

Carroll County Board of Canvassers 300 S Center St. Westminster, MD 21157	Date: Thursday/Friday May 21 st & 22 nd 2020 Vote-by-Mail Canvass Minutes Day 1 & 2
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ATTENDEES

Board of Canvassers (in person):

Name	Position	Party
Griffith Manahan	Chairman	Republican
John Woodley	Secretary	Republican
Laura O'Callaghan	Member	Democrat
Samuel Foster	Member	Democrat
Harvey Tegeler	Member	Republican
Jay Gullo	LBE Attorney	

LBE Staff (in person):

Name	Position
Katherine Berry	Election Director
Chelsie Watson	Data Application Specialist II
Kimberly Bullock Jones	Information System Specialist
Eduardo DeLima	Information System Specialist
Jared Cohen	Election Clerk

All canvassers, duplicating team members, and ballot scanner operating team members in attendance are listed under the Canvass Participants section below.

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began **Thursday, May 21, 2020** at **09:00AM**, at the Robert Moton Gym located in the same building as the Carroll County Board of Elections at 300 South Center Street, Westminster, Maryland. There was a quorum of the Board of Canvassers in-person, 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

Heather DeWees, the Clerk of the Court for Carroll County, administered and recorded the oath of each member of the Board of Canvassers on **Wednesday, May 6, 2020** during the in-person Board Meeting.

ELECTION OF OFFICERS

At a meeting on **Wednesday, May 6, 2020**, the Board of Canvassers elected Griffith Manahan as Chairman of the Board of Canvassers and John Woodley as Secretary.

PUBLIC NOTICE OF CANVASS

Katherine Berry noted that public notice of the vote by mail canvass was provided and that the notice was provided by email notice to the Republican and Democratic Central Committees, the State Board of Elections, on our website and social media accounts. Katherine Berry noted that due to current social distancing guidelines, and in compliance with the Governor's Proclamation of April 10, 2020, that public viewing will be by video conferencing only.

VERIFICATION OF BALLOT SCANNER(S)

Katherine Berry presented documents to the Board of Canvassers showing that the ballot scanners being used in the canvass successfully passed Logic and Accuracy Testing on **Monday, May 4, 2020**. Katherine Berry reported that the memory cards created for this canvass were placed in the ballot scanners and sealed. Katherine Berry provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Katherine Berry noted the Ballot Scanner Serial Numbers and Seal Numbers from the Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass.

Kimberly Jones and Eduardo DeLima verified that the seals on the ballot scanners were intact and recorded the optical scan ballot scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. Kimberly Jones and Eduardo DeLima noted that the ballot scanners serial numbers and seal numbers from Logic and Accuracy Testing matched the ballot scanners serial numbers and seal numbers before the canvass began.

The Board of Canvassers confirmed that the counts on the ballot scanners were zero. Katherine Berry posted one copy of the Zero Report from the ballot scanners on the document overhead for watchers to review and then on the door to the entrance of the canvass room. Kimberly Jones and Eduardo DeLima printed a second copy of the Zero Report, which remained attached to the ballot scanners. The Chairman, Griffith Manahan and Secretary, John Woodley of the Board of Canvassers signed the Zero Report attached to the ballot scanners. Katherine Berry also confirmed that the ballot boxes were empty.

A copy of the *Scanning Unit Opening Integrity Report* is attached to the minutes.

CANVASS OF BALLOTS

Overview of Canvass Process

Griffith Manahan explained the rules concerning public observation of the canvass, stating that due to the COVID-19 pandemic, and in accordance with the Governor's Proclamation of April 10, 2020 and current social distancing guidelines issued by the Centers for Disease Control, that all individuals must maintain a distance of six feet from each other and for every 200 square feet is one person. Due to these restrictions, public observation of the canvass is provided by video conferencing only, which the public could view from the Carroll County Board of Elections website. Ballots are distributed to the ballot processing canvassers in

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batches. Each canvasser reviews the envelope first to determine whether it was timely received.

