



# Frederick County Board of Elections

340A Montevue Lane, Frederick, Maryland 21702

FrederickCountyMD.gov/elections

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MINUTES of the  
February 08, 2023, Meeting of  
The Frederick County Board of Elections

The meeting was called to order at 2:00 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  
Antony Gutierrez, Deputy Director  
Thomas Coogan, Election Program Manager  
Marc R. Welch, Voting Operations Manager

Theresa Church, Communications Specialist  
Bob Millard, Voting Systems IT Specialist III  
Shakir Satterfield, Election Program IT Specialist II  
M. C. Keegan-Ayers, County Council Liaison  
Jim Filson, League of Women Voters  
Katja Harper, Voter  
Bob Seebald, Voter  
Shelley Aloi, Republican Central Committee  
Mari Lee, Chair, Democratic Central Committee

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**CONVENE BOARD OF CANVASS**

Mr. Woodcock made the motion to close the monthly board meeting and convene the Board of Canvassers, Ms. Costello seconded, and the motion passed unanimously. Mr. Hill made a motion to reject four untimely ballots, Ms. McDonald 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**

Mr. Hill made a motion to accept the January 4 meeting minutes. Ms. McDonald seconded, and the motion passed unanimously.

**COUNTY COUNCIL LIAISON COMMENTS**

Ms. Keegan-Ayers shared that County Executive Fitzwater finished having listening meetings in all five districts with an average attendance of 40-50 at each. The second public hearing for the budget is scheduled for March 14.

## **ELECTION DIRECTOR REPORT**

MAEO memberships have been renewed. Once the conference registration opens, we will handle registration and hotel bookings. Candidate filings will be open Jan 19, 2023, through Jan 19, 2024. There is a meeting with the County Executive on February 19 to discuss our budget proposal. Staff attended Washington County's Manual Audit to see best practices. Our manual audit will be February 15 at 10 am. Rhonda Ferrell will join the staff on February 13. Staff evaluations for full-time staff have been completed. Ms. Wagner is slated to speak at a forum sponsored by the Alumnae Chapter of Delta Sigma Theta on February 9. She and Deputy Director Gutierrez are scheduled to speak to Leadership Frederick County on February 10.

## **OLD BUSINESS**

### **A. Riverside Five Move Update**

The move into 8490 Progress Drive took place without incident on January 26 and 27. We are waiting for Power and Data service to be completed on the third floor before occupying that space. The target date to complete the third-floor suite is February 15.

### **B. 343 Montevue Lane Warehouse Status**

The target date for completion of the first-floor warehouse is March 15. We will continue to occupy the current warehouse until security and access control at 8490 Progress Drive is complete.

### **C. Manual Audit – February 15, 2023**

The manual audit was announced publicly according to the law. The staff will tally the contest for governor and Lt. governor on a percentage of mail-in and provisional ballots along with randomly selected election day sites and an early voting site.

### **D. 2024 Proposed Budget**

All change requests have been submitted to the Budget Department. The initial meeting will be February 13.

## **NEW BUSINESS**

### **A. Maryland Association of Election Officials (MAEO) Conference – May 14-19, 2023**

The annual meeting will be May 16<sup>th</sup>. Baltimore and Anne Arundel counties will co-host the conference in Ocean City. Staff will handle registration and hotel reservations once they are open.

### **B. Election Related Legislative Bills**

The General Assembly has convened. Ms. Wagner is on the Legislative Committee and Regulations Committee. These committees are monitoring activity relating to elections, and Ms. Wagner will update the board as bills are introduced.

### **C. Other**

Mr. Woodcock asked about virtual attendance at the monthly board meetings. Frederick County offers the general public two ways to attend – virtually through Public Input (listen live) and in-

person attendance.

Our colleague, Noreen Schultz, lost her daughter on Sunday. The visitation will be this Friday from 5 – 7 pm at Stauffer's Funeral Home.

State Administrator Linda Lamon lost her husband in January.

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### **NEXT MEETING**

The Board scheduled the next meeting for March 01, 2023, at 2 pm at the new office located at 8490 Progress Drive.

### **PUBLIC COMMENT**

*Per the board's by-laws, public comment is allowed after the request has been approved by the Board President.*

Katja Harper submitted a question rather than a statement for pre-approval. The question will be answered in writing. For her public comment, she requested that the board consider answering questions in person during the public comment period rather than in writing.

### **EXECUTIVE SESSION**

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

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### **EXECUTIVE SESSION SUMMARY**

On February 8, 2023, at 2:41 pm, the Frederick County Board of Elections met in Executive Session at 343 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, Present  
Anthony Gutierrez, Dep. Election Director, Present  
Tom Coogan, Election Program Manager, Present  
Marc Welch, Election Program Supervisor I, Present

During the executive session, the Board discussed three items: 1) Previous session minutes; 2) two legal matters; and 3) one personnel matter. One unanimous vote was taken to approve the previous minutes.

Meeting adjourned at 4:20 pm.

Respectfully submitted by Lawrence C. Hill, Board Secretary.

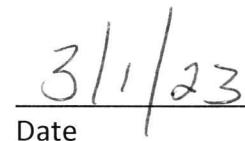
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Respectfully submitted,

Theresa Church, Communications Specialist

Approved by:

  
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Mary Lou Green, Board President

  
\_\_\_\_\_  
Date