

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
JUNE 21, 2018

**APPROVED**

Regular Meeting of the Shelby County Election Commission was held on June 21, 2018, at 4:00 p.m. at the Election Operations Center, 980 Nixon Drive.

**CALLED TO ORDER:** Chairman Meyers      **Time:** 4:00 p.m.

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

**COMMISSIONERS ABSENT:** Commissioner Lester

**APPROVAL OF MAY 15, 2018 MINUTES**

**MOTION TO APPROVE:** Commissioner Nollner      **SECONDED BY** Commissioner Stamson

**APPROVED:** Unanimously

**ATTORNEY'S REPORT:**

Presented by Attorney Varela

**M. Latroy Alexandria-Williams vs. Mark Goins, Mary Mancini, and Linda Phillips**

A rule 10 emergency appeal was filed. Also, rule 7 was filed, requesting for a stay order in Chancery Court. The court has ordered Mr. Latroy name to appear on the August 2<sup>nd</sup> ballot. That stay has been granted. All parties have filed a response to 10 motion. We are waiting on the court to make a decision.

**The Declaratory Judgment Action**

Hearing has been set for July 18, 2018.

**Choose901 vs. Vote901 Agreement**

The signet and lease agreement was received. Granting Election Commission a license to use "Vote901" with their direction on developing a logo. Non-exclusive royalty-free license back of the trademark for the use of the trademark "Vote901". The "Vote901" logo will be approved by the licensee. The contract can be terminated at any time by either party. If terminated by the licensee, a thirty-day notice will be given.

**MOTION TO APPROVE THE CONTRACT WITH CHOOSE901:** Commissioner Nollner

**SECONDED BY** Commissioner Tate

**APPROVED:** Unanimously

**ADMINISTRATOR'S REPORT (SEE ATTACHMENT):**

Given by: Linda Phillips

The following items was discussed:

**Voter Candidate Services Department**

- Six-month report
- 3,964 applications processed
- 81 UOCAVA were mailed on time
- 99 regular absentee applications will be mailed after the Memphis City Council Super District race is added to the ballot
- Permanent absentee letters will be mailed next week
- Nursing homes visit will start on July 9<sup>th</sup>
- Libertarian party petitions process continues
- Memphis Police Association petition

**Operations Department**

- EO is recruiting early vote workers, Election Day workers, and machine techs.
- The machine techs are prepping the machines
- Re-build ballot
- Public inspection of early voting machine scheduled July 11, 2018, at 9:00 am at 980 Nixon
- Public inspection of Election Day machines scheduled for July 23, 2018, at 980 Nixon

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- Annual Staff Appreciation Party
- Candidates meeting was held on June 14<sup>th</sup>
- Election Commission website
- June 2018 T.A.C.E.O. Seminar
- Deputy Registrar Class
- Outreach project
- 2<sup>nd</sup> Quarter newsletter
- New VR system
- Document scanning
- U of M political science department project
- "First-time voter" signs are printed
- District assignment discrepancies for the County School Board district 6 and 7
- Public Chapter 867 law
- Public Chapter 726
- Public Chapter 637
- Public Chapter 1004
- Public Chapter 842
- Dates to Upcoming Events

CANDIDATE CERTIFICATION FOR SUPER DISTRICT 9

The following candidates were certified:

Charley Burch	Erika Sugarmon
Ford Canale	Tim Ware
Tyrone Romeo Franklin	David Winston
Lisa M. Moore	

**MOTION TO APPROVE THE ABOVE AFOREMENTIONED LIST OF CANDIDATES:** Commissioner Nollner  
**SECONDED BY** Commissioner Stamson  
**APPROVED:** Unanimously

RESOLUTIONS FOR AUGUST 2, 2018 ELECTION

Some changes were made to avoid long lines during early voting. *Arlington Safe Room, Church of the Annunciation, Compassion Church, Harmony Church, and Solomon Temple MB Church* was added to increase total early voting sites to 26. The proposed resolution is below. *Discuss followed.*

Resolution to approve early voting locations, dates, times, number of personnel and number of voting machines assigned to each early voting location for the Shelby County Primary and General Election to be held on August 2, 2018.

