



Frederick County Board of Elections

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

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MINUTES of the
July 9, 2025, Meeting of
The Frederick County Board of Elections

The meeting was called to order at 2:07 p.m., in person and virtually, by Board President Mary Costello.

PRESENT:

Mary Costello, President
Shirley McDonald, Secretary
Michael Sowell, Board Member
Ted Neeves, Board Member
Daniel B. Loftus, Board Counsel
Anthony Gutierrez, Deputy Director
Tom Coogan, Election Program Manager II
Marc Welsh, Special Projects Manager
Shakir Satterfield, Voting Systems Supervisor
Diane Zepp, Election Program Assistant II

Kelly Foster, Self
Jay Kaminsky, Self
Kat Harper, Self
Winston Mann, Self
Stephen Slater, Self
McCamie Patterson, Self
Mari Lee, FCDCC

Virtual:
Nathaniel C.W. Wilson, Vice President

ADDITIONS/CHANGES TO THE AGENDA

Deputy Director Anthony Gutierrez requested adding to New Business as Item C "Discussion of recording open meetings". He also notified those watching online that we had networking issues earlier in the day, but Minutes would be taken and posted after the board approves them in case the live streaming is interrupted.

APPROVAL OF BOARD MINUTES

Mr. Neeves made a motion to accept June 11, 2025, minutes as presented. Mr. Sowell seconded. The motion passed unanimously.

COUNCIL LIAISON COMMENTS

No report.

BOARD COUNSEL REPORT

Mr. Loftus reported on 2 lawsuits: no changes on the Dela Roca vs. Lee lawsuit. The Attorney General is planning to file a motion to dismiss the Bryson vs. Moore case. Mr. Loftus noted that 2 Open Meetings Act (OMA) complaints on our board have been filed, and he is preparing our responses.

ELECTION DIRECTOR'S REPORT

July 2025

Announcements and Important Meetings

- In accordance with the new E.L. 2-208, we have begun the new Board meeting Recording and Archiving process.

1. Voter Registration

VOTER REGISTRATION STATISTICS REPORT

As of
7/9/2025

TOTAL ACTIVE + PENDING:		209,107	-	-
<u>PARTY</u>	<u>ACTIVE</u>	<u>PENDING</u>	<u>TOTAL</u>	<u>PERCENT</u>
DEM	79,404	39	79,443	37.99%
REP	69,822	27	69,849	33.40%
LIB	1,130	1	1,131	0.54%
UNA	56,463	48	56,511	27.02%
OTHERS - TOTAL	2,169	4	2,173	1.04%
<u>TOTAL</u>	208,988	119	209,107	100.00%

VOTER REGISTRATION TRANSACTIONS REPORT

June 2025

Additions to County Registration	1028
Subtractions from County Active Status	1068
Party Affiliation Changes	239
Address Changes within Jurisdiction	573
Name Changes	402

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

CURRENT PENDING VOTERS

As of 7/9/2025

<u>Reason</u>	<u>Number</u>
Confirmation Mail process	1
ID Not Provided	12
ID Not Verified	94
Incomplete Application	12
<u>TOTAL</u>	119

2. Administration & Reception Division

We are onboarding 3 new employees this month and continue to support the VR division in batch management and candidate filing as well as undertaking incoming and outgoing mailing procedures.

3. Voting Systems Division

The Voting System Division has completed the second routine charging cycle of the year for all DS200 scanners and Ballot Marking Devices (BMDs) to ensure optimal battery performance for upcoming elections.

Voting System Division staff have begun the third routine charging cycle of the year for all Electronic Pollbooks to ensure optimal battery performance for upcoming elections.

The Voting System Division, in coordination with SBE, has continued records retention processes and procedures for previous election data in compliance with state regulations and internal policies.

- Confirmed successful backups of all Voting System election data.
- Physical records organization, sorting and labeling.

Voting System Division staff attended a virtual meeting of the Election Technology Committee (ETC) on June 27th. The staff engaged in discussions to address technical considerations and ensure alignment with state standards relevant to our operations.

4. Voter Registration Division

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

Staff is reviewing and updating SOPs as needed.

Attended MAEO VR Committee meeting on July 8.

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

MAEO MIB meeting scheduled for July 10.

6. Election Judge Division

The office will be hosting an "Election Worker Appreciation Night" at the Frederick Keys game including fireworks on July 12 as a recruiting event. We will also offer an in-house Voter Registration Distribution training class in July. We continue to process interest letters from prospective Election Judges for the 2026 elections as well as gathering information on our returning Judges and their availability.

7. GIS and Special Projects

New GIS election management tools are being implemented by County GIS. These tools will help improve processes and data collection for election operations, results and outreach. Initial project development and tasking for the Street Files Review, and the 2026

Election Plan projects are underway. The division continues to provide networking and technical support for office operations.

8. Building Management

The installation of five new roadway signs around the office building has been completed, providing clearer navigation for visitors.

Continuing to review and update Standard Operating Procedures relating to security and efficiency.

Researching and developing Continuity of Operations plan for voting locations.

OLD BUSINESS

No old business.

NEW BUSINESS

- A. Swearing-In of new Board of Elections staff – Ms. Costello swore in three new staff members.
- B. 2026 Polling Place Plan – Mr. Gutierrez informed the Board that there will be a draft submission to the Board at next months meeting. It will consist of one plan to include Early Voting, Polling Places and Dropbox locations. The public will be given the opportunity to give their input before a final vote is requested at their September meeting. This plan could change, and the public should keep checking out website for the most up-to-date information.
- C. Open Meetings – Mr. Loftus spoke about the new policy for open meetings. Ms. McDonald motioned to adopt the new policy. Mr. Sowell seconded. Motion carried unanimously. This information will be posted on the website along with the approved minutes of this meeting.

DISCLOSURES

No disclosures.

NEXT MEETING

The next scheduled Board meeting will be Wednesday, August 6, 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

Jay Kaminsky, Kelly Foster, Winston Mann, and Mari Lee spoke during public comment.

ADJOURNMENT

A motion to adjourn the open meetings by Ms. McDonald and seconded by Mr. Neeves. Motion passed unanimously at 2:30 p.m.

A motion to adjourn and move into the Executive Session was made by Mr. Neeves and seconded by Mr. Sowell. Motion passed unanimously. The meeting adjourned at 2:31 p.m. by Mrs. Costello.

EXECUTIVE SESSION

On July 9, 2025, at 2:35 p.m. The Frederick County Board of Elections met in Executive Session following the July 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. Sowell, the vote was unanimous. The meeting was held to approve the minutes of the June 11 meeting, handle a personnel issue and to seek legal guidance. 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)(7) to consult with counsel to obtain legal advice.

§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, absent
Shirley McDonald, Secretary, present
Ted Neeves, Board Member, present
Michael Sowell, Board Member, present
Daniel B. Loftus, Board Counsel, present

During the executive session, there was one action taken by the Board. Ms. McDonald moved the minutes of June 11, Mr. Neeves seconded the motion and the vote was unanimous.

Discussion on the proposed contract amendment was tabled until all Board members could be present.

Motion made at 3:20 pm by Mr. Sowell, 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
Mary Costello, Board President

8.6.25
Date