



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

June 27, 2022

The regular meeting of the Shelby County Election Commission was held on June 27, 2022 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 4:01pm.

PLEDGE OF ALLEGIANCE

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

OTHERS IN ATTENDANCE:

Linda Phillips, AOE	Michael Wright
Joe Young, DAOE	Cherie Pyron
Monice Hagler, Attorney	Anne Frose
Jacob Swatley, Attorney	Robert Reed
Ron Boozer, staff	Joann Lewis
Sherry Hewlett, staff	Sandra Oates
Deborah Upchurch, staff	Gabby Salinas
Barbara Williams	Jim Pruett
Dominic Roy Accampo	Charlotte Bergmann
Caede Van Vessen	Erika Sugarmon

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Dominic Roy Accampo
Joann Lewis
Erika Sugarmon
Michael Wright
Charlotte Bergmann

APPROVAL OF MAY 23, 2022 REGULAR MEETING MINUTES:

MOTION STATED: Commissioner Uhlhorn motion to approve the minutes.

SECONDED BY: Commissioner Stamson

ROLL CALL VOTE: Motion Carried Unanimously

RESOLUTION 2022-13 - TO APPROVE EARLY VOTING LOCATIONS, DATES, TIMES, NUMBER OF PERSONNEL AND NUMBER OF VOTING MACHINES ASSIGNED TO EACH EARLY VOTING LOCATION FOR THE AUGUST 4, 2022, FEDERAL/STATE PRIMARY AND SHELBY COUNTY GENERAL ELECTION:

MOTION STATED: Commissioner Stamson motion to approve.

SECONDED BY: Commissioner Uhlhorn

ROLL CALL VOTE: Motion Carried Unanimously

AOE Phillips presented information on item, noting the schedule and a location change since the May election.

CHAIRMAN'S REMARKS:

The Chairman commented that we will have new equipment for the November election and this should be the last election with the old equipment. AOE Phillips and staff were working to plan for any problems. Training on the new equipment will be provided.

Ms. Gentry has been building the poll workers list for the August election and we have enough part-time staff for the election.

The Chairman encouraged everyone to vote in the upcoming election.

ATTORNEY'S REPORT:

Attorney Swatley reported that the commission has one active litigation matter, a lawsuit filed by Marion Latroy Alexander-Williams, Jr.

ADMINISTRATOR'S REPORT:

AOE Phillips presented her report. Report is attached.

Commission discussion on certification date of the August 4, 2022 election pending delivery of new equipment and mandated deadlines. Date to certify will be scheduled by deadline.

Commissioners Kimbrow and Smith inquired about availability of paper ballots at poll locations for the August election as back-up. AOE Phillips confirmed that paper ballots are available and extra machines are also planned for poll locations due to the length of the ballot.

Commissioner Kimbrow asked what the policy is for public records requests. AOE Phillips informed that the policy is available on the website and plans are to utilize the Shelby County Mayor's Action System in the near future to automate the policy.

Commissioner Kimbrow asked where to find the current list of the approved poll workers assigned to each site and of those not being reassigned due to ineffectiveness, and how is that list made available to the Democratic Chair and the Election Commissioners. AOE Phillips responded that the list would come from the poll worker department.

OLD BUSINESS:

Chairman Luttrell expressed appreciation to Chairman Brooks, Mayor Harris, and those that worked to expedite the process to order the new machines.

Commissioner Smith asked for correspondence on server failures and for information regarding vendor support of old equipment. Discussion ensued on the history of the current equipment.

Commissioner Smith requested access to election commission building. A key will be provided.

Commissioner Smith will send a request for information through email as in previous elections to be filled by administration.

ADJOURNMENT:

Adjournment by Chairman Luttrell at 5:11pm.



