



# Frederick County Board of Elections

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MINUTES of the  
August 2, 2023, Meeting of  
The Frederick County Board of Elections

The meeting was called to order at 4:01 pm, in person and virtually, by Board President Mary Costello.

**PRESENT:**

Mary Costello, President	Jim Filson, League of Women Voters of Frederick County
Nathaniel C.W. Wilson, Vice President	Winston Mann, Self
Shirley McDonald, Secretary	Kat Harper, Self
Ted Neeves, Board Member [by WebEx]	Linda Kulina, Self
Michael Sowell, Board Member	Jay Kaminsky, Self
Daniel B. Loftus, Board Counsel	William Woodcock, Self
Barbara Wagner, Election Director	Shelley Alois, Republican Central Committee [by WebEx]
Anthony Gutierrez, Deputy Director	Mari Lee, Democratic Central Committee [by WebEx]
Thomas Coogan, Election Program Manager	
Marc R. Welch, Voting Operations Manager	
Ian Astheimer, Voter Registration Lead	
Dan Callahan, Voter Registration Assistant Lead	

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**ADDITIONS/CHANGES TO THE AGENDA**

Ms. Keegan-Ayer was unable to attend but stated in an email that she did not have anything to report. In lieu of the County Council Liaison comments, the Deputy Director provided a summary of the morning's MAEO meeting.

**APPROVAL OF BOARD MINUTES**

Mr. Sowell's last name was misspelled on three occasions. Mr. Wilson's last name was misspelled on one occasion. Ms. McDonald's attendance at the Democratic Convention Gala was misattributed to Ms. Wagner.

Mr. Wilson made a motion to accept the July 12, 2023, meeting minutes. Ms. McDonald seconded, and the motion passed unanimously.

**MAEO MEETING SUMMARY**

Mr. Gutierrez provided a recap of the August meeting of Maryland Association of Election Officials

(MAEO), held earlier the same day.

Future SBE Administrator Jared DeMarinis was introduced as a guest speaker. Mr. DeMarinis said he looks forward to working with the LBEs, meeting the directors, and visiting the different local offices. He said he was willing and ready to fight for good legislation to improve the voting process in Maryland.

The MAEO treasurer reported a \$20,000 surplus from this year's conference. The money will be used for next year's conference, which will be held in September 2024 after Labor Day. MAEO members voted to return to Ocean City for next year's conference. The Grand Hotel, rather than the facility used this year, will host the event as it has in previous years.

SBE is testing new pollbooks, which the vendor submitted on the last day of the contract. SBE will notify LBEs of the project's progress at the end of August.

Two MAEO members recently attended the US Election Assistance Committee's annual meeting and local leadership council summit. They shared ideas with other states and discussed process improvements.

The Frederick LBE will host the next monthly MAEO meeting on September 15, 2023, at 10:00am. Colleagues from across the state will be in attendance.

## **BOARD COUNSEL REPORT**

Lois Gibson and the other plaintiffs filed their briefs, and the Attorney General's office has until August 30, 2023, to file a response.

## **ELECTION DIRECTOR REPORT**

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

- Voter Outreach Events:**

- ✓ The 275<sup>th</sup> Jubilee – June 10, 2023 (+100 Kids Voted – Results on Website)
- ✓ PRIDE – June 24, 2023
- ✓ FCDCC Monthly Meeting – July 18, 2023
  - Voter UP – Harry Grove Stadium – Frederick Keys – August 11, 2023
  - In the Streets – September 9, 2023
  - Federal Active/Retired Federal Association – September 12, 2023
  - National Voter Registration Day – September 19, 2023 – 2 Locations

The Board is welcome to attend outreach events.

- 2024 Election Reporting Schedule and the Candidacy and Campaign Filing dates that were affected by the primary election date changes.

- The State website is the best place to get an up-to-date listing of candidates. Currently, 1 Board of Education candidate.

