

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
November 20, 2019

Present:

Board

Laura O’Callaghan, Vice President
John Woodley, Secretary
Harvey Tegeler
Samuel Foster

Staff

Katherine Berry, Election Director
Paula Troxell, Deputy Director

Attorney

Jay Gullo

Absent

Griffith Manahan, President

Guest

Captain David Stem, Carroll County Sheriff’s Office

Call to Order & Welcome:

Ms. O’Callaghan, Vice-President, called the meeting to order at 10:01a.m. A quorum was present.

Approval of Minutes:

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

The Board approved the closed 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 been meeting with other attorneys from the local board of election offices. He is creating a binder of information including emergency processes and is trying to secure a meeting with an administrative judge to determine what would be needed if something would occur during an election.

Mr. Gullo discussed what he learned at the biennial meeting and reported that he has been invited to present another session at the 2020 MAEO conference on the “Public Information Act (PIA)”. This presentation will be in addition to the presentation on “How to Conduct an Effective Meeting”.

Staff Report:

A list of meetings that the staff attended or will attend are listed in the written Director’s report.

Ms. Berry reported that the Library Literacy Panels that were held on November 4th and November 7th were well attended. She was able to recruit election judges from the sessions.

On November 13th, Ms. Berry spoke during career day at Liberty High School. She showed the students the video created by SBE that explains what election officials do.

Ms. Berry introduced Captain David Stem from the Carroll County Sheriff’s Department. She explained that he will speak to the Board on behalf of the extensive conversations regarding polling place security for early voting and on election day. Ms. Berry explained that there are several options that the Sheriff’s office can do to help with security at the polling locations. Ms. Berry stated that they can continue to patrol between polling locations free of charge as they have done for previous election cycles. For a cost, the Sheriff’s offices can be assigned to specific polling locations and 8-days of early voting for both centers. She recommends for the April primary election that the Sheriff’s Office patrol between polling locations as they have for previous elections since the budget does not contain funding for increased security. Ms. Berry explained that the Sheriff’s office will do whatever the board would like them to do regarding security for the 2020 election cycle. Captain Stem explained the cost and clarified staffing and answered questions from the board. After the discussion, Mr. Tegeler motioned to accept the Sheriff’s Office security proposal including the officers wearing a uniform for the 8-days of early voting, the primary and general elections with the understanding that placement of the officers within the polling locations would be determined by Ms. Berry and Ms. Troxell with the final approval being made by the board. Mr. Woodley seconded the motion. The motion carried unanimously.

Ms. Berry has sent a memo to the Carroll County Public School Facilities Superintendent notifying them of the schools that will be used for polling places, the expected delivery of the equipment and the election dates.

On Friday, November 15, the office was notified that the county permit’s office will be moved to the New Windsor Community Room during their office renovation. The renovation is expected to last until April 20, 2020, and the County has provided Ms. Berry with a signed letter stating that the room will be ready for use as a polling place prior to the April primary election.

Ms. Berry reported that the Maryland State Prosecutor's Office has allowed the voter who voted in Maryland and West Virginia to re-register to vote. She has changed his voter registration record to an "active" status and sent a voter notification card.

The specimen ballot bid has been released as of November 12th. Ms. Berry explained that the company that is awarded the bid will produce the specimen ballots for the April primary election.

The Election Judge Manual has been completed and is available on our website. Ms. Berry will provide the Board with the training dates at the January board meeting and a manual will also be provided to each board member.

Ms. Berry reported that the first election judge newsletter was produced. Eighteen (18) people were mailed paper copies, but the rest were sent an email. It was also shared with our elected representatives in Annapolis and the county central committees. Ms. Berry explained that a newsletter will continue to be sent to the judges keeping them up-to-date with election news.

Election judge training begins on January 27, 2020. Ms. Berry reported that the vacancies for the 2020 election are getting lower.

Absentee ballots will be allowed to be dropped off at early voting centers and at polling places on election day. Ms. Berry stated that procedures are included in the election judge manual.

Ms. Berry reported that network testing was completed at early voting centers at the request of SBE.

The "I Voted" sticker contest was a huge success. Stay tuned on social media for the results. The three winning stickers will be used for the 2020 election cycle. If a student from Carroll County wins the contest the office will be invited to attend the award ceremony at the State Board of Elections.

The Democratic Central Committee has requested monthly data for new registered Democrats in the county. The office will begin providing the requested data in November 2019.

Ms. Berry has offered assistance to the counties being affected by the Congressional District 7 special election.

There have been no filings for the Board of Education office.

Ms. Berry asked if there were questions or items that the board would like to discuss for the 2020 legislative session. Mr. Tegeler asked if a bill could be prepared to address a voter double voting

in two states. Ms. Berry stated she would take this request to the MAEO Legislative Committee and the Carroll County elected officials.

Ms. Berry explained that there is an envelope from the county budget department in their board meeting folder that needs to be completed. She requested that the board complete the form and give it to her before they leave the meeting. Ms. Berry will return the form to the appropriate agency.

There is a survey in their board meeting folder that needs to be completed regarding the biennial conference. Ms. Berry requested that the board return the survey to her before they leave the meeting and she will send the completed surveys to SBE.

Ms. Berry has worked with Liberty High school to obtain two (2) high school interns. The interns will work in the office for a few hours a day from February until May.

Ms. Berry stated that she may hire 1-2 county contractual employees beginning in February.

Ms. Berry reminded the board that at the MAEO conference it was recommended by one of the speakers to periodically re-visit our office mission statement. She provided a copy of the mission statement in their board meeting folder. Ms. Berry read Mr. Manahan's suggested mission statement. Mr. Tegeler liked that Mr. Manahan's mission statement included the wording that "all votes are counted". Ms. Berry said she will provide a few mission statements for the board to discuss at the December meeting.

Ms. Berry provided in her written Election Director's report the upcoming board meetings and important dates for the 2020 election. She asked everyone to place these dates on their calendars.

Ms. Berry said that she would need three board members to lead the moving trucks that deliver the voting equipment on April 24, 2020. She said that she will make that request at the April 1, 2020 board meeting. Mr. Woodley and Mr. Tegeler volunteered to lead the trucks. Ms. O'Callaghan said that if she was needed, she could also lead the trucks.

Ms. Berry explained to the new attorney and the new board member what they will be required to do on election day. She stated that more information will be provided at the April 1, 2020 meeting.

Board Members Political Activities:

Mr. Tegeler contributed \$50.00 to the Donald Trump and \$25.00 to the Susan Krebs campaigns.

Unfinished Business:

The board will determine the mission statement at the December board meeting.

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for Wednesday December 18, 2019, at 10:00 a.m.

Adjournment:

The meeting was adjourned on a motion by Mr. Woodley; seconded by Mr. Tegeler to adjourn the meeting at 11:20 a.m. The motion passed unanimously.

Closed Meeting Held on November 20, 2019:

Ms. O’Callaghan requested a motion to close the meeting at 11:20 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 discuss a personnel matter. Mr. Tegeler made a motion to convene in closed session; seconded by Mr. Foster. The motion carried unanimously.

Present:

Board:

Laura O’Callaghan, Vice-President

John Woodley, Secretary

Harvey Tegeler

Samuel Foster

Staff:

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