



Frederick County Board of Elections

340A Montevue Lane, Frederick, Maryland 21702
FrederickCountyMD.gov/elections

301-600-VOTE (8683)
ElectionBoard@FrederickCountyMD.gov



MINUTES of the December 01, 2021, Meeting of The Frederick County Board of Elections

The meeting was called to order at 2:05 PM, in person and via video and teleconference by the Board President, Mrs. Mary Lou Green.

PRESENT:

Mary Lou Green, President
Shirley McDonald, Vice President
Lawrence C. Hill, Secretary
Mary Costello, Board Member
William Woodcock, Board Member
Daniel B. Loftus, Board Counsel
MC Keegan-Ayer, County Council President
Barbara Wagner, Election Director

Marc R. Welch, Election Program Assistant
Clifton Mowell, Election IT Specialist
Theresa Church, Communications Specialist
Toni Beaird, Election Program Assistant II
Khalfani Blount, Election Program Assistant II
Tom Espinosa, Election Program Assistant II
Michael Wagner, guest
Joshua Wagner, guest

Mrs. Green announced the appointment of Mrs. Wagner as Election Director.

APPROVAL OF MINUTES:

Mr. Woodcock made a motion to accept the November 17, 2021 meeting minutes. Mr. Hill seconded and the motion passed unanimously.

COUNCIL LIAISON COMMENTS:

Mrs. Keegan-Ayers said the County Council opened the discussion of the county council redistricting for public input. There was no public input. They will meet again on December 14 and plan to vote on December 21.

ELECTION DIRECTOR'S REPORT

Mrs. Wagner provided a written copy of the Election Director's report and provided an overview of the contents of the report. Voter registration is at 191,979 active voters. To date, there are 18 candidate filings and two pending filings for 2022.

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OLD BUSINESS:

A. FY22 BUDGET UPDATE

Mrs. Wagner updated the Board on the current budget, Exhibit A.

B. AIPHONE/OFFICE RE-DESIGN

The AiPhone has been installed but there is an issue with the locking mechanism. A quote from the vendor is pending. Plans are in the works to install an AiPhone at the warehouse. Cameras are being considered for installation in the warehouse. Mrs. Wagner, Mr. Welch and Ms. Winer met with representatives from Risk Management and Public Works to discuss building management. There are plans to install panic buttons in the office and the warehouse.

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NEW BUSINESS:

A. LEGISLATIVE INITIATIVES

Mrs. Wagner discussed several initiatives being presented to the 2022 Maryland General Assembly by the Maryland Association of Election Officials and the Maryland Association of Counties.

B. PROPOSED NEW VOTING SITE FACILITY

Mr. Welch discussed the proposed alternative early voting sites of Trinity Recreation Center and the newly purchased county building on Oak Street.

C. OTHER

Mrs. Wagner shared an anonymous letter with the board. The letter is not classified as threatening, but it has been referred to SBE and must be kept on file for two years.

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NEXT MEETING:

The Board scheduled its next meeting for January 5, 2022, at 2 PM in person.

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EXECUTIVE SESSION SUMMARY:

On December 1, 2021 at 3:00 PM, the Frederick County Board of Elections met in Executive Session at the Elections Office in the Conference Room. This action was in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section 3-305. The session discussed the following subsections under this provision:

- 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.
- 3-305(b)(7) to consult with counsel to obtain legal advice.

During the executive session, the Board addressed only one item: presentation and approval of executive session meeting minutes from the last two meetings, October 14 and November 17, both containing personnel and legal counsel items.

Mr. Woodcock made a motion to accept the October 14, 2021 Executive Session meeting minutes as written, Larry Hill seconded, and the motion passed unanimously.

Mr. Hill made a motion to accept the minutes of the November 17, 2021 Executive Session, Mrs. Costello seconded, and the motion passed unanimously.

At 3:02 PM, Mrs. McDonald made a motion to adjourn the executive session, Mr. Woodcock seconded, and the motion passed unanimously.

Respectfully submitted,

Theresa Church
Communications/Training Specialist

Approved by:



Mary Lou Green, Board President

1/10/22

Date