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

July 6, 2018 – Minutes for 2nd Absentee Canvass & Certification of Results

ATTENDEES:

Board of Canvassers: Griffith Manahan, Chair, Republican
Laura O'Callaghan, Secretary, Democrat
Harvey Tegeler, Member, Republican
Samuel Foster, Member, Democrat
Larry Shipley, Member, Republican

LBE Staff: Terry Berger, Attorney
Katherine Berry, Election Director
Alice Dutterer, Election Supervisor
Lydia Trester, Election Data Application Specialist
Eduardo DeLima, Election Information System Specialist
Kimberly Jones, Election Information System Specialist

Public: Tom Gordon

Absent: None

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at 10:04 a.m. on Friday, July 6, 2018, in the training room at the Robert Moton Building, 300 S. Center Street, Westminster. 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, the Clerk of the Court for Carroll County, administered and recorded the oath of each member of the Board of Canvassers on June 6, 2018.

ANNOUNCEMENT OF OFFICERS

At a meeting on June 26, 2018, the Board of Canvassers elected Griffith Manahan as Chairman of the Board of Canvassers and Laura O'Callaghan as Secretary.

PUBLIC NOTICE OF CANVASS

Katherine Berry, Election Director noted that public notice of the first absentee canvass was provided on the LBE website and an email was sent on April 10, 2018, to the local central committee chairpersons.

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VERIFICATION OF BALLOT SCANNER(S)

Katherine Berry, Election Director presented documents to the Board of Canvassers showing that the ballot scanner(s) being used in the canvass successfully passed Logic and Accuracy Testing on May 17, 2018. Katherine Berry, Election Director reported that the memory device(s) created for this canvass was/were placed in the ballot scanner(s) and sealed. Katherine Berry, Election Director provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Katherine Berry, Election Director noted the following information from Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass:

Ballot Scanner Serial Number(s)	Seal Number(s)
DS0315330445	1061647
DS0315330600	1061636
DS0315330359	1061634

Eduardo DeLima and Kimberly Jones, IT staff, explained the test deck verification process, verified that the seal(s) on the ballot scanner(s) was/were intact, and recorded the ballot scanner's serial number and seal number.

Ballot Scanner Serial Number(s)	Seal Number(s)
DS0315330445	1061647
DS0315330600	1061636
DS0315330359	1061634

Eduardo DeLima and Kimberly Jones, IT staff, noted that the ballot scanner(s) serial number(s) and seal number(s) from Logic and Accuracy Testing matched the ballot scanner (s) serial number(s) and seal number(s) before the canvass began.

The Board of Canvassers confirmed that the count(s) on the ballot scanner(s) were zero. The Board of Canvassers posted one copy of the Zero Report from the ballot scanner(s) on the wall within the canvass room. Eduardo DeLima and Kimberly Jones, IT staff, printed a second copy of the Zero Report, which remained attached to the ballot scanner(s). The Board of Canvassers signed the Zero Report attached to the ballot scanner(s).

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CANVASSING

Overview of Canvass Process
Katherine Berry, Election 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.

For timely received ballots, each team 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 and district and precinct, or other information identifying the group or unit to which the ballot belongs, and the reason(s) 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.

Alice Dutterer, Election Supervisor, 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.

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

Katherine Berry, Election 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	Griffith Manahan and Eduardo DeLima
Team #2	Larry Shipley and Samuel Foster
Team #3	Harvey Tegeler and Laura O'Callaghan

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	Griffith Manahan and Eduardo DeLima
Team #2	Larry Shipley and Samuel Foster
Team #3	Harvey Tegeler and Laura O'Callaghan

Team	Names of Ballot Scanner Operating Team Members
Team #1	Eduardo DeLima and Kimberly Jones

Canvassing of Absentee Ballots
Katherine Berry, Election Director reported that, 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. 141 absentee ballots were presented for canvassing at this canvass.

Mr. Tegeler made a motion to accept and approve the opening and tabulation of the ballots. Mr. Shipley seconded the motion, and the motion passed unanimously.

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1. Alice Dutterer presented 1 absentee ballot that was returned with a voted sample ballot in the envelope. Mr. Manahan made a motion to reject the sample ballot as a returned absentee ballot; seconded by Mr. Foster. The motion passed unanimously. The ballot reject reason is "Board Action".
2. Alice Dutterer presented 1 absentee ballot that was returned in a county interoffice envelope. Mr. Manahan made a motion to reject the absentee ballot returned in a county interoffice envelope; seconded by Mr. Tegeler. The motion passed unanimously. The ballot reject reason is "Board Action".
3. Alice Dutterer presented 1 absentee ballot that did not contain a signature on the oath. Mr. Manahan made a motion to reject the ballot because it did not contain a signature on the oath; seconded by Mr. Shipley. The motion passed unanimously. The ballot reject reason is "No Signature on Oath".
4. Alice Dutterer presented 2 ballots that did not have postmarks that were visible on the exterior of the envelope, but the voters signed the oath prior to June 26, 2018. Mr. Manahan made a motion to accept the absentee ballots; seconded by Mr. Tegeler. The motion passed unanimously.
5. Alice Dutterer presented 3 ballots that were not postmarked on or before June 26, 2018. Mr. Shipley made a motion to reject the ballots as untimely; seconded by Mr. Tegeler. The motion passed unanimously. The ballot reject reason is code 6.
6. Alice Dutterer presented 4 ballots that arrived opened. There was no indication that the integrity of the envelopes were compromised. Mr. Tegeler made a motion to accept all 4 ballots; seconded by Mr. Shipley. The motion passed unanimously.
7. Alice Dutterer presented 1 ballot to determine the voter's intent for the office of the Board of Education. Mr. Shipley made a motion that the voter's intent was to vote for Donald Garmer and Bob Lord; Mr. Tegeler seconded the motion. The motion passed unanimously.

