

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
October 16, 2019

Present:

Board

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

Staff

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Attorney

Jay Gullo

Absent

John Woodley, Secretary

Call to Order & Welcome:

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

Approval of Minutes:

The Board approved the minutes from the meeting on July 29, 2019, on a motion from Mr. Foster, seconded by Mr. Tegeler. The motion carried unanimously.

Attorney Report:

Mr. Gullo reported that he has agreed to make a presentation at the 2020 MAEO conference. The presentation will be "How to Conduct an Effective Meeting".

Mr. Gullo also explained that he was asked to review the Memorandum of Understanding (MOU) for the Westminster Senior Center because the county added an indemnity clause. He explained that he agreed with Ms. Berry and Ms. Troxell that the indemnity clause was not needed. Mr. Gullo said that he believed Ms. Troxell handled the matter with Mr. Burke from the County Attorney's office and the matter was resolved. Ms. Troxell confirmed that the indemnity clause was removed from the MOU. The MOU was signed by the county and returned to Ms. Troxell.

Staff Report:

Ms. Berry thanked the board for their gift for the birth of her daughter. She also thanked Ms. Troxell for leading the office in her absence.

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

A "Monthly Statistical Report" and the "Precincts within Districts Voter Count Report" was provided. Ms. Berry asked everyone to review the reports and if they had any questions to let her know.

Ms. Berry reported that Ms. Bartholow is working on scheduling high school voter registration and election judge recruitment events.

On December 7, 2019, the office will attend a voter registration training and outreach event at the Unitarian Universalists Church.

Ms. Berry stated that portions of the election judge manual have been released by SBE and the office is currently working on customizing the manual to make it county specific. When the revisions are complete the manual will be sent to SBE for final approval. Ms. Berry is hopeful to be able to begin printing the manual in November and the printing be completed by Christmas.

Ms. Berry reported that there are 176 election judge vacancies out of 668 positions. Ms. Bartholow is recruiting approximately 130 more election judges than was recruited for the 2018 election.

Election judge training will begin on January 27, 2020. Ms. Berry stated that she has built in the schedule additional days for bad weather.

The office has been processing requests for absentee ballots, but the number of requests have been minimal.

Ms. Berry reported that SBE has decided that the networking for Election Day will only occur in the top five counties for the Primary. SBE will reevaluate after the Primary election on implementation statewide.

The office has received ten refurbished pollbooks to use for back-up for the 2020 election.

The office will receive ten additional scanning units next week. The additional scanning units will be deployed to early voting centers and to polling places.

Ms. Berry reported that the ballot marking device (BMD) usage is still in litigation.

SBE has decided not to upgrade the BMDs to version 6100. Ms. Berry stated that SBE is requesting from each local board office the number of touch screen (DREs) units that were used in previous elections. She explained that we deployed 499 DREs in previous elections and we would need to deploy 668 BMDs for the 2020 election.

All of the polling place layouts have been updated and entered into a Visio program. Ms. Berry said the layouts look professional and she believes the board will agree.

Ms. Jones and Mr. DeLima are working on the quarterly charging of the voting equipment.

Election judge supplies are being packed and the additional signage requested by the board is being produced and then packed in the supplies.

Mr. DeLima and Ms. Jones are assisting SBE at the central warehouse to test the new voting equipment being received. Ms. Berry explained that the new voting equipment being tested are additional equipment that were requested by the local board of election offices for the 2020 election.

Ms. Berry reported that no one from the public attended the Carroll County Public Library “Essential Literacy” session held at the Taneytown branch. There are two more sessions being held at the Finksburg and Westminster branches.

Ms. Berry explained the “I Voted” sticker contest. Winners will be selected from an Elementary, Middle and High school. She explained that the contest may continue to be held during a Presidential election year.

Ms. Berry reported that the office has not received any candidate filings for the Board of Education office. She explained that individuals that were previously elected to the Board of Education office are allowed to file if they did not serve in the office for one term before filing again for another term.

All Agreements and Memorandum of Understandings (MOU) have been received from all private facilities. A memorandum will be sent to the Board of Education in November.

The layout of the polling place has been changed for Sandymount Elementary. Ms. Berry explained that the voters will be entering through the cafeteria and after voting in the gym the voter will exit from the gym. She is hopeful that changing the layout of the polling place will help with the congestion in the polling room.

