



Frederick County Board of Elections

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MINUTES of the
January 04, 2023, Meeting of
The Frederick County Board of Elections

The meeting was called to order at 2:05 PM, in person and virtually by Board President, Mary Lou Green.

PRESENT:

Mary Lou Green, President	Theresa Church, Communications Specialist
Shirley McDonald, Vice President	M. C. Keegan-Ayers, County Council Liaison
Lawrence C. Hill, Secretary	Mari Lee, Democratic Central Committee
Mary Costello, Board Member	Shelley Aloï, Republican Central Committee
William Woodcock, Board Member	Jill Griffith, League of Women Voters
Daniel B. Loftus, Board Counsel	Vicki George, Voter
Antony Gutierrez, Deputy Director	Connie Onspaugh, Republican Women of Frederick Co.
Thomas Coogan, Election Program Manager	Michael Sowell, Voter
Marc R. Welch, Voting Operations Manager	Rebecca Chmelik, Republican Central Committee

CONVENE BOARD OF CANVASS

Ms. Costello made the motion to close the monthly board meeting and convene the Board of Canvassers, Ms. McDonald seconded, and the motion passed unanimously. Ms. McDonald made a motion to reject one untimely ballot, Mr. Woodcock seconded, and the motion passed unanimously. Mr. Hill made a motion to approve the 2022 Gubernatorial General Canvass Minutes, Ms. Costello seconded, and the motion passed unanimously. Ms. McDonald made the motion to close the session and reopen the monthly meeting, Ms. Costello seconded, and the motion passed unanimously.

APPROVAL OF MINUTES

Ms. Costello made a motion to accept the December 7 meeting minutes. Mr. Hill seconded, and the motion passed unanimously.

COUNTY COUNCIL REPORT

Ms. Keegan-Ayers shared that she will continue as the liaison with the County Council.

OLD BUSINESS

A. Riverside Five Relocation Update

Mr. Coogan reported that the next progress meeting will be January 10. The office move is on target for January 26 and 27. The move from the warehouse is tentatively scheduled for February 6. The team is continuing to coordinate with the county and state on connectivity and

the voting equipment move as well as security measures. The office will be closed for several days during the move.

NEW BUSINESS

A. General Assembly – Legislative Session

The 2023 session opens January 11. Their legislative schedule is available on their website. There will be updates on relevant bills in future meetings.

B. 2024 Proposed Budget

The initial budget request for the PP Election cycle has been submitted to County Finance.

C. Approval of Edward J. Byrne Memorial Justice Assistance Grant (BJAG) Program Grant

Mr. Coogan shared that we have been awarded \$90,000 of the requested \$100,000 for elections security enhancements. We are waiting for the County Executive to accept. The grant expires September 30, 2023.

D. Other

Mr. Gutierrez explained that the office is looking at purchasing ballot processing equipment. The equipment will date stamp envelopes along with sorting and counting envelopes, saving considerable staff time. This type of equipment is currently being used by Anne Arundel, Prince George's, Montgomery, and other large counties.

Mr. Hill asked for status of the post-election audits. Mr. Gutierrez shared there have been no findings in any of the audits so far. More audits will be conducted.

Vicki George previously submitted her questions. The questions were deferred to Director Wagner since they were related to personnel.

Michael Sowell requested more information on the cost of the ballot processing equipment. Mr. Gutierrez explained the budget process.

Connie Onspaugh asked about the audit process and Mr. Gutierrez explained the audit process.

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NEXT MEETING

The Board scheduled the next meeting for February 8, 2023, at 2 pm in the current warehouse located at 343 Montevue Lane.

EXECUTIVE SESSION

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

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EXECUTIVE SESSION SUMMARY

On January 4, 2023, at 2:40 pm, the Frederick County Board of Elections met in Executive Session in the Office Training 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.

Mary Lou Green, President, Present
Shirley McDonald, Vice President, Present
Lawrence C. Hill, Secretary, Present
Mary Costello, Board Member, Present
William Woodcock, Board Member, Present
Daniel B. Loftus, Board Counsel, Present
Barbara Wagner, Election Director, Absent
Anthony Gutierrez, Dep. Election Director, Present
Tom Coogan, Election Program Manager, Present

During the executive session, the Board discussed six items: previous session minutes; three legal matters; and two personnel matters. The board voted unanimously to post two new positions.

Meeting adjourned at 3:35 pm.


Respectfully submitted by Lawrence C. Hill, Board Secretary.

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Respectfully submitted,

Theresa Church, Communications Specialist

Approved by:



Mary Lou Green, Board President



Date