

Frederick County Board of Canvassers
8490 Progress Drive, Frederick MD 21701

Monday, April 22, 2024 Pre-Election Mail-in Ballot Canvass

ATTENDEES

Board of Canvassers:

Name	Position	Party
Mary Costello	Board President	Democratic
Shirley McDonald	Board Secretary	Democratic
Nate Wilson	Board Vice-Chair	Republican
Michael Sowell	Board Member	Democratic
Ted Neeves	Board Member	Republican
Daniel Loftus	Board Counsel	

LBE Staff (in person):

Name	Position
Barbara Wagner	Director
Anthony	Deputy Director
Tom Coogan	Program Manager
Marc Welch	Networking Manager
Brian Blakesley	IIT
Diane Zepp	Recording Secretary
Dan Callahan	VR Supervisor
Shakir Satterfield	Voting Systems Supervisor
Lisa Fazio	Voting Systems
Stanley Kumah	Voting Systems
Devin Bell	Voting Systems
Christine Winer	MDVoters
Madeline Christopherson	Ballot Opener
Tracey Leef	Ballot Opener

Public

Name	Organization (if applicable)
Jay Kaminsky	Self
Kat Harper	Self
Tiffany Grant	Self

All canvassing teams, duplicating team members, and ballot scanner operating team members in attendance are listed under the Canvass Participants section below.

DECLARATION OF QUORUM PRESENT

The meeting of the Board of Canvassers began at 10:00 a.m. on Monday, April 22, 2024, at Frederick County Board of Elections Training Room, 8490 Progress Drive, Frederick MD

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21701. There was a quorum of the Board of Canvassers, and at least one member of the Board of Canvassers who is a registered voter of the principal minority party was present.

CONFIRMATION OF OATH

Sandra Dalton, the Clerk of the Court for Frederick County MD, administered and recorded the oath of each member of the Board of Canvassers on Wednesday, March 6, 2024.

ANNOUNCEMENT OF OFFICERS

At a meeting on Wednesday, March 6, 2024, the Board of Canvassers elected Mary Costello as Chairman of the Board of Canvassers, Nate Wilson as Vice-chair and Shirley McDonald as Secretary.

PUBLIC NOTICE OF CANVASS

Election Director Barbara Wagner noted that public notice of the mail-in ballot canvass was provided on April 4, 2024 and that the notice was provided by posting at the Frederick County Board of Elections office; on the Board website; by transmittal to the Maryland State Election Administrator; to the chair of the Frederick County Democratic Central Committee; the Frederick County Republican Central Committee; and the non-partisan candidates running in the 2024 Primary Election.

VERIFICATION OF THE SCANNING UNIT(S)

Marc Welch and Shakir Satterfield presented documents to the Board of Canvassers showing that the ballot scanner(s) being used in the canvass successfully passed Logic and Accuracy Testing on Monday, April 22, 2024. Marc Welch and Shakir Satterfield reported that the memory sticks(s) created for this canvass was/were placed in the ballot scanner(s) and sealed. Shakir Satterfield provided the Board of Canvassers with the results from the Logic and Accuracy Testing. Marc Welch and Shakir Satterfield noted the Ballot Scanner Serial Number(s) and Seal Numbers from the Logic and Accuracy Testing documentation for each ballot scanner being used in the canvass.

Marc Welch and Shakir Satterfield verified that the seal(s) on the ballot scanner(s) was/were intact and recorded the scanner's serial number and seal number on the Scanning Unit Opening Integrity Report. Marc Welch and Shakir Satterfield noted that the ballot scanner('s/s') serial number(s) and seal number(s) from Logic and Accuracy Testing matched the ballot scanner('s/s') serial number(s) and seal number(s) before the canvass began.

The Board of Canvassers confirmed that the count(s) on the ballot scanner(s) was/were zero. Tom Coogan posted one copy of the Zero Report from the ballot scanner(s) on the wall located in Training room where canvassing occurred. Marc Welch and Shakir Satterfield printed a

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second copy of the Zero Report, which remained attached to the ballot scanner(s). At the direction of the Board of Canvassers, all Board Members signed the Zero Report attached to the ballot scanner(s). Election Director, Barbara Wagner, also confirmed that the ballot boxes were empty.

A copy of the *Scanning Unit Opening Integrity Report* is attached to the minutes. This report was signed by Mary Costello and Nate Wilson.

CANVASSING OF BALLOTS

Overview of Canvass Process

Barbara Wagner explained the rules concerning public observation of the canvass. Barbara Wagner provided an overview of the canvassing process and noted that the rules were posted in the canvass room. Ballots were distributed to the ballot processing canvassing teams in batches. Each canvassing team reviewed the envelope first to determine whether it was timely received.

For timely received ballots, each canvassing team determined whether the voter signed the oath. After verifying that the oath is signed, each canvassing team opened the envelopes. With the envelope face down, each canvassing team removed the ballot, taking care that the envelope stays face down. After removing all of the ballots in the batch, the ballot envelopes were set aside. Each canvassing team reviewed the ballots for compliance and tabulating acceptability.

Web delivered ballots were duplicated by a bi-partisan ballot duplication team and verified for accuracy.

Ballots that were untimely or otherwise not in compliance were placed in a folder/envelope, with the canvassing team's number, or other information identifying the canvassing team to which the ballot belonged, and the reason(s) for the referral written on the envelope. The envelope with the ballots inside was referred to the Board of Canvassers for later review.

Those timely ballots that were in compliance and could be read by the ballot scanner were referred to the Board of Canvassers for acceptance.

The Board of Canvassers ruled on whether to accept or unanimously reject the referred ballots.

Barbara Wagner explained the process to provide information to the Board of Canvassers or challenged a decision of the Board.

Canvass Participants

Canvasser	Names of Ballot Processing Canvassing Teams
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Team #1	Mike Rusk/Pat Rhodes
Team #2	Nancy Harmon/James Gibson

Team	Names of Bi-Partisan Duplicating Team Members
Team #1	Mike Rusk/Pat Rhodes
Team #2	Nancy Harmon/James Gibson

Team	Names of Ballot Scanner Operating Team
Team #1	Mike Watterson/Stamley Kumah

Canvassing of Ballots

Ted Neeves made a motion to accept and approve the opening the box of ballots. Nate Wilson seconded the motion, and the motion passed unanimously.

Challenges During Canvass

No challenges brought forth in the canvass.

Shirley McDonald made a motion to shut down the canvass for the day. Ted seconded the motion, and the motion passed unanimously.

Canvass Closing

Shutting Down Scanner(s) [used for all canvasses BEFORE Election Day]

After scanning all accepted mail-in ballots, Marc Welch and Shakir Satterfield verified the total public count matched the amount of ballots canvassed, locked the ballot scanner(s) and shut them down without printing results.

A copy of the *Scanning Unit Closing Integrity Report* is attached to the minutes.

DAILY CANVASSING STATISTICS

Mail-In Ballot Canvass Statistics- Day 1	Number of Ballots
Total Ballots Presented	500
Accepted Ballots	499
Rejected Ballots	1
Ballots held over by the Board of Canvassers (if applicable)	0

RECESS

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The canvass recessed at 3:09 p.m. and will reconvene on Thursday, May 16 at 10:00 a.m. Marc Welch and Shakir Satterfield recorded the public count, turned the scanner(s) off, and affixed a seal.