

Board of Elections  
Office

300 South Center Street, Room 212  
Westminster, Maryland 21157-5248



410-386-2080  
TOLL FREE: 1-888-302-8978  
MD RELAY: Call 711 or 800-735-2258(TTY)  
elections.carrollcountymd.gov  
FAX: 410-876-3925

Carroll County Board of Elections  
Board Minutes  
August 19, 2020

**Present:**

*Board*

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

*Staff*

Katherine Berry, Election Director  
Paula Troxell, Deputy Director  
Jay Gullo, Attorney

*Guest*

Sandra Loats

**Call to Order & Welcome:**

Mr. Manahan, President, called the meeting to order at 10:05 a.m. A quorum was present.

**Approval of Minutes:**

The Board approved the minutes from the July 29, 2020 and the August 14, 2020 meetings, on a motion from Mr. Woodley, seconded by Mr. Foster. The motion carried unanimously.

**Attorney Report:**

Mr. Gullo stated that the attorney calls have been scheduled and he will report as they happen.

**Staff Report:**

Ms. Berry stated that weekly Election Director's meetings are still occurring.

SBE is also conducting weekly meetings. At today's board meeting, they will discuss setting canvass dates and approve election day vote centers.

### Voter Registration

There are two voter outreach events that are scheduled. The Rotary Club is holding a meeting on September 1, 2020 at 8:00 a.m. at the Stratosphere in Eldersburg and the Freedom Lions Club is holding a meeting on September 23, 2020 at 7:00 p.m. at the Sykesville Fire Department. Ms. Berry stated that she may request a teleconference, or a Board member may attend the outreach events. She wants to limit the staff's exposure due to the pandemic. Ms. Berry stated that she supports the outreach efforts, but time to attend the events is an issue. Ms. O'Callaghan and Mr. Woodley volunteered to attend the events. Ms. Berry said that she would create a FAQ sheet to help answer commonly asked questions. Ms. O'Callaghan volunteered to attend the Rotary Club meeting and Mr. Woodley volunteered to attend the Freedom Lions Club meeting.

True the Vote has submitted a PIA request. All local boards have received this request. Ms. Berry is working with SBE to determine what the office needs to respond to from the PIA request. Mr. Woodley asked what is in their request. Ms. Berry explained what the PIA request included.

Ms. Berry provided the latest voter registration numbers.

### Vote by Mail

Ms. Berry reported that 6,635 mail in ballot applications have been received and 1,000 of the 6,635 are web delivery ballots. The 6,635 includes the request for mail in ballots for the November election that were received during the primary election.

The mail in ballot applications are still on schedule to be mailed starting August 24, 2020. Voters who requested a mail in ballot after the initial data pull will also receive an application in the mail.

Ms. Berry reported that the Maryland Association of Counties sent a letter to Governor Hogan requesting that the state pay the cost of the postage paid envelopes for return of the mail in ballot applications instead of a 50/50 split between the state and the county.

Ms. Berry is working to get a secured mailbox to place outside of the office for voters to place their completed mail in ballot applications. The mailbox will be secured by a camera.

Ms. Berry is hopeful to receive more information on the data center either from today's SBE meeting or at tomorrow's Election Director's meeting. The staff would still be required to open and scan the applications for the data center to receive the applications to process.

Once the vote centers are approved Ms. Berry will contact the Carroll County Times and WTTR to request Public Service Announcements (PSAs).

Ms. Berry is working with Carroll Media to provide election information to the public on their station.

Ms. Berry reported that she, Mr. Manahan, Mr. Gullo attended a meeting with Carroll Media Center. Ms. Berry will provide more information at the September board meeting. Two canvass rooms may be used, and the Robert Moton room will be used for board decisions. Mr. Manahan said that they will get back to us with a proposal to manage live streaming the canvasses. Mr. Gullo said that generally there is no cost unless an employee must be on site to manage the cameras.

Mr. Woodley asked if absentee ballots could be dropped in the drop boxes. Ms. Berry explained that during this year's legislative session absentee voting was changed to mail in voting. Mail in voting and absentee voting are the same thing.

Mr. Foster stated that the paper said if you receive a mail in ballot that you couldn't vote any other way. Ms. Berry explained that if a voter requests a mail in ballot they will have to vote by provisional ballot.

#### Polling Places & Election Judges

As required by SBE, site surveys, signal testing and paperwork for all vote centers and early voting centers have been submitted for today's meeting. Ms. Berry is hopeful that the vote centers will be approved at today's SBE meeting so that she can begin mailing the postcard. The signal testing was required for all vote center locations. The signal testing must be completed because voters can go to any vote center on Election Day to vote. All ballot styles will be available at each vote center. Ms. Berry explained how social distancing will be followed. As an example, she explained that at Manchester Valley High School the check-in judges will be in the cafeteria and the voting process will be held in the gym which is connected to the cafeteria. This set up will also be used at Winters Mill High School with check-in judges in the auxiliary gym and the voting process will be held in the main gym. The band room at Francis Scott Key High School will not be used for voting. The auxiliary gym will be used, and the check-in judges may be placed in the hallway outside of the gym. At South Carroll High School, the check-in judges may need to be in the lobby with voting to occur in the gym. Some locations do not have a strong connection so these sites will need further testing to ensure a strong connection.

