

**SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
DECEMBER 18, 2018**

**APPROVED**

Regular Meeting of the Shelby County Election Commission was held on December 18, 2018, at 4:00 pm at the Election Operations Center, 980 Nixon Drive.

**CALLED TO ORDER:** Chairman Meyers      **Time:** 4:04pm

**COMMISSIONERS PRESENT:** Commissioner Lester, Commissioner Nollner, Commissioner Stamson, and Commissioner Tate

**CERTIFY CANDIDATES FOR TN SENATE DISTRICT 32 SPECIAL PRIMARY ELECTION**

Since there are other districts involved, Commissioner Lester requested a disclaimer to be displaced.

<b>DEMOCRATIC CANDIDATE</b>	<b>REPUBLICAN CANDIDATES</b>
Eric R. Coleman	George Chism
	Steve McManus
	Paul Rose
	Heidi Shafer

**MOTION STATED:** Commissioner Lester made motion to certify candidates for TN Senate district 32 Special Primary Election.

**SECONDED BY** Commissioner Stamson

**OUTCOME OF MOTION:** Passed unanimously

**TN SENATE DISTRICT 32 SPECIAL PRIMARY ELECTION RESOLUTIONS**

•Resolution to approve Early Voting locations, dates, times, number of personnel and number of voting machines:

**East Election Commission Location:**

Election Commission Ops Center      980 Nixon Drive, 38134

Beginning, Friday, January 4, 2019 through Saturday, January 19, 2019

Weekdays 11 AM to 4:00 PM

Saturday, January 5, 2019, 10:00 AM to 4:00 PM

Saturday, January 12, 2019, 10:00 AM to 4:00 PM

Saturday, January 19, 2019, 8:00 AM to 4:00 PM

**All Other Early Voting Location:**

Beginning, Saturday, January 12, 2019 through Saturday, January 19, 2019

Weekdays 11 AM to 7:00 PM

Saturday, January 12, 2019, 10:00 AM to 4:00 PM

Saturday, January 19, 2019, 8:00 AM to 4:00 PM

Arlington Safe Room	11842 Otto Lane, 38002
Collierville Church of Christ	575 Shelton Dr., 38017
Compassion Church	3505 S Houston Levee Rd., 38139
Harmony Church	6740 St. Elmo Rd., 38135
The Refuge Church	9817 Huff N Puff Rd., 38002
Election Commission Ops Center	980 Nixon Drive, 38134

Six (6) early voting personnel, Two (2) workstations, Two (2) voting machines, and One (1) card burner voting machine are hereby approved to staff each satellite location listed above, appointed as prescribed in TCA Sections § 2-4-102 and § 2-4-105.

Commissioner Lester inquired about New Direction as a polling location. Mrs. Phillips informed the commission that New Direction does not own the facility. Before New Direction Church can become a polling location, we would have to verify the ownership and verify if New Direction Church is approve to sub rent.

**MOTION TO APPROVE THE ABOVE AFOREMENTIONED ITEM NUMBER 2018-10:** Commissioner Stamson

**SECONDED BY** Commissioner Nollner

**OUTCOME OF MOTION:** Passed unanimously

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- Resolution to approve Polling Place Change  
Polling place was under construction but is still available to be used as a polling place. Therefore, no polling place change is needed.

**ADMINISTRATOR'S REPORT**

Given by Mrs. Phillips

The following items were discuss:

- December 26, 2018 registration deadline for January 24<sup>th</sup> Election
- UOCAVA ballots
- About 5,000 applications to process
- Early Voting is 100% staffed
- Using the new VR system to process absentee ballot
- Six month report
- Jan 24<sup>th</sup> ballot ready to submit to the state
- Ballotar printer setup
- "I Voter" Stickers
- New Fulltime Employees
- Shelbyvote.com website update
- Social media update
- Student council election
- Community Outreach
- Office closure dates
- Implementation of the new VR system
- Geocoding in ne VR system
- Upcoming Events

**PUBLIC COMMENTS:**

Each visitor was given 3 minutes to speak

-Kendra Lee

**OLD / NEW BUSINESS:**

**New:** Commissioner Tate presented a proposal to support Shelby County resolution in naming the Shelby County Building located at 980 Nixon to the O.C. Pleasant, Jr. building.

**MOTION STATED:** Commissioner Tate made motion to support Shelby County resolution in the naming the Election Commission Operation Center located at 980 Nixon to the O.C. Pleasant , Jr. Building.

**SECONDED BY** Commissioner Nollner

**OUTCOME OF MOTION:** Passed unanimously

**ANNOURNCEMENTS:**

- Regular Commission Meeting scheduled for Tuesday, January 15, 2019 at 4:00 p.m.

