

**SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
AUGUST 20, 2019**

**APPROVED**

Regular Meeting of the Shelby County Election Commission was held on August 20, 2019, at 4:00 pm at the Election Operations Center, 980 Nixon Drive.

**CALLED TO ORDER:** Chairman Stamson     **Time:** 4:00 pm

**COMMISSIONERS PRESENT:** Commissioner Price, Commissioner Taylor, Commissioner Smith and Commissioner Tate

**RESOLUTIONS FOR THE CITY OF MEMPHIS ELECTION (SEE ATTACHMENT):**

- Item# 2019-04 Resolution to approve Early Voting locations, dates, times, number of personnel, and number of voting machines.  
**MOTION STATED:** Commissioner Taylor made a motion to approve Early Voting locations, dates, times, number of personnel, and number of voting machines for the City of Memphis October 3, 2019 Municipal Election.  
**SECONDED BY:** Commissioner Smith  
**OUTCOME OF MOTION:** Passed unanimously
  
- Item# 2019-06 Resolution to approve designate entrances for Early Voting Polling Location  
Public Chapter 90 requires the Election Commission to designate an entrance or entrances to the Early Voting Locations.  
**MOTION STATED:** Commissioner Taylor made a motion to approve designate entrances to Early Voting polling locations for the City of Memphis October 3, 2019 Municipal Election.  
**SECONDED BY:** Commissioner Smith  
**OUTCOME OF MOTION:** Passed unanimously

**RESOLUTIONS FOR THE TOWN OF ARLINGTON ELECTION (SEE ATTACHMENT):**

Item# 2019-05 Resolution to approve polling location change for ARL02.  
**MOTION STATED:** Commissioner Smith made a motion to approve Election Day polling location change for ARL02 for Town of Arlington September 19, 2019 Municipal Election.  
**SECONDED BY:** Commissioner Taylor  
**OUTCOME OF MOTION:** Passed unanimously

**POSTING CANDIDATES INFORMATION ON THE WEBSITE**

The board agreed and approved to remove the candidates' email address and phone from the certified candidates list.

**VR APPLICATION APPEAL**

**MOTION STATED:** Commissioner Smith made a motion to approve the recommend approval list as presented.

**SECONDED BY** Commissioner Price

**APPROVED:** Passed unanimously

**MOTION STATED:** Commissioner Smith made a motion to approve the recommend denial list as presented.

**SECONDED BY** Commissioner Taylor

**APPROVED:** Passed unanimously

**ATTORNEY REPORT**

Attorney Ryder introduces Mr. David Swadley, a new associate. Attorney Varela informed the board that the Lowry vs. SCEC lawsuit has been dismissed.

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

Given by Linda Phillips.

The following items were discussed:

- Maintenance project

**SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
AUGUST 20, 2019**

**APPROVED**

- 2,334 online registration received
- Voter registration deadline for Town of Arlington Election
- Voter registration deadline for City of Memphis Election
- UOCAVA ballots mailing update
- Operations department election mode update
- Election staffing update
- Ballator printer update
- Optical scanner update
- Address change form update
- Election Center Conference
- Town of Collierville annexation
- Candidate's meeting
- Early Voting at 157 Poplar
- Voting machine replacement project update
- Upcoming Events

**OLD / NEW BUSINESS:**

**Old:** None

**New:**

Commissioner Smith suggested developing a definition file to provide clarity to the All Detail File. Commissioner Smith inquired about mailing new registration cards to all voters that were assigned new registration number due to the new voter registration system.

Commissioner Smith inquired about the commissioner contact information being posted on Election Commission website.

Commissioner Smith inquired about his Bio being posted on the Election Commission website.

Commissioner Taylor inquired about county email address being forward to personal email.

Commissioner Smith inquired about Voter Lookup File.

**PUBLIC COMMENTS:**

All visitors were allotted three (3) minutes to speak

- Joseph Weinberg
- Pamela Moses
- Lawrence A Pivnick

**ANNOUNCEMENTS:**

- Regular Commission Meeting scheduled for September 17, 2019 at 4:00 p.m.

**EXECUTIVE SESSION**

The Commission recessed the public meeting at 5:30pm for an Executive Session to meet with legal counsel concerning the pending litigation. Chairman Stamson, Commissioner Smith, Commissioner Tate, Commissioner Price, Commissioner Taylor, Deputy AOE Joe Young, Attorney Ryder, Attorney Varela, and Attorney Hagler went into a private executive session. The public meeting resumed at 5.41 pm.

