



Frederick County Board of Elections

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

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MINUTES of the March 5, 2025, Meeting of The Frederick County Board of Elections

The meeting was called to order at 2:00 p.m., in person and virtually, by Board President Mary Costello

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
Anthony Gutierrez, Deputy Director
Jeremy Levin, Election Program Manager
Dan Callahan, Election VR Supervisor
Diane Zepp, Election Program Assistant II
Sarah McAleavy, Election Program Assistant II
Brian Blakesley, Election Program Assistant I

Kelly Foster, Self
Jay Kaminsky, Self
Shelley Aloj, Self
Patti Worsley, Self
Winston Mann, Self
Kat Harper, Self
Jean Ann Struharik, Self

via WebEx:
Barbara Wagner, Director
Michael Bunitsky, League of Women Voters
Mari Lee, Frederick County Democratic Party

Absent:

M. C. Keegan Ayers, County Council

ADDITIONS/CHANGES TO THE AGENDA

N/A

APPROVAL OF BOARD MINUTES

Ms. McDonald made a motion to accept the February 5, 2025, minutes as presented. Mr. Neeves seconded. The motion passed unanimously.

COUNCIL LIAISON COMMENTS

Ms. Keegan-Ayers e-mailed comments including the following: The County Executive will be holding a public hearing on the budget on March 19, at 7:00 pm in Winchester Hall. Also, there is a budget survey at www.frederickcountymd.gov/66/Budget-Office. The County Council will have its public hearing on the budget on April 22, at 7:00 in Winchester Hall. Please keep in mind, under the Charter, the Council is only permitted to reduce funding in the budget, not add anything.

BOARD COUNSEL REPORT

Mr. Loftus waiting on word regarding the Election Integrity case, in addition to the Gibson case.

ELECTION DIRECTOR'S REPORT

March 2025

Announcements and Important Meetings

- 2025 Municipal Election Support to City of Frederick – Working on new City districts. City Primary is September 9 and City General is November 5.
- MAEO Conference and Biennial Meeting: May 4-9, 2025, Ocean City, Maryland

1. Voter Registration

| VOTER REGISTRATION STATISTICS REPORT | | | | As of 3/5/2025 |
|---|----------------|----------------|----------------|---------------------------|
| TOTAL ACTIVE + PENDING: | | 208,352 | - | - |
| <u>PARTY</u> | <u>ACTIVE</u> | <u>PENDING</u> | <u>TOTAL</u> | <u>PERCENT</u> |
| DEM | 79,276 | 39 | 79,315 | 38.07% |
| REP | 70,092 | 31 | 70,123 | 33.66% |
| LIB | 1,220 | 1 | 1,221 | 0.59% |
| UNA | 55,546 | 47 | 55,593 | 26.68% |
| OTHERS - TOTAL | 2,097 | 3 | 2,100 | 1.01% |
| TOTAL | 208,231 | 121 | 208,352 | 100.00% |

| VOTER REGISTRATION TRANSACTIONS REPORT | February 2025 |
|---|----------------------|
| Additions to County Registration | 894 |
| Subtractions from County Active Status | 1482 |
| Party Affiliation Changes | 379 |
| Address Changes within Jurisdiction | 712 |
| Name Changes | 518 |

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

| CURRENT PENDING VOTERS | |
|-------------------------------|---------------|
| As of 3/5/2025 | |
| Reason | Number |
| Confirmation Mail process | 2 |
| ID Not Provided | 14 |
| ID Not Verified | 95 |
| Incomplete Application | 10 |
| TOTAL | 121 |

2. Administration & Reception Division

Is supporting the VR division in batch management and candidate filing as well as undertaking incoming and outgoing mailing procedures. Staff is also compiling new hire resources and reference guides and amending standard operating procedures to reflect office updates.

3. Voting Systems Division

Voting system staff is conducting an Inventory Audit of all state-owned equipment. Status is 98%. The Inventory Audit will conclude on June 30, 2025.

VS staff will attend an Election Technology Committee (MAEO) meeting on March 6th. Next committee meeting TBD.

