

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

June 28, 2018 – 1<sup>st</sup> Absentee Canvass Minutes

**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: Muri Dueppen  
Tom Gordon  
Zach Tomlin  
Kate Sanner  
Sallie Taylor  
S. Claire Taylor

Absent: None

**DECLARATION OF QUORUM PRESENT**

The meeting of the Board of Canvassers began at 10:00 a.m. on Thursday, June 28, 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.

June 28, 2018 – 1<sup>st</sup> Absentee Canvass Minutes

**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.

**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 16, 2018. Katherine Berry, Election Director reported that the memory sticks created for this canvass were placed in the ballot scanners and sealed. Eduardo DeLima and Kimberly Jones, IT staff 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)
<b>DS0315330445</b>	<b>1023376</b>
<b>DS0315330600</b>	<b>1023346</b>
<b>DS0315330359</b>	<b>1023337</b>

Eduardo DeLima and Kimberly Jones, IT staff, verified that the seal(s) on the ballot scanner(s) were intact, and recorded the optical scan ballot scanner’s serial number and seal number.

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<b>DS0315330445</b>	<b>1023376</b>
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<b>DS0315330359</b>	<b>1023337</b>

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).

June 28, 2018 – 1<sup>st</sup> Absentee Canvass Minutes

## **CANVASSING**

### Overview of Canvass Process

Griffith Manahan Chairman, 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. Ballots are distributed to the ballot processing teams in batches of 25 ballots. 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 and ballot style or other information identifying the group or unit to which the ballot belongs, and the reason(s) for the referral 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.

Katherine Berry 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 optical scan 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 #4	
Team #5	
Team #6	

June 28, 2018 – 1<sup>st</sup> Absentee Canvass Minutes

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 for the remaining canvasses, five absentee ballots of each ballot style were held back for the provisional canvass, and five ballots of each ballot style were held back for the second absentee canvass. 344 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.

Mr. Manahan presented the board with several ballots that needed further examination and a board decision. Mr. Berger, legal counsel, was present for advice in this process.

Three ballots did not contain signatures on the oaths. Mr. Tegeler made a motion to reject the three ballots that did not contain a signature on the oath (code 8); seconded by Mr. Foster. The motion passed unanimously.

One ballot contained two votes for Commissioner District 5. Mr. Shipley made a motion that the office was over voted and the vote for Commissioner District 5 should not be counted. Mr. Foster seconded the motion. The motion passed unanimously. The remainder of the ballot was accepted.

One ballot contained two votes for the Judge of the Circuit Court. Mr. Tegeler made a motion that the office was over voted and the vote for Judge of the Circuit Court should not be counted. Mr. Shipley seconded the motion. The motion passed unanimously. The remainder of the ballot was accepted.

### Printing Canvass Results

After scanning all accepted absentee ballots, Eduardo DeLima and Kimberly Jones locked the ballot scanner(s) and printed an Election 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.

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June 28, 2018 – 1<sup>st</sup> Absentee Canvass Minutes

**RELEASE OF UNOFFICIAL RESULTS**

Mr. Manahan, Chairman of the Board of Canvassers announced the results from the first absentee canvass. Mr. Manahan announced the following statistics from the first absentee canvass:

Absentee 1 Canvass Statistics	Number of Ballots
Total Absentee Ballots Presented at 1 <sup>st</sup> Absentee Canvass	<b>344</b>
Accepted Ballots	<b>341</b>
Rejected Ballots	<b>3</b>

**NEXT BOARD OF CANVASSERS' MEETING**

The Board of Canvassers will meet on Thursday, July 5, 2018, at 10:00 a.m. to canvass provisional ballots.

**ADJOURNMENT**

The meeting was adjourned on a motion by Mr. Tegeler; seconded by Mr. Foster to adjourn the meeting at 1:15 p.m. The motion passed unanimously.