

LEADERSHIP DEVELOPMENT COMMITTEE MEETING MINUTES
Monday, July 27, 2020

PRESENT	Rosemarie Kraeger Chad Delbridge Debra Jackson Greg Lynch Deanna McLaughlin Douglas Ragland Tony Trongone Tim McMurtrey	Rhode Island Commissioner Chair Wyoming Commissioner New York Commissioner 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

ITEM 1 – CALL TO ORDER AND WELCOME

1. Chair Rosemarie Kraeger (RI) called the meeting to order at 1:00PM EDT. Roll call was conducted by Cherise Imai, Executive Director.
2. Chair Kraeger hoped members were doing well and she was aware everyone is busy dealing with the back-to-school plans for Fall. As the Superintendent for her district, it has been a monumental task, and for military families transitioning into a new community under the pandemic.

ITEM 2 – AGENDA AND MINUTES

2. Commissioner Deanna McLaughlin (TN) motioned to approve the agenda as presented, seconded by Commissioner Chad Delbridge (WY). Motion carried.
3. Commissioner Deanna McLaughlin (TN) motioned to approve the meeting minutes from June 5, 2020 as presented, seconded by Commissioner Delbridge. Motion carried.
4. Commissioner Greg Lynch (WA) motioned to approve the meeting minutes from July 3, 2020 with one correction, seconded by Commissioner Tony Trongone (NJ). Motion carried.

ITEM 3 – UPDATE ON COMMISSIONER PETE LUPIBA (OH)

5. Chair Kraeger yielded the floor to Commissioner Lynch for his report. Commissioner Lynch stated there are four applications in total, three which are in current leadership positions, and one additional application from Commissioner LuPiba for Chair. As discussed at the last meeting, the committee agreed to reach out to individuals that filed an election application beyond the three currently in office.
6. On July 9, Commissioner Lynch emailed Commissioner LuPiba asking if he had time for a phone call. On July 10, Commissioner LuPiba replied he was unavailable until August 3. Commissioner Lynch asked if he could spare three minutes to talk about the election, application process, and so forth, before today. To date, Commissioner Lynch has not heard

back from Commissioner LuPiba. In summary, he stated he attempted to contact the candidate, as agreed upon as a next step by the committee, at the July 3rd meeting. He stated the next step at this point, is he will notify the committee if Commissioner LuPiba contacts him next week.

7. Commissioner McLaughlin asked if Commissioner Lynch had specified the subject of the desired discussion or was it a “when you have time, can we talk” kind of thing in his email to Commissioner LuPiba. Commissioner Lynch replied he did state he wanted to speak with Commissioner LuPiba regarding MIC3 business. Commissioner Lynch referenced the committee’s July 5 memorandum which stated an LNC member would contact any individual that filed an application. He assumed Commissioner LuPiba would understand it was regarding this topic, which was clarified in Commissioner Lynch’s emailed reply.

8. Commissioner Lynch stated at this point, we are in “stand-by” mode and he would await Commissioner LuPiba to reach out to him when he is available, as he stated, either by email or phone call. Commissioner Lynch stated that if he does not hear from Commissioner LuPiba by August 4, he will attempt to contact him again to ask to talk about his application.

9. Chair Kraeger thanked Commissioner Lynch for his efforts on behalf of the committee.

ITEM 4 – ELECTION PROCESS AND GUIDE

10. The committee reviewed the guide and expressed appreciation to the national office staff for assembling a professional document. The guide includes: the history, timeline and background of the organization; leadership history and chronology; positions and responsibilities; application process and deadlines.

11. For the record, Chair Kraeger noted there were two applications received for Chair: Commissioner Don Kaminar (AR) and Commissioner Pete LuPiba (OH). One for Vice-Chair from Commissioner Laura Anastasio (CT), and one for Treasurer from Commissioner Craig Neunswander (KS).

12. ED Imai added a change was made in response to the feedback received from last year’s election survey which asked that the survey and ballot be separated (it was two-sided), This year, the election survey questions are added to the post-Annual Business Meeting survey, and the ballot would be virtual.

13. 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.

14. Chair Kraeger continued to review the Election Guide which includes Campaign Guidelines. Commissioner Tim McMurtrey (ID) asked for clarity on lobbying and use of email by a candidate. He asked if it the responsibility of the person to inform the committee if they had been contacted by email by a candidate running for office, lobbying for elections? Chair Kraeger replied from her point of view the answer is yes, because if they are officially a candidate, it is clear in our guidelines that email or utilization of social media to lobby for office is prohibited. She stated that if individuals know this is happening, they can bring it up to the entire committee or inform her as the chair.

15. Chair Kraeger highlighted the By-Laws reference regarding elections, and FAQ documents; and noted the committee added information regarding the elections if the Annual Business Meeting was held virtually.

16. Commissioner McMurtrey motioned to adopt the Election Guide, seconded by Commissioner Debra Jackson (NY). Motion carried.

17. ED Imai noted should Commissioner LuPiba withdraw his application, the Guide would be modified accordingly. She also stated the intent was to release the Guide the same time as the Docket Book which is no later than September 17.

ITEM 5 – COMMISSIONER SHELLEY JOAN WEISS (WI) EMAIL DATED JUNE 12, 2020

18. Chair Kraeger reported she received an email from Commissioner Shelley Joan Weiss (WI) which was received on June 12, a copy of which was provided for the committee in their packet. Chair Kraeger added the email was shared with the Executive Committee at their July 16 meeting.