Mark Luttrell, Chairman 7.25.22
Date



Bennie Smith, Secretary 7/25/22
Date

Item # 2022-13

Prepared by Carla Lytle

Approved by: Linda Phillips

RESOLUTION TO APPROVE EARLY VOTING LOCATIONS, DATES, TIMES, NUMBER OF PERSONNEL AND NUMBER OF VOTING MACHINES ASSIGNED TO EACH EARLY VOTING LOCATION FOR THE AUGUST 4, 2022, FED/STATE PRIMARY & SHELBY COUNTY GENERAL ELECTION

WHEREAS, the Shelby County Election Commission, pursuant to TCA § 2-6-102 (a) (1), TCA § 2-6-103(a)(1), and TCA 2-6-104, must establish locations, dates, times, personnel and number of voting machines for Early Voting for the August 4, 2022, Fed/State Primary & Shelby County General Election as Follows:

Downtown Location:

James Meredith Building (SCOB) 157 Poplar Avenue, 38103

Beginning, Friday, July 15, 2022 through Saturday, July 30, 2022

Weekdays 9:00 AM to 5:00 PM

Sat., July 16 and 23, 2022, 10:00 AM to 4:00 PM and Sat., July 30, 2022, 8:00 AM to 4:00 PM

All Other Early Voting Locations:

Beginning, Friday, July 15, 2022 through Saturday, July 30, 2022

Weekdays 11:00 AM to 7:00 PM

Sat., July 16 and 23, 2022, 10:00 AM to 4:00 PM and Sat., July 30, 2022, 8:00 AM to 4:00 PM

Baker Community Center	7942 Church Rd., 38053
Briarwood Church	1900 N. Germantown Pkwy., 38016
Dave Wells Community Center	915 Chelsea Ave., 38107
Glenview Community Center	1141 S. Barksdale St., 38114
Greater Lewis Street Church	152 E. Parkway N., 38104

James Meredith Building (SCOB)	157 Poplar Ave., 38103
Mt. Pisgah Missionary Baptist Church	1234 Pisgah Rd., 38016
Mt. Zion Baptist Church	60 S. Parkway E., 38106
Pursuit of God Church	3759 N. Watkins, 38127
Solomon Temple MB Church	1460 Winchester Rd., 38116

WHEREAS, seven (7) early voting personnel, two (2) workstations, seven (7) voting machines, and one (1) card burner voting machine are hereby approved to staff each satellite location listed above, appointed as prescribed in TCA Sections § 2-4-102 and § 2-4-105 and,

Arlington Safe Room	11842 Otto Lane, 38002
Berclair COC	4536 Summer Ave., 38122
Christian Life Church Memphis	9375 Davies Plantation Rd., 38133
Compassion Church	3505 S Houston Levee Rd, 38139
Greater Middle Baptist Church	4982 Knight Arnold Rd., 38118
Miss. Blvd. Christian Church	70 N. Bellevue Blvd., 38106
Second Baptist Church	4680 Walnut Grove Rd., 38117

WHEREAS, eight (8) early voting personnel, three (3) workstations, eight (8) voting machines, and one (1) card burner voting machine are hereby approved to staff each satellite location listed above, appointed as prescribed in TCA Sections § 2-4-102 and § 2-4-105 and

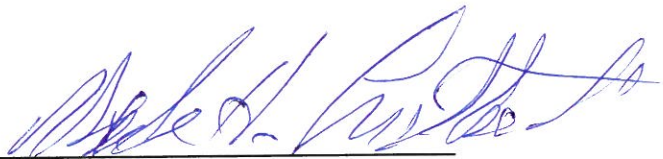
Abundant Grace	1574 E. Shelby Dr., 38116
Anointed Temple Of Praise	3939 Riverdale Rd., 38141
Collierville C.O.C.	575 Shelton Dr., 38017
Harmony Church	6740 St. Elmo Rd., 38135
New Bethel Baptist Church	7786 Poplar Pike, 38138
Raleigh UMC	3295 Powers Rd., 38128

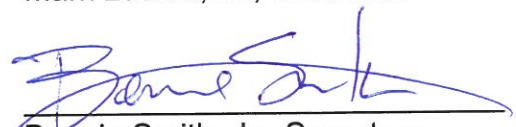
Riverside Baptist Church	3560 S. Third St., 38109
TN Shakespeare Company	7950 Trinity Rd., 38018
White Station C.O.C.	1106 Colonial Rd., 38117