Ms. Bartholow has successfully contacted existing judges. The office could not contact election judges until a determination was made on how many vote centers will be used. Ms. Berry reported that there are 12 vacancies for early voting and 87 vacancies for Election Day. Ms. Bartholow will begin contacting the 200 individuals that are brand new judges to fill the vacancies. Ms. Berry stated that in past elections that at least 10% of new judges will back out and that 10% to 20% will quit one to two weeks before the election. She stated that there will be backup judges for early voting. The other concern is the requirement for the new election judges to attend in-person training. Returning election judges can be trained virtually. Ms. Berry stated that she is limiting the amount of staff that will train election judges because she does not want seven staff members exposed to the election judges. Ms. Berry stated that the number of vote centers available in Carroll County is comparable to other LBEs.

Scanning units, pollbooks and ballot marking devices (BMDs) must be changed after the last day of early voting. Equipment delivery for Election Day will be the Friday before Election Day and pick up of early voting equipment will occur on the last night of early voting. Staff will be required to set up new scanning units and pollbooks at the early voting centers on the last night of early voting in preparation for election day. The reason the equipment must be changed is because early voting results must be separate from Election Day results.

Mr. Manahan asked if election judges will be used for canvass. Ms. Berry explained that the election judges working at early voting could serve during the canvass because there will be a 14-day break between canvass and early voting. There are election judges that want to work only during the canvass days. Ms. Berry explained that unlike the primary election judges that assist during the canvass days must work in a bi-partisan team to open and scan ballots.

Ms. O'Callaghan asked if the full-time position has been filled. Three individuals declined the offer of the open position, so Ms. Berry reclassified the position and reposted the opening.

Ms. Berry provided a drop box schedule for the Board to review. She explained that the drop boxes may not be available immediately in early-October for Liberty High School and the Taneytown Police Department because of the late order. Board members must pick the ballots up in bi-partisan teams and the ballots must be returned to the office. Paperwork must be completed at each drop box location. Mr. Manahan asked if a Board member could be paired with another person rather than another Board member. Ms. Berry explained that any person that is not staff or a Board member must have a background check completed. She asked the Board to review the spreadsheet and work out their schedule to fit the pickup schedule. A discussion about the ballot pick up schedule can be held at the next board meeting.

#### Personnel/Budget

South Carroll Swim Club has requested an additional \$700.00 for assisting the office with the general election since their driveway has to be open 24/7 for 30-days and will be used for 13-days of voting. Ms. O'Callaghan motioned to pay the South Carroll Swim Club the additional \$700.00; Mr. Woodley seconded the motion. The motion carried unanimously.

The office will have four high school interns. Two are from Liberty High School and two are from Francis Scott Key. They will work a staggered schedule so that the office will have one student every portion of the day. They will begin training this week and will be here until February 1, 2021.

Two individuals have been hired through the State's contract to assist in the warehouse and with the mail.

The individual selected for the full-time position will begin in mid-September.

Two additional individuals have been contacted to work as contractual employees.

Ms. Berry requested from the County IT department to purchase three laptops with COVID funds. The laptops can be used if a COVID outbreak should occur in the office and quarantine is required. The staff would be able to work from home using the laptops. The laptops will also be used for the additional staff to assist with scanning and/or processing the mail in ballot applications if the data center does not occur. The three laptops will also be used to provide registration list for some of the vote center locations. Contingency plans require printed precinct registers so the laptops will reduce the amount of paper that would be required at each vote center location. Mr. Manahan asked if the three laptops were approved. Ms. Berry stated that the purchase was approved. Mr. Manahan asked how long will it take to get the laptops. Ms. Berry said she is not sure.

Ms. Berry continues to monitor the Commissioner's meetings for the charter government discussion to occur.

Heather DeWees Clerk of the Court will do the swearing in of the Board at the September 16, 2020 meeting. Ms. Berry asked the Board to make sure they attend this meeting to be sworn in.

Ms. Berry also requested that the Board clear their personal calendars for October and November because their schedules must be open.

**Board Members Political Activities:**

Mr. Manahan donated \$30.00 to Senator Justin Ready.

**Unfinished Business:**

Ms. Berry will provide an analysis of the staff's overtime for a vote by mail election as compared to an in-person election.

**New Business:**

None

**Scheduling of Next Meeting:**

The next board meeting will be held on Wednesday September 16, 2020 at 10:00 a.m.

**Adjournment:**

The meeting was adjourned on a motion by Mr. Woodley; seconded by Ms. O'Callaghan to adjourn the meeting at 11:23 a.m. The motion passed unanimously.

**Closed Meeting Held on August 19, 2020:**

Mr. Manahan requested a motion to close the meeting at 11:28 a.m. under General Provisions Article §3-305(b)(10), which exceptions permit closing a meeting to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans. The Board closed the meeting to discuss a security plan for the drop boxes, early voting centers and Election Day vote centers. Mr. Woodley made a motion to convene in closed session; seconded by Ms. O’Callaghan. The motion carried unanimously.

**Present:**

*Board:*

Griffith Manahan, President  
Laura O’Callaghan, Vice-President  
John Woodley, Secretary  
Harvey Tegeler, by telephone  
Samuel Foster

*Staff:*

Katherine Berry, Election Director  
Paula H. Troxell, Deputy Director

*Attorney*

Jay Gullo