

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
APRIL 19, 2016

APPROVED

The Regular Meeting of the Shelby County Election Commission was held on April 19, 2016 at 4:00 PM at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Chairman Meyers at 4:06PM. All Commissioners were present with Commissioner Nollner arriving late.

APPROVAL OF MARCH 21<sup>ST</sup> AND APRIL 8, 2016 MINUTES

Defer to next meeting

RESOLUTION FOR DEPUTIZING VOLUNTEERS FOR SUPPLEMENTAL REGISTRATION UPDATE

Mr. Young stated the State Coordinator of Election Office suggested passing a policy rather than a resolution. Although a resolution can be submitted for an approval, the State Coordinator of Election Office suggested completing more research to gather information to implement to volunteer and train staff. Discuss followed.

**Action Items:**

- Chairman Meyers requested Mr. Young to construct a Deputizing Volunteers for Supplemental Registration Policy and submit the policy at the next meeting (Tuesday, May 17, 2016) to the board and the attorney(s).

ATTORNEY'S REPORT

Mr. Varela reported they are reviewing the proposed amendment and complaints they received on Friday, April 15, 2016 for the Wanda Halbert case. They have not received any additional discoveries. Chairman asked if the proposal have any cause of action. Mr. Varela stated upon his review "it might be" however they will wait until Mr. Ryder return from out of town to determine what the response should be. This is a second proposed amendment. Ms. Halbert attorney has not filed a motion to amend; he has just submitted proposed amendment complaint to our review. Possible trial date scheduled for September. Discussion followed.

Ms. Hagler – no report

VCS/HR MANAGER'S REPORT (ATTACHED)

Given by Dan Dow

OPERATIONS MANAGER'S REPORT (ATTACHED)

Given by Darral Brown

Discussion followed

**Action Items:**

- Chairman requested research on amend the budget 2016/2017 to add money for batteries for the voting machines and printers for Early Voting.
- Commissioner Stamson suggested requesting money for next year budget 2017/2018 for batteries
- Commissioner Stamson requested 2017/2018 budget prep start time should be six (6) months in advance.
- Commissioner Stamson requested all Absentee Ballot styles be tested before distribution
- Commissioner Stamson requested Absentee counting board start counting absentee ballot earlier

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**RESOLUTION 06/02/2016 TO APPROVE EARLY VOTING LOCATIONS, DATES, TIMES FOR THE FERERAL AND STATE PRIMARIES AND COUNTY GENERAL ELECTIONS TO BE HELD ON AUGUST4, 2016**

Early Voting Downtown:

Friday, July 15, 2016 – Friday, July 29, 2016

Weekdays: 10:00a.m. – 7:00p.m.

Saturday, July 16, 2016: 8:00a.m. – 4:00p.m.

Saturday, July 30, 2016: 10:00a.m. – 4:00p.m.

Satellite Locations:

Monday, July 18, 2016 – Friday, July 29, 2016

Weekdays: 10:00a.m. – 7:00p.m.

Saturday, July 23, 2016: 10:00a.m. – 4:00p.m.

Saturday, July 30, 2016: 10:00a.m. – 4:00p.m.

Chairman Meyer amend that the personal and number of voting machines exceed the 2008 Election allocations. Discussion followed. Commissioner Nollner moved to approve. Commissioner Lester seconded. Approved: Unanimously.

**RESOLUTION FOR POLLING LOCATION CHANGE FOR WARD GER PRECINCT 06**

Commissioner Lester moved to approve. Commissioner Stamson seconded.

Approved: Unanimously. Discuss followed

**RESOLUTION FOR EARLY VOTING LOCATION CHANGE IN LAKELAND**

Commissioner Stamson moved to approve. Commissioner Nollner and Lester seconded.