Ms. Berry reported that she was informed by the State Board of Elections that they could not recommend approval for a third early voting site at the North Carroll Senior Center. The State Board's recommendation was based on the fact that, at this time, Carroll County does not have enough registered voters for three required early voting centers. (Election Law Article, §10-301.1(b) requires three early voting centers for a county with more than 125,000 voters but less than 200,000 voters.) The State may re-evaluate the request for a third early voting center after the 2020 April

Primary Election if the total number of registered voters exceeds 125,000 as required by law. If the State Board approves the third early voting center, it would be effective for the 2020 November General Election. Mr. Manahan clarified with Ms. Berry that we may have a third center for the General election.

Ms. Berry shared the line management survey spreadsheet produced by MIT. She explained the survey shows the wait times in all precincts are well under 30 minutes with most precincts having wait times of 2 to 10 minutes. Ms. Berry said there is no action needed at this time. She stated that if anyone had questions about the survey results to let her know.

The ADA surveys for all polling places have been completed. Ms. Berry reported that there were issues with electrical outlets in some of the locations. She is working with the Board of Education to get the issues corrected before the 2020 Primary.

Ms. Berry reported that she met with the Sheriff's office regarding security at the polling places. Sheriff DeWees agreed that the school resource officers could be used as security on Election Day. She explained that the officers would be in full uniform. Ms. Berry asked the board if they wanted her to continue to pursue obtaining security for the polling places on Election Day. A brief discussion occurred about using sheriff deputies to secure the polling locations for Election Day. It was decided to discuss this further at the next board meeting.

Ms. Grooms has completed her probationary period and is now a permanent employee as of August 2019.

SBE is still working on the new job classification that MAEO presented for approval. Ms. Berry is hopeful that the new classifications will be implemented in the next fiscal year.

Ms. Berry asked if anyone had changes to make to the mission statement. It was decided to discuss this agenda item at the next board meeting.

Ms. Troxell reminded everyone to meet at the county office parking lot at 6:00 a.m. tomorrow to attend the SBE Biennial meeting.

Ms. Trester, Ms. Grooms, Ms. Bartholow, Ms. Berry and Ms. Troxell will be attending the second day of the biennial on Friday, October 18, 2019. Ms. Berry explained that a tabletop exercise will be held for the local board staff at the Anne Arundel County Board of Elections office.

Ms. Berry informed the board that the annual MAEO meeting will be held on June 2 to June 5, 2020, at the Clarion Resort in Ocean City.

Board Members Political Activities:

Mr. Manahan donated \$25.00 to the Republican National Committee.

Mr. Tegeler donated \$45.00 to the Trump campaign, \$25.00 to the Andy Harris campaign and \$35.00 to the Justin Ready campaign.

Unfinished Business:

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

The Board will discuss the use of sheriff deputies at the polling places on Election Day.

New Business:

Mr. Tegeler suggested that when Ms. Troxell sends a reminder email about the board meeting that it be required that everyone respond to her email confirming that they will be attending the meeting. Everyone agreed with Mr. Tegeler's suggestion.

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday November 20, 2019, at 10:00 a.m. The December meeting will be held on Wednesday December 18, 2019 at 10:00 a.m.

Adjournment:

The meeting was adjourned on a motion by Ms. O'Callaghan; seconded by Mr. Foster to adjourn the meeting at 11:18 a.m. The motion passed unanimously.

Closed Meeting Held on July 29, 2019:

Mr. Manahan requested a motion to close the meeting at 10:55 a.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 closed the meeting to conduct interviews to obtain legal services. Mr. Tegeler made a motion to convene in closed session; seconded by Mr. Foster. The motion carried unanimously.

Present:

Board:

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

Staff:

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Topic(s) of Discussion:

The board conducted interviews to obtain legal counsel.

Mr. Foster made a motion to select Mr. Jay Gullo to serve as legal counsel for the board contingent upon identifying back-up counsel and presenting an executed agreement with his back-up counsel; seconded by Mr. Woodley. Mr. Manahan and Ms. O'Callaghan voted for the motion and Mr. Tegeler voted no to the motion. The motion passed 4 to 1.

Ms. O'Callaghan made a motion that if Mr. Gullo does not provide an acceptable back-up counsel, the board will offer Mr. Wesley Blakeslee the position as long as an executed agreement with his back-up counsel is provided; seconded by Mr. Woodley. The motion carried unanimously.