19. Commissioner Weiss suggested the LNC consider an electronic ballot, and she mentioned other organizations she was a member of. Chair Kraeger noted there were some considerations to be aware of and asked ED Imai to elaborate further. ED Imai suggested the *GoToMeeting* platform be utilized because members are familiar with the platform as it is used for standing committee meetings and surveys of the commission. The system has the email and contact information for Commissioners which is already utilized to disseminate the newsletter, Chair Message and other documents and information.

20. ED Imai reported it is a cost-effective measure because the commission already subscribes to the platform at a cost of \$600 annually, therefore using the system would require no additional budget.

21. Regarding integrity and security, the system reliability, the commission is able to confirm a single ballot was provided to a state and received by a state. The system captures if they received the ballot, when the email was opened, and when it was completed and returned. In summary, if a state wanted to confirm their ballot was received, the confirmation could be provided without issue. She was confident the system met the needs of the electoral process.

22. Commissioner McLaughlin asked if there was any way to verify of their email address was correct (in the system), such as comparison to the email they registered with for the Annual Meeting? ED Imai replied we can verify the email address in the constant contact file matches the email provided on the registration form. She noted the staff effort to ensure commission documents, Constant Contact system and website and pages are current and updated. This can only be done if a Commissioner informs the national office of any change in contact information.

23. Commissioner Delbridge asked if the committee will utilize this ballot system or will we utilize a different system in the future? ED Imai suggested once this election year is completed, the committee can assess if the ballot's effectiveness.

24. Commissioner Delbridge asked if the ballot system is a huge issue. ED Imai noted that when the election is held in person, the ballots are in a paper format, ballots are signed out by the state commissioner and signed in when it is returned and inserted into the box. The ballots

are tallied by the staff of the commission, and results are provided to the chair of the commission for the announcement during the general session. Chair Kraeger stated Commissioner Weiss was the only person that questioned the ballot, and she was unaware of dissatisfaction with use of a ballot for elections. ED Imai stated she was not aware of any concerns by commissioners regarding the integrity of the ballot or the staff tallying the votes.

25. Commissioner McLaughlin stated for clarification that in the committee's previous meeting and discussion about secret ballots, that she brought up that there may be a concern that could arise. Chair Kraeger corrected there are two Commissioners that have concerns about the ballot process. Commissioner McLaughlin stated everyone should be briefed on the ballot and election process to alleviate any concerns or questions.

26. Commissioner Lynch stated he was unsure what the issue was. He asked Commissioner McLaughlin to provide clarification on her concerns. Commissioner McLaughlin replied she didn't know if they had learned how she is over the last eleven years or so, but she always tries to think about what could possibly come up (worst case scenario) from somebody participating in anything. When she brought this to the attention of the committee, it was as the 'devil's advocate' trying to think about somebody having a concern about it.

27. Commissioner Jackson stated in recent New York elections and absentee voting. Some weren't sure it was confidential, and it was a matter of letting them know, no, it isn't confidential. It is about letting them know, no it isn't confidential. Chair Kraeger stated in the brief, we can inform the ballot is confidential, and she will respond to Commissioner Weiss.

28. Commissioner Lynch stated the Commission is a public entity, the Commission meetings are public, and his State Council meetings are public. He was unsure about the genesis behind the Commission and the confidential voting process and questioned if the Commission had the authority to conduct voting confidentially as a public entity. He asked if it was in statute, or if it was something we decided to do on our own. Chair Kraeger replied to the best of her knowledge, the ByLaws do not specify voting to be conducted by secret ballot, confidential ballot – just that voting will take place annually. Called for clarification, ED Imai concurred.

29. Commissioner Lynch stated the issue is more around the ByLaws, and if the ByLaws need to be changed because members believe it should be changed – which is a different issue from our discussion.

ITEM 6 – ELECTION SURVEY

30. **2019 Survey Results** – Chair Kraeger reviewed the feedback from last year's post-election survey which included separating the ballot from the survey, which was corrected this year. She added feedback indicated an appreciation for transparency.

31. **2020 Survey Questions** – Members agreed the questions were applicable for this year's elections. ED Imai asked members to forward additional changes or questions for discussion at the next meeting.

ITEM 7 – OTHER BUSINESS

32. Commissioner Lynch asked what platform would be utilized to host the ABM. ED Imai replied the staff researched over 45 platform, whose cost ranged from free to systems of

considerable cost, and the GoToWebinar system was selected by the Executive Committee. She noted there were suggestions by some commissioners to utilize Zoom. However, a couple of states notified the Commission that the Zoom platform was prohibited on their government system. Due to this, the Executive Committee eliminated Zoom as an option. She added GoTo Webinar is secure, will allow up to 1,000 users, and has the ability to separate the public attendee from the Commission members. She added that while the system is similar to the standing committee platform used at meetings, training sessions are planned, and more information will be released once logistics are confirmed.

33. Chair Kraeger announced the next meeting will be held on Monday, August 24, 2020 at 1:00pm ET.

ITEM 8 – ADJOURNMENT

24. With no further business to conduct, Commissioner Lynch motioned to adjourn the meeting, seconded by Commissioner Douglas Ragland (AL). The meeting was adjourned at 1:43 PM EDT.

Respectfully submitted by,
Cherise Imai
Executive Director