Approved: Unanimously

**DEPUTY ADMINISTRATOR'S REPORT (ATTACHED)**

Given by Joe Young

**Action Items:**

- Provide the commissioner with the new voter registration system vendor demonstration presentation schedule
- Commissioner Nollner requested Mr. Young to contact by letter the Postmaster Memphis to inform the Postmaster Memphis about the misdirected mail issue that occurred during March 1,2016 Election.
- Provide feedback for ES&S services

Commissioner Lester moved to approve Mr. Young and other management to meet with Support Services to address and resolve the lack of work space issue. Commissioner Stamson seconded.

**CERTIFICATION OF CANDIDATES FOR STATE PRIMARY & SHELBY COUNTY GENERAL ON AUG. 4, 2016**

Commissioner Nollner moved to certify. Commissioner Tate seconded.

Approved: Unanimously.

**NEW VOTER REGISTRATION SYSTEM UPDATE**

Included in Deputy Administrator's Report. Discuss followed.

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**FY17 AUDITOR'S RFP PROCESS**

**Action Items:**

- Mr. Young will inquire about a contract extension or renewal. The two companies in question are Watkins Uiberal and Banks, Finley, Whit & Co.

**OLD / NEW BUSINESS**

Commissioner Nollner presented the possibility of changing where the Election Commission places the ad in the Commercial Appeal.

Commissioner Lester asked for clarification on staff training

**Action Items:**

Mr. Young inquire about annexation

Send flowers or donation to Ms. Nancye Hines Funeral

Contact Pam Crosno to employ as a temp to train Deborah Upchurch

**ANNOUNCEMENTS:**

The next Election Commission meeting is scheduled for Tuesday, May 17, 2016 at 4:00 p.m.

**REQUESTED TO SPEAK:**

Mr. M. Latroy Williams was given 3 minutes to address the Commissioners. Discussion followed.

Mr. Del Gill was given 3 minutes to address the Commissioners.

**ADJOURNMENT**

Meeting was adjourned

**Others in attendance:**

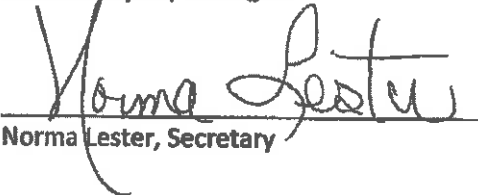
Joe Young, Deputy Administrator  
Darral Brown, Operations Managers  
Dan Dow, VCS Manager  
Deborah Upchurch, Staff  
Genine Taylor, Staff  
Leonard Hopkins, ITS

Attorney Pablo Varela  
Attorney Monica Hagler  
Attorney Bibbs  
Suzanne Thompson  
Rose Ann Bradley  
M. Latroy Williams  
Del Gill



Robert Meyers, Chairman

\_\_\_\_\_  
Date



Norma Lester, Secretary

\_\_\_\_\_  
Date

5-17-16

# *Shelby County Election Commission*

**ROBERT D. MEYERS**  
*Chairman*

**NORMA LESTER**  
*Secretary*

**DEE NOLLNER**  
**STEVE STAMSON**  
**ANTHONY TATE**  
*Members*



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**RICHARD L. HOLDEN**  
*Administrator of Elections*

**JOE WM. YOUNG, II**  
*Deputy Administrator  
of Elections*

## *Voter and Candidate Services Monthly Report*

### *April 2016 Meeting*

#### **Voter Registration Applications**

During the month of March, we received approximately 7,800 voter registration applications. The backlog of new registrations at March 31, 2016 was approximately 6,100. Approximately 1,100 voter registration cards were mailed. Currently, we are receiving an average of 150 applications per day. The backlog of applications is primarily the result of registrations received after the 30 day deadline and between February 2, and March 21 (the date the election was certified). These applications have been entered into the voter registration system and currently are being reviewed and approved.

Other documents being processed are pending letter responses from deficient applications, address confirmations, and the state reports for deceased voters, duplicate social security numbers and felons.

#### **Supplemental Voter Registration – 2016**

Supplemental Voter Registration was completed in early April 2016. We visited 71 schools and received 3,133 applications, compared to 3,214 in 2015. We plan to complete processing of the applications by the end of May.

