

SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
August 16, 2016

APPROVED

The Regular Meeting of the Shelby County Election Commission was held on August 16, 2016 at 4:00 PM at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Chairman Meyers at 4:00PM. All Commissioners were present.

APPROVAL OF JULY 19, 2016 MINUTES

July 19, 2016 Minutes

Commissioner Stamson moved to approve. Commissioner Nollner seconded.

Approved: Unanimously

CERTIFY RESULTS OF AUGUST 4, 2016 ELECTION

Commissioner Lester moved to approve. Commissioner Nollner seconded.

Approved: Unanimously

Discussion followed.

RESOLUTION TO ADOPT AN OPEN RECORDS POLICY

Reschedule for next meeting

ATTORNEY'S REPORT

Given by Attorney John Ryder

- **Halbert v. SCEC**

- Judge Acree has been appointed as special judge. Judge Acree is considering the plaintiff amended complaint. Judge Acree will rule on the amended complaint by the end of August. Discovery will proceed after ruling. Trial is scheduled for February 13, 2017. Discussion followed.

ADMINISTRATOR'S REPORT (ATTACHED)

Given by Linda Phillips

Discussion followed.

Action Items:

Commissioner Stamson suggested printing precinct map for each poll location.

Commission Nollner suggested placing a sign on the voting machine that states "Review Ballot before you push the Cast Ballot button".

REQUESTED TO ADDRESS THE COMMISSION

Ms. Bradley was given 3 minutes to address the Commissioners.

OLD / NEW BUSINESS

- **Certify candidates for Nov. 8th Election & Lakeland, Memphis, Millington and WIGS Referendums**
Commissioner Tate moved to approve. Commissioner Stamson seconded.
Approved: Unanimously
Discussion followed.
- **Resolution for Nov. 8th Early Voting locations, dates & times**
Commissioner Stamson moved to approve. Commissioner Nollner and Commissioner Lester seconded.
Approved: Unanimously

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Discussion followed.

ANNOUNCEMENTS:

- Next Election Commission meeting is scheduled for Tuesday, September 20, 2016 at 4:00 p.m.

ADJOURNMENT

Meeting was adjourned at 5:00


Others in attendance:

Linda Phillips, Administrator
Joe Young, Deputy Administrator
Darral Brown, Operations Managers
Dan Dow, VCS Manager
Deborah Upchurch, Staff
Leonard Hopkins, ITS
Attorney John Ryder

Attorney Bibbs
Attorney Monica Hagler
Suzanne Thompson
Linda Moore
Barbara Williams
Steve Ross
Rose Ann Bradley




Robert Meyers, Chairman



Date



Norma Lester, Secretary



Date



Shelby County Election Commission

Administrator of Election Monthly Report

August, 2016

It is 84 days until November 8, 2016!

Election Day, August 4, 2016

- The election went relatively smoothly. Turnout was certainly below expectations. As you can see in the report below, turnout was very slow. We had capacity for 90,000 Election Day votes; we had less than 40,000.

August Primary Turnout Figures

	2010	2012	2014	2016
Active Registered Voters			503,519	475,125
Inactive Registered Voters			33,547	81,549
Total Registered Voters	600,349	598,983	537,066	556,674
Election Day Voters	65,113	68,542	57,431	39,217
Absentee Voters	1,339	1,648	1,386	1,345
Early Voters	73,016	59,794	72,061	42,719
Provisional Votes	111	82	50	27
Total Voters	139,579	130,066	130,928	83,308
Voters as a Percent of Active Voters			26.00%	17.53%
Voters as a Percent of Total Voters	23.25%	21.71%	24.38%	14.97%

- We terminated one officer for failing to appear. We sent an emergency team to the location; they were processing voters only a few minutes late using paper ballots; the site was up and running normally sometime between 9 and 9:30.
- Three voting machines were not delivered to the correct location. We will be working with the vendor to ensure that this doesn't happen again or we will find another vendor. The election workers should have caught this about 6:05am; we will be reviewing their training.
- The complaints received on Election Day were largely unfounded; there was one voter who received the incorrect ballot through human error but they pushed cast ballot before asking for help so we really had no options. We are working on providing better maps that show the precinct splits more clearly, so voters can better understand that they are getting the correct ballot and yes, their neighbor across the street may have something different.
- We received 86 total provisional ballots. Of those, 27 were counted. 59 were not counted. 4 ballots were not done correctly; they had no envelopes and paperwork; we will be reviewing the training for those election officials. 37 were not registered, 2 were from felons, 1 was in the wrong precinct, 13 had no ID and two had been sent absentee ballots.
- Reconciliation went well. A summary is shown below comparing voters who checked in with votes on the machines. Overall we had eight more entries on the participating voter list than votes on the machines; while I would like them to match exactly, you will always find a few voters who sign in and then leave without casting a ballot. We have four documented cases of this occurrence; but sometimes this is not noticed. Overall, this is an error rate of .000096%.

Reconciliation of SOVC and PVL

	SOVC	PVL	Difference
Election Day	39,217	39,248	-31
Provisional	27		27
Absentee	1,345	1,346	-1
Early Votes	42,719	42,722	-3
	83,308	83,316	-8

- Watkins Uiberall conducted their inspection on August 9th. There was one minor discrepancy when a card for Precinct 45-04 failed to completely upload on election night; there was a difference of three votes. The card was re-uploaded and all now balances. Their report has been issued. A copy is in your folders.
- We are working with the principal of Florida Kansas Elementary School to find a more satisfactory location within the school for the November election. The set-up for the election was not satisfactory for the older or differently abled voter; it was hard to locate the entrance and the walk was entirely too long to get to the room. Once inside though, the room was wonderful.