For timely received ballots, each canvasser determines whether the voter signed the oath. After verifying that the oath is signed, each canvasser opens the envelopes. With the envelope face down, each canvasser 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 canvasser reviews the ballots for compliance and tabulating acceptability.

Ballots that were marked using the online ballot marking wizard are duplicated and verified by a bi-partisan 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.

Ballots that are untimely or are otherwise not in compliance are placed in a plain envelope, with the canvasser’s number, or other information identifying the canvasser 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 for later review.

Griffith Manahan explained the process to provide information to the Board of Canvassers or challenge a decision of the Board.

Canvass Participants

The ballot processing, duplicating, and optical scan operating canvassers are listed in the table.

Team Number	Canvasser #1	Party	Canvasser #2	Party
1	David Johnson	Democrat	Arthur Lapenotiere	Republican
2	Sylvia Palm	Democrat	Norma Bair	Republican
3	Joel Altman	Democrat	Paula Stonesifer	Republican
4	Rosalyn Altman	Democrat	Jennie Jamison	Republican
5	Andrew DeMario	Democrat	Robert McMonagle	Republican
6	Michelle Moreau	Democrat	Frederick Shaw	Republican
7	Alan Loosarian	Democrat	John Yarish	Republican
8	William Millberry	Democrat	Donna Yarish	Republican
Judge Helpers				
Erin Berry				
Maria Padula				
Carol Hart				

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Canvassing of Ballots

Member	Action	Description
Laura O'Callaghan	Motion - Initiated	Made a motion to accept and approve the opening and tabulation of the ballots.
Samuel Foster	Motion - Seconded	Seconded the motion.
BOARD VOTE	Motion - Passed	5 - 0

Board of Canvassers' Decision Meeting: Thursday, May 21, 2020

The Board of Canvassers convened at **05:12 PM** to review ballots that were referred from the canvassers.

The Board of Canvassers ruled on whether to accept or reject the referred ballots. Please see Appendix-A for detailed information of ballot decision results.

Printing Canvass Results

After scanning all accepted vote-by-mail ballots, Kimberly Jones and Eduardo DeLima locked the ballot scanner(s) and printed an Election Results Report. Katherine Berry confirmed that the number of accepted ballots equaled the number of ballots counted by the ballot scanner(s).

Election Director/Staff	Action	Description
Katherine Berry	Voting Results Report	Signed report and attached it to the Zero Report
Katherine Berry	Results Embargoed	Confirmed results embargoed and secure until after 8PM on election day.
Katherine Berry	Ballot Count	Manual Ballots versus Scanned Ballots
Ballot Count Explanation: The manual ballot and scanned counts were equivalent.		

A copy of the *Scanning Unit Closing Integrity Report* is attached to the minutes.

Daily Canvassing Results

Vote-by-Mail Canvass Statistics- Day 1 & 2	Number of Ballots
Total Ballots Presented	10,947*
Accepted Ballots	10,939
Rejected Ballots	6

***Removed two (2) ballots from the canvass due to unsigned oath. Voters will be contacted to cure the oath.**

Recess for Day-1 Continuance:

The canvass recessed Day-1 at **06:55PM** (**Motion:** Laura O'Callaghan, **2nd:** Harvey Tegeler, **Vote:** 5 to 0) and will reconvene Day-1 (Part-2) on **Friday, May 22, 2020** at **09:00AM**. **Katherine Berry** recorded the public count, turned the optical scan ballot scanner(s) off, and affixed a seal.

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Recess for Day-2 Closure:

The canvass recessed Day 2 at **06:55PM** (**Motion:** Laura O'Callaghan, 2nd: Harvey Tegeler, **Vote:** 5 to 0) and will reconvene on **Saturday, May 23, 2020** at **09:00AM**. **Katherine Berry** recorded the public count, turned the optical scan ballot scanner(s) off, and affixed a seal.

NOTE: At end of meeting, it was noticed that the video live stream was not working. However, the phone audio was on and active.