



# Frederick County Board of Elections

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

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## MINUTES of the September 29, 2022, Meeting of The Frederick County Board of Elections

The meeting was called to order at 2:01 PM, in person and virtually by Board President, 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  
Barbara Wagner, Election Director  
Anthony Gutierrez, Deputy Director

Marc R. Welch, Voting Operations Manager  
Thomas Coogan, Election Program Manager  
Theresa Church, Communications Specialist  
M. C. Keegan-Ayers, County Council Chair  
Deborah Carter, Democratic Central Committee  
Jim Filson, League of Women Voters  
Vicki George, Voter  
Barbara Stadler, Voter

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### **CONVENE BOARD OF CANVASS**

Ms. Green made the motion to convene the Board of Canvassers. Mr. Woodcock seconded, and the motion passed unanimously. Ms. Costello made a motion to approve the 2022 Primary Canvass, Rescan, and Recount Minutes. Mr. Hill seconded, and the motion passed unanimously. Ms. McDonald made the motion to close the session, Ms. Costello seconded, and the motion passed unanimously.

### **APPROVAL OF MINUTES**

Mr. Woodcock made a motion to accept the September 6 Special Meeting minutes and the September 14, 2022, meeting minutes. Ms. Costello seconded, and the motion passed unanimously.

### **COUNTY COUNCIL REPORT**

Ms. Keegan-Ayers said there were no issues before the council that affect the Board of Elections.

### **OLD BUSINESS**

#### **A. Preview of 2022 General**

General Election will take place in six weeks, on November 8. Voters should expect a 2-page ballot. According to SBE, mail-in ballots will be sent out Saturday, October 1. Electronic ballots should be sent out shortly. Eight drop boxes are being set up around the county today; locations are on the website. The boxes will be opened on Monday, October 3. The sample ballots are on

the state website now and will be mailed sent mid-October. Early voting runs October 27-November 3. The early voting site in Middletown will be replaced by Myersville Town Hall. There will be a drop box at Myersville as well. 63 polling places will be open 7 am to 8 pm on Election Day.

**Other**

Mr. Gutierrez shared that the county is nearing the end of negotiations for new office and warehouse space with additional security measures.

Mr. Welch updated the board on the Logic and Accuracy Testing of the election equipment. He expects the testing to be finished by close of business tomorrow.

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**NEW BUSINESS**

**A. Other**

The public had submitted questions through Public Info, but no one was registered to speak. Ms. Wagner said the questions would be researched and answered shortly.

Mr. Coogan presented the SFY 2023 Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Program to provide election security and enhancements. The federal grant money is provided through the state could be used for security surveillance at the new office location and additional security measures. The funding will be for October through September 2023. The request is for \$100,000. Mr. Woodcock made the motion to move forward with pursuing the federal grant. Ms. McDonald seconded, and the motion was passed unanimously.

The Montgomery Court Circuit Court approved the pre-Election Day canvass of mail-in ballots. Early Canvass is tentatively scheduled for October 17 and 24 to allow for the required 10-day public notice. The exact number of days of canvass will depend on the number of the ballots received. The results from the Canvass will be embargoed with only the Board of Canvassers and Director knowing the results.

Three contractual staff members have been hired. Diane Zepp and Danny Mafema began yesterday. Daniel Callahan will begin next week.

Mr. Coogan and Mr. Gutierrez are working to streamline the organization of the storage room in preparation for Canvass.

Congratulations to Mr. Gutierrez for being elected to the MAEO Board.

This morning Ms. Wagner spoke to the House Ways and Means Committee on rescanning and recounting procedures.

Ms. Wagner described the updated processes for Canvass.

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## **NEXT MEETING**

The Board scheduled the next meeting for December 7, 2022, at 2 pm.

## **EXECUTIVE SESSION**

Mr. Woodcock made the motion to end the regular meeting. Ms. Costello seconded, and the motion passed unanimously. Ms. McDonald made the motion to move into Executive Session. Ms. Costello seconded, and the motion passed unanimously.

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## **EXECUTIVE SESSION SUMMARY**

On September 29, 2022, at 2:50 pm, the Frederick County Board of Elections met in Executive Session in the Office Conference Room on Montevue Ln., Frederick, MD. This action was in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Section §3-305. The session discussions pertained to 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.

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

Barbara Wagner, Election Director

Anthony Gutierrez, Dep. Election Director

During the executive session, the Board discussed two items: 1) Previous session minutes and votes; Election Director Salary, no vote taken.

Meeting adjourned at 5:15 pm.

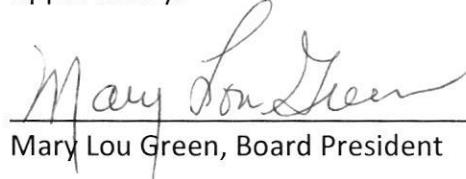
Respectfully submitted by Lawrence C. Hill, Board Secretary.

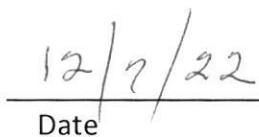
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Respectfully submitted,

Theresa Church  
Communications Specialist

Approved by:

  
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Mary Lou Green, Board President

  
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Date