



Frederick County Board of Elections

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

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ElectionBoard@FrederickCountyMD.gov



MINUTES of the
December 6, 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 Costello.

PRESENT:

Mary Costello, President
Nathaniel C.W. Wilson, Vice President
Shirley McDonald, Secretary
Michael Sowell, Board Member
Daniel B. Loftus, Board Counsel [WebEx]
Anthony Gutierrez, Deputy Director
Thomas Coogan, Election Program Manager
Marc R. Welch, Voting Operations Manager

Diane Zepp, Voter Registration
Dan Callahan, Election Program Supervisor II
Brian Blakesley, Election Program Assistant I
Linda Kulina, self
Jill Griffith, self
Mari Lee, Democratic Central Committee [WebEx]
Shelley Aloi, Republican Central Committee [WebEx]

ADDITIONS/CHANGES TO THE AGENDA

N/A

APPROVAL OF BOARD MINUTES

Mr. Wilson made a motion to approve and accept the November 1, 2023, meeting minutes. Ms. McDonald seconded, and the motion passed unanimously.

COUNCIL LIASON COMMENTS

N/A

BOARD COUNSEL REPORT

Mr. Loftus provided an update on the Gibson trial, which is before the Fourth Circuit Court of Appeals in Richmond, Virginia. We're waiting for a decision sometime in January 2024.

Mr. Loftus mentioned about Washington County Board of Commissioners and other plaintiffs filed a complaint for emergency relief with early voting locations. They filed it in Anne Arundel County against the State Board of Elections. Anne Arundel County denied their complaint and granted motion for summary judgement in favor of the State. It will be going before the Maryland Supreme Court. He is not aware of the decision and/or status yet.

ELECTION DIRECTOR REPORT

Anthony Gutierrez in for Barbara Wagner

1. Announcements and Important Meetings

Holiday Party – December 7, 2023

Director/Division Meeting – County December 19th

➤ 2024 Election Candidacy

- Currently, FC has 1 Board of Education candidates.

Primary Election Tuesday, May 14, 2024

Early Voting Dates – Thursday, May 2-9, 2024

2. Voter Registration

VOTER REGISTRATION STATISTICS REPORT As of 12/6/2023

TOTAL ACTIVE + PENDING:		199,742		
PARTY	ACTIVE	PENDING	TOTAL	PERCENT
DEM	77,609	22	77,631	38.87%
REP	67,477	5	67,482	33.78%
LIB	1,209	0	1,209	0.61%
UNA	51,670	21	51,691	25.88%
OTHERS - TOTAL	1,727	2	1,729	0.87%
TOTAL	199,692	50	199,742	100.00%

VOTER REGISTRATION TRANSACTIONS REPORT December 2023

Additions to County Registration	1087
Subtractions from County Active Status	1113
Party Affiliation Changes	0
Address Changes within Jurisdiction	485
Name Changes	647

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

CURRENT PENDING VOTERS
As of 12/6/2023

Reason	Number
ID Not Provided	8
ID Not Verified	40
Incomplete Application	32
TOTAL	50

3. General and Continuing Items

Four 4 Early Voting Sites and were approved by the State Board on November 30, 2023. A list of sites can be found on our website. Polling Place review is set for December 14, 2023.

Surrender License Mailer – SBE sent out 14, 000 letters to Maryland Voters who have been reported as surrendering their MD licenses in other states. 621 Frederick voters were sent letters. Most of these voters moved without notifying the Board of Elections. SBE is processing the responses. So far, they have logged 216 responses:

- 50 have confirmed moving to a new state and have been cancelled.
- 17 have replied that they remain in the state of MD, and VR is unchanged.
- 84 have been returned as undeliverable with no forwarding information.
- 65 have been returned as undeliverable with some forwarding information on the return sticker and have been sent to our office for NVRA processing.

Voting Systems Division

Our staff has been assisting the State Board staff with testing the new Electronic Pollbook system for future elections.

