

**SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
SEPTEMBER 25, 2018**

**APPROVED**

Regular Meeting of the Shelby County Election Commission was held on September 25, 2018, at 4:00 pm at the Election Operations Center, 980 Nixon Drive.

**CALLED TO ORDER:** Chairman Meyers      **Time:** 4:02pm

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

**APPROVAL OF RESOLUTION ITEM # 2018-08 FOR EARLY VOTING LOCATIONS, DATES, TIMES, NUMBER OF PERSONNEL AND NUMBER OF VOTING MACHINES**

Locations, dates, times, personnel and number of voting machines for Early Voting for the November 6, 2018, for the Shelby County Primary and General Election as follows:

**Downtown Location:**

Calvary Episcopal Church                      102 N. 2nd St., 38103

Beginning, Wednesday, October 17, 2018 through Thursday, November 1, 2018  
Weekdays 9:00 AM to 5:00 PM  
No Saturday voting at this location only

**East Election Commission Location:**

Election Commission Ops Center      980 Nixon Drive, 38134

Beginning, Wednesday, October 17, 2018 through Thursday, November 1, 2018  
Weekdays 11 AM to 5:00 PM  
Saturday, October 20, 2018, 10:00 AM to 4:00 PM  
Saturday, October 27, 2018, 8:00 AM to 4:00 PM

**All Other Early Voting Location:**

Beginning, Wednesday, October 17, 2018 through Thursday, November 1, 2018  
Weekdays 11:00 AM to 7:00 PM  
Saturday, October 20, 2018, 10:00 AM to 4:00 PM  
Saturday, October 27, 2018, 8:00 AM to 4:00 PM

Arlington Safe Room	11842 Otto Lane, 38002
Dave Wells Community Center	915 Chelsea Ave, 38107
Bellevue Frayser	3759 N. Watkins, 38127
Mt. Zion Baptist Church .	60 S. Parkway E., 38106

Five (5) early voting personnel, Two (2) workstations, Five (5) 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. 2 <sup>nd</sup> St., 38103
Election Commission Ops Center	980 Nixon Drive, 38134
Glenview Community Center	1141 S. Barksdale St., 38114
Greater Lewis Street Baptist Church	152 E. Parkway N., 38104
Raleigh U.M. Church	3295 Powers Rd., 38128
Riverside Baptist Church	3560 S. Third St., 38109
Second Baptist Church	4680 Walnut Grove Rd, 38117
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

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Mississippi Blvd. Church                                 70 N. Bellevue Blvd., 38106

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

Agri-Center International	7777 Walnut Grove Rd., 38120
Anointed Temple of Praise	3939 Riverdale Rd., 38141
Compassion Church	3505 S Houston Levee Rd., 38139
Collierville Church of Christ	575 Shelton Dr., 38017
Harmony Church	6740 St. Elmo Rd., 38135

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.

Abundant Grace Fellowship Church	1574 E. Shelby Dr., 38116
New Bethel Baptist Church	7786 Poplar Pike, 38138
White Station Church of Christ	1106 Colonial Rd., 38117

Ten (10) early voting personnel, Four (4) workstations, Ten (10) 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 ITEM NUMBER 2018-08:** Commissioner Nollner  
**SECONDED BY** Commissioner Tate  
**OUTCOME OF MOTION:** Passed unanimously

**APPROVAL OF RESOLUTION ITEM # 2018-09 FOR POLLING LOCATION CHANGE**

Manor Lake Elem School is closed and is no longer availbe. Arlington Middle School is under contruction and is unavailbe for the November Election.

The changes are a followed:

76-05 Manor Lake Elem School at 4900 Horn Lake Rd, Memphis, TN, 38109 changed to 76-05-Geeter Middle School located at 4649 Horn Lake Rd, Memphis, TN, 38109

ARL-02 Arlington Middle School at 5470 Lamb Rd, Arlington, TN, 38002, changed to ARL-02-Arlington Town Hall located at 5854 Airline Rd, Arlington, TN 38002

Commissioner Lester inquired about New Direction Church as a Election Day Site. Mrs. Phillips informed commission that Mrs. Lytle was still researching all possible Collierville sites. Commissioner Lester requested an update once a decision is made.