Candidate Filing Deadline Friday, February 9, 2024, at 9 pm  
 Withdrawal of Candidacy Tuesday, February 20, 2024, COB  
 Financial Disclosure Statement, Tuesday, February 20, 2024, COB  
 Fill Vacancy Friday, February 23, 2024, COB  
 Replace Delegate Monday, February 26, 2024, COB  
 Challenge Residency of Candidate, Monday, February 26, 2024, COB  
 Pre-Primary Campaign Finance Report 1, Tuesday, April 9, 2024, at 11:59 pm  
 Pre-Primary Campaign Finance Report 2, Friday, May 3, 2024, at 11:59 pm  
 Primary Election Tuesday, May 14, 2024

## 2. Voter Registration – Update

### VOTER REGISTRATION STATISTICS REPORT

TOTAL ACTIVE + PENDING: 199,187

<u>PARTY</u>	<u>ACTIVE</u>	<u>PENDING</u>	<u>TOTAL</u>	<u>PERCENT</u>
DEM	77,701	25	77,726	39.02%
REP	67,786	9	67,795	34.04%
LIB	1,184	1	1,185	0.59%
UNA	50,759	30	50,789	25.50%
OTHERS - TOTAL	1,688	4	1,692	0.85%
<b>TOTAL</b>	<b>199,118</b>	<b>69</b>	<b>199,187</b>	<b>100.00%</b>

### VOTER REGISTRATION TRANSACTIONS REPORT

July 2023

Additions to County Registration	1,251
Subtractions from County Active Status	578
Party Affiliation Changes	256
Address Changes within Jurisdiction	1,054
Name Changes	557

- Pending status – identification has not been able to be verified by either MVA or the Social Security Administration.

### CURRENT PENDING VOTERS

<u>Reason</u>	<u>Number</u>
ID Not Provided	10
ID Not Verified	51
Incomplete Application	8

<b>TOTAL</b>	<b>69</b>
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### **3. General and Continuing Items**

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

Online Update (OLUP) is a new tool on the State Board's website under Voter Services. It is used for currently registered voters who wish to change their information online.

Surrender License Mailer – SBE sent out 14, 000 letters to Maryland Voters who have been reported as surrendering their MD licenses in other states. Most of these voters moved without notifying the Board of Elections. SBE is processing these for the State.

SBE awarded a contract to Interstate Moving Systems for transporting Early Voting and Election Day polling place equipment. Interstate Moving Systems has transported election equipment previously.

SBE awarded Abacus, a Baltimore-based company, a contract for temporary staffing during elections. This is a new contractor. 22<sup>nd</sup> Century was used previously.

All ERIC batches for the month have been completed ahead of the deadline.

#### **Warehouse**

The Warehouse team has completed site surveys of all 41 schools used as polling places. The team was able to update and verify correct entrances, accessibility and signage needs, break room location, and other details so we can better plan and allocate resources.

#### **Voting Systems Division**

Work on implementing the new Voting System database system is about 80% complete. This new system, called VuTrak, will streamline warehouse and polling place logistics. The system will sync and update integrity reports, eliminating manual processes.

#### **Pollbook Project Milestones**

Delivery March 20.

Tablet hardware acceptance March-April,

Configuration, set-up, validation of ePolltab application on tablets ongoing,

Incremental Phased Integration Testing which includes comprehensive functional, usability, accessibility, and integration testing of the three major components. The three major components are (1) ePollTab application (software loaded onto the tablet). (2). Merlin application which is the pollbook data security and synchronization) and (3) the CenterPoint application (pollbook customization and configuration tool).

Software integration testing continuing at the SBE Warehouse.

Final Development Release 7/21.

Waiting for Go/No Go sign from SBE as to whether we can use the new pollbook solution or need to revert to the legacy system.

### **Voter Registration Division**

VR is up to date on daily work. Another round of ERIC data came early. They are currently working on completing ERIC (Electronic Registration Information Center) reports to include cross-state, in-state, and NCOA.

The July Comprehensive Oversight Program (COP) Audit is due August 12, 2023.

### **Trainings – Voter Registration 101 – Washington County September 14, 2022.**

### **Election Judge Division**

Volunteer Voter Registration training on July 27. We had 8 participants successfully complete the training.

Judge applications are currently at 340 total. The Judge team will be conducting meet & greet events in office for potential judge applicants.

### **Social Media and Website Content**

A group effort to update all sites/pages with the latest information is underway.

Mr. Wilson complimented the social media presence, noting there is always something going on.

### **The Board of Elections is approximately 9 months from the Primary Election on May 14, 2024.**

Major goals include the following:

- Districts/Precincts Clean-up – plan to take out lines between precincts that already vote in the same place and share the same ballot style. These changes WILL NOT affect the place where the voter votes on Election Day.
- Securing 4 or 5 Early Voting Sites.
- 56 Election Day Polling Places – affected by SB410.
- 10 Drop box locations.
- Pollbook Solution.
- Standard Operating Procedures (SOP) each division is tasked with going over current procedures and writing or re-writing them to a standard, which can be given to any incoming employee to assist with training. To be completed in mid-October.