**ADJOURNMENT:**

Meeting was adjourned at 6:00pm.

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
AUGUST 20, 2019

APPROVED

OTHERS IN ATTENDANCE:

Linda Phillips, AOE via phone  
Joe Young, Chief Deputy AOE  
Deborah Upchurch, Staff  
Carol Collinsworth, Staff  
Leonard Hopkins, ITS  
Shelby County Attorney  
Attorney Ryder  
Attorney Varela  
Attorney Bibbs  
Attorney Hagler

Rose Ann Bradley  
Barbara Williams  
Lemichael Wilson  
Anthony Talley  
Mitchell Morrison  
A.J. Daneman  
Joseph Weinberg  
Larry Pivnick  
Pamela Moses  
Rodney Harper  
Suzanne Thompson- Cozza



Steve Stamson, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Anthony Tate, Secretary

\_\_\_\_\_  
Date

**RESOLUTION TO APPROVE EARLY VOTING LOCATIONS, DATES, TIMES, NUMBER OF PERSONNEL AND NUMBER OF VOTING MACHINES ASSIGNED TO EACH EARLY VOTING LOCATION FOR THE STATE AND FEDERAL GENERAL ELECTION AND MUNICIPAL ELECTIONS TO BE HELD ON OCTOBER 3, 2019**

Whereas, the Shelby County Election Commission, pursuant to TCA § 2-6-102 (a) (1), TCA § 2-6-103(a)(1), and TCA 2-6-104, must establish locations, dates, times, personnel and number of voting machines for Early Voting for the October 3, 2019, City of Memphis Municipal Election as follows:

**Downtown Location:**

SCEC Downtown 157 Poplar Ave., 38103

Beginning, Friday, September 13, 2019 through Saturday, September 28, 2019

Weekdays 9:00 AM to 5:00 PM

No Saturday voting at this location only

**AND**

**All Other Early Voting Location:**

Beginning, Friday, September 13, 2019 through Saturday, September 28, 2019

Weekdays 11:00 AM to 7:00 PM

Saturday, September 14 & 21, 2019, 10:00 AM to 4:00 PM

Saturday, September 28, 2019, 8:00 AM to 4:00 PM

Bellevue Frayser

3759 N. Watkins, 38127

Mt. Zion Baptist Church

60 S. Parkway E., 38106

Solomon Temple Mb Church

1460 Winchester Rd., 38116

WHEREAS, Seven (7) 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

Dave Wells Community Center

915 Chelsea Ave., 38107

Greater Lewis Street Church

152 E. Parkway N., 38104

Raleigh United Methodist Church

3285 Powers Rd., 38128

SCEC Downtown

157 Poplar Ave., 38103

WHEREAS, Eight (8) early voting personnel, Three (3) 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.

Glenview Community Center

1141 S. Barksdale ST, 38114

Greater Middle Baptist Church

4982 Knight Arnold Rd., 38118

Mississippi Blvd. Christian Church

70 N. Bellevue Blvd., 38106

Riverside Baptist Church

3560 S. Third St., 38109

Second Baptist Church

4680 Walnut Grove Rd, 38117

WHEREAS, 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.

Agri-Center  
Anointed Temple Of Praise  
Bellevue Baptist Church

7777 Walnut Grove Rd., 38120  
3939 Riverdale Rd., 38141  
2000 Appling Rd., 38016

WHEREAS, Nine (9) early voting personnel, Four (4) workstations, Nine (9) 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  
Berclair Church  
White Station C.O.C.

1574 E. Shelby Dr., 38116  
4536 Summer Ave., 38122  
1106 Colonial Rd., 38117

WHEREAS, Ten (10) early voting personnel, Four (4) workstations, Ten (10) 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.

BE IT THEREFORE RESOLVED That the Shelby County Election Commission hereby approves the Early Voting Locations, Dates, Times, and Number of Voting Machines, and appoints the Number of Personnel needed to staff each early voting location.

