



# Frederick County Board of Elections

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

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## MINUTES of the April 05, 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  
Barbara Wagner, Election Director  
Anthony Gutierrez, Deputy Director  
Thomas Coogan, Election Program Manager

Marc R. Welch, Voting Operations Manager  
Ian Astheimer, Election Program Assistant  
M. C. Keegan-Ayers, County Council Liaison  
Shelley Aloi, Republican Central Committee  
Trenor (Ted) Neeves, Board Electee  
Michael Sowell, Board Electee  
Jay Kaminsky, Public  
Katja Harper, Public  
Mari Lee, Democratic Central Committee [by phone]

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### ADDITIONS/CHANGES TO THE AGENDA

“Open House” was removed from item IX-A.

### APPROVAL OF MINUTES

Mr. Hill made a motion to accept the March 1 meeting minutes. Ms. McDonald seconded, and the motion passed unanimously.

### COUNTY COUNCIL LIAISON COMMENTS

Ms. Keegan-Ayers shared that County Executive Fitzwater will release the budget for the next fiscal year on April 14, 2023. At 6:00pm on April 25, 2023, the County Council will have public hearing to discuss the budget. Three days of workshops will follow during the first week in May. On Tuesday, May 16, 2023, amendments to the budget will be announced.

### ELECTION DIRECTOR REPORT

The Green and Working-Class Parties lost their recognized status with the State at the end of 2022. All Voters affiliated with those two parties have been sent a letter informing them of the news and their

next steps. Fewer than 1,000 voters are impacted. Voters are classified as Other – Green and Other – Working-Class until they return voter update forms to select new parties. Voters in Other Parties will be able to vote for Board of Education during the 2024 Primary Election.

Board of Election staff participated in County-led, in-person Sexual Harassment Training on Tuesday, April 4, 2023.

The next Maryland Association of Election Officials (MAEO) meeting is scheduled for April 14, 2023, at 1:00pm.

Mr. Gutierrez will be a speaker at the League of Women Voters meeting on April 29, 2023, at C. Burr Artz Library.

Voter outreach events are scheduled to be held at Utica Park on June 10, 2023, as part of Frederick County's 275<sup>th</sup> Jubilee; at Frederick Pride on June 24, 2023; and at In the Streets on September 9, 2023.

There are currently 196,727 registered voters in Frederick County.

The Frederick County Board of Elections will be a designated satellite office for delegate filings starting in December. The State Board will train office staff.

Candidate filings for the 2024 Presidential Election opened on January 19, 2023.

Ms. Green, Mr. Hill, and Mr. Woodcock joined Ms. Wagner at the Republican Central Committee's March meeting. Ms. McDonald attended the National League of Women's Voters event via Zoom and County Executive Fitzwater's in-person public budget hearing on March 14, 2023.

Homeland Security will perform a risk assessment of the new Board of Elections office once security measures and access control are in place.

April 26 through May 1, 2023, Ms. Wagner will attend CERA Certification Classes in Houston, Texas.

## **OLD BUSINESS**

### **A. Riverside Five Move Update – 8490 Progress Drive**

On April 4, 2023, Board of Elections office staff moved to Suite 300. IIT continues to be delayed while waiting for access control equipment. All work provided by Matan contractors has been completed as of April 4, 2023.

All activity at 340A Montevue Lane ceased on January 26, 2023.

The Board of Elections is listed in digital directory within Riverside building. Matan has posted a logo as well. The reception area will be staffed from 7:30am to 4:00pm Monday through Friday.

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

Warehouse staff has been prepping for the move to Suite 125. The move is contingent upon proper security and access control. A backlog from the access control supplier is causing delays. Other county projects may be impacted as well.

**C. 2024 Budget Summary**

A request has been made for an inbound mail sorter, which has many time- and labor-saving features. Similar devices are in use in other counties. The current proposal is for a 60-month lease to own.

The Board has given their support in creating a GIS position to parallel efforts made by the State. An onsite GIS specialist would allow for electronic updating of street files with new streets and residences. GIS could also be leveraged when establishing a fifth Early Voting site to ensure 80% of voters are within five miles of a polling place as required.

Additional staffing would decrease the voters-to-staff ratio and align with similarly sized counties in MD. Four State positions, including the GIS specialist, and two County seasonal positions have been requested.

Change requests for FY24 include increases to the budget for printing, training improvement programs, canvassing, office supplies, advertising, property rentals, Board legal representation, telephones, postage, and dues and subscriptions.

**D. Proposed 2024 Polling Place Locations**

The current Legislative session ends April 10, 2023. Only 21 election bills have crossed chambers. Bill 410, which would lock the number of polling places to the same number used in 2018, is still with the Senate. Should it pass, the Governor would have the option to veto it. During the 2022 Gubernatorial Election cycle, Frederick was one of the only counties that was able to operate at the 2018 level with 63 polling places open.

A separate bill, 1200, would set a minimum compensation amount for election judges. There is a provision to pay returning judges an extra \$100. Without knowing how many judges will return in 2024, the requirements to qualify as “returning” per the State, or how many polling places will have to be staffed, Frederick County BOE staff is unable to estimate the law’s impact on the budget.

**E. 2023 Annual MAEO Meeting (tentative agenda)**

A tentative agenda from the State was presented. The annual MAEO meeting is scheduled to run from May 14 through May 19, 2023. Board members will be in attendance. Electees have received

guest invitations and, if they accept, will act as observers. Frederick County BOE staff will not be presenting or paneling.

A sendoff for Linda Lamone is expected to occur during the MAEO conference. She is retiring after serving as the State Administrator for more than 25 years.

**F. Other**

N/A

**NEW BUSINESS**

**A. Ribbon Cutting – May 3, 2023**

A ribbon cutting ceremony for the 8490 Progress Drive location is scheduled for May 3, 2023, at 10:00am. Election staff members are working with the Frederick County Chamber of Commerce to organize the event and send out notifications. Social media will be used to increase awareness. Everyone is welcome to attend. Refreshments will be served.

The final meeting for the current Board will be held the same day at 2:00 p.m. All meetings are open to the public.

**B. Biennial Meeting – October 19, 2023**

The biennial meeting is mandatory for all Board members and State staff. The location is still to be determined.

**C. Other**

The State Board of Elections completed its audits of the 2022 Gubernatorial Primary and General Elections. The findings were minor and included an out-of-date evaluation form being used, Mail-in-Ballot boxes not being emptied on Sundays during the Primary, and typos in the canvass minutes.

Overall, Frederick County ran a successful election. All 63 polling places opened on time, voters were not turned away, and election judge training was effective. Post-election logic and accuracy testing on electronic pollbooks and scanners has been completed.

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**NEXT MEETING**

The Board scheduled the next meeting for May 3, 2023, at 2 pm 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 inquired about the Voter Registration Certification process for citizens interested in assisting with the voter registration process. Training is currently performed online and by phone. To set up a training session, Ms. Harper was instructed to email Ms. Wagner, who will forward the request to the trainer.

## EXECUTIVE SESSION

An Executive Session was not held.

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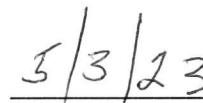
Respectfully submitted,

Ian Astheimer, Election Program Assistant

Approved by:



Mary Lou Green  
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Mary Lou Green, Board President



5/3/23  
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Date