

Carroll County Board of Canvassers
300 S. Center Street, Robert Moton Meeting Room
Westminster, MD 21157

11/18/2016 – Minutes for 2nd Absentee Canvass & Certification of Results

ATTENDEES:

Board of Canvassers: Griffith Manahan, Chair (R), Harvey Tegeler, Secretary (R), Samuel Foster (D), Laura O'Callaghan (D), Larry Shipley (R)

LBE Staff: Terry Berger, Esq., Katherine Berry, Director, Paula Troxell, Deputy Director, Sean Seibel, Staff, Michael V. Powers, Staff, Alice Dutterer, Staff, Duane Powell, SBE, Jennifer Bartholow, Staff, Brenda Hill, Staff

Public: Gail Riley, Joann Manahan, Wendy Raith, Kathleen Crumbaugh, David O'Callaghan

Absent: None

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at 10:03 a.m. on Friday, November 18, 2016 at 300 S. Center Street, Robert Motion Meeting Room, Westminster, MD 21157. There was a quorum of the Board of Canvassers, and at least one member of the Board of Canvassers who is a registered voter of the principal minority party was present.

CONFIRMATION OF OATH

Donald Sealing II, the Clerk of the Court for Carroll County, administered and recorded the oath of each member of the Board of Canvassers on 10/19/2016.

ANNOUNCEMENT OF OFFICERS

At its meeting on 11/08/2016, the Board of Canvassers elected Griffith Manahan as Chairman of the Board of Canvassers, and Harvey Tegeler as Secretary.

PUBLIC NOTICE OF CANVASS

Katherine Berry, Director, noted that public notice of the second absentee canvass was provided and that the notice was provided by posting on the Carroll County Board of Election's website and in writing to the Republican and Democratic Central Committees.

VERIFICATION OF BALLOT SCANNER(S)

Katherine Berry, Director, presented documents to the Board of Canvassers showing that the ballot scanners being used in the canvass successfully passed Logic and Accuracy Testing on 10/7/2016. Katherine Berry, Director, reported that the memory devices

Carroll County Board of Canvassers
300 S. Center Street, Robert Moton Meeting Room
Westminster, MD 21157

11/18/2016 – Minutes for 2nd Absentee Canvass & Certification of Results

created for this canvass were placed in the ballot scanners and sealed. Katherine Berry, Director, provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Katherine Berry, Director, noted the following information from Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass:

Ballot Scanner Serial Numbers	Seal Numbers
DS 0315330445	1061564
DS 0315331088	1061591
DS 0314410264	1061599

Sean Seibel explained the test deck verification process, verified that the seals on the ballot scanners were intact, and recorded the ballot scanner's serial number and seal number:

Ballot Scanner Serial Numbers	Seal Numbers
DS 0315330445	1061564
DS 0315331088	1061591
DS 0314410264	1061599

Sean Seibel noted that the ballot scanners' serial numbers and seal numbers from Logic and Accuracy Testing matched the ballot scanner's serial numbers and seal numbers before the canvass began.

The Board of Canvassers confirmed that the counts on the ballot scanners were zero. The Board of Canvassers posted one copy of the Zero Report from the ballot scanners on the door of the meeting room where the canvass was conducted. Sean Seibel printed a second copy of the Zero Report, which remained attached to the ballot scanners. The Board of Canvassers signed the Zero Report attached to the ballot scanners.

CANVASSING

Overview of Canvass Process

Katherine Berry, Director, explained the rules concerning public observation of the canvass, provided an overview of the canvassing process and noted that the rules were posted in the canvass room. Absentee ballots are distributed to the ballot processing teams in batches. Each team reviews the envelope first to determine whether it was timely received.

Carroll County Board of Canvassers
300 S. Center Street, Robert Moton Meeting Room
Westminster, MD 21157

11/18/2016 – Minutes for 2nd Absentee Canvass & Certification of Results

For timely received ballots, each team opens the flap and determines whether the voter signed the oath. After verifying that the oath is signed, each team opens the envelopes. With the envelope face down, each team removes the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes are set aside. Each team reviews the ballots for compliance and tabulating acceptability.

Ballots that were marked using the online ballot marking wizard are duplicated and verified by a ballot duplication team. The election official responsible for ballot duplication uses a barcode reader to read the barcode printed on the voter's ballot, prints a ballot that will have the voter's selections marked, and refers the two ballots to a ballot verification team. The ballot verification team compares the two ballots to ensure that the ballot printed during the canvass matches the ballot returned by the voter.

Those timely ballots that are in compliance and can be read by the ballot scanner are referred to the Board of Canvassers for acceptance. All other ballots are placed in a plain envelope, with the team number, ballot style, or other information identifying the group or unit to which the ballot belongs, and the reasons for the referral to the Board of Canvassers written on the envelope. The envelope with the ballots inside is referred to the Board of Canvassers.

The Board of Canvassers rules on whether to accept or unanimously reject the referred ballots.

