



**SHELBY COUNTY ELECTION COMMISSION
REGULAR COMMISSION MEETING MINUTES**

January 23, 2023

The regular meeting of the Shelby County Election Commission was held on January 23, 2023, at the O.C. Pleasant, Jr. Election Operations Center, 980 Nixon Drive, at 4:00pm. This meeting was recorded on Facebook live.

MEETING CALLED TO ORDER: By Chairman Luttrell at 4:09pm.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT CONSTITUTING A QUORUM: Commissioners Luttrell, Smith, Kimbrow, Stamson, and Uhlhorn

OTHERS IN ATTENDANCE:

Linda Phillips, AOE	Rose Ann Bradley
Joe Young, DAOE	Carole Van Vassen
Jacob Swatley, Attorney	Jim Pruett
Deborah Upchurch, Staff	Sandra Oates
Ron Boozer, Staff	Michael Wright
Sherry Hewlett, Staff	Cherie Pyron
Leonard Hopkins, IT	Suzanne Thompson, KQ

APPROVAL OF OCTOBER 24, 2022 REGULAR MEETING MINUTES:

MOTION STATED: Commissioner Uhlhorn motion to approve the minutes.

SECONDED BY: Commissioner Smith

ROLL CALL VOTE: Motion Carried Unanimously

APPROVAL OF NOVEMBER 21, 2022 SPECIAL MEETING MINUTES:

MOTION STATED: Commissioner Uhlhorn motion to approve the minutes.

SECONDED BY: Commissioner Stamson

ROLL CALL VOTE: Motion Carried Unanimously

APPROVAL OF DECEMBER 15, 2022 SPECIAL MEETING MINUTES:

MOTION STATED: Commissioner Stamson motion to approve the minutes.

SECONDED BY: Commissioner Uhlhorn

ROLL CALL VOTE: Motion Carried Unanimously

APPROVAL OF JANUARY 17, 2023 SPECIAL MEETING MINUTES:

MOTION STATED: Commissioner Uhlhorn motion to approve the minutes.

SECONDED BY: Commissioner Smith

ROLL CALL VOTE: Motion Carried Unanimously

MOTION TO APPROVE FY2024 BUDGET:

MOTION STATED: Commissioner Smith motion to approve.

SECONDED BY: Commissioner Uhlhorn

ROLL CALL VOTE: Motion Carried Unanimously

AOE Phillips presented information on the proposed budget.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Michael Wright

CHAIRMAN'S REMARKS:

No further remarks from the Chairman.

ATTORNEY'S REPORT:

Attorney Swatley reported that the Election Commission has two active litigation matters; a lawsuit filed by Marion Latroy Alexander-Williams, Jr. Filed a motion to dismiss, and an election challenge filed by Charlotte Bergmann, in which no one has been served.

ADMINISTRATOR'S REPORT:

AOE Phillips presented her report. Report is attached.

OLD BUSINESS:

No old business brought to the floor.

ADJOURNMENT:

Adjournment Motion by Commissioner Stamson, Seconded by Commissioner Uhlhorn at 5:01pm.



Mark Luttrell, Jr., Chairman Date



Bennie Smith, Jr., Secretary Date

Fiscal Year Ending June 30, 2024
DRAFT

Account and Description		FY 2023 Adopted Budget	FY 2024 Proposed Budget	City of Memphis 2023	City of Memphis Run Off	March 5, 2024 PPP
Acct	Description					
4340 - State Of Tennessee Reimbursements		16,000	16,000			2,057,858
4432 - Other Governements Cost Reimbursements				1,777,877	1,360,735	
4541 - Outside Sales		8,000	4,000			
4551 - Rental Income						
Revenue		24,000	20,000	1,777,877	1,360,735	2,057,858
5102 - Salaries & Labor		1,024,853	1,024,853			
5109 - Temporary Labor		114,702	114,702	586,085	439,564	750,489
5110 - Salaries - Election Workers				271,970	271,970	458,200
5111 - Salaries Reimbursements						
51 - Salaries-Regular Pay		1,139,555	1,139,555	858,055	711,534	1,208,689
5230 - Out of Rank Pay						
5234 - Other Supplemental Pay						
5254 - Overtime		27,000	27,000	244,363	183,272	193,316
5281 - Retirement - Sick Pay						
52 - Salaries-Other Compensation		27,000	27,000	244,363	183,272	193,316
5510 - Retirement Benefits - County		245,657	245,657			
5511 - Other Post Employment Benefits						
5515 - Social Security Employer Contributions		7,112	7,112			
5516 - Medicare Employer Contributions		16,524	16,524			
5520 - Group Life Insurance Benefit		8,609	8,609			
5542 - Group Health Insurance - HRA		19,239	19,239			
5543 - Group Health Insurance - HMO		53,349	53,349			
5560 - Long Term Disability Benefit		3,894	3,894			

