



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

MINUTES

September 6, 2016

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 6th day of September, 2016 in the multipurpose room of the Baltimore County Board of Elections office located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland. Notice of the meeting was properly provided.

Board Members Present:

David Garreis, President (Anne Arundel County)
Alysoun McLaughlin, Vice President (Montgomery County) – By Phone
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)

Members and Guests Present:

Lenice Austin, Baltimore County
Daneen Banks, Prince George's County (By Phone)
Katherine Berry, Carroll County (By Phone)
Katie A. Brown, Baltimore County
Ben Frey, Somerset County
Desvin Gabbidon, State Board of Elections
Abigail Goldman, Baltimore City
Chrissy Jones, Queen Anne's County (By Phone)
Kevin Keene, Harford County
Shawn Larson, Baltimore City (By Phone)
Dale Livingston, Harford County
Guy Mickley, Howard County (By Phone)
Allison Murphy, Caroline County (By Phone)
Val Patterson, Howard County (By Phone)
Nicole Shifflett, Howard County (By Phone)
Jeff Stevens, Baltimore County
Ann Marie Stratton, Baltimore County
Brittani Thomas, Queen Anne's County (By Phone)
Debbie Towery, Cecil County (By Phone)
Rena' Waggoner, Baltimore County
Lora Walters, Cecil County (By Phone)
Amanda White, Baltimore County
Jessica White, Montgomery County
Teresa Womble, Howard County (By Phone)
Cindy Woodward, Anne Arundel County (By Phone)

The Host Counties are Cecil County and Harford County. The Board thanked Director Kevin Keene and Director Debbie Towery.

It was noted that the AV and sound equipment is included in the agreement and there will not be an extra charge. Questions and comments were taken from the floor.

The Board drafted the roles and responsibilities of the conference planner. A copy is attached to and made part of these minutes. Discussion was held and several edits and changes were made. The process for selection of the conference planner was outlined. There will be standards that must be kept. The food menu will remain a Board function.

MOTION: Armstead Jones motioned to adopt the Roles and Responsibilities of the Conference Planner with changes and edits.

SECOND: Alisha Alexander

ACTION: Favorable, the Motion carried.

After the finalized Roles and Responsibilities are posted for all MAEO members to apply, the Board will review and select the candidate.

Ruie Lavoie will send notice of the 2017 Conference Theme Contest. The winning theme will be selected at the next open meeting. The winner will be awarded a complimentary conference registration.

MAEO NEWSLETTER

Ben Frey provided Board with his written proposal and vision for the newsletter. He gave a verbal overview and questions and comments were received. The Board stipulated that all newsletter editions must be approved prior to distribution.

MOTION: Ruie Lavoie motioned to accept the proposed newsletter recommendation as presented with the stipulation.

SECOND: Danna Archie-Williams

ACTION: Favorable and unanimous, the Motion carried.

The Board thanked Mr. Frey for his hard work and for taking on this responsibility.

PARIMINTARIAN

Tabled.

COMMITTEE REPORTS

There were no written committee reports submitted. Kevin Keene, Chair of the Personnel Committee gave a verbal report indicating there would be no action until after the election. He also outlined his vision for the committee.

Gilberto Zelaya recommended the addition of an Outreach Committee. The Board again requested he present a written statement of purpose and submit to the Board.

NEW BUSINESS

2016 MAEO SURVEY

David Garreis provided the Board with copies of the MAEO survey and discussed the results. A copy is attached to and made part of these minutes. Questions and comments were taken.

OPEN FORUM

The Floor was opened for comments and questions.

EXECUTIVE SESSION

The Board entered into a closed meeting to discuss personnel, specifically mileage compensation to the past conference planner.

MOTION: Gilberta Zalaya motioned to enter into a closed session to discuss the mileage reimbursement for the past conference planner and/or any other personnel matter that affects one or more specific individuals.

SECOND: Mary-Frances Vavra-Alcoser

ACTION: Motion unanimously passed.

The regular meeting was recessed at 11:00 am. The Board meeting reconvened at 11:15 am.

David Garreis announced the outcome of the closed meeting. The Board determined, as in the past, to reimburse the 2016 conference planner for mileage to travel to and from venue locations. The Board also determined that it will be clearly established that reimbursement for mileage should not be expected.

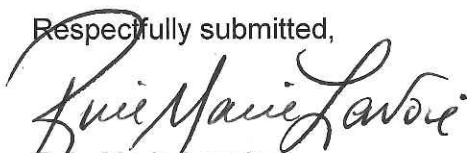
NEXT MEETING

The next meeting of the Maryland Association of Election Officials (MAEO) was not scheduled at this time. Ruie Lavoie will provide notice to all members once established.

ADJOURNMENT

There being no further business, on a motion made by Gail Hatfield and a second by Mary-Frances Vavra-Alcoser, the Meeting was adjourned at 11:54 am.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 18th day of January, 2017

Maryland Association of Election Officials
STATEMENT FOR CLOSING A MEETING

Location: Baltimore County Board of Elections
11112 Gilroy Road, Suite 104
Hunt Valley, Maryland 21031

Date: September 6, 2016

Time: 11:00 am

Motion By: Gilberto Zalaya

Second: Mary-Frances Vavra- Alcoser

VOTE TO CLOSE SESSION:

	AYE	NAY	ABSTAIN	ABSENT
David Garreis	[X]	[]	[]	[]
Alysoun McLaughlin (By Phone)	[X]	[]	[]	[]
Ruie Marie Lavoie	[X]	[]	[]	[]
Danna Archie-Williams	[X]	[]	[]	[]
Alisha Alexander	[X]	[]	[]	[]
Gail Hatfield	[X]	[]	[]	[]
Armstead B. Jones, Sr.	[X]	[]	[]	[]
Mary-Frances Vavra-Alcoser	[X]	[]	[]	[]
Gilberto Zalaya	[X]	[]	[]	[]

ATTENDEES:

David Garreis, President (Anne Arundel County)
Alysoun McLaughlin, Vice President (Montgomery County) – By Phone
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)

STATUTORY AUTHORITY TO CLOSE SESSION
General Provisions Article §3-305(b):

To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; or any other personnel matter that affects one or more specific individuals.

STATEMENT FOR CLOSING A MEETING

TOPIC TO BE DISCUSSED:

Personnel. 2016 Conference Planner mileage compensation.

REASON FOR CLOSING:

To maintain the confidentiality of all personnel matters.

ADJOURNMENT:

The closed meeting adjourned at 11:45 pm and the general outcome is incorporated in the Minutes of the Board Meeting held on this same day and date.

The above statement and information is true and correct to the best of my knowledge.



Signature of Secretary



Date