

Calvert County Board of Canvassers  
30 Duke St, Lower Level, Prince Frederick, MD 20678

October 15, 2024 - Pre-Election Mail-in Ballot Canvass

### ATTENDEES

#### Board of Canvassers:

Name	Position	Party
Cassandra Okwumabua	Chairperson	Democrat
Anita Brown	Secretary	Republican
Keith Lotridge	Member	Democrat
Tricia Powell	Member	Democrat
Barry Wood	Member	Republican

#### Board of Canvassers Absent

Name	Position	Party
Andrea Baddour	Board Attorney	

#### LBE Staff (in person):

Name	Position
Gail L. Hatfield	Elections Administrator
Kristen Scott	Deputy Elections Administrator

#### Public

Name	Organization (if applicable)
N/A	

All canvassing teams, 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 at 10:06 am on Tuesday, October 15, 2024, at the Community Resources Building, Conference Rooms 1 & 2, at 30 Duke St, Lower Level, Prince Frederick. 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

Kathy P. Smith, the Clerk of the Court for Calvert County, administered and recorded the oath of each member of the Board of Canvassers on September 19, and September 20, 2024.

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## **ELECTION OF OFFICERS**

Ms. Powell made a motion that Cassandra Okwumabua serve as Chairperson of the Board of Canvassers. Mr. Wood seconded the motion, which was passed unanimously. Ms. Powell made a motion that Anita Brown serve as Secretary for the Board of Canvassers. Mr. Wood seconded the motion, which passed unanimously.

## **PUBLIC NOTICE OF CANVASS**

Ms. Hatfield, Elections Administrator, noted that public notice of the mail-in ballot canvass was provided and that the notice was provided on the Calvert County Election Board website and on the board outside of the election office.

## **VERIFICATION OF THE SCANNING UNITS**

Ms. Hatfield presented documents to the Board of Canvassers showing that the ballot scanners being used in the canvass successfully passed Logic and Accuracy Testing on October 9, 2024. Ms. Hatfield reported that the memory sticks created for this canvass were placed in the ballot scanners and sealed. Ms. Hatfield provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Ms. Hatfield 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.

Mr. Robert Jaensch and Mr. Timothy Keith verified that the seals on the ballot scanners were intact and recorded the scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. Ms. Hatfield noted that the ballot scanner's 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. Ms. Hatfield posted one copy of the Zero Report from the ballot scanners on the wall in the room where canvassing occurred. Mr. Jaensch and Mr. Keith printed a second copy of the Zero Report, which remained attached to the ballot scanners. The Board of Canvassers signed the Zero Reports. Mr. Jaensch and Mr. Keith also confirmed that the ballot boxes were empty.

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

## **CANVASSING OF BALLOTS**

### Overview of Canvass Process

Ms. Hatfield explained the rules concerning public observation of the canvass. Ms. Hatfield provided an overview of the canvassing process and noted that the rules were posted in the

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canvass room. Ballots were distributed to the ballot processing canvassing teams in batches. Each canvassing team reviewed the envelope first to determine whether it was timely received.

For timely received ballots, each canvassing team determined whether the voter signed the oath. After verifying that the oath is signed, each canvassing team opened the envelopes. With the envelope face down, each canvassing team removed the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes were set aside. Each canvassing team reviewed the ballots for compliance and tabulating acceptability.

Web delivered ballots were duplicated by a bi-partisan ballot duplication team and verified for accuracy.

Ballots that were untimely or otherwise not in compliance were placed in a folder, with the canvassing team's number, or other information identifying the canvassing team to which the ballot belonged, and the reason(s) for the referral written on the envelope. The folder with the ballots inside was referred to the Board of Canvassers for later review.

Those timely ballots that were in compliance and could be read by the ballot scanner were referred to the Board of Canvassers for acceptance.

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

Ms. Hatfield explained the process to provide information to the Board of Canvassers or challenged a decision of the Board.

### Canvass Participants

Canvasser	Names of Ballot Processing Canvassing Teams
Team #1	Cree Haynes & KC Tillman
Team #2	Patty Long-Bradley & Anna Vermillion
Team #3	Bruce Bradley & John Kaiser
Team #4	Sandy VanOosten & Kevin Billups
Team #5	Lisa Napier & JoMarie Coster
Team #6	Beth Donohue & Terri Justin

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	See above

Team	Names of Ballot Scanner Operating Team
Team #1	Robert Jaensch, Timothy Keith & Harvil Jenkins, Jr.

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Canvassing of Ballots

Ms. Okwumabua asked for a motion to accept and approve the opening and tabulation of the ballots. Ms. Powell so moved, and Ms. Brown seconded the motion. The motion passed unanimously.

**Challenges During Canvass**

No challenges were brought forth in the canvass.

**Canvass Closing**

Shutting Down Scanners

After scanning all accepted mail-in ballots, Mr. Jaensch and Mr. Keith verified the total public count matched the amount of ballots canvassed, locked the ballot scanners and shut them down without printing results.

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

**DAILY CANVASSING STATISTICS**

Mail-In Ballot Canvass Statistics- Day 1	Number of Ballots
Total Ballots Presented	3695
Accepted Ballots	3695
Rejected Ballots	0
Ballots held over by the Board of Canvassers (if applicable)	0

**RECESS**

The canvass recessed at 2:46 pm and will reconvene on Monday, October 21, 2024, at 10 am. Mr. Jaensch and Mr. Keith recorded the public count, turned the scanners off, and affixed a seal.