



Frederick County Board of Elections

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

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MINUTES of the October 8, 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, Board President
Nathaniel C.W. Wilson, Board Vice President
Shirley McDonald, Board Secretary
Michael Sowell, Board Member
Daniel B. Loftus, Board Counsel
Barbara Wagner, Election Director
Anthony Gutierrez, Deputy Director
Tom Coogan, Election Program Manager II
Jeremy Levin, Election Program Manager I
Marc Welch, Special Projects Manager
Erin Ferguson, Election Judge Supervisor
Dan Callahan, Election VR Supervisor
Brian Blakesley, Election IT Specialist
Diane Zepp, Election Program Assistant II

Winston Mann, Self
Lauri Gross, Self
Kelly Foster, Self
Kat Harper, Self
Jean Struharik, Self
Jay Kaminsky, Self
Karen Dacey, Self
Pamela Ciliberti, Self
Shelley Aloï, Self

Absent: Ted Neeves, Board Member

Virtual: M.C. Keegan-Ayers, County Council

ADDITIONS/CHANGES TO THE AGENDA

Item added under New Business, "B. Summary of Open Meetings Act Finding."

APPROVAL OF BOARD MINUTES

Ms. McDonald made a motion to accept September 10, 2025, minutes as presented. Mr. Sowell seconded. The motion passed unanimously.

COUNCIL LIAISON COMMENTS

County Executive will present her proposed legislative packet for public comment tonight.

BOARD COUNSEL REPORT

De La Rosa case – has been appealed. Bryson case – both parties filed motions to dismiss. A hearing will be held Oct 20.

ELECTION DIRECTOR'S REPORT

October 2025

Announcements and Important Meetings

- October 17 – Hosting Howard County Director and their DPW staff for a tour of our offices and warehouse and a discussion of Howard County's BOE possible relocation.
- October 20 – Hosting the Certified Maryland Election Administrator Working Group Committee

1. Voter Registration

VOTER REGISTRATION STATISTICS REPORT

As of
10/8/2025

TOTAL ACTIVE + PENDING:		208,383	-	-
<u>PARTY</u>	<u>ACTIVE</u>	<u>PENDING</u>	<u>TOTAL</u>	<u>PERCENT</u>
DEM	78,874	40	78,914	37.87%
REP	69,342	27	69,369	33.29%
LIB	1,052	2	1,054	0.51%
UNA	56,745	53	56,798	27.26%
OTHERS - TOTAL	2,240	8	2,248	1.08%
<u>TOTAL</u>	208,253	130	208,383	100.00%

VOTER REGISTRATION TRANSACTIONS REPORT

September 2025

Additions to County Registration	1160
Subtractions from County Active Status	2726
Party Affiliation Changes	483
Address Changes within Jurisdiction	939
Name Changes	699

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

CURRENT PENDING VOTERS

As of 10/8/2025

<u>Reason</u>	<u>Number</u>
Confirmation Mail process	2
ID Not Provided	14
ID Not Verified	103
Incomplete Application	11
<u>TOTAL</u>	130

2. Administration Division

We are in the process of onboarding a new IT employee this month. We are also continuing to process candidate filings until the Feb 2026 deadline.

Preparing for FY'27 Budget submission. The County Budget Kickoff meeting is on October 16th. Base Appeals are due November 18th.

3. Voting Systems Division

The Voting System Division is current with all routine charging cycles for the DS200 scanners, Ballot Marking Devices (BMDs), and Electronic Pollbooks to ensure optimal battery performance for upcoming elections. The third routine charging cycle of the year for all DS200s and BMDs was completed in the fourth week of September. The fourth charging cycle of the pollbooks and pollbook batteries is currently ongoing.

Additionally, the Voting System Division has been working on supporting the documentation required for the presentation of the 2026 Polling Place Plan. These documents are required by SBE for their eventual consideration and approval. Additionally, the team is scheduling site visits and conducting ADA compliance surveys.

4. Voter Registration Division

Completed September COP Audit, DHMH Report, and AOC Report timely

Staff are reviewing and updating SOPs as needed.

MAEO VR meeting scheduled for 10/8/2025.

Staff working on City of Frederick Primary. Manual input of approximately 6,000 voting credits.

Assisted in Emmitsburg Municipal election.

Staff working with Thurmont in their election on October 28, 2025.

The State Board has collaborated with Maryland Funeral Director Association and is providing a brochure to all licensed funeral directors on how to remove a loved one from the voter rolls.

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

MAEO MIB meeting was held 10/7/2025. Next one will be November 4.

Data Hygiene pull has been pushed back until the end of October.

Staff members continue to work towards Election Center Certification.

6. Election Judge Division

Our next monthly Voter Registration Distribution (VRD) training course is scheduled for Wed, October 29th at 1 p.m. Those interested in participating can use the online portal on our website to sign up for a future training session.

The office will host an Open House on Thursday, October 30th for anyone interested in becoming an Election Judge. More information can be found on our website and social media sites. A press release has been created and will be issued on October 23rd.

The 2026 Work Planning meeting was held for our division. During the meeting we discussed plans for Outreach events, Social Media Campaign and the training schedule for Election Judges.

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. Now is the perfect time to contact us about serving as an Election Judge for the 2026 Gubernatorial elections.

The state board has now approved a new Election Judge application. The new application can be found on the SBE website or we can send you a new form by mail.

Election Judge Applications

Democrats	174
Republicans	99
UNA	54
Other	5
Mailed and awaiting response	12
received/requested	344

7. GIS and Special Projects

The 2025 Street File Cleanup project reviewed street file records that touch or cross county boundaries, precinct boundaries, and the Pennsylvania state boundary has concluded.

The 2026 EOC (Election Operations Center) project is underway. Software development on new data dashboards, staffing assignments and technical needs are being developed. New GIS-related election management tools have been demonstrated by County GIS staff. These tools are being evaluated for potential implementation for the 2026 Primary and General elections.

The division has implemented a new tool to track resource requests, along with an updated board. Development continues the upgraded time-off request tracking tools and related office operations.

The division continues to provide networking and technical support for office operations.

8. Building Management

For the safety of our staff and visitors, we've installed panic buttons in our office for use in case of an emergency.

We're adding more data drops for telephones and office spaces to improve efficiency and to accommodate our mailroom's relocation.

OLD BUSINESS

No Old Business.

NEW BUSINESS

- A. Presentation of VRD (Voter Registration Distributor) Training Program by Election Supervisor II Erin Ferguson.
- B. Summary of Open Meetings Act Finding – Read by Board Secretary Ms. McDonald then a majority of the board signed it.

DISCLOSURES

No disclosures.

NEXT MEETING

The next scheduled Board meeting will be Wednesday, November 5, 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 and Winston Mann spoke during public comment.

ADJOURNMENT

A motion to adjourn the open meeting by Mr. Sowell and seconded by Ms. McDonald. Motion passed unanimously at 2:36 p.m. The meeting adjourned at 2:36 p.m. by Mrs. Costello.

EXECUTIVE SESSION

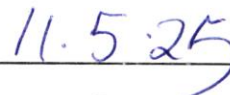
No Executive Session.

Respectfully submitted by Diane Zepp, Election Program Assistant II.

Approved by:



Mary Costello, Board President



Date