**EXECUTIVE SESSION:**

**Attorney Report:** The Commission recessed the public meeting for an Executive Session to meet with legal Counsel concerning pending litigation. Chairman Meyers, Commissioner Lester, Commissioner Nollner, Commissioner Stamson, Commissioner Tate, Linda Phillips, Attorney Ryder, Attorney Varela, and Attorney Hagler went into a private executive session.

**ADJOURNMENT:**

Meeting was resumed and adjourned after the executive session.

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OTHERS IN ATTENDANCE:

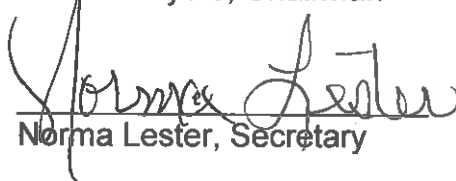
Linda Phillips, Administrator  
Deborah Upchurch, Staff  
Leonard Hopkins, ITS  
Attorney Varela  
Attorney Ryder  
Attorney Hagler  
Attorney Bibbs  
James Johnson  
Kendra Lee  
Barbara Williams



Robert Meyers, Chairman



Date



Norma Lester, Secretary



Date



# Shelby County Election Commission

## Administrator of Elections Monthly Report December 2018

### **Voter and Candidate Services**

- The deadline to register for the primary election in District 32 is Wednesday, December 26, 2018..
- UOCAVA ballots for the primary will be mailed by Friday, December 22, 2018.
- About 5,000 forms stacked up during the period where we can't enter VR; we have triaged these so that the zip codes in District 32 are being done first.
- We are using the new VR system to process absentee ballots for this election.
- At the end of the six month reporting period, we had 534,088 active voters and 48,558 inactive voters for a total of 582,644 registered voters. In May, 2018, we had 504,272 active voters and 52,617 inactive voters for a total of 556,889. This is an increase of 25,755 registered voters.

### **Operations Department**

- As soon as you certify the candidates today, we are ready to send the ballot for state approval. Hopefully approval will come quickly.
- A tech from ES&S will be here this week to set up the ballotar printers.
- Cissy Davis is out with an injury – she broke a vertebrae but thanks to some amazing advances in medical science, she will be back on Monday.
- The state is completely out of I voted stickers, so we ordered some of our own.

## **Administrator**

- I am pleased to announce that Jacqueline Trobee, Sylvia Hampton, and Valerie Carter will be joining the staff of VCS in January to fill the vacant positions. These are all long-time temps, so I'm sure that you have all met them.
- Our website continued to be heavily used. As of yesterday, it had had 838,705 visits since the launch on January 31, 2018.
- We are continuing to gain followers on our social media, having more than doubled our Twitter followers in the last year and have gained 48% more Facebook followers in the same period.
- The fourth quarter newsletter will be out this week.
- We conducted a student council election for Willow Oaks Elementary school. Many thanks to Albert Holmes for creating the ballot on short notice.
- I spoke to a group of University of Memphis students about the importance of voting. I also spoke to the North Shelby Democrats Club in Millington.
- We will be closed on Wednesday, December 26<sup>th</sup> and will only have a skeleton staff on Monday, January 31<sup>st</sup> as staff are taking the holidays that they had to work in November.
- The implementation of the new VR system continues. Everyone Counts was acquired by VOTEM, which is a leader in block-chain technology for secure mobile voting. Their primary area is enabling military and overseas voters to vote securely via the internet. I met with them last week in San Diego for discussions about how we are going to implement the rest of the new VR system around the special elections and to meet the new members of the team that will be finishing the project.
- Implementation of the VR system continues. We are having some issues generating the reports we need. This is bizarre since the report module worked flawlessly before Thanksgiving when I tested it. VOTEM has made fixing this their top priority and has assigned more resources to the issue. They hope to fix it by the end of the week.

- **We implemented the Online Voter Registration module – it is wonderful not to have to rekey all of that data.**
- **We have identified the 2,000 voters who were active in ESM but whose addresses could not be geocoded in the new system. We are working through the list, starting with the precincts in District 32. There are about 800 addresses in those precincts; we will finish this before the start of early voting. We have run into an interesting problem, though. Some of the addresses that wouldn't geocode are units that have been torn down; we have been trying to figure out how to handle this problem since obviously the voters no longer live where they used to.**
- **Don't forget to RSVP for the staff pitch-in on Friday, December 21, 2018 at 12:00 noon if you haven't already.**
- **Much of our regular staff will be gone from now until January 3<sup>rd</sup>. I will be in town; we rearranged our plans when the dates of the special elections were known. However, assuming that early voting starts OK on January 4<sup>th</sup>, then I will be off the next week; returning to the office on January 15, 2019.**
- **Days to Upcoming Events:**
  - **TN District 32 Primary – 37 Days**
  - **TN District 32 General Election – 84 Days**
  - **Town of Arlington – 275 Days**
  - **City of Memphis – 289 Days**
  - **Presidential Preference Primary – 441 Days**