

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
MARCH 21, 2016

APPROVED

The Regular Meeting of the Shelby County Election Commission was held on March 21, 2016 at 4:12 PM at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Commission Nollner. All Commissioners were present with Chairman Meyers arriving late.

**APPROVAL OF February 8 AND 16, 2016 MINUTES**

February 8, 2016 Minutes

Commissioner Lester moved to approve. Commissioner Stamson seconded. There was no discussion.

Approved: Unanimously

February 16, 2016 Minutes

Commissioner Stamson moved to approve. Commissioner Lester seconded.

Commissioner Nollner suggested changing "any letters sent to the public should be approved by the commissioners" to "any form letter"

Suggestion was accepted.

Suggestion and February 16, 2016 Minutes were approved: Unanimously

March 11, 2016 Minutes

Commissioner Stamson moved to approve. Commissioner Lester seconded. There was no discussion.

Approved: Unanimously

**CERTIFICATION OF MARCH 1, 2016 MEMPHIS MUNICIPAL ELECTION**

The auditor's report, Statement of Votes Cast and Participating Voters List were provided to the Commissioners. Discussion followed. Commissioner Lester expressed her views on the media coverage. She further expressed gratitude to staff. Commissioner Lester discussed the discrepancies found. Chairman Meyers acknowledged the Auditors Report had fulfilled the board request to exam all the accumulative tapes. Commissioner Lester moved to Certify the Results of the Presidential Preference Primary and Shelby County Primary Election held on March 1, 2016. Commissioner Stamson seconded. Certification of the Results of the Presidential Preference Primary and Shelby County Primary election held on March 1, 2016 was unanimously approved.

**ADMINISTRATOR POSITION SEARCH UPDATE**

Mrs. Phillips accepted the invitation to attend the Commission Meeting, meet the employees and tour both locations.

**RESOLUTION FOR VOTING MACHINE ALLOCATION**

Commissioner Stamson presented Resolution TCA2-3-104/3-21-16 to approved voting machine allocation ratio. Commissioner Lester moved to approve. Commissioner Nollner seconded. Commissioner Nollner amends to change the word maximum to minimum. Commissioner Lester accepted the amendment. Approved: Unanimously Discussion followed. Commission Nollner question the machine ratio used in previous elections. Commissioner Tate asked for clarity on the ratio of machine and employees.

**Action Item:** Commissioner Stamson asked the Operation Manager to verify that all precincts locations can accommodate more machines.

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**ATTORNEY'S REPORT**

Mr. Varela reported the Wanda Halbert case is still in the discovery phase. The case has been set for trial but the scheduling order may have to be readdressed due to last status conference. They are working with Halbert Counsel.

Ms. Hagler – no report

**VCS/HR MANAGER'S REPORT (ATTACHED)**

Given by Dan Dow

**OPERATIONS MANAGER'S REPORT (ATTACHED)**

Given by Darral Brown

Discussion about the misdirected mail followed

**Action Items:**

- Chairman would write a letter to Mr. Leatherwood[Ms. Johnson]
- Mr. Young will email Chairman Meyers the number of voter affected by the misdirected mail issue.
- Mr. Young will contact the Coordinator of Election Office to inquire about possibly renting P.O. Box for absentee ballots as well as directions to what we can do to resolve this matter.
- Mr. Young / Mr. Brown will inquire about a contact person at the Postal Service as well as addressing the misdirected mail issue.
- Verify and inform the commissioners of the rule and restrictions on the six passenger SUV verses the four passenger SUV

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

Resolution 2-6-102/12-2016 to approved Early Voting polling location change for Lakeland. Lakeland Elementary School Principal and the City of Lakeland Attorney requested the Early Voting site change. Commissioner Stamson moved to approve. Commissioner Lester Seconded. Discussion followed: Resolution Item# 2-6-102/12-2015 should be 2-6-102/12-2016. Commissioner Stamson corrected the street name from Davis to Davies. Approved: Unanimously

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

Given by Joe Young

Addition to report:

- City of Lakeland group has submitted documentation to change the structure of the city government of Lakeland. The group requested the Election Commission to place the referendum on the November 8, 2016 ballot.
- City of Collierville called the Election Commission to clarify addresses after annexing several acres to build a new high school.

**Action Items:**

- Contact State for direction on how to proceed with City of Bartlett.
- Chairman Meyers requested for funds to be added for 2 fulltime employee positions and identify where the 2 fulltime position are needed.
- Research and inform the commissioners of the number of lost positions
- Mr. Young will verify the County Vehicle Acquisition Program leasing agreement amount.

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Additional discussion was held regarding the 2016/2017 budget year. Commissioner Lester thanked Pam Crosno for her service and Albert Holmes for his assistance with this election.

**NEW VOTER REGISTRATION SYSTEM UPDATE**

Included in Deputy Administrator's Report

**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**

Resolution to deputize volunteers for supplemental registration: Questions and discussion followed.