  
\_\_\_\_\_  
Steve Stanson, Chairman

  
\_\_\_\_\_  
Anthony Tate, Secretary

  
\_\_\_\_\_  
Matthew Price, Member

  
\_\_\_\_\_  
Bennie Smith, Jr., Member

  
\_\_\_\_\_  
Brent Taylor, Member

Adopted 8/20/19

Item #: 2019-06

Prepared by: Linda Phillips

Committee: Election Operations

Approved by: Linda Phillips

## **RESOLUTION TO DESIGNATE ENTRANCES FOR EARLY VOTING LOCATIONS**

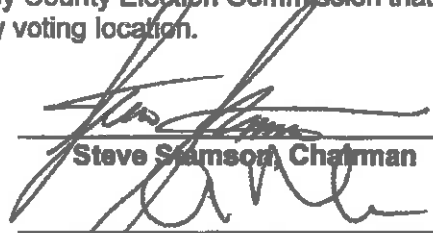
---

WHEREAS, Public Chapter 90 requires the Election Commission to designate an entrance or entrances to the Early Voting Locations,

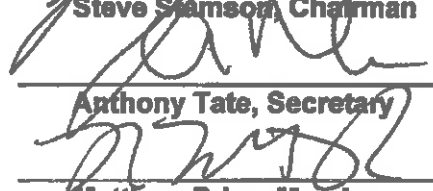
WHEREAS, staff has reviewed and recommends that the Election Commission designate these doors as the entrance to the Early Voting locations:

- Abundant Grace - the entrance to the Gymnasium; immediately to the west of the entrance to the Sanctuary.
- Agri-Center – the glass doors on the South side of Haley Harvest Drive, immediately adjacent to the area used.
- Anointed Temple of Praise - both doors on the west side of the Fellowship Building.
- Bellevue Baptist – the door closest to the room used for voting,
- Bellevue Frayser – the doors closest to the room used for voting,
- Berclair Church – the door to the Education building.
- Dave Wells Community Center – Main Entrance
- Glenview Community Center – Main Entrance
- Greater Lewis Baptist Church – Main Entrance
- Greater Middle Baptist Church – the doors on the north side of the building that lead into Fellowship Hall.
- Mississippi Blvd Christian Church - the main doors to the Family Life Center
- Mt. Zion Baptist Church – the door that faces Texas Street between the Sanctuary and the Education wing.
- Raleigh United Methodist Church – the doors on the lower level that enter immediately into the Fellowship Hall.
- Riverside Baptist Church – the doors on the west side of the gymnasium.
- Shelby County Election Commission – the doors on both the west and north sides of the building.
- Second Baptist Church – the doors that enter into the Sanctuary.
- Solomon Temple MB Church – the door to the left of main entrance to the Sanctuary and the rear door, which is easier handicapped access to the classroom used for voting.
- White Station Church of Christ – entrance on the east side of the main building from the parking lot.


NOW THEREFORE BE IT RESOLVED, By the Shelby County Election Commission that these are the designated entrance or entrances to each early voting location.



**Steve Stanson, Chairman**



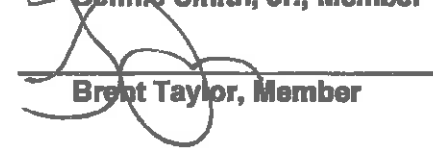
**Anthony Tate, Secretary**



**Matthew Price, Member**



**Bennie Smith, Jr., Member**



**Brent Taylor, Member**

Adopted: 8/20/19

Item #: 2019-06 05

Prepared by: Linda Phillips

Committee: Election Operations

Approved by: Linda Phillips

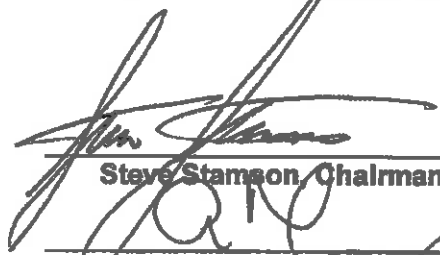
**RESOLUTION TO APPROVE POLLING LOCATION CHANGE FOR ARL02**

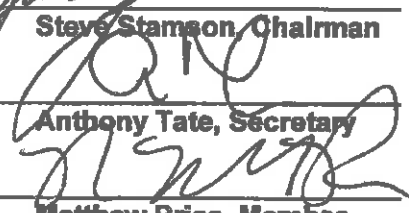
---


WHEREAS, The Election Commission has been informed that the construction at the Arlington Middle School is complete and the Town of Arlington desires to no longer use the Town of Arlington Town Hall as a polling place for ARL-02,

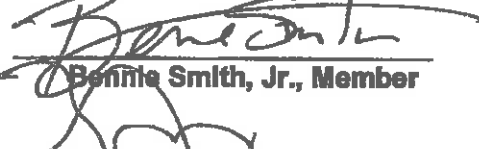
WHEREAS, The Shelby County Election Commission has confirmed the availability of Arlington Middle School, 5470 Lamb Road Arlington, TN 38002


NOW THEREFORE BE IT RESOLVED, By the Shelby County Election Commission that the voting location for ARL-02 is Arlington Middle School.

