

SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
FEBRUARY 16, 2016

APPROVED

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

Meeting was called to order by Commission Nollner. Commissioners Nollner, Stamson and Tate were present. Commissioner Lester attended via the phone. Chairman Meyers was excused.

APPROVAL OF JANUARY 19 AND 29, 2016 MINUTES

January 19, 2016 Minutes

Commissioner Stamson moved to approve. Commissioner Tate seconded.

Approved: Unanimously

Action Item: Commissioner Lester requested a follow up discussion regarding the documentation for voter participation.

January 29, 2016 Minutes

Commissioner Stamson moved to approve. Commissioner Tate seconded.

Approved: Unanimously

ATTORNEY'S REPORT

Mr. Ryder reported we have 2 pieces of litigation. Early Story case has been dismissed. The Wanda Halbert case is ongoing with a hearing scheduled with the Chancellor on February 17, 2016 at 10:00 a.m. to discuss and hopefully resolve discovery issues.

Ms. Hagler – no report

ADMINISTRATOR POSITION SEARCH UPDATE

Ms. Smith declined the position. Chairman Meyers was to contact the other two candidates, Linda Phillips and Scott Daisher and determine if they were still interested. With the Chairman's absence this will be discussed at a later meeting.

OPERATIONS MANAGER'S REPORT (ATTACHED)

Given by Darral Brown

Action Items:

- Mr. Brown will talk with County HR regarding paying stand-by election workers.
- Resolution needed to change Early Voting location in Lakeland.
- Commissioner Lester requested that Mr. Holmes be present on Election Day.

DEPUTY ADMINISTRATOR'S REPORT (ATTACHED)

Given by Joe Young

Action Items:

- Commissioners are requested to submit any questions on developing the new voter registration system RFP to Mr. Young.
- The questions will be provided to the vendor.
- Mr. Young to provide Commissioner Nollner follow up interpretation of the data regarding requirements from staff for VR system vs. vendor recommendations.
- Mr. Young to prepare Resolution to approve deputizing volunteers for supplemental registration.

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- Mr. Young to provide Ms. Wessel's the state requirements for certification documentation.
- Ms. Wessels requested that the committee meetings be held either first thing in the morning or late in the afternoon.

Additional discussion was held regarding the deliverables from the vendor in response to the developing the VR RFP.

Action Item:

- Anyone with questions regarding the deliverables from The Coeur Group or the RFP should submit them to Mr. Young.

VCS/HR MANAGER'S REPORT (ATTACHED)

Given by Dan Dow

Action Item:

- Commissioner Lester requests that any letters sent to the public should be approved by the Commissioners.

FY17 BUDGETS

The FY17 Budget – Mr. Young reported that Chairman Meyers and Commissioner Lester will do the official presentation to the County Commission. The individual department presentations have not been scheduled but will begin in May.

ANNOUNCEMENTS:

The next Election Commission meeting is scheduled for Tuesday, March 15, 2016 at 4:00 p.m. It was agreed to move the next scheduled meeting to Monday, March 21, 2016 for certification of the March 1, 2016 Elections.

ADJOURNMENT

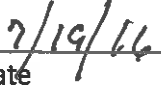
Meeting was adjourned

Others in attendance:

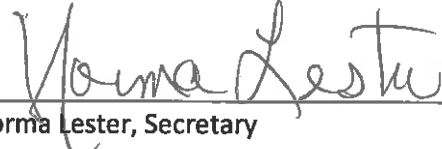
Joe Young, Deputy Administrator	Monice Hagler
Darral Brown, Operations Managers	Lee Wessels, ITS
Dan Dow, VCS Manager	Leonard Hopkins, ITS
Pam Crosno, Staff	Bridget Taylor
Deborah Upchurch, Staff	Linda Moore
John Ryder	Bill Dreiss
Pablo Varela	



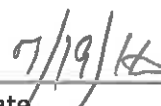
Robert Meyers, Chairman



Date



Norma Lester, Secretary



Date

Shelby County Election Commission

ROBERT D. MEYERS
Chairman

NORMA LESTER
Secretary

DEE NOLLNER
STEVE STAMSON
ANTHONY TATE
Members



(901) 222-8821
FAX (901) 222-8811

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

Deputy Administrator Report

Joe Wm. Young, II Deputy Administrator of Elections

February 16, 2016

ESM Replacement Project

The ESM technical consulting phase closed on February 8, 2016 with Dan McLane of Coeur Business Group's final presentation of the project's technical requirements to Project Executive Sponsor Chairman Robert Meyers and Project Manager Joe Wm. Young, II. Chairman Meyers accepted the project deliverables and a presentation was done for the Shelby County Election Commission Board, management, and representatives of the Shelby County Information Technology Services. A question and answer period followed.

Digital copies of the technical requirements, custom system model, vendor listing, and CBG's power point presentation were provided to the SCEC board and Shelby County IT. An RFP committee was formed and consists of Dan Dow, Deborah Upchurch, Darral Brown, Carla Lytle, Leonard Hopkins, Eddie Gentry, Lee Hopkins, a SCEC commissioner named by Chairman Meyers, and Joe Wm. Young, II.

Members of the SCEC board are urged to forward any RFP minimum requirements to the project manager for inclusion in the RFP. A copy of the state's minimum requirements is being distributed to the ESM Replacement RFP committee.

Request for Proposal (RFP)

Arrangements are being made for ESM Replacement Committee to meet in the afternoon on Monday February 22, 2016.

Budget

The proposed FY16-17 budget and the increase rationale, have been submitted to county Finance by Pam Crosno. The proposed budget is for \$1,697, 451 which is an increase of \$102,868.

