

LEADERSHIP DEVELOPMENT COMMITTEE MEETING MINUTES
Monday, June 5, 2020

PRESENT	Rosemarie Kraeger Greg Lynch Deanna McLaughlin Douglas Ragland Tony Trongone Tim McMurtrey	Rhode Island Commissioner Chair Washington Commissioner Tennessee Commissioner Alabama Commissioner New Jersey Commissioner Idaho Commissioner
STAFF	Cherise Imai Lindsey Dablow Beth Workman	Executive Director Secretary Training and Operations Associate Communications Associate
EXCUSED	Chad Delbridge Debra Jackson	Wyoming Commissioner New York Commissioner

ITEM 1 – CALL TO ORDER AND WELCOME

1. Chair Rosemarie Kraeger (RI) called the meeting to order at 1:32PM EDT. Roll call was conducted by Cherise Imai, Executive Director.

ITEM 2 – AGENDA AND MINUTES

2. Commissioner Deanna McLaughlin (TN) motioned to approve the agenda as presented, seconded by Commissioner Tony Trongone (NJ). Motion carried.

3. Commissioner Greg Lynch (WA) motioned to approve the meeting minutes from November 12, 2019 as presented, seconded by Commissioner Douglas Ragland (AL). Motion carried.

ITEM 3 – NOVEMBER MEETING RECAP

4. Chair Kraeger reviewed the debrief items from the prior committee meeting held on November 12, 2019. These items were determined by the committee to be revised or clarified for the 2020 elections. The first item is adding the election survey questions into the post-Annual Business Meeting survey and to consider reducing the number of survey questions and comments. The second item was adding the ability for floor nominee candidates to distribute a bio or resume to the Commission for informed voting.

ITEM 4 – COMMISSIONER DEANNA MCLAUGHLIN'S FEEDBACK (11/21/2019)

5. Chair Kraeger yielded the floor to Commissioner McLaughlin, who was unable to attend the prior meeting and submitted feedback by email dated November 21, 2019 on the 2019 Elections. Commissioner McLaughlin reviewed her comments:

- **What worked well?** 1) the detailed handout for commissioner to include sample ballot, and 2) the detailed election details with timelines for interest submission.

- **What didn't work well?** Was that new Commissioners didn't seem to know election background was?
- **What needs to be revised or clarified in the next year?** Bylaws change to reflect two-year terms for elected offices. She recommended we change the ByLaws to reflect the two-year terms, so it reflects the process and is not just a "nice to have".
- **Any other comments for the next team?** Since our committee has changed direction from being a leadership development committee to a nominating committee, my question was who is responsible for "building the bench" of future leaders for our organization, and what is the process to "build the bench"?

6. Chair Kraeger asked Commissioner McLaughlin to elaborate on her second bullet, "New commissioners didn't seem to know the commissioner background." Commissioner McLaughlin replied because the election process has evolved over the years, new commissioners may have not understood how we ended up being a committee for a more transparent process. When she was a new commissioner she was kind of a "deer in the headlights" experience, and other new commissioners didn't seem to understand why there is a committee for this and why there are rules to define the election process. Chair Kraeger stated new commissioners can be briefed when she onboards them.

7. Regarding the ByLaws change recommendation, Chair Kraeger stated research was conducted with last year's committee that the elections process is outlined in each state statute, therefore a change would require each state statute to be changed. In consideration of time and cost to the commission, the committee determined a statute change was not feasible for the commission. Commissioner McLaughlin replied okay.

8. Chair Kraeger noted the last point on building the bench, that she felt it was everyone's responsibility to identify individuals with a special talent or skill, and possible leaders for the organization. She felt it was a team and shared effort by all to recognize someone's talent and ask them to lead a presentation or step up to the plate.

9. Commissioner McLaughlin replied the reason she made this statement was she thought the committee's original purpose was to build leadership within the organization, and since our mission changed, is there a committee or group of people working on this or picking up where we left off. Chair Kraeger stated last year's committee changed the name to Leadership Nomination from Leadership Development because the role of the committee was to help facilitate the annual electoral process.

10. Chair Kraeger asked members could recall the conversation of the previous committee and change. Commissioner Lynch replied he recalled the conversations from last year and stated the move was based on the minimal amount of influence we have over the commissioners and states in building a bench. He cautioned against overreach and the challenges with doing this as the commissioner work is in addition to their full-time jobs, and with the number of commissioners that come and go annually.

11. Commissioner Tony Trongone (NJ) agreed we are all leaders and we have the ability to connect with our colleagues and get to know them. As a new commissioner two years ago, he took the time to meet people and got to know what was going on. Commissioner Trongone suggested holding a more formal/informal breakfast to network and sit down with leaders have a conversation. Commissioner Lynch agreed this may be an idea to consider in the future.