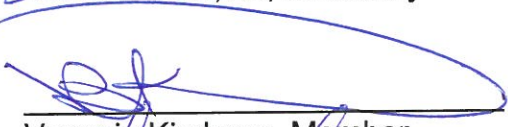
WHEREAS, nine (9) early voting personnel, four (4) workstations, nine (9) voting machines, and one (1) card burner voting machine are hereby approved to staff each satellite location listed above, appointed as prescribed in TCA Sections § 2-4-102 and § 2-4-105 and,

NOW, THEREFORE, BE IT RESOLVED BY THE SHELBY COUNTY ELECTION

COMMISSION, that the Shelby County Election Commission hereby approves the early voting locations, dates, times, and number of voting machines, and appoints the number of personnel needed to staff each early voting location.


Mark Luttrell, Jr., Chairman


Bennie Smith, Jr., Secretary


Vanecia Kimbrow, Member


Steve Stamson, Member


Frank Uhlhorn, Member

Adopted June 27, 2022



Shelby County Election Commission

Administrator of Elections Monthly Report June, 2022

Voter and Candidate Services

- **New Campaign Finance Reports** - All campaigns and candidates with open campaign accounts will need to file their 2nd quarter for the period that ends on June 30th. These must be filed by July 11th or July 15th depending upon the type of report. The start date of the report depends upon whether or not their election is in 2022 and if there was a primary.
- **Absentee Ballots** – We had received 498 requests as of close of business Friday. 198 are UOCAVA; the rest are regular. More puzzling is the fact that we have only received 8 permanent absentee requests to this point; the letters were mailed out three weeks ago. If this doesn't pick up soon, we will do the mailing a second time.
- **Overdue CFD** - The following candidates have been sent certified letters informing them of their overdue CFD for the pre-primary that was due 4/26/2022.

First Name	Last Name	Office Name
Carla Jean	Stotts	Criminal Court Clerk
Wanda	Faulkner	County Register
Eddie	Jones	Probate Court Clerk
Roderic	Ford	County Trustee
Miska	Bibbs	SC Commissioner, Dist. 11
David	Walker	SC Commissioner, Dist. 12
Alex	Boulton	SC Commissioner, Dist. 6

- The following August candidates have failed to file CFD and have been sent certified letters about their failure to file 1st Quarter reports.

Kenneth	Lee	County School Bd., Dist. 6
Allison	Brownlee	District 29 - Committeewoman- Dem.
Arnold	Weiner	District 31 - Committeeman- Rep.
Melanie	Simpson	District 33 - Committeewoman- Dem
Patrick	Dandridge	Gen. Sess. Crim. Ct. Judge, Div. 14
Sanjeev	Memula	Gen. Sess. Crim. Ct. Judge, Div. 8
Roderic	Ford	County Trustee
George	Summers	County Register

- The following have been sent to the State:
 - Kathy Kirk, CC District 10
 - Shante Avant, CC District 5
 - Althea Greene, CC District 8
- Additional cases will be sent to the state as time permits. We are working with some on the list above to get the forms filed correctly.

Operations Department

- Is in full election mode, so their entire focus is on preparing the machines and prepping for the election.
- Poll worker classes are occurring now.

Administrator

- **New Election Equipment** - Thank you for your attendance today and the opportunity for us to reset following what's been a trying period as we advocated for new voting machines.
 - I realize that some of you felt uninformed or underinformed about the challenges we faced with our current machines during the May election. Please accept my apology for the unintentional communication gaps. Our team will aggressively work to keep you more informed in the future.
 - We are grateful that the Shelby County Commission did vote to replace the machines for the November election, but the fact remains that we are down to one working server for the August election. We are working with the vendor on strategies to cope if the server goes down at any point during the election season. But I need everyone to know that if the server goes down on Election Day, our election results could be delayed for up to two weeks while we compile the results manually. Since new machines are approved for November, this is the last time we will face this challenge.
 - Following the August election, we'll immediately begin training and communication about the new machines. Therefore, we are planning to distribute three RFQs to support this process: (1) voter outreach, (2) poll worker training videos and (3) poll worker training materials as LOSB opportunities. We will, however, softly begin the mammoth communication effort **on Saturday, July 16**, with a **Voter Ready Expo** at all Early Voting sites. At these events, voters will be able to vote early, register for the November election, find out their precinct locations and try out the new voting machines. The event is co-sponsored by our partner, the Shelby County Voter Alliance.

