



Frederick County Board of Elections

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

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



MINUTES of the March 01, 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
Theresa Church, Communications Specialist
Lee Redman, representing M. C. Keegan-Ayers
Shelley Aloï, Republican Central Committee
Jim Filson, League of Women Voters
Michael Sowell, Board Nominee
Michael Ferrell, Board Nominee
Nate Wood, Board Nominee

APPROVAL OF MINUTES

Mr. Woodcock made a motion to accept the February 8 meeting minutes. Ms. McDonald seconded, and the motion passed unanimously.

COUNTY COUNCIL LIAISON COMMENTS

Lee Redman shared M.C. Keegan-Ayers' comments. The County Executive's budget public hearing will be held on March 14 at 7:00pm in Winchester Hall. She will release her budget on April 14. The Council's public hearing on the budget will be held on April 18 at 6:00pm in Winchester Hall. The Council will then hold three days of workshops on May 3, 4, and 5 to meet with the leaders of the various divisions to discuss with them their funding. According to the requirements established in the Charter, the Council must have voted on a final budget by May 31. Currently, the Council is scheduled to hold their final vote on the budget either May 23 or May 30.

ELECTION DIRECTOR REPORT

No variances were found during the Manual Audit on February 15, 2023. Ms. Green and Ms. McDonald attended on behalf of the board. The next Director's Meeting is scheduled for March 16. The next meeting of the Maryland Association of Elected Officials is slated for March 22. Three new Board Members are in the process of being confirmed by the State Senate. She welcomed the three nominees who are attending this meeting: Mr. Ferrell, Mr. Sowell, and Mr. Wood.

OLD BUSINESS

A. Riverside Five Move Update

Work continues on Power and Data Service in suite 300. It is anticipated that the work will be completed by March 15. Staff is continuing to keep the office functioning from the new warehouse.

B. 343 Montevue Lane Warehouse Status

The 343 Montevue Lane warehouse move has been pushed back due to supply issues for access control. The earliest move date would be March 31. This will be re-evaluated mid-March. Storing custodial items at county storage facilities is being considered.

C. Election Related Legislative Bill Status

We are closely following the progress of the emergency bill to move the 2024 primary election date.

D. 2024 Proposed Budget Update

There was an in-person meeting with the County Executive on February 13 to discuss updated requests. Ms. Wagner feels this meeting was very positive and that County Executive Jessica Fitzwater is receptive to supporting elections.

E. Other

Hotel rooms for the MAEO convention have been secured, but the agenda has not been released yet.

NEW BUSINESS

A. New Pollbook Solution

The office is in a holding pattern on this issue until the state releases more information. It is anticipated that there will be an update during the next director's meeting.

B. Proposed 2024 Presidential Election Polling Place Locations – General Discussion

Ms. Wagner explained that the required notification was sent to large facilities such as the local colleges, nursing homes, and Ft. Detrick. None of these facilities have made comment or asked for clarification. Mr. Welch presented the proposed plan for 2024 Presidential Election Polling Place Locations. The plan will not impact Early Voting Centers or Drop Boxes. The proposal strengthens equipment allocation, allowing for more Ballot Marking Devices at each site, additional backup equipment, and more efficient use of warehouse space as well as saving money on equipment and moving services. Approximately 400 fewer election judges will be needed to staff Election Day sites. This also reduces the number of training classes needed, allows for a potential roster of standby judges, and saves money. Additionally, the plan reduces the need to spend funds to rent space at private sites.

###

NEXT MEETING

The Board scheduled the next meeting for April 5, 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.

No public comment was made.

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.

###

EXECUTIVE SESSION SUMMARY

On March 1, 2023, at 2:36 pm, the Frederick County Board of Elections met in Executive Session in the conference room of 8490 Progress Dr. in Frederick, MD, for the first time since the office move. 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

During the executive session, the Board discussed three items: the previous session minutes and two personnel matters. One vote was taken to approve the previous minutes.

Meeting adjourned at 3:23 pm.

Respectfully submitted by Lawrence C. Hill, Board Secretary.

###


Respectfully submitted,

Ian Astheimer, Election Program Assistant

Approved by:



Mary Lou Green, Board President



Date