



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

September 5, 2017

MINUTES

A Meeting of the Maryland Association of Election Officials (MAEO) was held on the 5th day of September, 2017 at the office of the Anne Arundel County Board of Elections located at 6740 Baymeadow Drive in Glen Burnie, Maryland. Notice of the meeting and the agenda 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)

Board Members Absent:

Gilberto Zalaya, Board Member (Montgomery County)

Members and Guests Present:

Daneen Banks, Prince George's County
Craig Booth, Baltimore County
Sylvia Brown, State Board of Elections
Gwendolyn Dales, Dorchester County
Mary DePelteau, Calvert County
Ben Frey, Somerset County
Abigail Goldman, Baltimore City
Teresa Goode, Talbot County
Anthony Gutierrez, Wicomico County
Barry Jackson, Washington County
Patricia Jackson, Worcester County
Christine Jones, Queen Anne's County
Kim Jones, Dorchester County
Susan Julian, St. Mary's County
Kevin Keene, Harford County
Jane Lister, Queen Anne's County
Dale Livingston, Harford County
Crystal McGinn, Queen Anne's County (By Phone)
Allison Murphy, Caroline County
Paul Noranbrock, Queen Anne's County (By Phone)
Paula Paschel, State Board of Elections

Members and Guests Present, continued:

Teresa Riggin, Worcester County
Dawn Sinclair, Howard County
Kim Spence, Queen Anne's County
Joe Torre, Anne Arundel County
Debbie Towery, Cecil County (By Phone)
Brandi Underwood, St. Mary's County
Teresa Womble, Howard County

CALL TO ORDER

The meeting was called to order by President David Garreis at 10:09 am. Quorum was established with eight (8) Board Members present in person. Introductions were made and roll call of those in attendance in person and by phone was taken.

AGENDA

A review of the agenda was made and additions and changes were requested. Ruie Lavoie requested the removal of Approval of Minutes. With no other changes or additions, the Board unanimously accepted the agenda with the above stated deletion.

TREASURER'S REPORT

Treasurer Danna Williams presented the Treasurer's Report (attached to and made part of these Minutes) for the Period May 23, 2017 to September 5, 2017, which reflected Receivables in the amount of \$7,757.00. The total Receivables balance included \$3,825.00 in 2017 Conference Fees, \$1,000.00 in 2017 Vendor Conference Fees, \$210.00 on 2017 Guest Conference Fees, \$100.00 in Petty Cash reimbursement, \$2,322.00 from the Silent Auction which will earmarked for the Educational Grant fund and a Sponsorship of \$300.00. Total Expenditures were reflected in the amount of \$72,679.05 which includes the 2017 Conference Expenses and funds disbursed for member attendance at the IGO and NCSL conferences. Total Account Balance as of September 5, 2017 is \$22,346.48 which reflects a Balance on Hand of \$11,409.83 and \$10,936.65 which is earmarked for Educational Grants.

MOTION: Armstead Jones motioned to accept the Treasurer's Report for period ending September 5, 2017 as submitted.

SECOND: Alisha Alexander

ACTION: Favorable and unanimous, Motion carried.

COMMITTEE REPORTS

Early Voting/Election Judges – Daneen Banks, Chair, reported that a meeting will be scheduled at the end of September.

Legislative – On behalf of Stuart Harvey, Chair, Ruie Lavoie gave the report. Mr. Harvey is attending the cyber security briefing and the election subcommittee meeting tomorrow. He will provide details on expected proposed legislation at the next meeting.

Personnel – Kevin Keene provided details of the progress the committee has made in restructuring the election series classifications and salaries. A power point slide of a sample organizational chart was shown. Ruie Lavoie asked for the document and any related materials to be shared with the Board. Questions were asked and answered.

Sylvia Brown, State Board of Elections advised the MAEO Board that after they approve the documents, indicated the next step in the process is for the proposed classifications be submitted to the Department of Budget and Management (DBM) for proofing and to verify terminology, etc. The roles of election officials have drastically changed and increased over the years. After DBM reviews and/or edits, the next step will be to submit to the State Administrator, Linda Lamone to obtain the approval of the State Board of Elections approval. After SBE grant their approval, it will then go back to DBM to be finalized.

The Board discussed the proposed classification and salary spreadsheet (attached to and made part of these Minutes) listing the new position names, grades and salaries. It was unanimous to approve the Personnel Committee's upgraded positions, new positions and salary structure as long as the entire proposal is submitted to include an increase for every election position.

MOTION: Alisha Alexander motioned to approve the proposed election series position structure, descriptions and salaries in its entirety.

SECOND: Armstead Jones

ACTION: Favorable and unanimous, Motion carried.