- We'll keep you updated on the progress of our machines throughout the August election season and let you know of any technical issues that may arise. We recognize the importance of this and every election and want to ensure you have the most up-to-date information necessary to make sound decisions on behalf of this body.
 - The contract with ES&S has been signed and the purchase order issued. We expect to begin receiving equipment as early as next week.
 - The RFQ for destruction of the existing equipment will be sent out shortly; this will be a LOSB opportunity.
 - We will begin working with a local architect/engineering firm to plan the needed alterations to this building to provide fire resistant storage for the paper ballots and the construction of the two additional rooms to accommodate the new process required by the new machines. Building Services was planning this but concluded that they needed additional expertise to get what we needed.
 - The resolution for the purchase of new electronic poll books should be on the County Commission agenda for the first meeting in July. Chairman Brooks is the sponsor of that resolution. We will be purchasing 600 additional poll pads from KNOWiNK to supplement the 100 we already own. As soon as the August election is over, the existing electronic poll books will be destroyed/recycled.
- **Budget** – The County Commission did fund our request for a cargo van and added to our budget for janitorial services here at Nixon. They funded both elections.
 - **Recount** - The TN Democratic Party requested and paid for a recount of County Commission Districts 7 and 11. The recount was held on Wednesday, June 15. There were no differences at all between the certified results and the recounted results. The recount did delay us; it was a struggle to get the ballot finished on time.
 - **UOCAVA** – All military and overseas ballots went out by the deadline on Monday, June 20th. Kudos to Carla Lytle who worked all weekend to make that happen and to Genine Taylor and her team for staying late on Monday to make sure all went out.
 - **Petitions** - As of close of business on Friday, forty petitions had been issued for municipal races.
 - **Write-In's** - No local write in candidates filed the required statement by the deadline, so any write-in's recorded will not count.
 - **Sound System** – You may have noticed that the new sound system was finally installed. We started this process last July.

- **Free Bus Day** - We are working with MATA to have another free bus day on July 29th but those plans are not yet confirmed.
- **Outreach**
 - Held two deputy registrar classes in June – the total trained in 2022 is 140. No classes are scheduled for July; they will resume in August. Right now, we have 232 active deputy registrars.
 - The school year has ended, so we are making plans for the 2022-2023 school year. The TN SOS will again sponsor the Anne Dudley Award for TN High Schools. Year to date we have 1,221 paper apps from high schools.
 - Supported 14 voter registration events with our Deputy Registers.
 - Attended the following events:
 - Pride Fest – Partnered with the SCVA for a registration/information booth.
 - Bartlett Library Summer Kick-Off – we had a table at the event providing voter registration/election information.
 - Juneteenth Community Baby Shower – voter registration
 - Girls Inc. Summer Program (continues through July 19th) – partnering with the SCVA to provide voter registration and The Importance of Voting modules, including a mock election.
 - Spoke at the University of Memphis Civics Based Educators Conference.
 - Naturalization Ceremony – For the first time in two years, we were able to have in-person voter registration with new citizens. 35 new citizens registered on paper and more used the QR code to register on line.
- **Days to Upcoming Events:**
 - Voter Registration Deadline for August election, July 5 – **8 Days**
 - Early Voting Starts for August, July 15 – **18 Days**
 - Early Voting Ends, July 30 – **33 Days**
 - County General/ State Federal Primary Election, August 4 – **38 Days**
 - November General Election, November 8 – **134 Days**