



Frederick County Board of Elections

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

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

The meeting was called to order at 1:00 p.m., in person and virtually, by Board President Mary Costello.

PRESENT:

Mary Costello, Board President	Jared DeMarinis, State Administrator of Elections
Nathaniel C.W. Wilson, Board Vice President	Dan Callahan, Election VR Supervisor
Shirley McDonald, Board Secretary	Brian Blakesley, Election IT Specialist
Ted Neeves, Board Member	Diane Zep, Election Program Assistant II
Michael Sowell, Board Member	Winston Mann, Self
Daniel B. Loftus, Board Counsel (arrived at 1:45 p.m.)	Kelly Foster, Self
Barbara Wagner, Election Director	Jay Kaminsky, Self
Anthony Gutierrez, Deputy Director	Kate Taylor, Self
Tom Coogan, Election Program Manager II	Pamela Ciliberti, Self
Jeremy Levin, Election Program Manager II	George D. Carroll, Self
Marc Welch, Special Projects Supervisor	
Shakir Satterfield, Election Voting Systems Supervisor	Virtual: M.C. Keegan-Ayers, County Council

ADDITIONS/CHANGES TO THE AGENDA

No additions/changes.

REQUEST FOR CLOSED SESSION

Mr. Neeves made a motion to move to closed session. Mr. Sowell seconded. The motion passed unanimously. Mary Costello adjourned the meeting at 1:02 p.m.

Mary Costello reconvened the meeting at 1:47 p.m.

APPROVAL OF BOARD MINUTES

Mr. Sowell made a motion to accept October 8, 2025, minutes as presented. Mr. Wilson seconded. The motion passed with Mr. Neeves abstaining due to not being present. Minutes passed with one abstaining.

COUNCIL LIAISON COMMENTS

Ms. Keegan-Ayers commented on the City of Frederick elections. Ms. Wagner discussed our protocol on the City of Frederick elections. Conducted all by the City Board of Supervisors. NO election equipment was provided by Frederick County. The City procured their own pollbooks, and leased voting equipment and dropboxes. Frederick County Board of Elections provided precinct registers, voting booths and supplies.

BOARD COUNSEL REPORT

Bryson vs. Moore hearing on motion to dismiss. The judge ruled in favor of the plaintiffs on one issue. They had standing to bring the lawsuit with no further opinion. Waiting for a response from the judge. Governor Moore to create an advisory committee to explore redistricting in 2026.

ELECTION DIRECTOR'S REPORT

November 2025

Announcements and Important Meetings

- November 4 – Staff observes Arlington County VA election day process.
- November 5 – Happy Birthday, Dan!

1. Voter Registration

<u>VOTER REGISTRATION STATISTICS REPORT</u>					As of 11/5/2025
TOTAL ACTIVE + PENDING:		208,258			
PARTY	ACTIVE	PENDING	TOTAL	PERCENT	
DEM	78,574	38	78,612	37.75%	
REP	69,290	27	69,317	33.28%	
LIB	1,044	2	1,046	0.50%	
UNA	56,961	49	57,010	27.37%	
OTHERS - TOTAL	2,266	7	2,273	1.09%	
TOTAL	208,135	123	208,258	100.00%	

<u>VOTER REGISTRATION TRANSACTIONS REPORT</u>		October 2025
Additions to County Registration		978
Subtractions from County Active Status		1307
Party Affiliation Changes		403
Address Changes within Jurisdiction		678
Name Changes		637

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

CURRENT PENDING VOTERS	
As of 11/5/2025	
Reason	Number
Confirmation Mail process	2
ID Not Provided	15
ID Not Verified	96
Incomplete Application	10
TOTAL	123

2. Administration Division

The office is currently in the process of onboarding a new IT employee and will soon be recruiting a new Election Specialist II employee for our Election Judge division. We are also continuing to process candidate filings until the Feb 2026 deadline.

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

Staff are in compliance with all State and County training deadlines.

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.

Additionally, the division completed Electronic Pollbook battery performance testing in preparation for the upcoming election. The testing was conducted on 7 precincts randomly selected by staff. Testing was completed October 23 and results have been submitted to the Maryland State Board of Elections for review.

Looking ahead, the Voting System Division will also be conducting signal strength testing at our Early Voting Sites in preparation for the 2026 election cycle.

The division has also 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. In addition, the team is scheduling site visits and conducting ADA compliance surveys.

4. Voter Registration Division

Completed October COP Audit, DHMH Report, AOC Report and DHMH and AOC Fuzzy list.

Completed Q3 Jury List and Century Club.

Staff are reviewing and updating SOPs as needed.

MAEO VR meeting scheduled for 11/5/2025.

Finished Emmitsburg and finishing Thurmont elections.

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

Mail in Ballot Applications will not be sent out to everyone in 2026

6. Election Judge Division

We hosted our first Election Judge Open House on Thursday, October 30th. It was a great success; 52 potential Election Judges participated in the event with 47 submitting applications. We will post photos and videos of the October Open House on our social media pages and website soon. Our next Open House is scheduled for January 2026. More information to come on this next event.