**Downtown Location:**

Calvary Episcopal Church 102 N. 2nd St., 38103  
Beginning, Wednesday, July 18 through Friday, July 27, 2018  
Weekdays 9:00 AM to 5:00 PM  
No Saturday voting at this location only.

**AND**

**Early Voting Location Open the Full Amount of Days:**

Agri-Center International 7777 Walnut Grove Rd., 38120  
Beginning, Friday, July 13 through Saturday, July 28, 2018

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Weekdays 11:00 AM to 7:00 PM  
Saturday, July 14 and July 21, 2018, 10:00 AM to 4:00 PM  
Saturday, July 28, 2018, 8:00 AM to 4:00 PM

**AND**

**All Other Early Voting Location:**

Beginning, Wednesday, July 18 through Saturday, July 28, 2018  
Weekdays 11:00 AM to 7:00 PM  
Saturday, July 21, 2018, 10:00 AM to 4:00 PM  
Saturday, July 28, 2018, 8:00 AM to 4:00 PM

Arlington Safe Room, 11842 Otto Lane, 38002  
Dave Wells Community Center, 915 Chelsea Ave, 38107  
Ed Rice Community Center, 2907 N. Watkins, 38127  
Greater Lewis Street Baptist Church, 152 E. Parkway N., 38104  
Mt. Zion Baptist Church, 60 S. Parkway E., 38106

Five (5) early voting personnel, Two (2) workstations, Four (4) 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.

Baker Community Center, 7942 Church Rd., 38053  
Calvary Episcopal Church, 102 N. 2nd St., 38103  
Glenview Community Center, 1141 S. Barksdale St., 38114  
Mississippi Blvd. Church, 70 N. Bellevue Blvd., 38106  
Raleigh U.M. Church, 3295 Powers Rd., 38128  
Riverside Baptist Church, 3560 S. Third St., 38109  
Solomon Temple MB Church, 1460 Winchester Rd., 38116  
The Refuge Church, 9817 Huff N Puff Rd., 38002

Six (6) early voting personnel, Two (2) workstations, six (6) 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.

Bellevue Baptist Church, 2000 Appling Rd., 38016  
Berclair Church of Christ, 4536 Summer Ave., 38122  
Church of the Annunciation, 8282 Macon Rd, 38018  
Greater Middle Baptist Church, 4982 Knight Arnold Rd., 38118

Contingent on final confirmation, the Early Voting Locations list above includes the locations listed below or any alternate facility in close proximity:

Compassion Church, 3505 S Houston Levee Rd., 38139  
Christ United Methodist Church, 4488 Poplar Ave., 38117

Seven (7) early voting personnel, Two (2) workstations, Seven (7) 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

Abundant Grace Fellowship Church, 1574 E. Shelby Dr., 38116  
Agri-Center International, 7777 Walnut Grove Rd., 38120  
Anointed Temple of Praise, 3939 Riverdale Rd., 38141  
Collierville Church of Christ, 575 Shelton Dr., 38017  
Harmony Church, 6740 St. Elmo Rd., 38135

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Eight (8) early voting personnel, Three (3) workstations, Eight (8) voting machines, and One (1) card burner machine are hereby approved to staff each satellite location listed above, appointed as prescribed in TCA Sections§ 2-4-102 and§ 2-4-105.

New Bethel Baptist Church, 7786 Poplar Pike, 38138  
White Station Church of Christ, 1106 Colonial Rd., 38117

Nine (9) early voting personnel, Three (3) workstations, nine (9) voting machines, and One (1) card burner machine are hereby approved to staff each satellite location listed above, appointed as prescribed in TCA Sections§ 2-4-102 and§ 2-4-105.

**MOTION TO APPROVE THE ABOVE AFOREMENTIONED EARLY VOTING LOCATION, DATE AND TIMES :** Commissioner Stamson **SECONDED BY** Commissioner Nollner  
**APPROVED:** Unanimously

**OLD / NEW BUSINESS:**

None

**ANNOUNCEMENTS:**

- Regular Commission Meeting scheduled for Tuesday, July 17, 2018 at 4:00 p.m.