On behalf of the Board, Ruie Lavoie thanked Joe Torre, Kevin Keene and the Personnel Committee for the many hours of work and commitment to this project.

Newsletter – Ben Frey provided an update and welcomed Craig Booth, Baltimore County and Jessica Noranbrock, Dorchester County to the editing team. He said Craig Booth sent a survey soliciting ideas and feedback about the newsletter.

The Board discussed and unanimously agreed to officially establish a Newsletter Committee. President David Garreis appointed Ben Frey, Somerset County as the Chair.

Voter Registration/Standards – Dale Livingston, Chair submitted Minutes from the latest committee meeting.

OLD BUSINESS

2017 Annual Meeting and Conference

David Garreis again thanked the 2017 Conference Committee for their part in making the 2017 conference a success. He recommended MAEO gift the committee a lunch to express our appreciation.

MOTION: David Garreis motioned to gift the 2017 Conference Committee \$250.00 for a lunch to show appreciation for the time and work before and during the conference.

SECOND: Danna Archie-Williams

ACTION: Favorable and unanimous, Motion carried.

2018 Annual Meeting and Conference

The Board reviewed and discussed the proposed 2018 Conference Planner Roles and Responsibilities document which is attached to and made part of these Minutes. The document was revised to include a meeting planner or not have a meeting planner.

If a meeting planner is selected, the Board will appoint a Board Liaison to work closely with the planner. This wording was added to the document before the board's formally adoption of the document.

MOTION: Ruie Lavoie motioned to approve the revised Conference Planner Roles and Responsibilities with Option 1, retaining a meeting planner and Option 2, without a meeting planner.

SECOND: Danna Archie-Williams

ACTION: Favorable and unanimous, Motion carried.

Ruie Lavoie will send all members a copy of the roles and responsibilities and solicit interest in the Conference Planner role. The Board will make the selection at the next meeting.

Discussion held on the proposals received from meeting planner companies.

Unfortunately, obtaining proposals from two (2) companies that are paid in the same manner for their services was not possible. David Garreis suggested the Board move forward and retain MDR Services. The Board agreed but requested a detailed list of the exact services that will be provided to MAEO, at no charge to MAEO.

MOTION: Alysoun McLaughlin motioned to retain the services of MDR Services for the 2018 Conference and proceed with Option 1 of the Conference Planner Roles and Responsibilities.

SECOND: Mary-Frances Vavra-Alcoser

ACTION: Favorable and unanimous.

The Board discussed the various venue options and reviewed hotel information provided by MDR Services.

MOTION: Gail Hatfield motioned to select the Grand Hotel & Spa located at 2100 Baltimore Avenue in Ocean City, Maryland as the venue for the 2018 Annual Meeting and Conference.

SECOND: None

ACTION: Motion failed.

Although the Grand Hotel's proposal was cheaper, the Board decided to return to the Clarion because the meeting space is more accommodating.

MOTION: Armstead Jones motioned to select the Clarion Fontainebleau Hotel located at 10100 Coastal Highway in Ocean City, Maryland as the venue for the 2018 Annual Meeting and Conference.

SECOND: Alysoun McLaughlin

ACTION: Favorable on a vote of 6 to 1, Motion carried.

Discussed held regarding the dates available for the conference. Determining the best time for the conference was difficult at best since 2018 is a gubernatorial election year with the primary election held in June. The Board decided it best to have the conference prior to the election which will afford the election community the opportunity to meet and prior to the election. The Board agreed to set the conference dates for March 13, 2018 to March 16, 2018.

MOTION: Ruie Lavoie motioned to set the 2018 Conference dates from March 13, 2018 to March 16, 2018.

SECOND: Mary-Frances Vavra-Alcoser

ACTION: Favorable and unanimous, Motion carried.

NEW BUSINESS

National Voter Registration Day

September 26, 2017 is National Voter registration Day. The membership was reminded to email Mary Wagner, SBE planned events.

OPEN FORUM

The Floor was opened for comments and questions.

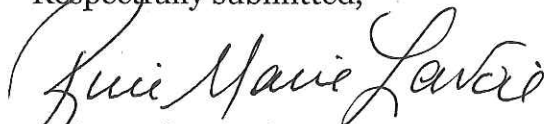
NEXT MEETING

The next meeting will be held on October 6, 2017 in the office of the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland. Proper notice and the agenda will be provided.

ADJOURNMENT

There being no further business, on a motion made by Danna Archie-Williams and a second by Mary-Frances Vavra-Alcoser, the Meeting was adjourned at 11:48 am.

Respectfully submitted,



Ruie Marie Lavoie
Secretary

Approved this 13th day of February, 2018