5579 - Fringe Benefit Reimbursement					
5591 - On-Job-Injury Benefit Expense	4,558	4,558			
5592 - Unemployment Compensation Benefit	1,125	1,125	68,645	35,165	60,039
55 - Fringe Benefits	360,067	360,067	68,645	35,165	60,039
5635 - Restricted Salaries	(153,328)	(153,328)			
Salaries & Fringe Benefits	1,373,294	1,373,294	1,171,063	929,971	1,462,044
6002 - Agricultural & Landscaping	-		-	-	-
6006 - Apparel - Employees		750	-	-	-
6014 - Custodial & Cleaning Supplies	2,500	2,000	-	-	-
6016 - Computer Supplies	18,000	4,500	2,500	2,500	4,500
6024 - Employee Recognition Materials		1,000	-	-	-
6026 - Expendable Furnishings & Equipment	10,000	5,000	-	-	-
6027 - Expendable Computer/Telecom Furnishings & Equipment	6,000	2,500	-	-	-
6042 - Materials - Operational	31,000	17,000	60,000	40,000	90,000
6052 - Office Supplies	8,500	9,500	2,500	1,000	3,500
6054 - Paper Products	1,500	1,500	30,000	20,000	40,000
6060 - Petroleum Products	-	-	-	-	-
60 - Supplies & Materials	77,500	43,750	95,000	63,500	138,000
6404 - Advertising And Legal Notices	25,000	25,000	80,000	25,000	80,000
6418 - Dues & Memberships - Individual	1,345	1,500	-	-	-
6428 - Freight, Shipping & Storage			110,000	110,000	145,000
6433 - Hospitality Expenses	2,500	2,500	6,500	4,200	9,000
6436 - Insurance - Property & Liability	25,000	18,500	-	-	-
6446 - Local Transportation	2,075	2,800	3,845	3,845	5,125
6450 - Permits, Licenses and Fees	-	-	-	-	-
6452 - Photography, Film & Graphics Services	500	500	-	-	-
6459 - Postage & Mail Services	500		-	-	-
6461 - Printing - Outside	46,348		16,012	16,012	24,606
6462 - Publications & Subscriptions	500	500	-	-	-
6465 - Software-Acquisition & Licenses	121,169	385,500	-	-	-
6467 - Travel -Training Related	14,000	14,000	-	-	-

6469 - Training & Education - Local			-	-	-
6499 - Other Services & Expenses	50,000		11,000	11,000	11,000
64 - Services & Other Expenses	288,937	450,800	227,357	170,057	274,731
6601 - Accounting & Auditing Services			28,000	22,000	36,000
6620 - Computing/Telecom Services - Contracted	30,000		-	-	-
6647 - Legal/Attorney Services	76,231	100,000	-	-	-
6665 - Outside Consultant Services			10,800	10,800	26,000
6678 - Professional Services - Other	49,000	60,000	30,000	12,000	30,000
66 - Professional & Contracted Services	155,231	160,000	68,800	44,800	92,000
6710 - Bldg & Grounds Maintenance - Contracted	6,500	6,500	-	-	-
6711 - Cabling & Wiring - Computer/Telecom			-	-	-
6714 - Bldg & Land Rent			110,000	110,000	152,000
6724 - Equip Maintenance - Contracted	2,600	8,000	-	-	-
6727 - Equipment Rent		2,000	12,000		15,000
6730 - Janitorial Service	33,000	33,000	500	500	500
6750 - Telecommunications Services - External	2,000		75,000	35,000	90,000
6760 - Vehicle Maintenance-Contracted			-	-	-
6789 - Utility Services	45,000	65,000	-	-	-
67 - Rent, Utilities & Maintenance	89,100	114,500	197,500	145,500	257,500
6831 - Fleet Petroleum Services	800	800	325	325	475
6832 - Fleet Vehicle Services	1,900	1,900	-	-	-
6834 - Geographic Information Services	15,000	10,000	-	-	-
6837 - Vehicle Replacement Fees	2,200	2,200	-	-	-
6850 - Copy Machines - Inside	21,000	21,000	-	-	-
6852 - Printing - Inside	-	-	3,750	3,750	8,000
6854 - Mail Services - Inside	71,500	51,000	14,082	2,832	14,000
6855 - Support Services Work	5,000	5,000	-	-	-
6860 - PC Replacement Installments	29,000	28,130	-	-	-
6874 - Telecommunication Services - Inside	78,000	78,000	-	-	-