Voter and Candidate Services

- 7,000 voter registration applications were received in July. All registrations received by the deadline were processed in a timely manner. As of last Thursday, we have 5,347 applications and other documents to process as soon as the hold is over.
- YTD applications total 55,090. Compare this to the 41,509 received for all of 2015.
- The deadline for petitions for November 8, 2016 General Election municipal elections for Bartlett, Collierville, Germantown and Millington is August 18, 2016 at noon. As of Thursday, August 11th, Sixty-four petitions have been issued and thirty-six have been filed. All 36 have sufficient signatures.
- We received 3,224 signatures for the Unincorporated Shelby County WIGS Question. The 2,109 signatures required to place the question on the ballot were validated as of August 11, 2016.
- All of the second quarter CFD reports have been filed. Of the Mid-Term CFD reports that were due July 15th, all PAC have filed. 61 candidates have filed; 23 have not turned in their reports.
- Reconciliation of the August 4, 2016 election went well. Kudos to Dan and his team for finishing it Friday.
- VCS Staff manned the front desk from 7am until 7pm on Election Day.

Operations Department

- All early vote and Election Day payroll has been completed and is in the hands of finance.
- We have ordered an additional 200 batteries; we are ensuring that all locations will have at least two machines with new batteries.
- We are completing an inventory of supplies, particularly signage, and will order enough for fall.

- We are exploring the cost to purchase some older generation smart phones for the early voting officers and election day inspectors; this would allow us to use applications like Slack which would greatly facilitate communication on Election Day.
- We are preparing surveys to be sent out to all of the early voting officers and the inspectors asking questions about their familiarity with smart phones. We are also surveying the election day officers to inquire about problems and solicit their suggestions for November.

Administration

- The election is thundering down upon us. I have attached a sheet that shows my best guess (plus a liberal fudge factor) for November. I had planned on this being no more than a 3 minute ballot, which would have meant that we had enough voting machines to accommodate about 165,000 Election Day voters with minimal wait times. Unfortunately, the City of Memphis has placed a referendum question on the ballot which will add at least an additional minute to the ballot time for those voters in the city of Memphis. So, please encourage people to vote early. We are still working on allocations for Election Day machines but basically every machine we own will be used.
- We are searching for a candidate to fill our technician position; we will be hiring a full time clerical person shortly.
- We received and are testing stylus for the voting machines; these will be attached to each machine for the fall. As more and more voters become familiar with capacitive touch screens like those on smart phones and tablets, we expect that they will have more and more difficulty with the resistive touch screens of the voting machines. The use of a stylus eliminates those problems. The machines are here for you to look at; please take a look and see which set-up you think voters will like.
- We will be changing the chain of custody process for the early voting machines. The daily seals will be recorded on multi-part carbonless paper; one copy will remain at the location, one copy will be returned to the turn in zone, and copies will be kept by the officer and deputy for comparison. The cards will not be removed from the machines on the final day of early voting. Instead the machines with their cards will be returned to the Operations Center where they will be secured. They will remain secured and sealed until Election Day when they will be opened and processed by a bi-partisan team. This change gives us a much stronger audit trail.
- We will be changing the way we archive previous elections on the GEMS server; previous elections will be removed and stored on an external storage device;

this dramatically limits the chances of pulling up the wrong election. (And I never miss an opportunity to point out that our servers are isolated; they are not connected to the internet, so hacking into them is not possible. Ditto for the voting machines.)

- I sent a thank you note on your behalf to the Election Day officer who responded calmly and competently to a medical emergency involving an election worker. A copy is in your folder. I did not provide copies to anyone else as I wished to preserve the privacy of the election worker.
- We are changing the Election Day officer positions slightly. Right now, the officer seeks a volunteer on Election Day from the other party to accompany them to the zone turn-in. We want to designate that person in advance and compensate them for the extra time required. This will add about \$1500 to our labor costs but save a lot of extra effort.
- The food we provided was very well received by the election day workers; we will continue this for fall as it more than paid for itself in time saved.
- We will be conducting some voter outreach and voter registration drives starting in Early September. September is National Voter Registration month; September 27th is National Voter Registration Day. As those details develop, we will keep you informed.10

Presidential Election Turnout Actual and Estimates

	2004 Kerry/Bush	2008 Obama/McCain	2012 Obama/Romney	2016 Estimated Clinton/Trump
Active Registered Voters				522,637
Inactive Registered Voters				81,549
Total Registered Voters	-	653,497	598,983	604,186
Election Day Voters	215,226	148,594	137,847	158,500
Absentee Voters	2,765	9,611	7,592	9,000
Early Voters	159,291	245,521	225,817	250,000
Provisional Votes	*Included in ED	829	360	500
Total Voters	377,282	404,555	371,616	418,000
Voters as a Percent of Active Voters	#DIV/0!	#DIV/0!	#DIV/0!	79.98%
Voters as a Percent of Total Voters	#DIV/0!	61.91%	62.04%	69.18%
Estimate at 60%				362,512
Estimate at 65%				392,721
Estimate at 70%				422,930
Maximum Election Day Capacity in Minutes at 7.2 minutes Per Voter				828,000
At 5 Minutes Per Voter				115,000
				165,600