

Board of Elections
Office

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Carroll County Board of Elections
Board Minutes
January 15, 2020

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

Jay Gullo

Call to Order & Welcome:

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

Approval of Minutes:

The Board approved the open minutes from the meeting on December 18, 2019, on a motion from Mr. Tegeler, seconded by Ms. O'Callaghan. The motion carried unanimously.

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

Attorney Report:

Mr. Gullo reported that he reviewed the policy manual that is used by the Baltimore County police force during an election. He stated that the manual was thorough, but after his review he felt that a document that describes the reasons for the security would be better. Mr. Gullo also recommended after the Board approves the document that it be shared with the Chief Judges so they understand the guidelines that the police force will be following. A discussion occurred regarding what the document should include. Ms. Berry stated that she is meeting with the Commissioners in open session on Thursday, January 23rd at 9:00 a.m. to discuss the funding needed for the polling place security. She suggested that a Board member attend the meeting with her since the Board unanimously approved the additional security. Ms. Berry is preparing a presentation with the

assistance of the Sheriff's Department. Ms. O'Callaghan made a motion that Mr. Gullo and Ms. Berry create guidelines to explain the reasons for the security measures to be implemented for elections and to present this document to the Board for their approval, seconded by Mr. Tegeler. The motion carried unanimously.

Mr. Gullo reported that he was asked to be a panel member to discuss "Open Meetings" during the MAEO conference. He said that the panel includes Andrea Trento, Assistant Attorney General. Mr. Gullo wanted to make the Board aware that he would be participating on this panel.

Staff Report:

Ms. Berry reminded the Board that a list of meetings that the staff attended, and announcements are listed in the written Director's report.

Ms. Berry reported that the specimen ballots will be produced by Pi-D. Pi-D is a veteran and minority owned, Maryland small company.

The election judge newsletter was published. The Board should have received a copy in your email.

Ms. Berry reported that the election judge training sign-up notices have been sent to the check-in judges. The training schedule is included in the written Director's report so that if anyone on the Board wants to attend the training classes, they are aware of the dates.

Ms. Berry reported that Ms. Watson is implementing an online portion of election judge training involving chapters 1-4. This will save some time during the in-person training and the office has received some good feedback during the first days of implementation.

Election Judge manuals will be handed out during the February Board Meeting. It is also available on our website if you would prefer this method over a paper copy.

Ms. Watson is working to create refresher election judge quizzes that will be put on the website for election judges to practice after they attend training.

Ms. Berry reported that same day registration will be managed by the provisional/check-in judges. Their training will be held in late-March so that revisions can be made to the procedures if needed after the February Congressional Special Election is held in the other counties.

Ms. Berry reminded the Board that the special election will be held on February 4th. Staff may be sent to Howard or Baltimore County to observe the Same Day Registration process.

Next week, Ms. Trester will be sending all nursing home and assisted living facilities the initial notice of the election and will verify the list of registered voters for each facility. Visits to the facilities will occur the week of March 30th. Ms. Berry stated that the office may need assistance

from the Board to complete this task in a bi-partisan manner. Mr. Manahan asked Ms. Berry to clarify what is expected of the person visiting the nursing home. Ms. Berry explained the process of the nursing home program.

Ms. Bartholow will be hiring teams to assist with canvass while she is recruiting for election day judges because they will be compensated \$30.00 for assisting at canvass this year. Ms. Berry stated that SBE is projecting that the office may receive approximately 6,600 absentee ballot requests.

Ms. Berry is planning to count as many ballots as possible during the first absentee ballot canvass and she told everyone to plan for the first canvass to be a much longer day than in previous elections. Mr. Tegeler reported that due to a work commitment, he is unable to attend the first canvass on April 30th. Mr. Manahan told Mr. Woodley that he and Mr. Woodley must attend this canvass because there must be a quorum in order to conduct the canvass. A discussion occurred regarding a multi-day canvass and everyone agreed to clear their calendars for May 1st in case a multi-day canvass was required.