Requests for Data

Data requests will be received for the Republican and Democratic executive committee and primary board chairs. The data will be placed on the county's sftp site to which they all have access. All other requests will be considered as public requests and will be processed accordingly with applicable fees.

Website

The Shelby County Election Commission website will be evaluated for content and layout improvement after the 2016 Presidential Primary Election. Changes to the website have been made "on the fly" and have changed the originally approved layout design. Information posted to the website is being more carefully monitored and must be approved by the manager of the submitting department.

Early Voting and Results Reporting

As of February 15, 2016, 3955 voters had cast ballots during early voting. The Tennessee Secretary of State Division of Election's website is updated with daily Shelby County voting results by political party. The Shelby County Election Commission's website is updated daily with an Early Voting Turn-out Report, a Participating Voters List, and a Political Party Voting Report.

In addition to PPP Early Voting, the Circus is also being held at the Agricenter from February 18-21, 2016. The Operations Manager is reviewing options to mitigate parking issues for voters. Early voting incidents will be logged and tracked with management updates as close to real time as possible.

ESM2010 and Windows 7

A template has been put into use to evaluate ESM2010 and Windows 7 to measure compatibility and improve implementation before full deployment. IT and SCEC are working to assure a successful implementation with organizational and departmental needs met.

Election Night Reporting

The build for 2016 PPP election night reporting has been successfully completed. Electionware software for our website election night reporting has been built. Zero files have been placed on the sftp server for media and those with access and Electionware are ready to go.

Other Notes

The coordinator of elections office suggests that the board consider and pass a resolution that establishes allowing trained members of volunteer voter registration groups be deputized and allowed to submit voter registrations as in-person voter registrations. Also, the roles, duties, and responsibilities of interns and others working at Zone turn in should be clearly defined. As appropriate, these individuals should be sworn-in.

The student interns should be sworn-in as requirement for participation to enrich their experience and appreciation of the solemn duties of their roles.

SHELBY COUNTY ELECTION COMMISSION
SPECIAL MEETING MINUTES
February 8, 2016

APPROVED

The Special Meeting of the Shelby County Election Commission was held on February 8, 2016 at 4:45 PM at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Chairman Meyers. All Commissioners were present.

COEUR BUSINESS GROUP PRESENTATION

Dan McLean presented the process and methodologies implemented to create a list of requirements to be used to create an RFP for a new voter registration system. This was the final presentation to provide deliverables as stated in the RFQ. Mr. Young received digital copies of all materials.

Questions and discussion followed.

All Commissioners requested copies of the actual presentation.

Chairman Meyers requested of ITS representatives whether they had the resources to help the Election Commission to take this process forward through the RFP process. Ms. Wessels and Mr. Gentry agreed they would be involved in the RFP process. With this information, the Election Commission will provide the business needs, ITS will add the technical and then work with the county purchasing department to publish the RFP.

Action Item: Determine exact requirements and a defined process for a vendor to become Certified with the State.

ANNOUNCEMENTS:

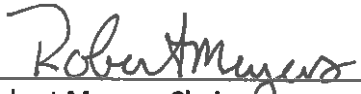
The next Election Commission meeting is scheduled for Tuesday, February 16, 2016 at 4:00 p.m.

ADJOURNMENT


Meeting was adjourned.

Others in attendance:

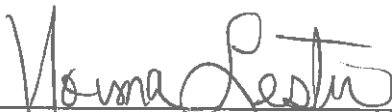
Joe Young, Deputy Administrator
Darral Brown, Operations Managers
Dan Dow, VCS Manager
Pam Crosno, Staff
Deborah Upchurch, Staff
Lee Wessels
Eddie Gentry
Leonard Hopkins
Rose Ann Bradley




Robert Meyers, Chairman



Date



Norma Lester, Secretary



Date

SHELBY COUNTY ELECTION COMMISSION
SPECIAL MEETING MINUTES
JANUARY 29, 2016

APPROVED

The Special Meeting of the Shelby County Election Commission was held on January 29, 2016 at 4:00 PM at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Chairman Meyers. All Commissioners were present. Chairman Meyers welcomed special guests former Election Commissioner Myra Styles and Neal Smith, Ms. Smith's husband.

RESOLUTION MAR16-01/19/2016 REV TO AMEND/CORRECT RESOLUTION MAR16/01/19/2016 TO APPROVE EARLY VOTING LOCATIONS, DATES AND TIMES FOR THE PRESIDENTIAL PREFERENCE PRIMARY AND SHELBY COUNTY PRIMARY ELECTION ON MARCH 1, 2016

Changing Downtown Weekday Early Voting times from 10 a.m. – 4 p.m. to 10 a.m. – 7 p.m.

Commissioner Stamson moved to approve. Commissioner Lester seconded.

Action Item: Commissioner Stamson asked that a request for increased security for 157 Poplar be requested after dark.

Approved: Unanimously

INTERVIEW OF MS. TAMMY SMITH FOR POSITION OF ADMINISTRATOR OF ELECTIONS

Commissioner Nollner moved to offer Ms. Smith the position of Administrator of Elections, subject to negotiations.

Commissioner Lester seconded. There was no discussion.

Motion was amended to state the offer was open through next Friday, February 5, 2015 at noon.

ADJOURNMENT

Meeting was adjourned.

Others in attendance:

Joe Young, Deputy Administrator
Darral Brown, Operations Managers
Dan Dow, VCS Manager
Pam Crosno, Staff
Deborah Upchurch, Staff
Leonard Hopkins, ITS
Myra Stiles
Barbara Williams
Rose Ann Bradley
Mickie Klenz
Del Gill
Linda Moore

Robert Meyers, Chairman

Date

Norma Lester, Secretary

Date