Paula Troxell, Deputy Director, explained that each provisional ballot application was reviewed prior to canvassing to determine the voter's eligibility to vote in this election and the voter's correct ballot style. At this canvass, the provisional ballot applications will be presented to the Board of Canvassers with a recommendation. The recommendations will be to:

1. Accept provisional ballot application in full – recommend counting all votes cast on the provisional ballot.
2. Accept provisional ballot application in part – recommend counting some but not all votes cast on the provisional ballot. This is because the voter voted in the wrong precinct.
3. Reject provisional ballot application – recommend not counting the provisional ballot.

The Board of Canvassers will vote to accept in full, accept in part, or reject the provisional ballots. The provisional ballots for which the Board voted to accept in full or accept in part are distributed to the bi-partisan ballot processing teams to open and review the ballots. The “accepted in full” ballots are scanned into the ballot scanner, and the “accepted in part” ballots are referred to a duplicating team. The duplicating team will copy onto the voter's

Carroll County Board of Canvassers
 300 S. Center Street, Robert Moton Meeting Room
 Westminster, MD 21157

11/18/2016 – Minutes for 2nd Absentee Canvass & Certification of Results

correct ballot style the votes for the contests for which the provisional voter is eligible to vote.

Katherine Berry, Director, explained the process to provide information to the Board of Canvassers or challenge a decision of the Board.

Canvass Participants

The members of the ballot processing, duplicating, and ballot scanner operating teams are listed below:

Team	Names of Bi-Partisan Ballot Processing Team Members
Team #1	Laura O'Callaghan & Griffith Manahan
Team #2	Larry Shipley & Samuel Foster
Team #3	Harvey Tegeler & Terry Berger
Team #4	Gail Riley & Joann Manahan/ Jennifer Bartholow
Team #5	Wendy Raith & Kathleen Crumbaugh
Team #6	David O'Callaghan & Brenda Hill

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	Laura O'Callaghan & Griffith Manahan
Team #2	Larry Shipley & Samuel Foster
Team #3	Harvey Tegeler & Terry Berger
Team #4	Gail Riley & Joann Manahan/ Jennifer Bartholow
Team #5	Wendy Raith & Kathleen Crumbaugh
Team #6	David O'Callaghan & Brenda Hill

Team	Names of Ballot Scanner Operating Team Members
Team #1	Sean Seibel & Michael Powers/ Duane Powell
Team #2	

Canvassing of Absentee Ballots

Alice Dutterer, staff member, reported that in order to preserve the secrecy of the ballot, five absentee ballots of each ballot style were held back from the first absentee canvass and will be canvassed during this canvass. 1,709 absentee ballots were presented for canvassing at this canvass.

Laura O'Callaghan made a motion to accept and approve the opening and tabulation of the ballots. Larry Shipley seconded the motion, and the motion passed unanimously.

11/18/2016 – Minutes for 2nd Absentee Canvass & Certification of Results

1. Alice Dutterer presented 3 absentee ballots with the recommendation to reject because the applicant had voted more than one ballot (Code 7). Laura O' Callaghan made a motion, seconded by Larry Shipley, to reject. The Board unanimously voted to accept the recommendation and reject the ballots.
2. Alice Dutterer presented 60 Absentee ballots with the recommendation to reject because they arrived too late (Code 6). Griffith Manahan, Chair, made a motion, seconded by Laura O'Callaghan, to reject. The motion carried unanimously.
3. Alice Dutterer presented 4 Federal Write in ballots for rejection. The ballots were reviewed by SBE and reject reasons were provided and the Cavass Board must accept the ballots as rejected. One FWAB ballot was rejected because the voter returned their original ballot. One ballot was rejected because there was no signature on the declaration. One ballot was rejected because the voter was not registered. One ballot was rejected because there was no absentee ballot application on file. Laura O'Callaghan made a motion, seconded by Larry Shipley, to reject. The Board voted unanimously to reject.
4. Alice Dutterer presented 9 absentee ballots with the recommendation to reject because there was no oath (Code 8). Laura O'Callaghan made a motion, seconded by Larry Shipley, to reject. The Board voted unanimously to reject these.
5. Alice Dutterer presented 1 absentee ballot that was returned by someone other than the voter and was not sealed when presented to the staff. Laura O'Callaghan made a motion, seconded by Larry Shipley, to accept the recommendation to reject this ballot (Code 1). Motion carried unanimously by the Board.
6. Alice Dutterer presented 2 ballots with identifying marks (Code 5). One ballot had the voter's address label attached to the ballot and the second ballot had the voter's printed oath on it. The Board unanimously agreed to reject the 2 ballots.
7. Alice Dutterer presented 5 absentee ballots for the Board to determine whether to accept or reject which had been returned by someone other than the voter and not in a sealed envelope. The staff had provided a blank envelope to the agent to use to preserve the secrecy of the vote. The Board conferred extensively with the Board attorney as well as conference call to SBE (Nicki) to determine our best practice in these cases. It was determines to open the blank envelope and examine the contents to see if a signed voters oath and ballot were present. In both cases they were. A motion was made by Griffith Manahan, Chair, to accept these, seconded by Laura O'Callaghan, and unanimously agreed by the Board.
8. Alice Dutterer then presented 2 additional absentee ballots for the Board to examine the postmarks and make a determination as to timeliness. The first ballot and envelope was examined and the board determined the original envelope was postmarked by 10/31/2016. Griffith Manahan, Chair, made a motion, seconded by Laura O'Callaghan, to accept the ballot as timely. The Board agreed by unanimous vote. The second ballot and envelope was examined and the Board noted that there was no postmark; however, the oath was signed timely. Griffith Manahan. Chair, made a motion, seconded by Samuel Foster, to accept this ballot as timely because of the signature dating. The Board voted unanimously to accept.

