



# Carroll County Board of Elections



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## Carroll County Board of Elections Board Minutes December 16, 2020

### **Present:**

#### *Board*

Griffith Manahan, President

John Woodley, Secretary

Laura O'Callaghan, Vice President

Samuel Foster

Harvey Tegeler

#### *Staff*

Katherine Berry, Election Director

Paula Troxell, Deputy Director

Jay Gullo, Attorney

### **Call to Order & Welcome:**

Due to the pandemic this meeting was conducted virtually with all members listed above attending by telephone.

Mr. Manahan, President, called the meeting to order at 10:01 a.m. A quorum was present.

### **Approval of Minutes:**

The Board approved the minutes from the October 20, 2020 meeting on a motion from Mr. Tegeler, seconded by Mr. Woodley. The motion carried unanimously.

### **Attorney Report:**

Mr. Gullo reported that a letter was received from an election judge that is disputing the amount they were paid. Mr. Gullo stated that he would work with Ms. Berry to resolve the complaint and, if necessary, bring the matter to the Board's attention in detail during a closed meeting at the next regularly scheduled board meeting.

### **Staff Report:**

### **Announcements & Important Meetings:**

Ms. Berry and Ms. Troxell participated in the conference call for the Director's meeting on November 19, 2020.

On December 4, 2020, Ms. Berry met with Scott Graf from the Department of Public Works regarding spacing needs for the office.

On December 3<sup>rd</sup> and 4<sup>th</sup>, Ms. Berry met with the budget analyst and the grants administrator to review how the grant received from the Center for Tech & Civic Life would be used.

On December 12<sup>th</sup> Ms. Berry attended a planning meeting for procurement of the new pollbooks.

Ms. Berry will attend the planning meeting for the integration of MDVOTERS and GIS for the 2020 redistricting on December 18<sup>th</sup>.

### **Voter Registration**

Voter registration has reopened, and the staff is currently working on the backlog of registrations received after the registration deadline.

Ms. Berry reported that 2,999 voters were moved from an “Inactive” to a “Cancelled” status and there were 14 voters moved from a “Pending” to an “Incomplete” status. Both changes were made following the National Voter Registration Act (NVRA). The 2,999 voters were cancelled because the office received information that they no longer resided at the address on their voter registration record and they did not vote in two federal elections. The 2,999 voters remained in an “Inactive” status for four years. The 14 voters changed to an “Incomplete” status were contacted multiple times by the office requesting information to complete their registration. Since the 14 voters did not provide the missing information and they did not vote in two federal elections their statuses were changed to “Incomplete”.

Ms. Berry reported that per the Board’s request, the State’s Attorney’s office has been conducting a criminal investigation regarding voters who voted more than one time in the Presidential General Election. Mr. Manahan asked if the press release that was approved by the board was released. Ms. Berry said it was not printed by the Carroll County Times, but she did send it right after the election. A discussion occurred.

Municipal elections will be held next year. Ms. Berry explained that the office provides the municipalities with a registered voter list, but they are responsible for managing their own elections. The office does not provide the municipalities with voting equipment.

### **IT/Warehouse**

Ms. Berry reported that the 2021 pollbook project is underway. Ms. Berry, Ms. Jones, and Mr. DeLima will be participating in a focus group. There will be agility testing for users. This testing is to help determine what features are best for Maryland. The testing will be done by the beginning of March. Proposals are due by the end of January 2021. The new pollbooks will be implemented for the June 2022 election.

Ms. Berry reported that post-election maintenance and decommissioning of the current pollbooks will begin in early-2021. She stated that voters have been contacting the office to ask what voting equipment is used in Maryland. Ms. Berry said that she believes this question is being asked because of the press that Dominion Voting System has been receiving.

### **Polling Places & Election Judges**

The paychecks and an “Election Hero 2020” Christmas ornament will be sent to the election judges this week. The checks will also include the Governor’s “Election Heroes” proclamation.

Redistricting will occur at the end of 2021. The Board must select someone to sit on the review committee for the county when they assess redistricting and its impact to the commissioner districts.

The goal for the office in 2021 is to identify new polling places, vote centers, and early voting centers. Ms. Berry wants to determine what can be improved upon for the polling places. This process cannot occur until after the 2021 General Assembly ends. The General Assembly begins in January.

Ms. Berry reported that there were two known incidents of COVID from one vote center on Election Day.

Ms. Berry reported that the South Carroll Swim Club (SCSC) has agreed to allow the office to use their facility as a voting center. She wanted to make the Board aware that this facility will be available in 2022.

Mr. Manahan asked if there is any talk about using vote centers. Ms. Berry explained that there is an interest in Annapolis and with special interest groups in using vote centers. She also explained there is talk of extending early voting days and vote by mail.

### **Personnel & Budget**

The grant from Tech & Civic Life of \$76,536 will be completed and submitted for their approval in early January. Ms. Berry said that she has worked with her budget analyst and the county’s grant administrator to determine the items being paid for by the grant.

The Department of Legislative Services has requested budget information from FY20 and FY21 from the LBE offices. Legislative Services will use this information as a resource for fiscal notes.

Ms. Berry reported that staff evaluations will be completed in the next few weeks.

Ms. Berry shared the FY22 Agency Information Sheet and the proposed budget and asked for approval to submit the budget to the county. She asked if there were any questions or discussions on her proposed budget. A brief discussion occurred about a few line items in the budget including the

request for additional staffing. Mr. Tegeler made a motion to approve the budget as presented; seconded by Ms. O'Callaghan. The motion passed unanimously.

Ms. Berry reported that she may conduct the manual audit on January 13, 2021. She stated that she will notify the Board when and where the audit will be conducted if they want to attend.

The General Assembly will begin the 90-day session on January 13, 2021.

**Board Members Political Activities:**

None

**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 February 17, 2021, at 10:00 a.m.

**Adjournment:**

The meeting was adjourned on a motion by Mr. Woodley; seconded by Mr. Foster to adjourn the meeting at 10:35 a.m. The motion passed unanimously.