### **Grants**

The Board of Elections worked with the Office of Emergency Management to submit one project. The project includes adding an AI Phone in the front lobby. Funding is expected in November.

BJAG Grant – The Board of Elections is currently working with County Procurement in selecting a potential vendor to secure drop box security cameras and additional security equipment interior and exterior.

## **OLD BUSINESS**

### **A. Board of Elections Bylaws**

The updated bylaws were reviewed. The Election Director's duties were pulled from a separate document. Rather than repeating the duties in the bylaws, the document will be included in the appendix. Other changes were non-substantive and were made for clarification of function. Per Mr. Loftus, the bylaws could be approved.

Mr. Neeves moved to approve the bylaws, Mr. Sowell seconded, and the motion passed unanimously. The bylaws were adopted August 2, 2023.

Ms. McDonald will update the bylaws document and print a final version to be signed the following week.

### **B. Other**

Per Mr. Loftus, County Attorney Mr. Black said Board members are not considered regular employees and will not receive Frederick County badges, email addresses, or network logins.

## **NEW BUSINESS**

### **A. List Maintenance Presentation**

Mr. Callahan presented a brief overview of the methods and trusted sources the Voter Registration team uses daily, weekly, and monthly to keep voter rolls clean and up to date. Sources include the Maryland Department of Health, Administrative Offices of the Courts, Federal Courts, the United States Postal Service, Circuit Courts of Maryland, Jury Commissioners, and the Electronic Registration Information Center (ERIC) as well as signed updates from voters.

The presentation slides will be posted online.

SBE receives reports from trusted sources and releases them to LBEs. LBEs then have five days to process the information.

Currently, 26 states and the District of Columbia participate in ERIC. Virginia is expected to opt out within the next ten days. California and other states may join, pending legislature. A consortium of states in the Midwest uses an alternative system.

Obituaries cannot be used to cancel voters directly, but they can prompt letters to be sent to voters' families to confirm deaths.

Voters were encouraged to take action, to notify the office when they move, and to send back mail for anyone who is no longer at their address.

## **B. Board Orientation Retreat Proposal**

Because most of the Board is new, Ms. Wagner proposed an orientation day or retreat that would include presentations on audits, logic and accuracy testing, voter registration, how to submit mileage, how to document lunches, judge recruitment, canvassing, and related topics.

Mr. Neeves volunteered to take the lead on planning the orientation with Ms. Wagner and her staff.

## **C. Website Information Review**

Mr. Welch shared his screen, navigated to <https://frederickcountymd.gov/elections>, and provided a guided tour of each section of the website.

The Application for Voter Registration Data was updated to include specific language from the new COMAR regulations regarding how data can be used.

The Voter Outreach Events section launched this week. It features a list of upcoming events along with a gallery of photos from past events.

## **DISCLOSURES**

Ms. Costello and Mr. Sowell attended the Democratic Central Committee meeting, where Ms. Wagner spoke about the duties of the office and her own background.

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## **NEXT MEETING**

The Board scheduled the next meeting for September 6, 2023, at 2:00 pm at 8490 Progress Drive. The date has since been amended to September 13, 2023.

## **PUBLIC COMMENT**

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

Mr. Kaminsky thanked the Board and staff for today's list maintenance presentation. He asked if any progress had been made on recording these meetings to allow for additional public participation. Mr. Kaminsky completed Voter Registration Volunteer training last week and plans to focus on registering vulnerable voters and voters in retirement communities. He also asked if payment for half-day judge assignments had been straightened out.

Ms. Aloi had requested to make a comment as well, but she was a remote participant. Members of the public must be present in person to make a comment. This practice may be reassessed.

**ADJOURNMENT**

The motion to close was made by Ms. McDonald, seconded by Mr. Sowell, and passed unanimously. The meeting was called to a close at 5:11 pm by Ms. Costello.

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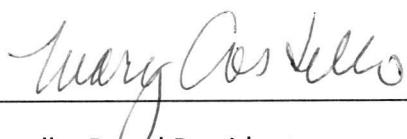
**EXECUTIVE SESSION**

An Executive Session was not held.

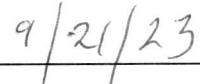
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Respectfully submitted by Ian Astheimer, Election Program Assistant

Approved by:



Mary Costello, Board President



Date