Carroll County Board of Canvassers
300 S. Center Street, Robert Moton Meeting Room
Westminster, MD 21157

11/18/2016 – Minutes for 2nd Absentee Canvass & Certification of Results

9. Alice Dutterer presented two ballots (#1602 & 1603) which were unclear as to intent. Samuel Foster made a motion, seconded by Laura O'Callaghan, to accept the intent for the office in question and refer the ballot to a duplicating team for duplication. The motion carried unanimously.

Canvassing of Provisional Ballots

Paula Troxell, Deputy Director, reported that 293 provisional ballots will be canvassed during this canvass because Absentee ballots were requested, but voter voted Provisional ballots and did not return Absentee ballots by 11/18/2016.

Larry Shipley made a motion to begin presenting provisional ballot applications. Samuel Foster seconded the motion, and the motion passed unanimously.

1. Paula Troxell presented 282 provisional ballots with the recommendation to accept them in full. The recommendation was based on the fact that staff had confirmed that each provisional application was submitted by a registered voter and was cast in the correct precinct where that voter currently resides. The Board unanimously voted to accept the recommendation and accept and count the provisional ballots in full.
2. Paula Troxell presented 5 provisional ballots with the recommendation to accept them in part. The recommendation was based on the fact that staff had confirmed that each provisional application was submitted by a registered voter and the provisional ballot was cast in the wrong precinct. The Board unanimously voted to accept the recommendation, and the ballots were referred to the duplicating team.
3. Paula Troxell presented 5 voters who were issued provisional ballots in the pollbook on Election Day and scanned their ballots in the scanning unit. Provisional applications were not completed by the voter on Election Day. In order to balance the vote count for the precincts and to give the voters credit for voting they were entered as provisional voters. The Board unanimously voted to accept the recommendation and accept the voters as provisional voters.
4. 1 voter returned a voted absentee ballot that they did not request. An absentee ballot application was not received from the voter. The voter used the ballot sent to their neighbor. The envelope that the voted ballot was returned in had the neighbor's name on it and the voter that requested the absentee ballot called the office to report they never received their ballot. It appears that the ballot was delivered by the post office to the wrong address. Per Nikki Charlson SBE, enter the absentee ballot as a provisional voter and reject the absentee ballot.

Carroll County Board of Canvassers
300 S. Center Street, Robert Moton Meeting Room
Westminster, MD 21157

11/18/2016 – Minutes for 2nd Absentee Canvass & Certification of Results

Printing Canvass Results

After scanning all accepted ballots, Sean Seibel locked the ballot scanner and printed a Voting Results Report. The Board of Canvassers confirmed that the number of accepted ballots equaled the number of ballots counted by the ballot scanners. The Board of Canvassers signed the Voting Results Report and posted a second copy of the report on the door to the Elections' office.

RELEASE OF UNOFFICIAL RESULTS

Griffith Manahan, Chair, announced the results from the second absentee canvass. Griffith Manahan, Chair, then announced the following statistics from the second absentee canvass:

Absentee 2 Canvass Statistics	Number of Ballots
Total Ballots Presented at 2 nd Absentee Canvass	2,002
Total Absentee Ballots Presented	1,709
Total Provisional Ballots Presented [<i>if applicable</i>]	293
Total Accepted Ballots	1,917
Accepted Absentee Ballots	1,630
Accepted in Full Provisional Ballots [<i>if applicable</i>]	282
Accepted in Part Provisional Ballots [<i>if applicable</i>]	5
Total Rejected Ballots	85
Rejected Absentee Ballots	79
Rejected Provisional Ballots [<i>if applicable</i>]	6

At 5:00 p.m., a motion was made by Griffith Manahan, Chair, to recess the Absentee Ballot 2 Canvass, to be reconvened at 8:00 a.m. on Wednesday, November 30, 2016, to discuss the audit findings of the three precincts selected for audit, to discuss the findings of the Clear Ballot audit and to certify the General Election. Larry Shipley seconded the motion. The motion passed unanimously