



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES

August 19, 2016

A Meeting of the Maryland Association of Election Officials (MAEO) Board of Directors was held on August 19, 2016 in the Frederick County Board of Elections office located in The Bourne Building at 355 Montevue Lane, Suite 101 in Frederick, Maryland. Notice of the meeting was properly provided.

Board Members Present:

David Garreis, President (Anne Arundel County)
Alysoun McLaughlin, Vice President (Montgomery County)
Ruie Marie Lavoie, Secretary (Baltimore County)
Danna Archie-Williams, Treasurer (Baltimore County)
Alisha Alexander, Board Member (Prince George's County)
Gail Hatfield, Board Member (Calvert County)
Armstead B. Jones, Sr., Board Member (Baltimore City)
Mary-Frances Vavra-Alcoser, Board Member (Baltimore County)
Gilberto Zalaya, Board Member (Montgomery County) - By Phone

Members and Guests Present:

Katherine Berry, Carroll County (By Phone)
Wayne Burton, Wicomico County (By Phone)
Katie A. Brown, Baltimore County (By Phone)
Sylvia Brown, State Board of Elections
Nikki Charlson, State Board of Elections
Gwendolyn Dales, Dorchester County
Mary DePelteau, Calvert County (By Phone)
Ben Frey, Somerset County
Abigail Goldman, Baltimore City
Anthony Gutierrez, Wicomico County
Stuart Harvey, Frederick County
Kim Jones, Dorchester County
Kevin Keene, Harford County (By Phone)
D. Shawn Larson, Baltimore City
Dale Livingston, Harford County
Allison Murphy, Caroline County (By Phone)
Val Patterson, Howard County (By Phone)
Kim Phillips, Howard County (By Phone)
Duane Powell, State Board of Elections
Kay Robucci, Washington County (By Phone)
Shafiq Satterfield, State Board of Elections
Noreen Schultz, Frederick County
Joe Torres, Anne Arundel County
Teresa Womble, Howard County (By Phone)
Cindy Woodward, Anne Arundel County (By Phone)

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:16 am. Quorum was established with eight (8) Board Members present in person and one (1) member present by phone.

PREISDENT'S REMARKS

David Garreis welcomed everyone and thanked Director Stuart Harvey and his staff for hosting the meeting. He also thanked Nikki Charlson, Deputy Administrator and Sylvia Brown, Director Human Resources of the State Board of Elections (SBE) for attending and accommodating the request to present information regarding performance evaluations. Appreciation for hosting was extended to Stuart Harvey and his staff. Refreshments were provided by Frederick County.

AGENDA

David Garreis outlined the meeting agenda and asked for additions and changes. Ben Frey requested the addition of a possible MAEO newsletter to be placed under New Business. Ruie Lavoie requested the SBE Personnel Presentation be moved and occur after the Treasurer's Report. There were no other additions or changes.

MOTION: Mary-Frances Vavra-Alcoser motioned to approve the Agenda with the addition of MAEO Newsletter under New Business and a change in the time slot for the SBE Personnel Presentation.

SECOND: Danna Archie-Williams

ACTION: Favorable and unanimous, the Motion carried.

APPROVAL OF MINUTES

Tabled.

TREASURER'S REPORT

Danna Archie-Williams provided a verbal report and informed the Board that there has been no activity since the records and accounts were transferred on July 23, 2016. Ruie Lavoie drafted the necessary paperwork and resolution, dated July 14, 2016 for the bank account signature transfer.

Ms. Archie-Williams reported that MAEO received two (2) thank you cards from the retiree award recipients Cynthia Lecates and Bobby Hall.

MOTION: Armstead Jones motion to approve the verbal Treasurer's Report as presented.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, the Motion carried.

SBE PERSONNEL PRESENTATION

During the 2016 Conference there was a personnel presentation for all Board members and attorneys. Copies of the presentation were distributed to all Directors and Deputy Directors at the 2016 MAEO Conference and are available on the online library. Hard copies were also provided to everyone in attendance at this meeting.

Sylvia Brown recapped the presentation and explained the performance evaluation process along with disciplinary guidelines. She and Nikki Charlson presented a vast amount of information and answered questions from the Floor. SBE agreed to take an active role in helping the local Boards understand the process of biannual performance evaluations.

Ms. Charlson and Ms. Brown offered their continued assistance and advised that they are available by telephone or by email should future questions or issues arise. Mr. Garreis again thanked SBE for attending the meeting.

OLD BUSINESS

2016 Bylaws - Amended

The two (2) bylaw amendment questions passed at the 2016 Annual Meeting and the Constitution and Bylaw Committee made the necessary changes. Copies were provided to all Board members in their folders. Alysoun McLaughlin requested the Board attach a signature page to the Bylaws prior to distributing the final version. The Board agreed and will include this action on the next meeting Agenda. Ruie Lavoie will be responsible to draft the signature page.