Voter Registration Division

November ERIC was completed on time and December's ERIC came out with Duplicates and Deceased. The team has already completed those ERIC for December. SBE came out with three new lists (DHMH Fuzzy, AOC Fuzzy, and Century Club). These lists will come out monthly going forward for us to work. The DHMH and AOC Fuzzy lists have been finished. The Monthly DHMH report came out Dec 1st and has been completed.

Election Judge Division

Volunteer Voter Registration training on December 6.

Open House on December 12.

Judge applications are currently at 696 total. The Judge team is distributing flyers to the Libraries and Municipal Town Halls to recruit judges.

Social Media and Website Content

The Plan to Vote and 2024 Election pages have been updated and include information

about the approved early voting sites, proposed ballot drop box sites, and the proposed 2024 polling place assignments.

The Board of Elections is approximately 5 months from the Primary Election on May 14th, 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.
- 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.

Grants

The Board of Elections worked with the Office of Emergency Management to submit one project. The DHS grant will be used for the AI Phone for Suite 125 this fall. Quote for the work has been received and we are waiting for an EHP approval from FEMA. No timetable has been established.

OLD BUSINESS

A. Biennial Meeting Update

Ms. McDonald and Ms. Costello are still waiting for the evaluation form. Ms. Costello will reach out via the evaluation form. Will try one more time and then send a letter.

NEW BUSINESS

A. FY25 Preliminary Draft Base Budget

Tom Coogan briefed the Board on the FY'25 preliminary base budget.

B. Suspicious Mail Training

Tom Coogan briefed the Board that the office is addressing suspicious mail concerns.

C. Summary of Office of Legislative Audit

Mr. Gutierrez discussed enhancing procedures to fully identify deceased or duplicate voters. SBE states that agenda must be posted 48 hours prior to a meeting. Mr. Gutierrez gave a brief description of the Fuzzy list.

D. Personnel

Mr. Callahan promoted to Election Supervisor II and Mr. Blakesley new hire as an Election Program I. Both were sworn in by Ms. Costello. Supervisor I position in the Voting System posted and closes December 19th.

E. Other

Board Members are receiving pay bi-weekly.

DISCLOSURES

Mr. Sowell contributed to the Democratic Congressional Campaign Committee. He attended the Meet and Greet for the 6th District candidates that was sponsored by the Democratic clubs. Also attended a dinner for a former Congressional Congresswoman, Beverly Byron. Attended the League of Women Voters Choice Voting Seminar. Frederick Budget hearing.

Ms. McDonald and Costello attended the League of Women Voters.

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NEXT MEETING

The Board scheduled the next meeting for Wednesday, January 3, 2023, at 2:00 pm at 8490 Progress Drive.

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PUBLIC COMMENT

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

N/A

ADJOURNMENT

The motion to close was made by Mr. Wilson, seconded by Mr. Sowell, and passed unanimously. The meeting was called to a close at 2:31 pm by Ms. Costello.

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EXECUTIVE SESSION

On December 6, 2023, at 2:35 The Frederick County Board of Elections met in Executive Session following the December Board meeting in the conference room at 8490 Progress Dr. Frederick, MD. A motion to close the session was made by Mr. Wilson and seconded by Mr. Sowell, the vote was unanimous. The meeting was held to approve the minutes of the October 4 meeting and a personnel matter. 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.

Mary Costello, President, present

Nathaniel C.W. Wilson, Vice President, present

Shirley McDonald, Secretary, present

Ted Neeves, Board Member, absent

Michael Sowell, Board Member, present

Daniel B. Loftus, Board Counsel, present via remote access

Anthony Gutierrez, Election Deputy Director, present

Two votes were taken during the meeting. The first was on a personnel issue and the motion was made by Ms. McDonald and seconded by Mr. Sowell. The vote was unanimous.

The second vote was on the October 4 minutes. The motion was made by Mr. Wilson and seconded by Mr. Sowell and the motion was unanimous.

The meeting adjourned at 2:45.

Respectfully submitted Shirley McDonald, Secretary

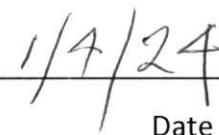
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Respectfully submitted by Diane Zepp, Election Program Assistant II

Approved by:



Mary Costello, Board President



1/4/24
Date