On January 6th, Ms. Berry, Ms. Troxell, Mr. DeLima, and Ms. Jones met with the State's transportation company to discuss deployment of the voting equipment for election day and early voting. Equipment for early voting will be picked up and delivered on Wednesday, April 15. The staff manage the truck for early voting, so nothing is required of the Board members for early voting. Election Day pick-up will begin at 7am on Friday, April 24th. Walter's Relocation will be delivering equipment for the 2020 primary election. There will be 3 trucks doing a morning run and an afternoon run. Three Board members will lead the trucks to the polling places. Board members must be at the office by 7 a.m. so the trucks can leave promptly. Ms. Berry reminded everyone to keep their mileage and meal receipts so that they can be reimbursed.

On January 14th, Ms. Jones and Mr. DeLima participated in pollbook testing to implement the new routers for early voting.

Ms. Berry reported that three candidates have filed for Board of Education. The deadline is January 24, 2020.

Ms. Berry stated that part 1 of ballot preparation which involves proofing polling places and contests for election night reporting has been completed.

On January 6th, Ms. Berry gave a brief presentation at the Democratic Central Committee meeting. The meeting was very well attended. The 15-minute presentation was an overview of the election calendar, election security and what the Board of Elections is responsible for. Ms. Berry stressed that if anyone has a question about anything in the election process to call the Board of Elections Office.

Senator Ready's office sent the bill language approved by the Board to bill drafting two weeks ago. Ms. Berry will notify the Board when the bill hearing date is set. Ms. Berry contacted Delegate Rose to explore the possibility of cross-filing the bill in the House. She will be bringing it to the attention

of the other members of Carroll's delegation and will reach out to let the Board know. Ms. Berry stated that the office has a good working relationship with the Carroll delegation. Regarding other legislation, MAEO is not taking positions on the bills listed in her written Director's report except for SB22. Ms. Berry asked the Board if there were any questions on any of the bills listed in her written report. The Board had no questions on the bills listed.

Ms. Berry reminded everyone that they need to complete the State Ethics and County Security Awareness training that were emailed to them in a timely manner.

The Performance Evaluation Program (PEP) for the staff were completed on January 7, 2020.

Ms. Berry reported that the Disaster Recovery Plan and Power Management Plan for the office, early voting centers and polling places has been completed.

On January 8th, Ms. Berry met with County Building Construction to do another walk-through of the office and warehouse space. Building Construction is working on an expansion plan for the 5-year outlook projects. The office has arranged the lower level with all voting equipment secured behind locked, FOB access doors. Because of Census and the knowledge that some of our polling places have too many voters, it is reasonable to assume that we may require more storage space in future election cycles. Currently, there are no plans to expand the office space.

On January 13th, Ms. Berry met with the budget analyst to discuss the FY21 proposed budget. In February, a decision will be made on what items will not be recommended from the FY21 budget. On March 31st, Ms. Berry will attend the Commissioner's budget hearings to discuss any budget items that were not included in the recommended FY21 budget.

The written Director's report includes the future board meetings and important dates for 2020.

Board Members Political Activities:

Mr. Tegeler paid \$45.00 to the Republican Central Committee to attend a breakfast.

Unfinished Business:

None

New Business:

None

Scheduling of Next Meeting:

The next meeting is scheduled for February 19, 2020, at 10:00 a.m.

Adjournment:

The meeting was adjourned on a motion by Mr. Foster; seconded by Ms. O’Callaghan to adjourn the meeting at 10:57 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

Topic(s) of Discussion:

Mr. Gullo provided information on the investigation that was conducted regarding the complaint filed by an employee against the Election Director and Deputy Director. He also provided information on the meeting that was held with the employee to discuss the outcome of the investigation.

A discussion was also held regarding the Election Director’s performance evaluation.

No motions or actions were taken.