

APPROVED

MEMORANDUM OF DISCUSSION IN  
PERFORMANCE OF ADMINISTRATIVE FUNCTION

June 2, 2015

On June 2, 2015, Mr. Shalleck, Mr. Vincent, Mrs. Khozeimeh, Ms. Keeffe, Ms. Phillips, Mr. Naimon, Mrs. Rivera-Oven, Mr. Karpinski, Ms. Jurgensen, Ms. McLaughlin, Ms. Roher and Ms. Merino convened in open Administrative Function (formerly referenced as Executive Function under the Open Meetings Act) at 2:10 p.m. to discuss issues related to the appointment of Board members. Guests in attendance were Kate Alexander, Mike Higgs, Dolly Kildee, Sheila Shalleck, Michael Subin, Karen Vincent, and Gilberto Zelaya. The following is a summary of the discussion.

The Board Members were sworn in by the Deputy Clerk of the Court as members of the Board prior to the start of the meeting.

**Election of Officers**

Mr. Vincent nominated James F. Shalleck as President of the Board of Elections; the nomination was seconded by Ms. Khozeimeh, the appointment passed unanimously.

Mr. Shalleck nominated Nahid Khozeimeh as the Vice President of the Board of Elections; the nomination was seconded by Mr. Vincent, the appointment passed unanimously.

Mr. Naimon and Ms. Rivera-Oven nominated Mary Ann Keeffe as Secretary of the Board of Elections, the nomination was seconded by Mrs. Khozeimeh. Mr. Naimon provided the following remarks: "During Mary Ann's tenure as President, the Board made a number of improvements in the election process, almost all of them in bipartisan fashion, and [I] just wanted to mention some of them at this time. We made the website more user friendly and informative, we made the minutes of the meetings much more detailed so that the public could understand what is happening at our meetings. We made recordings of our meetings available to the public on our website and on *You Tube*. We had several meetings specifically to get public comment including an offsite meeting. We successfully increased the budget for outreach to voters about the three ways to vote, including the first-ever budget specifically for outreach to Spanish-speaking voters. Most recently [we] successfully increased resources for transition to the new voting system. We successfully got County resources for a ninth voting site [Early Voting] that state law leaves up to the County; we added new Early Voting sites in Bethesda/Chevy Chase, Damascus, Gaithersburg, and Wheaton. We clarified the ability of young voters to register to vote. We identified and began the process of addressing issues with the MVA and Voter Registration, although there's still much more to be done. We implemented the State law that broadens First Amendment rights by moving the "no electioneering" lines closer to the entrance to the polls. We addressed Election Day lines by promoting Early Voting and voting by mail. We addressed Election Day lines in Leisure World by adding a third polling