ms. Berry provided a copy of the office’s mission statement. She requested that the board review the statement and decide if they feel it needs to be revised.

Ms. Berry reminded the board that the biennial meeting will be held on Thursday, October 17, 2019. The staff and the board will leave the office at 6:00 a.m.

Board Members Political Activities:

Mr. Tegeler donated \$40.00 to the Republican Central Committee and donated \$13.00 to the Andy Harris campaign committee.

Mr. Manahan donated \$40.00 to the Republican Central Committee.

Unfinished Business:

Ms. Berry will report the results from the Line Management Survey conducted by the Bipartisan Policy Center.

The Board will review the mission statement posted on the website to determine if it needs to be updated.

New Business:

None

Scheduling of Next Meeting:

The next meeting will be held on Monday, July 29, 2019, at 11:00 a.m. and will be immediately closed in accordance with the Open Meetings Act under General Provisions Art. § 3-305(b) (1).

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

Adjournment:

The meeting was adjourned on a motion by Mr. Tegeler; seconded by Ms. O'Callaghan to adjourn the meeting at 11:40 a.m. The motion passed unanimously.

Closed Meeting Held on June 12, 2019:

Mr. Manahan requested a motion to close the meeting at 12:41 p.m. 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 continue the discussion from the May 1, 2019 meeting, regarding the renewal of the current contract for legal services. Mr. Tegeler made a motion to convene in closed session; seconded by Mr. Woodley. The motion carried unanimously.

Present:

Board:

Griffith Manahan, President
John Woodley, Secretary
Harvey Tegeler
Samual Foster

Staff:

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Absent:

Laura O'Callaghan

Topic(s) of Discussion:

The board discussed and amended the legal contract which will be approved at the closed meeting on July 17, 2019.

Mr. Tegeler made a motion not to renew the current contract for legal services and to begin the process to obtain legal services for the new term.

Closed Meeting Held on July 17, 2019:

Mr. Manahan requested a motion to close the meeting at 11:41 p.m. 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 hiring process for the board attorney. Mr. Tegeler made a motion to convene in closed session; seconded by Mr. Woodley. The motion carried unanimously.

Present:

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