



# Frederick County Board of Elections

8490 Progress Drive, Frederick, Maryland 21701  
FrederickCountyMD.gov/elections

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MINUTES of the  
June 07, 2023, Meeting of  
The Frederick County Board of Elections

The meeting was called to order at 2:00 PM, in person and virtually, by Election Director Barbara Wagner.

**PRESENT:**

Mary Costello, President  
Nathaniel C.W. Wilson, Vice President  
Shirley McDonald, Secretary  
Ted Neeves, Board Member  
Michael Sowell, 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  
Jim Filson, League of Women Voters of FC  
Larry Hill, Self  
Kat Harper, Self  
Jay Kaminsky, Self  
Mari Lee, Democratic Central Committee [by phone]

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**NOMINATIONS FOR & ELECTION OF BOARD PRESIDENT**

Mr. Sowell nominated Ms. Costello for Board of Elections President. Mr. Wilson seconded. The vote was unanimously in favor. Director Wagner turned the proceedings over to Madam President Costello.

**MEETING CALLED TO ORDER**

Ms. Costello welcomed new members Mr. Neeves, Mr. Sowell, and Mr. Wilson to the Board and welcomed Ms. McDonald back. Ms. Costello called the first meeting of the new Board of Elections to order at 2:02 PM.

**NOMINATIONS AND ELECTION OF BOARD VICE PRESIDENT AND SECRETARY**

Mr. Neeves nominated Mr. Wilson for Vice President. Mr. Sowell seconded. The vote was unanimously in favor.

Ms. Costello nominated Ms. McDonald for Secretary. Mr. Neeves seconded. The vote was unanimously in favor.

## **COUNTY COUNCIL LIAISON COMMENTS**

Ms. Keegan-Ayers deferred to Mr. Coogan to discuss the FY2024 budget.

## **ELECTION DIRECTOR REPORT**

### **1. Announcements and Important Meetings**

- Upcoming voter outreach events include Frederick County's 275<sup>th</sup> Jubilee on June 10, 2023; PRIDE on June 24, 2023; and In the Streets on September 9, 2023
- The 2024 Election Reporting Schedule and the Candidacy and Campaign Filing dates were affected by the primary election date change. The new dates are:

Candidate Filing Deadline: Friday, February 9 at 9:00 PM

Withdrawal of Candidacy: Tuesday, February 20 COB

Financial Disclosure Statement: Tuesday, February 20 COB

Fill Vacancy: Friday, February 23 COB

Replace Delegate: Monday, February 26 COB

Challenge Residency of Candidate: Monday, February 26 COB

Pre-Primary Campaign Finance Report 1: Tuesday, April 9 at 11:59 PM

Pre-Primary Campaign Finance Report 2: Friday, May 3 at 11:59 PM

Primary Election: Tuesday, May 14

### **2. Voter Registration**

**TOTAL ACTIVE + PENDING: 198,022**

<b><u>PARTY</u></b>	<b><u>ACTIVE</u></b>	<b><u>PENDING</u></b>	<b><u>TOTAL</u></b>	<b><u>PERCENT</u></b>
DEM	77,221	21	77,242	39.01%
REP	67,723	6	67,729	34.20%
LIB	1,167	1	1,168	0.59%
UNA	50,167	31	50,198	25.35%
OTHERS - TOTAL	1,681	4	1,685	0.85%
<b><u>TOTAL</u></b>	<b><u>197,959</u></b>	<b><u>63</u></b>	<b><u>198,022</u></b>	<b><u>100.00%</u></b>

### **3. General items**

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

May 31 was the deadline to submit referendum positions on acts of the General Assembly. Frederick County received no petitions.

Early Voting sites are being finalized.

#### **4. Director's Schedule**

- a.** Attended County Council Budget Workshop,
- b.** Scheduled one-on-one meetings with new board members,
- c.** Visited Harford County LBE,
- d.** Visited Montgomery County LBE to assess mail sorter,
- e.** Set up mock polling place/training room,
- f.** Attended County Council Meeting regarding Amendments to the Budget,
- g.** Attended MAEO Conference,
- h.** Met with County Officials and gave tours of the new facility,
- i.** Met with LWV and FCPS School official regarding voting lecture series in HS,
- j.** Attended Election Leadership one-day retreat,
- k.** Attended CERA Classes – Remotely.

#### **OLD BUSINESS**

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

IIT delays continue for Suite 300. Work is set to begin this week; however, there is no timeline for backordered items.

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

Progress has been made in Suite 125. The move from 343 Montevue is underway. Items requiring secure access are scheduled to be moved next Tuesday, June 13.