Canvassing of Provisional Ballots
Alice Dutterer, Election Supervisor, reported that 19 provisional ballots will be canvassed during this canvass because absentee ballots were requested, but the voter voted a provisional ballot and did not return the absentee ballot by July 6, 2018. 19 provisional ballots were presented for canvassing at this canvass.

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

1. Alice Dutterer, Election Supervisor, presented 18 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. Alice Dutterer, Election Supervisor presented 1 provisional ballot with the recommendation to reject because the applicant voted the wrong primary ballot.

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> Mr. Tegeler made a motion to reject the provisional ballot; seconded by Mr. Foster. The motion passed unanimously.

Printing Canvass Results
After scanning all accepted ballots, Eduardo DeLima and Kimberly Jones, IT staff, 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 scanner(s). The Board of Canvassers signed the Voting Results Report and posted a second copy of the report on the wall within the canvass room.

RELEASE OF UNOFFICIAL RESULTS

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

Absentee 2 Canvass Statistics	Number of Ballots
Total Ballots Presented at 2nd Absentee Canvass	160
Total Absentee Ballots Presented	141
Total Provisional Ballots Presented [*if applicable*]	19
Total Accepted Ballots	153
Accepted Absentee Ballots	135
Accepted in Full Provisional Ballots [*if applicable*]	18
Accepted in Part Provisional Ballots [*if applicable*]	0
Total Rejected Ballots	7
Rejected Absentee Ballots	6
Rejected Provisional Ballots [*if applicable*]	1

VERIFICATION OF VOTE COUNT

Katherine Berry, Election Director explained that she conducted several post-election verifications and audits performed. Katherine Berry manually added the Voting Results Reports from each ballot scanner in the precincts previously randomly selected by the local board of elections and compared the manually added totals with the totals produced by the election database for those precincts. Katherine Berry, Election Director confirmed that all of the numbers matched.

Katherine Berry, Election Director explained that a similar verification was performed on each ballot scanner used for the first absentee canvass. Katherine Berry, Election Director manually added the Voting Results Reports printed from each ballot scanner used for the first absentee canvass and compared the manually added totals to a report printed from the election database for the first absentee canvass. Katherine Berry, Election Director confirmed that all of the numbers matched.

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Katherine Berry, Election Director presented the Board of Canvassers with the verification results, and the Board of Canvassers reviewed the results. Mr. Foster made a motion to accept the verification results. Mr. Shipley seconded the motion, and the motion passed unanimously.

POST ELECTION AUDIT

Katherine Berry, Election Director explained that post-election audits were performed on certain precincts and absentee and provisional ballots. For the randomly selected precincts there were no differences between the number of voters checked-in to vote and ballots cast. There were 8 precincts that had a difference of 1or 2 between the number of voters checked-in to vote and ballots cast. Katherine Berry, Election Director rectified 6 of the 8 precincts that had a difference of 1 or 2. Katherine Berry, Election Director compared the number of signed voter authority cards for each ballot scanner against the number of ballots cast.

Katherine Berry, Election Director explained that she reviewed a sample of accepted absentee ballots to determine if there was a timely absentee ballot request was on file and the absentee ballot was timely received. Katherine Berry, Election Director also reviewed a sample of rejected absentee ballots to determine if the ballot was untimely received or was rejected for another valid reason. Katherine Berry, Election Director confirmed that all of the numbers matched.

Katherine Berry, Election Director explained that a sample of accepted provisional ballots were reviewed to determine whether the provisional voter was registered to vote at the time of the election, voted the ballot for the precinct in which the voter resides, and all other applicable criteria were met. A sample of partially accepted provisional ballots was also reviewed to confirm that a voter was registered to vote at the time of the election, did not vote the ballot for the precinct in which the voter resides, and all other applicable criteria were met. Katherine Berry, Election Director also reviewed a sample of rejected provisional ballots to confirm that the voter was not registered to vote at the time of the election or the voter's ballot was rejected for another valid reason. Katherine Berry, Election Director confirmed that all of the numbers matched.

Katherine Berry, Election Director shared the Clear Ballot audit results. The results of the Clear Ballot audit were a 0.00% error rate. Katherine Berry, Election Director reviewed the 2,500 ballots cast with Commissioner District 3 candidate Tom Gordon. There was one ballot discrepancy in one precinct that should have been a vote for Tom Gordon. Mr. Gordon has requested, based on the audit findings, that the results reflect the one ballot difference in his favor. Katherine Berry, Election Director is contacting SBE regarding his request.

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CERTIFICATION OF ELECTION RESULTS

Katherine Berry, Election Director explained that the post-election verifications and audits had no discrepancies and presented the Board of Canvassers with the election results. The Board of Canvassers reviewed the election results.

Mr. Foster made a motion to certify the results of 2018 Gubernatorial Primary. Mr. Shipley seconded the motion, and the motion passed unanimously.

Mr. Tegeler made a motion authorizing Griffith Manahan, President and Laura O'Callaghan, Secretary, of the board of canvassers, respectively, to sign the canvass sheets when the sheets are ready. Mr. Shipley seconded the motion, and the motion passed unanimously.

NEXT BOARD OF CANVASSERS' MEETING

If additional absentee ballots are received, the Board of Canvassers will convene after the next meeting of local board of elections. The next meeting is scheduled for September 5, 2018 at 10:00 a.m. at the Carroll County Board of Elections, 300 S. Center Street, Room 212, Westminster.

ADJOURNMENT

The meeting was adjourned on a motion by Mr. Shipley; seconded by Mr. Foster to adjourn the meeting at 11:51 a.m. The motion passed unanimously.