Committee and Committee Chairs

David Garreis announced that he appointed the following MAEO members as a committee chair for the 2016 to 2018 term:

Audit	Gail Hatfield, Calvert County
Awards	Ruie Marie Lavoie, Baltimore County
Constitutional and Bylaws	Charlotte David, Howard County
Early Voting/Election Judges	Daneen Banks, Prince George's County
Educational Grant/Continuing Education	Armstead Jones, Baltimore City
Elections – MAEO	Jeff Stevens, Baltimore County
Election Technology	Garrick Hendricks, Calvert County
Legislative	Stuart Harvey, Frederick County
Personnel	Kevin Keene, Harford County
Standards	Dale Livingston, Harford County
State Regulations Review	Alysoun McLaughlin, Montgomery County
Voter Registration	Jessica White

The Parliamentarian and Webmaster have not yet been selected. Both appointments are under consideration. The Board is currently considering revamping and making some changes to the website which is scheduled to be launched by January of 2017.

Gilberto Zalaya recommended the Board consider establishing an outreach committee. The Board requested he draft a statement of purpose and submit his request for establishing this committee. After his submission is received, the recommendation will be added to the following meeting agenda.

A question was received from the Floor regarding the Conference Committee. David Garreis responded that this committee will be under the direction of the conference planner and more information will follow at a later date.

2016 Annual Meeting, Conference and SBE Biennial

David Garreis briefly outlined the results of the conference survey that 98 out of 322 attendees completed. He provided a brief summary of the comments and announced he would distribute written results as soon as possible as time permit. The majority of conference attendees had positive feedback and agreed the conference was successful. The seminars and presentations provided attendees with information and knowledge which will help guide and improve the processes for and during the upcoming General Election.

D. Shawn Larson, Conference Planner, gave an overview of the problems and issues that occurred during the conference but indicated overall, everything went well. The Board thanked

Mr. Larson for his hard work and the excellent job he did to help make the 2016 conference such a success.

The Board also thanked the host, Queen Anne's County, the State Board of Elections and all speakers for their contributions at the conference. Comments from the Floor were taken and discussed. The Board will hold an Executive Session at a later date to determine pay, if any, for the conference planner.

2017 MAEO Conference

David Garreis reached out to SBE regarding combining the 2017 MAEO Conference with the State Board of Elections (SBE) Biennial. Due to budget restraints SBE has decided to hold the Biennial in 2018 separate from the MAEO 2017 conference. The MAEO Annual Meeting and Conference will be held in June of 2017. The SBE Biennial will be held in 2018.

Harford County and Cecil County had previously volunteered to be the hosts of the 2017 conference. The Board will solicit and appoint the conference planner. Discussion was held regarding the location and both the membership and the Board overwhelmingly agreed to hold the conference in Ocean City. Venue information has been received from The Grand Hotel, the Clarion and the Princess Royale. The Board will consider the options and meet in the next few weeks to determine the venue and the conference dates. Ruie Lavoie will announce the conference information to the membership.

NEW BUSINESS

MAEO Newsletter

Ben Frey made the recommendation to establish a newsletter for the membership. The Board asked Mr. Frey to present a statement of purpose and ideas for the newsletter for Board review at the next meeting.

EXECUTIVE SESSION

The Board entered a closed meeting to discuss personnel, specifically the conference planner, past and future.

MOTION: Ruie Lavoie motioned to enter into a closed session to discuss the performance and appointment of the conference planner or any other personnel matter that affects once or more specific individuals.

SECOND: Gail Hatfield

ACTION: Motion unanimously passed.

The Board meeting was recessed at 12:36 pm. The Board meeting reconvened at 1:51 pm.

David Garreis announced the outcome of the closed meeting. The Board determined, as in the past, to compensate the 2016 conference planner at a flat rate. The Board also determined the roles and responsibilities of the 2017 conference planner will be clearly established and compensation should not be expected.

OPEN FORUM

David Garreis opened the Floor for comments and questions. No members were present at this time.

NEXT MEETING

The next meeting of the Maryland Association of Election Officials (MAEO) will be held on Tuesday, August 23, 2016 at 9:30 am in the office of the Anne Arundel Board of Elections. The specific purpose of this meeting will be to discuss the 2017 conference dates, venue and conference planner. The meeting will be held in person and by telephone. Ruie Lavoie will send notice to the Membership.

ADJOURNMENT

There being no further business, on a motion made by Mary-Frances Vavra-Alcoser and a second by Danna Archie-Williams, the Meeting was adjourned at 1:54 pm.

Respectfully submitted,

Ruie Marie Lavoie
Secretary

Approved this 15th day of December, 2016