**MOTION TO APPROVE RESOLUTION ITEM # 2018-09:** Commissioner Lester  
**SECONDED BY** Commissioner Tate  
**OUTCOME OF MOTION:** Passed unanimously

**ADMINISTRATOR REPORT**

Given by Mrs. Phillips

The following items were discuss:

- National Voter Registration Day
- October 9, 2018 registration deadline for November 6<sup>th</sup> Election
- Voter Registration Application processing update
- 276 UOCAVA ballots were sent
- New absentee ballot return envelopes
- Early Voting is 100% staffed
- Election Day is 80% staffed
- November ballot approval

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- Voting machines are prep for November 6 Election
- Trainer classes
- Met with voter Councilwoman Robinson mentioned in last meeting
- TN House District precincts split
- Voting machine demonstration
- Deputy register class
- New VR system
- "What District Am I In?" tool
  - Chairman inquired about ballot printing capabilities
  - Commissioner Nollner inquired about coping and pasting capabilities
- Election Center Conference
- National Election Security Summit
- The Election Assistance Commission
  - Chairman requested for all commissioners to receive an invite
- Event for SCS students
- New copy machine at Nixon
- Upcoming Events

Commissioner Lester requested that poll workers be reminded to only provide voters with factual information.

**PUBLIC COMMENTS:**

Each visitor was given 3 minutes to speak

- Sanjeev Memula
- Kendra Lee
- Irene Hallett

**OLD / NEW BUSINESS:**

**New:** Commissioner Lester requested an HR Committee meeting. Chairman Meyers requested Commissioner Lester and Commissioner Stamson to schedule a HR Committee meeting.

**ANNOUNCEMENTS:**

- Regular Commission Meeting scheduled for Tuesday, October 16, 2018 at 4:00 p.m.

**ATTORNEY REPORT**

August 23, 2018 City of Memphis submitted a letter to change the referendum wording on the ballot. Changes cannot be made unless an amended ordinance be made by the City Council. Since the ballot was approved by the commission and the Coordinator of Elections, and not to exclude that over 200 UCAVA ballots have been mailed, and the date of change have passed, the request was unable to be approved.

**EXECUTIVE SESSION**

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, Joe Young, Genine Taylor, Attorney Ryder, Attorney Varela, and Attorney Hagler went into a private executive session.

**ADJOURNMENT:**

Commissioner Stamson made a motion to adjourn.

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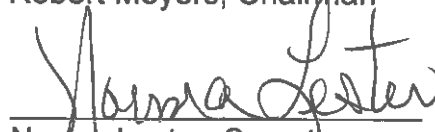
APPROVED

OTHERS IN ATTENDANCE:

Linda Phillips, Administrator	Vicki Wade
Joe Young, Deputy Administrator	Kelli Cook
Genine Taylor, VCS Manager	Terrence Smith
Deborah Upchurch, Staff	Lon Melton
Leonard Hopkins, ITS	Sanjeev Memula
Attorney Varela	
Attorney Ryder	
Attorney Hagler	
Suzanne Thompson- Cozza	
Attorney Bibbs	
Geoff Bates	
Kendra Lee	
Rose Ann Bradley	
Barbara Williams	
Irene Hallett	

  
\_\_\_\_\_  
Robert Meyers, Chairman

1/15/19  
Date

  
\_\_\_\_\_  
Norma Lester, Secretary

1-15-19  
Date



# Shelby County Election Commission

## Administrator of Elections Monthly Report September 2018

### Voter and Candidate Services

- Today is **National Voter Registration Day**. We are doing drive through registration in 7 parks and have a table at the Benjamin Hooks Library. We will be back in the parks on Saturday from 10:00am until 4:00pm.
- The deadline to register is Tuesday, October 9, 2018 for the November 6<sup>th</sup> election.
- We are drowning in VR forms. We have processed 9,561 since we finished reconciliation from the August election. Of these, 6,649 are new. There are 1,804 that are incomplete. We declined 1,108 for various reasons. Included in that number were 4,834 forms from the TN Black Voter project. Of the TN Black Voter project forms, 938 of 19.4% were declined since our records indicated that those individuals had been convicted of a felony and nearly 40% were incomplete.
- We have an additional 18,567 paper forms to process. We are frantically looking for temps and those of you who are friendly with members of the County Commission, we are going to vastly overspend our temp and OT budgets, so you might warn them.
- All 276 UOCAVA ballots were sent by the deadline of September 22, 2018.
- New absentee ballot return envelopes have been printed with an Intelligent Mail Barcode that will direct the USPS automated equipment to sort the ballots to the correct post office.

### Operations Department

- Early Voting is 100% staffed.