12. Chair Kraeger reported the Executive Committee holds a new commissioner session at the Annual Business Meeting. In the past it was a breakfast or dinner to welcome new commissioners and answer questions they may have. In addition, she reaches out to commissioners she may not know well to get to know them better.

ITEM 5 – KEY DATES

13. Chair Kraeger reviewed the key dates to open the application period, deadlines, review and election guide release. Members felt these dates were reasonable and could be met.

14. Commissioner McLaughlin asked if national office staff were agreeable to the key dates. ED Imai affirmed the dates were accomplishable and documents would be released through the Constant Contact platform. She added that upon review of the election documents, should items need to be reworked or additional time to process, dates could be adjusted.

ITEM 6 – ELECTION DOCUMENTS

15. Members reviewed the documents, keeping in mind the meeting may be held virtually this year.

16. Cover Memo –

- a. Change application to self-nomination form
- b. Leadership Development to Leadership Nomination
- c. In two locations, “email documents to the national office” is stated twice, delete one of them.
- d. Under slate of officers – do we need to develop a plan if the meeting is held virtually.
- e. Change to “at meeting reception” which should cover if the meeting is held in person or virtually.
- f. Virtual reception to meet candidates - Add a clause that “an opportunity for members to meet the candidates would be provided at a designated time during ABM as determined by the Executive Committee”. Commissioner Lynch and Kraeger stated they have participated in these and they are effective.

17. Application – Members felt the questions were reasonable and answerable.

- a. Change date to July 6, 2020
- b. Change Development to Nomination

18. Campaign Guidelines –

- a. Add the verbiage on the virtual opportunity to meet members will be provided as determined by the Executive Committee
- b. Change Nomination to Development
- c. Also, floor nominees will have the opportunity to disseminate their two documents (in-person, the individual would be enough to distribute to the commission, if held virtual – can be emailed from the national office)

19. Definitions and Descriptions

- a. Add the Executive Committee is the supervisor of the Executive Director

- b. Revise Communications and Outreach to match the Training Committee description
20. FAQ –
- a. Add question: What happens if the all or part of the ABM is held in a virtual environment? Answer: The same accommodations process would be followed to the extent possible under a virtual environment.
 - b. Commissioner McLaughlin questioned the process of a proxy should a commissioner be unable to attend the ABM at the last minute. For example, last year, Commissioner Bob Buehn (FL) was unable to attend ABM due to a personal matter. Chair Kraeger stated although the clause and timeline are referenced here, it is addressed on a case by case basis by the Executive Committee. ED Imai stated the reason this clause was added was to set a deadline for commissioners to notify the national office if they were not able to attend the ABM. In prior years, some states would wait until the last minute to notify the national office. Also, the timeframe provides ample time for the national office to onboard the proxy if necessary and to ensure they receive the documents and information needed to represent their state. She added that last year, two states submitted last minute proxies to the commission, one a 3 days prior to the ABM, and the second on the first day of the meeting. Both were vetted and approved by the Executive Committee. ED Imai stated the process works. Based on the information, the committee determined to leave the verbiage as is.
 - c. Add “to the extent possible the process followed in a brick and mortar building will be followed”

21. Ballot and Election Process – Regarding a virtual vote, ED Imai reported the ballot will be sent to each member state through Constant Contact. This system ensures each member state receives one vote, tracks who received, opened, and submitted their ballot. She added paper ballots are disseminated by member states’ initialing to affirm the receipt and submittal of the ballot. The national office staff tallied the ballots and provided the results to leadership.

22. Regarding the “private ballot” reference, Commissioner McLaughlin stated some members may have a concern regarding the electronic ballot process/system as it is not anonymous. ED Imai replied the verbiage could be revised. Commissioner McLaughlin stated perhaps the reference to the virtual meeting and process followed clause would be sufficient to address concerns that may arise. Members agreed the Constant Contact system and proposed plan in the event of a virtual meeting was sufficient and the integrity of the staff to remain confidential in the tallying the results was not in question.

ITEM 7 – OTHER BUSINESS

23. Chair Kraeger announced the next meeting will be held on Monday, July 27, 2020 at 1:00pm ET. The committee will review the nominations, election guide and ABM presentation.

ITEM 8 – ADJOURNMENT

24. With no further business to conduct, Commissioner McLaughlin motioned to adjourn the meeting, seconded by Commissioner Trongone. The meeting was adjourned at 2:28 PM EDT.

Respectfully submitted by,
Cherise Imai
Executive Director