Poll Book Post Election Maintenance has been completed. PEM testing of the DS200's and BMD's is 50% complete. Staff will be continuing to work on their interim projects.

4. Voter Registration Division

We completed February ERIC, COP Audit, DHMH Report, AOC Report, and Century Club. Staff has eliminated the backlog of voter information held during the 2024 General Election.

Staff is reviewing and updating SOPs as needed.

5. Mail-In Ballot / Official Ballot Drop Boxes Section

MiB MAEO Committee meeting was held on February 28. Items discussed: enhanced communication with SBE; encourage voters to print out the envelope template rather than handwritten envelopes; and discussion on handling out-of-state MiBs.

6. Election Judge Division

The division will be having some outreach events in the coming weeks, including 2 chief judge roundtable meetings to get feedback from chief judges regarding the 2024 General Election. There will be an in-house Voter Registration Volunteer training class on Wednesday, March 26th at 1 PM. The division plans to hold these in the training room periodically throughout the year. Additionally, they will be visiting Frederick High School in April for the LYNX program. This is an opportunity to recruit election judges, as well as provide hands-on experience with the voting equipment, and information about careers in elections.

7. Network and IT Support Division

Support to staff of the office systems continues. Work continues improving office systems for greater efficiencies. The team has upgraded our conferencing system to provide a more seamless Board Meeting.

8. Building Management

Working with Frederick County DPW on permitting to add location signs for FCBOE on roads near the office.

Datawatch training on new technology added to Warehouse main entrance.
Continuing to update both the County and State Continuity of Operations Plans.
Completing yearly building manager self-inspection checklist.
Continuing to update safety and security SOPs for the office.

OLD BUSINESS

- A. FY26 Budget Report – No further information at this time.
- B. 2025 Legislative Update
Mr. Levin discussed the 3/17 crossover day for various House Bills.
- C. Office Internship – Hood College
Mr. Gutierrez gave an overview of our pilot student internship program.

NEW BUSINESS

- A. Manual Audit – The staff successfully completed the 2024 General election manual audit recently with no variances.

A motion to adjourn and move to the Board of Canvassers meeting at 2:12 p.m. by Ms. McDonald and seconded by Mr. Neeves. Motion carried unanimously.

BOARD OF CANVASSERS MEETING

- A. Presentation of additional 2024 General election ballots – There were 2 “Untimely” ballots presented to the Board that were both postmarked and received after the election. Ms. McDonald made a motion to vote not to count the 2 “Untimely” ballots. Mr. Neeves seconded. The motion passed unanimously.

Mr. Neeves made a motion to adjourn the Board of Canvassers meeting at 2:14 p.m. Ms. McDonald seconded with the motion passing unanimously.

DISCLOSURES

N/A

NEXT MEETING

The Board scheduled the next meeting for Wednesday, April 2, 2025, at 2:00 p.m. 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. And

Frederick County residents Jay Kaminsky, Winston Mann, Jean Struharik, Kat Harper and Pattie Worsley spoke during Public Comment.

ADJOURNMENT

The motion to adjourn was made by Mr. Neeves and seconded by Ms. McDonald. Motion passed unanimously to go into Executive Session. The meeting adjourned at 2:29 p.m. by Ms. Costello.

EXECUTIVE SESSION

On March 5, 2025, at 2:30 p.m., the Frederick County Board of Elections met in Executive Session following the March 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, the vote was unanimous. The meeting was held to approve the minutes of the February 5 meeting, to discuss a personnel issue and to obtain legal advice from 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

During the executive session, the only action taken by the Board was to pass the amended minutes of the February 5 meeting, the motion to do so was made by Mr. Wilson and seconded by Mr. Neeves. The vote was unanimous, 5-0.

Motion made at 2:55 pm by Mr. Wilson, seconded by Mr. Neeves for adjournment, vote was unanimous.

Respectfully submitted by Shirley McDonald, Board Secretary

Respectfully submitted by Diane Zepp, Election Program Assistant II

Approved by:



Mary Costello, Board President



Date