



Frederick County Board of Elections

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

301-600-VOTE (8683)
ElectionBoard@FrederickCountyMD.gov



MINUTES of the April 2, 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
Barbara Wagner, Director
Anthony Gutierrez, Deputy Director
Tom Coogan, Election Program Manager II
Jeremy Levin, Election Program Manager I

Diane Zepp, Election Program Assistant II
Brian Blakesley, Election Program Assistant I
Winston Mann, Self
Kelly Foster, Self
Kat Harper, Self

via WebEx:
M. C. Keegan Ayers, County Council
Shelley Alois, Self
Mari Lee, Frederick County Democratic Party

ADDITIONS/CHANGES TO THE AGENDA

“MAEO Local Boards of Elections Committee report” added under New Business.

APPROVAL OF BOARD MINUTES

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

COUNCIL LIAISON COMMENTS

Ms. Keegan-Ayers reported the County Executive’s FY26 Budget proposal will be released April 15. More information is available on the County website at www.frederickcountymd.gov/ArchiveCenter/ViewFile/Item/15750.

BOARD COUNSEL REPORT

Mr. Loftus had no items to report, noting we are litigation free at this time.

ELECTION DIRECTOR'S REPORT

April 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
- County Executive releases proposed budget on April 15.

1. Voter Registration

<u>VOTER REGISTRATION STATISTICS REPORT</u>					<u>As of</u> <u>4/2/2025</u>
<u>TOTAL ACTIVE + PENDING:</u>		<u>208,845</u>			
<u>PARTY</u>	<u>ACTIVE</u>	<u>PENDING</u>	<u>TOTAL</u>	<u>PERCENT</u>	
DEM	79,325	40	79,365	38.00%	
REP	70,209	31	70,240	33.63%	
LIB	1,187	1	1,188	0.57%	
UNA	55,877	45	55,922	26.78%	
OTHERS - TOTAL	2,127	3	2,130	1.02%	
<u>TOTAL</u>	<u>208,725</u>	<u>120</u>	<u>208,845</u>	<u>100.00%</u>	

<u>VOTER REGISTRATION TRANSACTIONS REPORT</u>		<u>March 2025</u>
Additions to County Registration		1124
Subtractions from County Active Status		629
Party Affiliation Changes		315
Address Changes within Jurisdiction		996
Name Changes		474

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

CURRENT PENDING VOTERS As of 4/2/2025

<u>Reason</u>	<u>Number</u>
Confirmation Mail process	2
ID Not Provided	13
ID Not Verified	95
Incomplete Application	10

2. Administration & Reception Division

Supporting the VR division in batch management and candidate filing as well as undertaking incoming and outgoing mailing procedures.

3. Voting Systems Division

Voting system staff is conducting an Inventory Audit of all state-owned equipment. Each item has been located and scanned. Status is pending 100% verification and approval from SBE. The Inventory Audit will officially conclude on June 30, 2025.

Post Election Maintenance testing of all voting system equipment has been completed.

On Monday, March 24th Shakir attended Pryor Learning's Leadership, Team-Building and Coaching Skills for Managers and Supervisors seminar.

Staff is conducting acceptance testing on all machines that have had physical repairs and will continue to work on other interim projects.

4. Voter Registration Division

Completed March ERIC, COP Audit, DHMH Report, and AOC Report.

Staff is reviewing and updating SOPs as needed.

Inventorying black bag supplies for all early voting and polling places.

Attended Standards Committee meeting on March 19. Next meeting April 16.

Attended MAEO VR Committee meeting on March 27. Next meeting May 1.

Unofficially 4 people sign up for candidate filing. See the State Board Website for all official candidate filings.

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

Attended MiB MAEO Committee meeting on April 1. Next meeting June 4.

Drop box locking system demonstration will be held next week.

6. Election Judge Division

The office will be holding some outreach events in the coming weeks, including an in-house Voter Registration Volunteer training class. We plan to hold these periodically throughout the year depending on interest. We will again be participating in the Frederick High School LYNX program this spring as an opportunity to recruit election judges, as well as provide hands-on experience with the voting equipment, and provide information about careers in elections. Will add Board members to VRV training invites.

7. GIS and Special Projects

Support to staff of the office systems continues. We are supporting the 2025 Municipal Election for the City of Frederick to include working on new City districts. Work continues improving office systems for greater efficiencies. The team has upgraded our conferencing system to provide a more seamless Board Meeting. We are working with the County's Video Services for future services they may be able to provide.

8. Building Management

Updating staff In & Out Board to revolutionize office management, providing real-time employee status updates and a more connected work environment.

Working with Frederick County DPW on adding power drops to the office to allow for better efficiency.

Updating, training, and simulating emergency drills for staff.

OLD BUSINESS

A. FY26 Budget Report Review

Waiting for the County Executive's proposed budget to be released on April 15.

B. 2025 Legislative Update

Mr. Levin reported next Monday, April 7 is Sine Die. He also reviewed a few State Board of Elections departmental bills which they are tracking as well.

NEW BUSINESS

A. MAEO Local Board of Elections Committee report

The committee met on March 27. Director Barbara Wagner served as a moderator. Board President Mary Costello and Secretary McDonald attended on behalf of our board; each board was limited to just 2 members attending in person while other members attended virtually. Approximately 18 Local Boards were represented. Items discussed included board meeting and canvassing procedures, as well as disposition of late Mail-In ballots.

DISCLOSURES

N/A

NEXT MEETING

The next scheduled Board meeting will be Wed, June 4, 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

No requests for Public Comment.

ADJOURNMENT

The motion to adjourn and move into Executive Session was made by Mr. Sowell and seconded by Mr. Neeves. Motion passed unanimously. The meeting adjourned at 2:28 p.m. by Ms. Costello.

EXECUTIVE SESSION

On April 2, 2025, at 2:30 p.m. The Frederick County Board of Elections met in Executive Session following the April Board meeting in the conference room at 8490 Progress Dr. Frederick, MD.

A motion to close the session was made by Mr. Sowell and seconded by Mr. Neeves, the vote was unanimous. The meeting was held to approve the minutes of the March 5 meeting, and to discuss an administrative issue.

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(2) protect the privacy or reputation of an individual with respect to a matter that is not related to public business.

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

Barbara Wagner, Election Director, present

Anthony Gutierrez, Deputy Election Director, present

Ms. Wagner shared an application from a Frederick County voter requesting that they become a confidential voter. Ms. McDonald made the motion with a second from Mr. Neeves that the voter be granted confidential status. The vote was unanimous.

A motion of approval of the minutes of March 5, was made by Mr. Neeves, seconded by Mr. Sowell and the vote was unanimous.

The meeting was adjourned at 3:00 p.m. after a motion by Mr. Sowell, second by Mr. Neeves and a unanimous vote.

Respectfully submitted,

Shirley McDonald

Respectfully submitted by Diane Zepp, Election Program Assistant II

Approved by:

Mary Costello
Mary Costello, Board President

6.11.25

Date