**Action Items:**

- Mr. Young will provide a copy of the resolution to the Coordinator Office and request feedback on the solution as well as the party parity.

Addition to Deputy Administrator's Report: Mr. Young provided update information about the Election Commission website.

Chairman Meyers thank Mrs. Crosno for her service and express that she would be missed.

**ANNOUNCEMENTS:**

The next Election Commission meeting is scheduled for Tuesday, April 19, 2016 at 4:00 p.m.

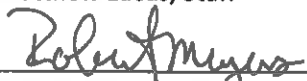
**ADJOURNMENT**

Meeting was adjourned

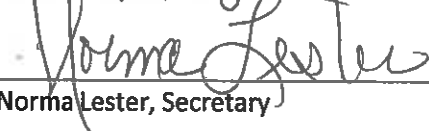
**Others in attendance:**


Joe Young, Deputy Administrator  
Darral Brown, Operations Managers  
Dan Dow, VCS Manager  
Deborah Upchurch, Staff  
Carol Collinsworth, Staff  
Mia Williams, Staff  
Genine Taylor, Staff  
Sharon Logan, Staff  
Matthew Lucas, Staff

Leonard Hopkins, ITS  
Pablo Varela  
Monice Hagler  
Linda Phillips  
Suzanne Thompson  
Barbara Williams  
Rose Ann Bradley  
Linda Moore, Commercial Appeal  
Ken Welsh

  
\_\_\_\_\_  
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*



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

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

## *Voter and Candidate Services Monthly Report*

### *March 2016 Meeting*

#### **Voter Registration Applications**

During the month of February, we received approximately 9,700 voter registration applications. The backlog of new registrations at February 29, 2016 was approximately 3670. Approximately 2,600 voter registration cards were mailed. We are receiving on average 200 applications per day.

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

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

As of March 17, 2016, we have visited 46 of the scheduled 77 schools and have received 1,959 applications.

#### **Campaign Financial Disclosures**

Reminder letters and disclosure forms were mailed to candidates January 21, 2016. To date, we have received 73 year end reports (due February 1); 58 4<sup>th</sup> quarter reports (due January 25); and 27 PACs (due February 1). We are still waiting on one year end report and one 4<sup>th</sup> quarter report.

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

As of March 17, 2016, seventy petitions have been issued and 15 have been filed. Two of those filed did not have sufficient signatures.

Shelby County Election Commission - Monthly Voter Services Report 2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016 TOTAL
<u>Applications Processing</u>													TOTAL
Applications Received	5,611	9,671											15,282
Processed													
VR Card sent (Approved)	2,587	3,169											5,756
Declined (Ineligible applicant)	984	1,078											2,062
Backlog (To be Processed)	1,671	3,670											5,341
Pending (Awaiting Voter Input)	369	1,754											2,123
Cancelled Voter Registrations	3,399	3,132											6,531
Restoration of Voting Rights	5	0											5
Registered Voter Status Change													
Inactive to Active Status	4,284	1,585											5,869
Active to Inactive Status	6,421	10											6,431

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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*Administrator of Elections*

**JOE WM. YOUNG, II**  
*Deputy Administrator  
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## **Elections Operations Manager Report**

**Mar 2016**

### **Voting Machines Dept.**

- Checking returning equipment for defects and verifying all equipment was returned (checking serial numbers on voting machines)
- Preparing for 3 private elections and training users on equipment use
- Organizing warehouse and putting equipment (voting machine and EV computers) in proper place
- Checking supplies for upcoming elections
- Providing information to deputy administrator for court case (Halbert vs. Shelby County Elections)

### **Absentee**

- Preparing letters to voters whose ballot arrived after election day
- Preparing letters to voters requesting to vote absentee for upcoming election
- Checking current federal/military/UOCAVA voters to prepare for August and Nov.
- Counting board has completed provisional tally for GEMS provisional update (research 500 provisional ballots)

980 Nixon Dr. \* Memphis, Tennessee 38134

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

## Election Official

- Assisting with collecting documentation for Halbert vs Shelby County Elections.
- Early voting payroll- Calculated early vote hours for workers and put on a spreadsheet
- ED Payroll\_ Put Election Officials payroll information in ESM, calculated Zone hours, calculated inspector pay and mileage ran text file, and completed letter and check request for finance. **Election Officials have received their checks**
- Accounted for all cell phones and place in precinct order.
- Worked on information for the upgrade to Windows 2010

## Operations –

### **Post-election duties:**

- Check disbursement for early voting and election day facility use
- Conducted internal audit on certificate of results forms with comparison to card cast from SOVC
- Update vote history in ESM
- Updated GEMS with provisional votes for certification
- Submitting a resolution to relocate Lakeland early voting site



Item # 2-6-102/12-2015

Prepared by Darral Brown

Committee Election Operations

Approved by \_\_\_\_\_

**RESOLUTION TO APPROVE EARLY VOTING POLLING LOCATION CHANGE**

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WHEREAS, Lakeland Elementary has been utilized as an early voting polling location and

WHEREAS, The Election Commission is being notified that the city attorney of Lakeland requests to discontinue their services as an early voting polling location and

WHEREAS, St Paul United Methodist located at 2949 Davis Plantation Rd Lakeland, Tennessee, has consented to the use of their facility as an early voting polling location and has adequate facilities to meet the needs of both voters and election officials and

NOW THEREFORE BE IT RESOLVED, By the Shelby County Election Commission that the early voting polling location change from Lakeland Elementary located at 10050 Oakseed Ln, Lakeland, TN 38002, to St Paul United Methodist located at 2949 Davis Plantation Rd Lakeland 38002.

