

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
December 18, 2019

Present:

Board

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

Staff

Katherine Berry, Election Director

Attorney

Jay Gullo

Absent

Paula Troxell, Deputy Director

Call to Order & Welcome:

Mr. Manahan, President, called the meeting to order at 10:02 a.m. A quorum was present.

Approval of Minutes:

The Board approved the minutes from the meeting on November 20, 2019, as amended, on a motion from Mr. Tegeler, seconded by Mr. Woodley. The motion carried unanimously.

Attorney Report:

Mr. Gullo discussed the police officer policy and showed the Board the sample that we received from the Baltimore County Board of Elections. Mr. Gullo requested that Ms. Berry distribute the document via email for review by the Board. A discussion occurred. The Board will continue their discussion regarding implementation of how to tighten up polling place and early voting center security at a future board meeting. Ms. Berry also discussed the meeting that she had on December 17, 2019, with Commissioner Wantz regarding the funding to implement the security changes for the 2020 Primary Election. Commissioner Wantz indicated that Ms. Berry will likely be asked to bring this request to an open session with the Board of County Commissioners in January.

Staff Report:

Ms. Berry reported that the meeting originally scheduled for December 17 with the US Postal Service representative will be rescheduled due to an illness.

Ms. Berry will be speaking at the next Carroll County Democratic Central Committee meeting at the Westminster Library on January 6 at 7pm. Ms. Berry explained that each year, she is invited to talk about the year ahead when it comes to the election process.

Ms. Berry and Ms. Troxell are scheduled to meet with the county budget analyst to discuss the FY21 Operating budget on January 7.

Ms. Berry stated that further discussion regarding security at polling places will take place in future meetings and a discussion regarding the necessity of doing a press release as requested by the Carroll County Sheriff will be done.

Carroll County Public School's Facility Director, Mr. Prokop has sent a notification to all schools that serve as polling places regarding usage, dates and times of facilities being occupied by voting equipment and election judges.

Pi-D, LLC. was the winner of the print job for specimen ballots for the 2020 election cycle. Mr. Ray Miller who was our representative with Corporate Press transferred companies and is now with Pi-D and will continue to be our representative. Ms. O'Callaghan inquired about who owns Pi-D, LLC. to ensure that they do not have any Russian ties. Ms. Berry told her that she would follow-up with an inquiry regarding this matter and report back to the Board at the January Board meeting.

The second edition of the election judge newsletter was published on December 17. It was sent to all election judges, Legislative elected officials and Board Members. We have had a positive response to this new line of communication.

All voting-related equipment with exception of the ten new transportation carts has arrived, has been allocated and placed in the State's inventory system. Ms. Berry, Ms. Troxell, Mr. DeLima and Ms. Jones will be meeting with the State's contract transportation company in January to discuss the truck routes and method in which the equipment will be sent to the polling places and early voting centers. Ms. Berry stated that she believes a third truck will be required for a full day instead of a half day because of the additional equipment that has been allocated for the election. Mr. Manahan asked why the additional truck was necessary and Ms. Berry explained it was due to the additional equipment allocation. Mr. Woodley inquired as to when we would schedule the equipment delivery and decide which Board members would be assisting with this process. Ms. Berry stated that it would occur at the February Board meeting.

The “I Voted” sticker contest winners have been announced on Facebook. Two students from Montgomery County and one student from Queen Anne’s County won the contest. Ms. Berry told the Board to visit the office Facebook page to see the designs.

One candidate filing has been taken at the office for the two vacant Board of Education seats. The deadline for candidates to file is January 24, 2020 at 9pm.

Ms. Berry provided the Board with a copy of proposed language for a legislative bill to be introduced by Senator Justin Ready in the 2020 Legislative session. Ms. Berry reminded the Board that this bill was discussed at the November Board meeting about people who are registered and voting in multiple states and the penalty for doing so in the same election. The Board was happy with the proposed language, so Ms. Berry will send it to Senator Ready and reach out to the Carroll County Delegation to sponsor the bill in the House.

As requested by the Board during the 2019 legislative session, Ms. Berry reported that MAEO was considering a piece of legislation that would remove the requirement that employees must be a registered voter in the State of Maryland in order to be employed at the local Board of Election’s office. A discussion occurred.

Ms. Berry stated that the MAEO Personnel Committee’s reclassification project has been approved by the State Board of Elections and all members of the staff with the exception of the Director and Deputy Director will be placed into the new classification system and receive a 6% salary increase effective on July 1, 2020.

Ms. Berry provided a copy of the revised office mission statement to the Board. A motion was made by Ms. O’Callaghan to accept the language of the mission statement and it was seconded by Mr. Foster. The motion carried unanimously.

Ms. Berry presented a copy of the FY21 proposed budget to the Board for their approval prior to submitting it to the County Budget Department. A discussion occurred regarding items listed in the budget. Ms. O’Callaghan requested that Ms. Berry discuss all matters relating to the 5-year outlook and capital project requests as they arise in more detail. Mr. Tegeler made a motion to approve the FY21 proposed budget; seconded by Mr. Woodley. The motion carried unanimously.

Board Members Political Activities:

Ms. O’Callaghan contributed \$70.00 toward the Carroll County Democratic Club Dinner.

Unfinished Business:

Ms. Berry will provide information on the individuals that own Pi-D, LLC the vendor that will be printing the specimen ballots for the 2020 election.

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for January 15, 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 10:51 a.m. The motion passed unanimously.

Closed Meeting Held on December 18, 2019:

Mr. Manahan requested a motion to close the meeting at 10:51 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. Ms. O’Callaghan 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
Harvey Tegeler
Samuel Foster

Staff:

Katherine Berry, Election Director

Attorney

Jay Gullo

Absent

Paula Troxell

Closed Meeting Held on November 20, 2019:

Mr. 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:

Katherine Berry, Election Director

Paula Troxell, Deputy Director

Attorney

Jay Gullo

Absent

Griffith Manahan, President

Topic(s) of Discussion:

Mr. Tegeler made a motion to adopt a general policy to have board council accept personnel complaints related to the Director and Deputy Director, to investigate the complaint, and report the findings to the board at a special meeting. Mr. Woodley seconded the motion. The motion passed unanimously.