

SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
December 13, 2016

APPROVED

The Regular Meeting of the Shelby County Election Commission was held on December 13, 2016 at 4:00 p.m. at the Election Operations Center, 980 Nixon Drive.

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

APPROVAL OF OCTOBER 25, 2016 MINUTES

Motion to Approve: Commissioner Tate

Seconded By: Commissioner Stamson

Voted Yes: All 5

Voted No:

Abstained:

Approved: Unanimously

APPROVAL OF NOVEMBER 28, 2016 MINUTES

Motion to Amend: Commissioner Nollner moved to amend the draft minutes to add the words "by both parties" at the end of the first sentence under Halbert v SCEC

Seconded By: Commissioner Stamson

Voted Yes: All 5

Voted No:

Abstained:

Approved: Unanimously

Motion to Approve as Amend: Commissioner Nollner

Seconded By: Commissioner Stamson

Voted Yes: All 5

Voted No:

Abstained:

Approved: Unanimously

ATTORNEY'S REPORT

Given by Attorney John Ryder

Discussion followed.

- **Halbert v. SCEC**

A status conference was held Tuesday, December 13, 2016. Both parties completed a recount. After the recount, both parties confirmed the same numbers. As a result of the recount, there was a net gain for Ms. Robilio and net loss for Ms. Halbert. The Judge inquired about dismissal of this case which was not the position of the plaintiff. We are going to request a judgment or motion to dismiss. March 2, 2017 is the next deadline to file motion.

ADMINISTRATOR'S REPORT (ATTACHED)

Given by Linda Phillips

Discussion followed.

SHELBY COUNTY ELECTION COMMISSION
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2017/2018 Budget

Presented by Linda Phillips

Motion to Approve the Proposed Budget: Commissioner Stamson

Seconded By: Commissioner Nollner

Voted Yes: All 5

Voted No:

Abstained:

Approved: Unanimously

OLD BUSINESS

- **Amend the Certification Results of November 8, 2016 Election**
Motion to Approve as Amend: Commissioner Stamson
Seconded By: Commissioner Nollner
Voted Yes: All 5
Voted No:
Abstained:
Approved: Unanimously

NEW BUSINESS

None Stated

ANNOUNCEMENTS:

- Will be announced


ADJOURNMENT

Meeting was adjourned at 5:16p.m.

OTHERS IN ATTENDANCE:

Linda Phillips, Administrator
Darral Brown, Operations Managers
Dan Dow, VCS Manager
Deborah Upchurch, Staff
Leonard Hopkins, ITS
Attorney Pablo Varela


Attorney Bibbs
Rose Ann Bradley
Bill Dries, DailyNews



Robert Meyers, Chairman

2/21/17

Date



Norma Lester, Secretary

Date



Shelby County Election Commission

Administrator of Election Monthly Report

December 13, 2016

Voter and Candidate Services

- 12,365 voter registration applications were received in November and approximately 8,817 cards were mailed. There was a backlog of about 7,300 applications at the end of November.
- YTD applications total 93,997. Compare this to the 41,509 received for all of 2015.
- Reconciliation for the November 8th election began on November 9th. There were 5,457 manual ballot applications that need to be reconciled. Additionally, there were about 1,700 change forms that needed to be processed.
- All pre-general CFD reports due 11/1/2016 have been received.
- 3rd Quarter reports due 10/11/2016 have been received from all except: Kevin Woods, Scott McCormick, Kevin Vaughan, and Wright Cox.
- Mid Year CFD reports due 7/15/2016 have not been received from Eddle Jones, Thomas Long II, Rachael Knox, Delvin Lane, Michael Steven Moore, Charles Pickard, Thurston Smith, Michael Finney and Stephen Christian.
- Upcoming Due Dates:
 - Year End CFD due 1/31/2017
 - 4th Quarter CFD due 1/25/2017

Operations Department

- Organized, cleaned and put away supplies and equipment.
- Conducting two private elections – Hillcrest HS and Kirby Middle School
- Inventoried supplies.
- Mailed out letters to all provisional and absentee voters whose ballots were rejected.
- Began planning for the Arlington Municipal Election with preparation of turn-out estimates.
- Developed turn-out estimates for the County Primary in May, 2018.

Administrator

- I have been studying for the certification exam. I will take the exam in Nashville next week on Tuesday. After that I will be in the office for Wednesday and Thursday and then will be on vacation until January 9, 2017.
- We have continued with our outreach efforts -- the first of a series of election articles was published in La Prensa Latina. We have conducted several restorations of rights sessions; another is scheduled for January at the Excel Center.
- The restoration of rights document was re-written at a more appropriate reading comprehension level. A copy is in your folder.
- You may have noticed that access to the server room now requires a swipe token for entry; there is an electronic record of access to the room.
- Many of the staff are taking vacations in December and January, so if you have questions or need information, please be patient.

FY 2018 Budget

Fiscal Year 2018 Budgets are due on Friday. Our budget requests vary widely with the elections we will be conducting in a particular cycle. Further complicating comparison with previous years is that we have refined the budgets for the August, 2018 State/Federal Primary/ County General Election. In previous year, all of the August Election expenses would have been budgeted in the FY 2019 budget; this ignored the fact that there are expenses for the August Election that must be incurred in FY 2018.

The following requests have been included in this budget:

- Increase of \$2.00 per hour in the pay rate for early voting officers. Presently, they are only being paid a few pennies more than the rest of the workers.
- We are asking for an additional full time employee to work in the Voter Registration/Absentee area. Currently we have only one employee in that area, so only one party is represented. While we use temporary employees of the other party to maintain party balance, the simple fact is that temporary employees don't have the same knowledge or experience that full time employees have. I think it is critical for the sanctity of the process to have full time representation for both parties. If this position is approved, the cost will be partially offset by a reduction of \$13,000 in temporary labor.

- Temporary labor is budgeted at the same for FY 2018 as FY 2017 to allow sufficient funds for list maintenance activities. I also anticipate needing some additional hours as we make the transition to a new voter registration system.
- We are requesting a one-time budget allocation of \$120,000. This includes \$90,000 for TSX batteries, \$20,000 for EPB batteries, \$2,000 for the replacement of the supervisor cards and \$8,000 for purchase of additional voter access cards. Our supervisor and voter access cards are aging; more fall with each election.
- We are requesting an additional request of \$70,000 for list maintenance activities; this activity occurs every other year.
- Under county guidelines, O&M cannot increase over FY17; when the one-time requests are subtracted, the request is for the same as 2017.
- In the election budgets, I am asking to increase the pay for officers and inspectors to \$220, this is an increase of \$70. I am proposing an increase of \$70 for all other workers as well. We have not increased poll worker pay for a number of years and it is becoming increasingly difficult to locate workers of both parties. If we get shot down on this, I will be asking for an increase in pay for a certified officer and paperwork clerk position; these are the two absolutely critical positions. I would like to require more training for these positions. We have not increased poll worker compensation since at least 2009.

And finally just for your information, it is 282 days until the Arlington Municipal Election!