- Election Day voting is 80% staffed; as always we need Republicans to work in Memphis.
- The ballot was approved by the Coordinator's office last week. Getting a functional ballot with the number of candidates for governor was a bit of a challenge. Kudos to Caria for creating numerous versions until we finally got one that works.
- All voting machines have been cleared and set with the November election key.
- Train the trainer classes started yesterday. Early voting training starts October 9<sup>th</sup>. We have scheduled 70 Election Day training classes.
- Logic and accuracy testing on the voting machines will start September 26<sup>th</sup>.

#### **Administrator**

- We met with the voter that Councilwoman Robinson mentioned at the last meeting. As you may recall, the Councilwoman believed that the machine was changing the ballot. After the voter's first hand account of the incident, both we and the voter have a clear understanding of the human errors that lead to the machine displaying the wrong ballot for her split. **This was not a case of machine error, it was a series of human errors and an erroneous understanding of the process that lead people to an incorrect conclusion.** The machines worked as they are supposed to; bringing up the ballot that the card was encoded for. The pollworker, not having a good understanding of precinct splits, incorrectly encoded the access card and did this repeatedly.
- In your packet is a stapled packet of 13 sheets, one for each TN House district. The shows you which precincts are split, which may help in understanding how easily it is for pollworkers to encode the incorrect card. When someone uses the EPB to encode the card, it will be correct. The problem is, and this is particularly acute in primary elections, if a card has to be redone, human error comes into play as the pollworker has to encode the card on a handheld encoder; for some precincts, there are so many splits that they have to select the correct encoder and then the correct split. So, if you look at the packet, the more color on the page, the fewer the splits. This problem is worse in some house districts than

others. If you look at the last page of the handout – TN House District 99, you will see that there is only one split precinct; some of the voters in MIL01 are in TN House 99 and some are in TN House 86. However, if you look at Page 2 of the packet, which is TN House District 84, there are only two precincts that are not split. Most of the rest of the world redraws the precinct lines when redistricting occurs; it's not clear to me why this was not done.

- The Voting Machine Demonstration was held on September 20<sup>th</sup> and it went well. All of the manufacturers who have certified equipment were present. It has been asked if we could have an additional event; the answer to that is basically no if we have the slightest chance of getting the machines by August, 2019. (It took nearly four weeks to arrange this one, so trying another should shove our timetable back too far.) However, we did do a Facebook live video of each demonstration and those can be viewed on our Facebook page. I've not yet had time to analyze the comments people left. I did review the media coverage; there has been a disturbing increase in the number of people calling for voter marked and hand counted paper ballots. Most of these are from people who have absolutely no first hand experience with counting paper. I can tell you that hand marked and hand counted paper ballots are not an option for Shelby County unless getting the results 48 to 72 hours after the election is acceptable for everyone.
- There will be one additional deputy registrar class next week. Wednesday, October 3<sup>rd</sup> at 10:00am here at Nixon.
- The 3<sup>rd</sup> Quarter Newsletter is out; a copy is in your folders.
- Sometime on Tuesday, September 11<sup>th</sup>, our new web page had its' 500,000 page view since the launch of January 31, 2018.
- We launched our new VR system; I played with it and decided it was a vast improvement over our existing system and then left town.
- IT is developing an awesome new enhancement to our "What District Am I In?" tool; it will allow the voter to view a sample ballot precisely tailored to their residence address. I will sent you a link when it is up.

- **Carla, Joe, and I attended the Election Center conference in New Orleans; it was an excellent experience. We all learned some very interesting things that we want to put into practice as soon as possible.**
- **Joe attended the National Election Security Summit in St. Louis September 10<sup>th</sup> & 11<sup>th</sup>. Knowink and Everyone Counts also attended as did Tre Hargett, Mark Goins and Cliff Rodgers from TN. Topics discussed included resources from Homeland Security, physical security of buildings, sharing information and best practices for cyber security.**
- **The Election Assistance Commission will be coming to Shelby County to do an eight hour class on "Election Officials as IT Managers". We will be inviting other AOE's from the region to attend. We hope to confirm the date soon.**
- **We are working with Shelby County Schools and the I Am a Voter Collaborative on an event for SCS students who will be 18 by November 6<sup>th</sup>. On October 5<sup>th</sup>, there will be a field trip for those students to Mississippi Blvd Church to help them register, get photo ID and vote on a voting machine.**
- **We got a new copy machine at Nixon; it is a high speed color machine. We have also leased an additional machine for several months to help with some of the load. Stapling units have been installed on our two main machines.**
- **Days to Upcoming Events:**
  - **2018 General Election – 42 Days**