**ADJOURNMENT:**


Adjourned at 4:56 p.m.


**OTHERS IN ATTENDANCE:**


Linda Phillips, Administrator  
Genine Taylor, VCS Manager  
Carla Lytle, Operations Manager  
Deborah Upchurch, Staff  
Leonard Hopkins, ITS  
Attorney Varela

Suzanne Thompson- Cozza  
Rose Ann Bradley  
Lee Mills  
Janice Banks  
Patrick Dandridge

  
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Robert Meyers, Chairman

  
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Norma Lester, Secretary

  
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Date



# Shelby County Election Commission

## Administrator of Elections Monthly Report June, 2018

### Voter and Candidate Services

- Our six month report has been completed and submitted to the state. It is available on our website. Go to the SCEC tab and then click on Voter Registration Statistics and Reports.
- We have processed 3,964 applications since the May meeting. We have fewer than 350 applications to complete.
- The team made an extra effort to complete all of the VR applications before the next Voter Participation Center mailing, which went out last week. So far we have seen few returns from that mailing but have had lots of phone calls from puzzled voters.
- We mailed/mailed 81 UOCAVA ballots out on time. There are 99 regular absentee applications; those ballots won't be mailed out until after the Memphis City Council Super District race has been added to the ballot. Permanent absentee letters go out next week.
- Nursing homes are scheduled and the team will begin voting nursing home residents on July 9<sup>th</sup>.
- We continue to process petitions for the Libertarian party.
- We have an intern, Kyle Gan, from the Shelby County Youth Summer Internship Program. Kyle will be a senior this fall at Memphis University School. He is assisting here at Nixon with various projects in VCS and EO.
- The Memphis Police Association did not turn in petitions by our suggested deadline for the November ballot; they have a new target date of October.

## **Operations Department**

- We are in full election mode. EO is busy recruiting early vote workers, election day workers and machine techs. (We could really use some more machine techs from each party, so if you have any ideas, please let us know.)
- The machine techs are busy getting all of the machines ready for loading; we will not load anything until after Version 2 of the ballot is approved.
- The ballot, version 1, was approved so that we could get the UOCAVA ballots out. After you certify candidates today for the Memphis City Election, we will add those candidates, re-build the ballot and submit for approval. Once the withdrawal deadline has passed, the UOCAVA voters in Super District 9 will be mailed a supplemental ballot with the Super District race on it. The ballot, version 2, will be loaded onto the ballot printers and the rest of the absentee ballots will be processed.
- The public inspection of the early voting machines will be July 11, 2018 at 9:00am here at Nixon.
- The public inspection of the Election Day machines will be Monday, July 23, 2018 here at the operations center.

## **Administrator**

- We held our annual staff party on Friday, June 1<sup>st</sup>. I think everyone had a really good time. We had a torrential downpour in the middle of the party but we just moved under the overhang and continued the party. Thank you to Commissioner Lester for attending. Entertainment was provided by Kenny Lackey; he did karaoke for practically every classic country and rock personality you could think of; he was great. This event was planned by Diane George, Pam Gentry, and Sharon Logan; they did a fabulous job and definitely embraced the philosophy "Go Big or Go Home". There is a sheet of photos in your folder.
- We held a meeting for candidates on June 14<sup>th</sup> and provided them with a lot of information and answered their questions. I've included the handout we gave them in your folders.