#### **Campaign Financial Disclosures**

First quarter reminder letters and disclosure forms were mailed on April 4, 2016 to 16 candidates and 20 PACs. The CFDs were due on April 11, 2016 and to date, we have received 10 from candidates and 9 from PACs. Certified letters will be mailed on April 18, 2016. If CFDs are not filed within 5 days of receiving the letter, or the letter is not accepted, they will be reported to the BECF.

#### **Petitions – Issued and Filed for August 4, 2016 Election**

As of April 14, 2016, one hundred petitions were issued; 74 were filed; and 64 had sufficient signatures. Five candidates withdrew their candidacy.

Shelby County Election Commission - Monthly Voter Services Report 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 TOTAL
Applications Processing													TOTAL
Applications Received	5,611	9,671	7,824										23,106
Processed													
VR Card sent (Approved)	2,587	3,169	1,130										6,886
Declined (Ineligible applicant)	984	1,078	367										2,429
Backlog (To be Processed)	1,671	3,670	6065 *										5,341
Pending (Awaiting Voter Input)	369	1,754	262										2,385
Cancelled Voter Registrations	3,399	3,132	59										6,590
Restoration of Voting Rights	5	0	10										15
Registered Voter Status Change													
Inactive to Active Status	4,284	1,585	2,720										8,589
Active to Inactive Status	6,421	10	10										6,441

\* Applications received after the registration deadline were entered into ESM and review and approval began on March 22.

Shelby County Election Commission - Monthly Voter Services Report 2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2015 TOTAL
Applications Processing													TOTAL
Applications Received	2,041	2,635	4,842	2,633	2,513	2,076	3,571	5,293	3,955	3,193	4,098	4,659	41,509
Processed													
VR Card sent (Approved)	1,132	1,797	2,507	1,620	1,694	1,396	1,283	3,816	1,969	2,930	1,223	2,310	23,677
Declined (Ineligible applicant)	174	410	397	322	284	368	287	791	453	506	299	401	4,692
Backlog (To be Processed)	545	30	97	245	202	290	1,740	0	190	263	1,611	1,573	6,786
Pending (Awaiting Voter Input)	190	427	1,841	446	333	307	261	686	1,343	1,155	965	375	8,329
Cancelled Voter Registrations	293	641	2,178	285	1,163	474	456	1,769	654	593	717	740	9,963
Restoration of Voting Rights	7	5	7	4	5	2	1	4	6	2	2	2	47
Registered Voter Status Change													
Inactive to Active Status	93	170	167	107	86	107	91	679	987	1,829	1,427	1,018	6,761
Active to Inactive Status	160	945	199	89	129	66	1,181	12,479	19,107	4,816	8,485	22,045	69,701

# *Shelby County Election Commission*

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*Chairman*

**NORMA LESTER**  
*Secretary*

**DEE NOLLNER**  
**STEVE STAMSON**  
**ANTHONY TATE**  
*Members*



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**RICHARD L. HOLDEN**  
*Administrator of Elections*

**JOE WM. YOUNG, II**  
*Deputy Administrator  
of Elections*

## **Elections Operations Manager Report**

**April 2016**

### **Voting Machines Dept.**

- Sending out defective TSX and EPBs for repairs
- Clearing TSX archives from previous election and preparing VM for upcoming election
- Updating training manual
- Conducting private elections
- Confirming supplies needed for upcoming election (we need to order 25 printers )

### **Absentee**

- All letters send to provisional voters confirming their voting status for Primary election
- Responding to new absentee requests (requirements)
- Updating permanent and military applications as they come in
- Preparing nursing home schedule

980 Nixon Dr. \* Memphis, Tennessee 38134

[www.shelbyvote.com](http://www.shelbyvote.com)

## Election Official

- Submitting list of Early Voter workers to HR to change their status to active for payroll purposes
- Crossing training temp staff to assist Carla with EO duties (training, payroll, and staffing)
- Reviewing Job Aids for improvements
- Restocking Early Voting bags with supplies
- Working on training schedule for Officers and workers
- Revising training material based on feedback from trainers and workers and preparing for classes