Election Judge training is scheduled to begin in March 2026. The Election Judge Manual is expected to be released this week for local board revisions.

Newsletter articles and social media posts have been created and ready to issue in upcoming mailouts/postings throughout the end of 2025. Outreach event scheduling is ongoing, and we hope to announce more dates soon.

Election Judge website content has been reviewed and updated for the 2026 election year.

Total Election Judge Applications -392

Returning Judges -356

Dem -179

Rep -110

Others -103

7. GIS and Special Projects

The 2026 EOC (Election Operations Center) project is ongoing. 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 continues the work on 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

To maintain a safe work environment, all staff will receive training in de-escalation techniques.

Matan is updating all lighting in building

We have begun the process of putting together our 2026 Election Security Task Force.

Voter Education

- A. State Board of Elections – “Defenders of Democracy” Initiative for Media Literacy Week.
Click on this link to take you directly to [Reporting Dis/Misinformation](#).
- B. Ballot Marking Device (BMD) Accessibility Features presentation ([See Flyer](#)) Mr. Satterfield explained the BMD. Reminder that it is a marking device with no tabulation.

Tabulation is when printed document from BMD is placed in the DS200 scanner.

OLD BUSINESS

- A. FY27 Budget Request update – Mr. Coogan informed the Board what is a Base Change Request. This request is due to the Budget Office on or before November 18th. Appeals changes are funding requests for something beyond your normal (base) budget needs. Those requests are due to the Budget Office on or before December 18th.

NEW BUSINESS

- A. Summary of Open Meetings Act Finding – Ms. McDonald read the Summary of OMBC Opinion – all Board Members signed – see attachment.

DISCLOSURES

No disclosures.

NEXT MEETING

The next scheduled Board meeting will be Wednesday, December 3, 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, Winston Mann and Kelly Foster spoke during public comment with comments from Ms. Wagner and her staff.

ADJOURNMENT

A motion to adjourn the open meeting by Mr. Neeves and seconded by Mr. Sowell. Motion passed unanimously at 2:34 p.m. The meeting adjourned at 2:34 p.m. by Mrs. Costello.

EXECUTIVE SESSION

On November 5 at 1:15 p.m., Frederick County Board of Elections met in Executive Session prior to the November 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 July 9 meeting, and to meet with Jared DeMarinis.

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.

(i) the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of an appointee, employee, or official over whom it has jurisdiction.

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

Jared DeMarinis, Maryland State Administrator of Elections, present

Mr. DeMarinis led discussion of evaluation prepared at state level explaining both procedure and evaluation. No actions were taken by the Board on the evaluation.

The minutes of July 9 were approved after being amended to remove code 3-3035(b)(7) to consult with counsel to obtain legal advice which was added inadvertently. Motion to approve was made by Mr. Neeves, seconded by Mr. Sowell. The motion passed unanimously.

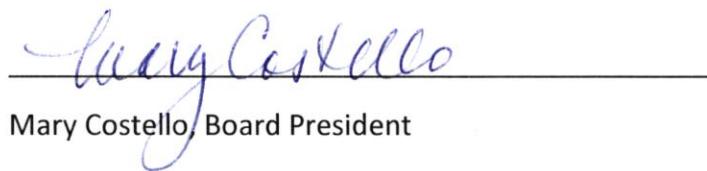
Motion to close and return to regular meeting made by Mr. Neeves and seconded by Mr. Sowell was made at 1:40 p.m. The motion passed unanimously.

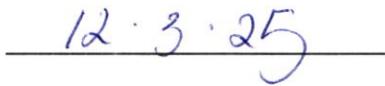
Respectfully submitted,

Shirley McDonald

Respectfully submitted by Diane Zepp, Election Program Assistant II.

Approved by:


Mary Costello, Board President


Date

SUMMARY OF OMCB OPINION

To Be Read

1. Ms. Kelly Foster filed a complaint with the Open Meetings Compliance Board against the Frederick County Board of Elections on or about August 20, 2025 alleging that the Board of Elections violated the Open Meetings Act by:
 - Passing a motion against signing petitions while in closed session at its January 3, 2024 meeting.
2. The Board denied any violations of the Open Meetings Act and filed a response.
3. On October 28, 2025, the Open Meetings Compliance Board issued its Opinion and held that the Board of Elections violated the Open Meetings Act Section 3-301, the general requirement that public bodies meet in open session and Section 3-305 by exceeding the scope of the legal advice exception.
4. Pursuant to the Open Meetings Act, Section 3-211(b), the Board is required to announce the violation at its next Board meeting and orally summarize the opinion and a majority of the Board to sign a copy of the Opinion and return it to the Open Meetings Compliance Board.
5. Please know under the Open Meetings Act, Section 3-211 (d) that by announcing the violation and giving an oral summary of the opinion, this is not an admission to a violation of the Open Meetings Act.