- The website has been updated in several areas. Most notably, under the SCEC tab, the turnout report has had primary data added to some recent elections. The sample ballot has been loaded and one of the home page sliders now takes you directly to the upcoming August 2 election page. We have had more than 225,000 page views since January 31, 2018. In the entire 12 months of 2014, we had 278,130 page views on our old site.
- Susan Abone, a full time employee in the Absentee department is out on FLMA leave due to the very serious illness of her daughter. Her daughter is scheduled for surgery today; we expect Susan to be out for six weeks. An experienced temporary is filling in, so things will continue to run smoothly.
- Joe, Commissioner Lester, and I attended the TACEO Seminar June 4 & 5 in Nashville. The second day of the seminar was a tabletop exercise with the scenario of hacked elections, gas leaks, tornados, and crazy candidates. It was intense but actually a really good experience.
- Deputy Registrar Class - We had another class last week. Currently we have 215 deputy registrars; we had 275 at our high point but lost a lot of them because they became candidates.
- Outreach has been busy. I attended the League of Women Voters meeting, spoke to the Democratic Women's Club and conducted candidate training. There have been some 52 non-school voter registration events since January where either we or deputy registrars participated. Carol will be doing a demonstration next month for Autism Resources. She will also be speaking at the MLGW Neighborhood Leaders Conference. We are working with the University of Memphis library doing voter education and outreach in September. We are working to get some celebrity endorsements; we'll let you know if those pan out.
- The 2<sup>nd</sup> Quarter newsletter is at the printers. The electronic version will be posted tomorrow.
- The new VR system is coming along nicely. We are currently heavily involved in the data migration process; this is more than a little challenging since over the years, some strange choices were made in ESM and if there is any documentation, it is hiding well. The new voter cards are at the printers. The envelopes for the absentee ballots are also at the printers. The small footprint

printers, bar code scanners, and sheet scanners have been delivered and are awaiting installation.

- We are currently not scanning documents into ESM but rather stacking them up to scan into the new system; they are bundled by date and we could locate one if we needed it. We are doing this for several reasons – first, most of the scanners have just stopped working and replacing scanners that had drivers for Windows XP was nearly impossible. Cutting off scanning allowed us to take a final cut of the images for the new VR system; those have been copied onto a secure, password protected drive and shipped to Everyone Counts.
- I am working with Professor Michael Sances of the University of Memphis political science department and one of his graduate students, Emily Fulmer. As part of her thesis project, she is designing a statistically valid survey to collect some data about Election Day voters. We'll be looking at how they arrived at the polls and trying to glean why they don't early vote. They will be surveying voters in November; it will likely involve 20 precincts. I will have more on that next month.
- We have had first time voter signs printed. We will be happy to take pictures of voters with this sign when they vote for the first time. They will be at all of the Early Voting and Election Polling places. And just for your general font of information, election officials and media can take all the pictures they want in a polling place as long as they don't photograph ballots or voters receiving assistance.
- We discovered that there are some discrepancies in district assignment for the County School Board in District 6 and 7. Marie Holyfield and Ben Lundberg of REGIS have been analyzing the shape files and identifying the voters who are incorrectly assigned in the VR system. So far, there have been 842 active voters who were in District 6 but should have been in District 7; these voters are all in precinct 79-01, so their polling place does not change. By some amazing stroke of luck, none of the changes were made to UOCAVA voters. Voters who are affected by this are being mailed new cards. This clearly shows why district assignment via GIS is the vastly superior to the traditional block-range method of assignment. We are still working on this project but we will be finished before early voting starts, so all voters will get the correct ballot.
- Public Chapter 867, effective January 1, 2019. This law requires schools to close if their building is being used as a polling place for the regular November



election. This may make it more attractive for us to use schools; we often don't because they are crowded and lack parking on regular school days.

- **Public Chapter 726, effective immediately.** This permits a voter who requested an absentee ballot to vote a provisional ballot in person. The provisional counting board is responsible for seeing that only one ballot is counted.
- **Public Chapter 637, effective January 1, 2019.** This changes the date that petitions can be issued from 90 days before the qualifying deadline to 60 days. This will impact when petitions for the City of Memphis elections can be issued. The date has been changed on our website.
- **Public Chapter 1004, effective March 1, 2019.** This establishes an address confidentiality program for voters who filed an order of protection.
- **Public Chapter 842, effective immediately.** Some common sense clean-up of existing law.
  - No need to publish notice of supplement registration at naturalization ceremonies.
  - We can notify election officials of appointment via email.
  - Eliminates early voting if there is no opposition and no write-ins for stand-alone municipal elections and special general elections.
  - Changes the time frame for nursing home voting in PPP to match the early voting period for PPP.
- **Days to Upcoming Events:**
  - 2018 Primary and County General Election – 42 Days
  - 2018 General Election – 138 Days