## Operations –

- Confirming Early Voting sites ( and room locations) for upcoming election
- Updating Election Day polling sites information (contacts, building space, and parking)
- Preparing forms for ES&S to assist in election build
- Request approval for 2 additional techs (1 Dem 1 Rep)



**Shelby County Election Commission  
Deputy Administrator's Report  
April 19, 2016**

**Budget**

Staff members are continuing to work with Chairman Meyers and Commissioner Lester on budgetary matters. The commissioners will be making the increase summary highlight presentation on the requested increase in FY2017 Budget on May 11, 2016.

The October 2015 election budget will be revised by \$40,000 to cover cost of legal representation in the Wanda Halbert Lawsuit. Expenses related to the election are being revised from an estimated \$885,000 to \$925,000. Estimations are required by county finance.

**Certification challenges**

Challenges to the Republican Party Primary candidacies of David Maldonado for U.S. Congressional District 8 and Dana Matheny for TN House District 95 were made by members of the Republican Party and later withdrawn. The Tennessee GOP did not file a challenge with the Shelby County Election and has dropped the matter.

**Website**

An initial evaluation of [www.shelbyvote.com](http://www.shelbyvote.com) was conducted by Civicplus. A review of the analysis was conducted by CivicPlus via webinar. The report included data regarding the number of visits, what area of the website visited most, and the amount of time spent by visitors to the website. The analysis and cost are included with this report.

Some of the information provided by the vendor will be used to make short term changes to the current website.

**ESM Replacement Project**

Pre-bid presentations in the form of software demonstrations will be made by several vendors on April 25, 2016. This will provide members of the ESM Replacement Committee and staff an opportunity to become better familiar with software currently on the market. Demonstrations will be done in person and via GTM.

A project status report will be given to the county IT Steering Committee on April 19, 2016.

**Election Post Analysis**

Voter and Candidate Services and Operations Departments compiled post election analysis reports. These reports along with other information and observations regarding the recent election and prior elections will be use to evaluate and identify opportunities for election delivery and operational improvement through the Quality Monitoring Plan (QMP). The QMP will be ready by the next regularly scheduled board meeting.

### **Referenda**

There could be as many as three referenda on the November 2016 ballot if sufficient signatures are obtained. They are as follows:

1. Wine In Grocery Stores (WIGS) for unincorporated areas of Shelby County. Signatures are currently being obtained with just over 2100 signatures of registered voters in *unincorporated* Shelby are required.
2. A referendum to change the charter of the City of Lakeland from Manager/Alderman to Mayor/Mayor.
3. A referendum to eliminate term limits for elected officials in the City of Lakeland.
4. Items 2 and 3 are under review by the State Coordinator of Elections office is in progress.
- 5.

Voter and Candidate Services is making staffing preparations for signature verification.

### **Absentee Ballot**

Letters to each of the individuals whose absentee ballots was erroneously delivered to the Shelby County Assessor's office on Mullins Station Road by USPS Special Delivery. The letters notified the voters that their absentee ballots were not counted because they were not timely received the election commission and the refund amount to which they were entitled due to the USPS error.

A letter was sent to the Shelby County Assessor explaining the mail delivery error and the consequence to the voter. The Assessor's office was asked not accept special delivery absentee ballots from USPS and if inadvertently accepted to notify the election commission immediately and a member of our staff would be dispatched to recover the absentee.

Steve Shular has pledged his support and cooperation in getting information out to all divisions of county government regarding the handling of absentee ballots. Details of the August 2016 will be provided within the next two weeks.

### **Transportation**

Shelby County Support Services has provided a loaner replacement vehicle until the permanent vehicle is received.

**Space**

Work with Shelby County Support Services for the purpose of identifying space to accommodate approximately 20 temporary data entry staff. Among the immediate options being discussed are 1075 Mullins Station and Code Enforcement. These locations will not present parking problems for temporary staff and are both in close proximity to 980 Nixon.