\_\_\_\_\_  
Robert D. Meyers, Chairman

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Norma Lester, Secretary

\_\_\_\_\_  
Dee Nollner, Member

\_\_\_\_\_  
Steve Stamson, Member

\_\_\_\_\_  
Anthony Tate, Member

Adopted \_\_\_\_\_

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*Deputy Administrator  
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## **SHELBY COUNTY ELECTION COMMISSION**

### **Administrator's Report**

March 21, 2016

#### **Post Election Analysis**

The initial work of 2016 Presidential Preference Primary and County Primary Election analysis has begun. Greatest opportunities for improvement and efficiency are being identified. Staff members were asked before the election to keep notes on suggestions for improvement. We are also evaluating the vendor provided election delivery services for improvement opportunities.

The voting machine allocation ratio will be unchanged unless otherwise changed by board resolution. (1 voting machine per 500 voters)

#### **GER06 Germantown Elementary School**

GER06 polling location during the 2016 Presidential Preference Primary was Germantown Elementary School as we were unable to return to Germantown Middle School after construction was completed. The Operations Manager will provide details.

#### **Quality Monitoring Plan**

A Quality Monitoring Plan (QMP) is being developed to established measurable quality goals and objectives within the election commission. Specific areas of operations will be identified and objectives established to maintain and continuously improve strategic areas of operation.

#### **ESM Replacement Project**

The ESM Replacement Project Committee is seeking more well-defined and usable RFP documents for creating technical requirements for the replacement of the ESM software. The vendor has been contacted and their cooperation requested in obtaining the necessary documentation. The final payment for deliverables has not been paid. Mike Swift has

agreed to help move the funds for the replacement software to FY2016-2017 Capital Improvement Plan budget as the appropriation resolution may not be submitted before the last session county commission for FY2015-2016.

The committee has also decided to have prospective vendor demonstrate their software and the vendors contacted. The seven capable vendors were also provided information regarding state certification requirements, state and county vendor approval information, and Shelby County government's EEOC requirements.

### **Supplementary Registration**

Supplementary voter registration at the high schools continues to go well. Ms. Upchurch regularly reports the progress of the project and the work being done with the "I Am A Voter" collaborative and Commissioner Lester. Other groups have expressed their interest in working, but requested training too late in the process. They will be given an opportunity for training and participation next year. Guidelines are developed and a draft resolution for deputized volunteers has been done.

### **Budgetary Changes**

A change was made to the FY2106-2017 budget regarding the procurement of a vehicle to replace the aged car currently being used. The county has adopted a policy to eliminate all vehicles over ten years of age and/or over 100,000 miles. Our current vehicle meets both criteria. The election commission will participate in the county's vehicle acquisition program and lease a vehicle under this program instead of purchasing a vehicle. \$16,000 is being requested for training that will be provided by staff instead of a vendor.

\$16,000 will be requested for over-time and or staff for training instead of training of training by vendors.

### **Election Specialist Position**

We deeply appreciate the work done by Ms. Crosno and her many contributions to the election commission. Her presence will be missed.

The county has been notified that Ms. Pam Crosno's position will be vacated as of March 21, 2016. Ms. Upchurch and Ms. Lytle were assigned to shadow Ms. Crosno during her last weeks. Both have experience in various aspects of the position. Other temporary staff members were assigned to relieve them in order to allow time to review procedures and to become acquainted with projects currently in progress.

## **Website**

The Shelby County Election Commission's website has been updated to more prominently reflect details and information related to the upcoming August 2016 State Primary and County General Election. Emphasis has been placed on election official recruitment and a link to information for the interested viewers. Plans are being developed to include a community engagement on the website. Our webs developer Civicplus has been contacted for assistance in evaluating our website and updating it.

## **Documents**

Many days and hours have been worked by staff in gathering and compiling documents for our attorneys for the Halbert case. The cooperation, efforts, and patience of staff are greatly appreciated.

## **City of Bartlett**

The City Clerk of Bartlett contacted the election commission after the death of Division 1 Judge Freeman Marr and requested that we place the election for his replacement on the November 2016 ballot. However, Beth Henry-Roberts of the state coordinator's office has asked that we contact Bartlett's City Clerk and determine if the Division 1 Judge has general sessions jurisdiction. If so, then the election must be placed on the August 2016 ballot.