All work provided by Matan contractors has been completed.

Mr. Coogan expressed his thanks to the warehouse team of Marc, Bob, and Shakir for their organizing efforts.

##### **C. 2023 MAEO Conference Wrap-Up**

MAEO conference handouts were provided by Ms. McDonald and Ms. Costello. Follow-up questions and comments will be addressed during the next meeting.

##### **D. FY2024 Budget Update**

The adopted FY2024 Budget Detail was presented by Mr. Coogan. The budget is separated into three parts: Early Voting, the 2024 Primary Election, and general Board of Elections items. The

budget detail will be available online in mid-July.

Director Wagner successfully defended 2 budget request amendments at the County Council review on May 16.

Events that impacted FY23's budget were reviewed. Last year's Gubernatorial Primary moved to July, from FY22 to FY23. Prep work needed to be redone to factor in the new date. Redistricting was shortened from a 4-to-5-month process to 5 weeks. Per a General Assembly mandate, the number of polling places had to match the 2018 election, which required finding (and sometimes renting) additional locations, hiring, and training more judges, and printing ballot styles for each new site. COVID remained a factor as the office was hit with 2 bouts, amounting to a 10-day impact. The re-scan and re-count for the primary were unprecedented costs. Lastly, there was a dramatic increase in printing fees due to supply chain issues and the length of the specimen ballot. The County Council is addressing the deficit.

Mr. Neeves inquired about the actual financial impact figures. That information could provide budgetary defense going forward.

Unfunded mandates, including incentive pay for returning judges and COLAs, are known to the County Council. Mr. Coogan will ask for another budget journal. Director Wagner is sounding the alarm now. There will be shortfalls due to the ongoing paper shortage and increased costs for printing and postage.

Mr. Wilson said a yearly breakdown of FY21 through FY23 could help to paint the financial picture for the new Board.

The rental expense for the new Board of Elections facility is covered by DPW rather than the BoE budget. Adding a line item for polling place rentals was recommended.

**E. Other**

N/A

**NEW BUSINESS**

**A. Other**

N/A

## **EXECUTIVE SESSION SUMMARY – Executed by Previous Board**

On June 5, 2023, at 1:30 pm, the Frederick County Board of Elections met in Executive Session in the private law office conference room of Board Attorney Dan Loftus, 10 N. Jefferson St., Suite 401, in 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.

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

During the executive session, the Board discussed two personnel matters. Four votes were taken: two for personnel matters, and the votes taken to open and close the meeting.

Meeting adjourned at 2:10 pm.

This is the last official meeting of the 2019-2023 Frederick County Board of Elections. The new Board Secretary will be responsible for future minutes.

Respectfully submitted by Lawrence C. Hill, Board Secretary.

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## **NEXT MEETING**

The Board scheduled the next meeting for July 12, 2023, at 2:00 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.*

Mr. Kaminsky raised a concern about the certification of the DS200 modem, per an article in the Easton Gazette. Director Wagner and members of the Board staff will meet with Mr. Kaminsky on June 12 at 10:00 AM to go into further detail.

## **EXECUTIVE SESSION**

On June 7, 2023, at 2:27 pm, the Frederick County Board of Elections met in Executive Session following the June Board meeting in the conference room at 8490 Progress Dr. Frederick, MD.

A motion to close the session was made by Mr. Neeves and seconded by Mr. Wilson, vote was unanimous. The meeting was held to discuss a security issue and an update on an ongoing legal matter from legal counsel.

This action was in accordance with the authority granted under the Annotated Code of Maryland, General Provisions Article, Sections §3-305. The session discussions pertained to the following subsections under this provision:

- §3-305 (b)(1) to discuss the appointment, resignation, or performance evaluation of appointees, employees, or officials over whom this 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 Costello, President, present

Nathaniel C.W. Wilson, Vice President, present

Shirley McDonald, Secretary, present

Ted Neeves, Board Member, present

Michael Sowell, Board Member, present

Daniel B. Loftus, Board Counsel, present

Tom Coogan, Election Program Manager, present

Barbara Wagner, Election Director, present

During the executive session, the Board discussed a security issue and received an update from legal counsel. No action was taken by the Board.

Motion made at 3:04 pm by Mr. Wilson, seconded by Mr. Sowell for adjournment, vote was unanimous.

Respectfully submitted by Shirley McDonald, Board Secretary

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Respectfully submitted by Ian Astheimer, Election Program Assistant

Approved by:

Mary Costello  
Mary Costello, Board President

7.19.23

Date