



**LEADERSHIP DEVELOPMENT COMMITTEE MEETING MINUTES
MONDAY, AUGUST 27, 2018**

PRESENT	Kate Wren Gavlak	California Commissioner	Chair
	Laura Anastasio	Connecticut Commissioner	
	Gary Hartman	Wyoming Commissioner	
	Marcy Herman	Alaska Commissioner	
	Cheryl Serrano	Colorado Commissioner	
	Cherise Imai	Executive Director	Secretary
	Lindsey Dablow	Training and Operations Associate	
	Richard Pryor	Communications Associate	
EXCUSED	Craig Neuenswander	Kansas Commissioner	
	Sarah Forster	Maine Commissioner	
	Rick Masters	General Counsel	

ITEM 1 – CALL TO ORDER AND WELCOME

- Chair Kate Wren Gavlak called the meeting to order at 1:00PM EST. Roll call was conducted by Executive Director (ED) Cherise Imai.

ITEM 2 – AGENDA AND MINUTES

- The agenda was motioned for approval by Commissioner Gary Hartman (WY), seconded by Commissioner Laura Anastasio (CT). Motion passed unanimously. The minutes from July 16, 2018 was motioned for approval by Commissioner Cheryl Serrano (CO) seconded by Commissioner Hartman. The motion passed unanimously.

ITEM 3 – OLD BUSINESS – LDC Response to Commissioner Deanna McLaughlin (TN)

- ED Imai reported no inquiries were received by the national office with the release of the Committee’s memo drafted by General Counsel Rick Masters in response to Commissioner McLaughlin’s email to the Commission. This item is closed.

ITEM 4 – NEW BUSINESS - Commissioner Anastasio recused herself from the discussion and left the meeting.

- Review Applications** – The Committee reviewed the *Slate of Candidates* handbook and the nominated candidates for the Chair, Vice Chair, and Treasurer positions. The Committee asked why Commissioner McLaughlin was listed for each position. ED Imai reported that Commissioner McLaughlin indicated on her nomination form that she “would like to be considered for any leadership position, including a committee chairmanship”. All the other applicants specified which position they were running or being nominated for.

5. Commissioner Serrano said at the last meeting she had brought to the Committee's attention the possible scenario if someone wanted to run for all three offices. Commissioner Hartman said that General Counsel Masters said at their last meeting that our rules do not prohibit anyone from running for all three positions.
6. Commissioner Hartman suggested we contact Commissioner McLaughlin and ask her to specify or her application would be void. Commissioner Marcy Herman (AK) agreed. Commissioner Serrano agreed that this is the first year of this process and the Committee should allow specify which position she wanted to run for. If she doesn't want to specify, the Committee would leave her name on for each position.
7. Commissioner Serrano mentioned that Commissioner Pete LuPiba (OH) sent an email to Committee members on his nomination, he said he was unable to submit his application online. Commissioner Gavlak said she did not receive this. Commissioner Herman said she would forward the email to the national office, who said they had not received the email. Commissioner Herman reiterated he only emailed Committee members.
8. The Committee agreed that they wanted the process and applications to be as transparent and open as much as possible. Commissioner Herman added that it was important that anyone could submit a nomination and no one would be discouraged to run for office.
9. The Committee asked ED Imai to contact Commissioner McLaughlin and clarify which position was interested in or if she wanted to run for all three positions. (OPEN ITEM)
10. **Election Ballot Options** – The Committee reviewed three options and discussed the pros and cons based on their cost, set-up and use, hardware required, balloting, software and reporting. Options: Audience Response System, an Application, and Paper Ballot. Commissioner Hartman shared the clicker system that the Interstate Commission on Juveniles had used for 10 years, for voting purposes on rules and elections.
11. The Committee agreed that for this year, a paper ballot form with everyone's name on it with each position was simple and cost effective. The Committee determined three separate ballots would be created, based on each position. The Committee would like to look into electronic voting for next year and understands that the cost and purpose would need to be approved by the Executive Committee. (OPEN ITEM)
12. **Election Booklet** – The Committee discussed the format of the nominations and items to be included in the book. They agreed that just the nomination form would be included in the book.
13. The Book would be sent out separately from the Docket Book to avoid confusion within the Commission. (OPEN ITEM)
14. **Election Process** – All agreed that at the General Session, each nominee (included those nominated from the floor) would be provided a set amount of time, a set amount of time, which would be timed (visibly on the screen of possible). There was concern about maintaining a time limit and that the process could be drawn out. It was important maintain a time limit. They



agreed to start with the Treasurer, then Vice Chair, and Chair. In addition, members will be able to interact with the nominees at the Evening Reception

- a. 1st day - General Session at 4:00pm: Election presentation, slate of candidates, nominations from the floor; 5:30pm Evening reception to interact with the candidates.
 - b. 2nd day - General Session at 8:30am: Distribution of ballots in morning. Announcement of results in morning or afternoon
15. **Election Presentation, Presenting the Ballot, and Ask for Nominations from the Floor –**
- a. **Election Presentation** - Commissioner Serrano
 - b. **Presenting the Ballot and Nominations** - Commissioner Herman or Neuenswander

ITEM 4 – ADJOURNMENT – With no further business to conduct, Chair Gavlak adjourned the meeting at 1:51 PM ET.

Respectfully submitted by,
Cherise Imai
Secretary/Executive Director