68 - Interfund Services	224,400	198,030	18,157	6,907	22,475
Operating & Maintenance	835,168	967,080	606,814	430,764	784,706
Expenditures	2,208,462	2,340,374	1,777,877	1,360,735	2,068,858
EC - Administration Total	2,184,462	2,320,374	0	-	11,000

O&M Base	687,289	
Permanent Increase - Janitorial Service	33,000	Added in FY 2023
Permanent Increase - ES&S	150,000	Added with Resolution of Purchase
Permanent Increase - KnowInk	90,300	Separate Resolution

Total	960,589
Current	967,080
Over	(6,491)

Software Licenses	
VRS	100,000
Easy Vote Campaign Finance	6,500
Easy Vote Pollworker	12,500
Easy Vote Material Track	6,500

ES&S
Know Ink

150,000 Approved with Resolution #
110,000

385,500



Shelby County Election Commission

Administrator of Elections Monthly Report January 2023

- **Special General Election District 86** - The deadline to file a write in request was Noon, today. No requests were filed, so TCA 2-6-102 (2) (b) (1) applies. It reads:
(1) Except as provided in subdivision (b)(2), in the case of a regular or special general election not held in conjunction with the regular August or November general elections, or held in conjunction with the May primary called pursuant to § 2-13-203 or the presidential preference primary, if there is no opposition for any of the offices involved, including any write-in candidate that has filed the appropriate notice pursuant to § 2-7-133(i), there shall not be an early voting period. In the case of a May primary called pursuant to § 2-13-203 or a special primary for state or federal offices, if there is no opposition on either primary ballot for any of the offices involved, including any write-in candidate that has filed the appropriate notice pursuant to § 2-8-113(c), **there shall not be an early voting period.**
- **Campaign Finance Year End** – Reminders were sent out. Reports are due January 31, 2023 and cover the period July 1, 2022 through January 15, 2023. So far, none of the candidates for Memphis Mayor have filed. You can check our website for filings – Candidate tab, then Financial Disclosures.
- **Legislation** - Not a lot of election bills have been filed so far but it's early days. I'll have a more complete report next month.
- **Outreach**
 - Not much outreach occurs in November and December due to the Election and the holidays.
 - Attended the following events:
 - Naturalization Ceremony at the Federal Building 1/19/2023 – 33 new citizens registered on paper and many other used the QR code
 - TN Bone Marrow BBQ Classic
 - Grizzlies HBCU Day of Service (11/3/2022) and Grizzlies Game (11/7/2022)
 - Deputy Registrar Classes – February 7th and March 28th. Both are at 5:30pm and are at the Operations Center.
- **Be Voter Ready!** - KQ Communications won a VOX award for that campaign.

- **Days to Upcoming Events**

Event	Date	Days Until
District 86 Special Election	1/24/2023	1
District 86 Special General Election	3/14/2023	50
First Day to Issue Petitions for Memphis Municipal Races	5/22/2023	119
First Day of Early Voting - Memphis	9/15/2023	235
Last Day of Early Voting - Memphis	9/30/2023	250
Memphis Municipal Election	10/5/2023	255
Memphis Municipal Election Run-Off (If required.)	11/16/2023	297