  
\_\_\_\_\_  
Steve Stinson, Chairman

  
\_\_\_\_\_  
Anthony Tate, Secretary

  
\_\_\_\_\_  
Matthew Price, Member

  
\_\_\_\_\_  
Bennie Smith, Jr., Member

  
\_\_\_\_\_  
Brent Taylor, Member

Adopted: 8/20/19





# Shelby County Election Commission

## Administrator of Elections Monthly Report August 2019

### Voter and Candidate Services

- Staff has been working on the list maintenance project; we are about 70% complete. Senior staff is reviewing those voters flagged for the cancellation to be certain that they are correct.
- We received 2,334 online registrations in July. We are essentially caught up with paper applications; only the problems remain like invalid or missing addresses.
- Today is the voter registration deadline for voters in Arlington; all of the apps should be completed well in advance of the start of early voting.
- The deadline for voter registrations for voters in Memphis is Tuesday, September 3, 2019. Unless we have a huge influx of forms on the deadline, I anticipate no problem finishing them before the start of Early Voting on September 13<sup>th</sup>.
- The UOCAVA ballots for Memphis went out on time. There were no UOCAVA ballots for Arlington.

•

### Operations Department

- The Operations department is in full-on election mode. The ballots have been built and have been triple proofed. The machines for Arlington are ready. Logic and accuracy testing is being done for Memphis.
- The Elections Officials department is busy locating poll workers; they are on track to complete their tasks. Training has started for Arlington and Memphis begins soon.
- The second ballator printer died last week and the vendor was unable to resuscitate it. They are bringing in another unit next week; there will be a huge celebration when we can have them removed. We are having fantasies about whether their demise will be via sledgehammer or by bonfire.

- We continue to have problems with the optical scanners; we are counting the days until we can destroy them and replace with newer technology. They were serviced and are now working, but they are at end of life. Fortunately, there are currently only four absentee ballots for Arlington and Memphis rarely has more than 1,000, so if necessary they could be hand-counted.
- We redesigned the address change form to make it easier for poll workers and voters to use. The new form will debut for the Memphis election. (A thank you to Davidson County for sharing their form with us.)

## **Administrator**

- Carla Lytle and I are obviously not physically present today; we are in Orlando attending the annual Election Center conference. Some of the topics that we are covering are election security, engaging young adults, best practices for larger jurisdictions, the Federal Voting Assistance Program, and voting accessibility and usability.
- Carla and I also traveled to Nashville to observe their municipal election on August 1, 2019. This election was the first use of their new ballot marking device system. We learned an enormous amount, not only about the equipment but about some of their process. (We stole several good ideas that we will be implementing in future elections and some things they do left us bewildered.)
- The Town of Collierville has annexed several parcels effective September 1, 2019.
- We held a candidate's meeting on September 15, 2019. 52 of the campaigns were present. A copy of the information we covered is in the brown envelope in your folders. Candidates who did not attend had the information mailed to them.
- Although you probably figured this out already when you approved the EV resolution, Early Voting is returning to 157 Poplar for the Memphis election. We will be using the room next to Suite 137; it currently has vending machines in it. The machines will be moved out while we use the space. A big thanks to Mayor Harris and his staff for making this possible. With Early Voting returning to this location, there is also a policy regarding the placement of signs. No sign taller than 40" or larger than 16 sf feet will be permitted on the northwest corner of the property; this is to prevent unfortunate incidents like the one in 2016 where a pedestrian was nearly killed because a driver couldn't see through an enormous

campaign sign. There is space for huge signs along Poplar street; you can find a map in the candidate's information packet.

- **The voting machine replacement project is in process. The project is being done in several phases and with a request for proposal for the voting machines and replacement of the election management system and a separate request for proposal for the poll books. In addition, there will be RFQ's issued for the parts of the project that can be accomplished with LOSB/MBE/WBE. These RFQ's will be for voter education, destruction/recycling of the existing equipment, training video and materials, modification of the building to provide secure fireproof storage, and depending upon the system selected, ballot stock. Again, depending upon the machines purchased and the timing of their arrival, there may also be an opportunity for moving and storage for a local firm. The RFQ's are not going to be sub-contracts of the voting machine package; this will allow us to maintain better control over the deliverables.**
  
- **Days to Upcoming Events:**
  - **Town of Arlington – 30 Days**
  - **City of Memphis – 44 Days**
  - **Presidential Preference Primary – 196 Days**
  - **County General/State Federal Primary – 352 Days**
  - **Presidential Election – 441 Days**