



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

March 28, 2022

The regular meeting of the Shelby County Election Commission was held on March 28, 2022, at the Shelby County Election Commission, O.C. Pleasant, Jr. Operations Center, 980 Nixon Drive, at 4pm. This meeting was recorded on Facebook live.

MEETING CALLED TO ORDER: By Chairman Luttrell at 4:06pm.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT: Commissioners Lee, Smith, Stamson, and Uhlhorn

OTHERS IN ATTENDANCE:

Carla Lytle, staff	Barbara Williams
Deborah Upchurch, staff	Nycole Alston
Jacob Swatley, Attorney	Jim Daniels
Monice Hager, Attorney	Sandra Oates
Ron Boozer, staff	Charlotte Smith
Sherry Hewlett, staff	Cherie Pyron
Michael Hewlett, staff	Joseph Weinberg
Rose Ann Bradley	

APPROVAL OF February 28, 2022 REGULAR MEETING MINUTES:

MOTION STATED: Commissioner Stamson made a motion to approve the minutes.

SECONDED BY: Commissioner Smith

VOTE: Luttrell - Yea; Smith - Yea; Lee - Yea; Stamson - Yea.

OUTCOME OF MOTION: Passed.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Public Comment:

Joseph Weinberg

SUPPORT SERVICES PRESENTATION ON 980 NIXON ROOF REPAIR PLAN:

Presentation by Nycole Alston, Administrator of Support Services and Jim Daniels, JD Ventures. Alston introduced Daniels as the vendor that will be addressing the repairs at 980 Nixon.

Daniels will begin testing and site work can begin by Friday of this week. Alston confirmed that purchase order was in place and work can begin immediately.

Questions on timeline by Commissioner Stamson. Daniels stated work should take about ten (10) days to complete, weather permitting.

RESOLUTION 2022-10: RESOLUTION TO APPROVE POLLING LOCATION CHANGE FOR THE MAY 3, 2022 COUNTY PRIMARY ELECTION:

Presentation by Carla Lytle, Operations Manager. Due to renovations at Gaisman Park Community Center a replacement location was found. The replacement location is St. Stephens United Methodist. Closest location available, will now be a dual site.

Commissioner Lee asked for clarification of dual location. Lytle provided information that more than one precinct will use the same voting location at different ends of the building. Commissioner Stamson asked for information on which precincts will be using St. Stephens United Methodist. Lytle will provide information at a later date.

MOTION STATED: Commissioner Stamson made a motion to approve.

SECONDED BY: Commissioner Lee

OUTCOME OF MOTION: Passed Unanimously.

ELECTION TO APPOINT NEW SCEC CHAIRMAN:

MOTION STATED: Commissioner Stamson made a motion to election Commissioner Luttrell as new Chairman.

SECONDED BY: Commissioner Uhlhorn

ROLL CALL VOTE: Uhlhorn - Yea; Stamson - Yea; Smith - Yea; Lee - Yea

OUTCOME OF MOTION: Passed Unanimously.

Commissioners congratulated Chairman Luttrell. The Chairman stated that he appreciated the confidence that his fellow commissioners have bestowed on him and that he appreciates and will rely on the Commissioners experience and expertise. The Chairman also stated his appreciation of the staff and their responsiveness and it is his objective to continue the traditions that have been established by this commission to continue to present to the public, the election process and its integrity. Chairman Luttrell also stated that he looks forward to continuing to work with the commission, staff, and political parties in concert to bring forth election confidence and if problems do occur then they will work with due diligence to resolve any problem before it becomes an issue. The Chairman thanked everyone for the opportunity to serve.

Commissioner Stamson commented on Chairman Luttrell's record of service with welcoming comments.

PROPOSED FY 2023 BUDGET:

Presented by Deborah Upchurch, SCEC Business Administrator. Upchurch summarized budget items of interest such as labor, equipment, and new line items. Commissioner questions and comments on line items and the process. FY 2023 Budget attached.

MOTION STATED: Commissioner Uhlhorn made a motion to approve.

SECONDED BY: Commissioner Stamson

OUTCOME OF MOTION: Passed Unanimously.

CHAIRMAN'S REMARKS:

Nothing to add to earlier comments.

ATTORNEY'S REPORT:

Attorney Swatley stated we are in litigation with Shelby County Commission re: purchase of new voting equipment.

ADMINISTRATOR'S REPORT:

Due to illness, AOE Phillips will distribute her report.

OLD BUSINESS:

Commissioner Lee asked for update on Resolution 2022-5, regarding early voting schedule from the March 28, 2022 SCEC Regular Meeting. Staff will respond with update.

Commissioner Smith asked about the poll worker hiring list from primary board selection in response to a text he received. Primary Board reported that the first two names had not been called on to work at this time. Chairman Luttrell responded that he researched this issue and found that early voting poll workers were hired from the existing list and election day workers were still in the hiring process and will use the established list.

In response to Weinberg public comment, Commissioner Uhlhorn inquired if Weinberg or any in attendance at the meeting would like to view the proposed voting equipment. There was some interest since not everyone was available in 2018 for the initial public viewing. Chairman Luttrell commented that there will be opportunities for the public to view any new equipment in the future.

ADJOURNMENT:

Motion made to adjourn by Commissioner Stamson, seconded by Commissioner Uhlhorn.
Meeting adjourned at 4:55pm.



Mark Luttrell, Chairman

Date



Bennie Smith, Secretary

4/25/22

Date

**RESOLUTION TO APPROVE POLLING LOCATION CHANGE FOR
THE MAY 3, 2022 COUNTY PRIMARY ELECTION**

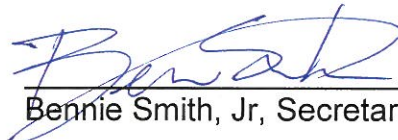
WHEREAS, The Election Commission has been informed that the polling location for **13-02, Gaisman Park Community Center, located at 4223 Macon Rd., Memphis, TN 38112**, is not useable for the May 3, 2022 County Primary Election by the Shelby County Election Commission and,

WHEREAS, the replacement polling location, **St. Stephens United Methodist, located at 3981 Macon Rd., Memphis, TN 38122**, has consented to the use of their facilities as an election day polling location for **13-02** and meets the Election Commission site standards,

NOW THEREFORE BE IT RESOLVED BY THE SHELBY COUNTY ELECTION COMMISSION, that the **Gaisman Park Community Center, located at 4223 Macon Rd., Memphis, TN 38112**, is not usable for the May 3, 2022 County Primary Election, and will be replaced with **St. Stephens United Methodist, located at 3981 Macon Rd., Memphis, TN 38122**, as a replacement polling Location, is hereby approved.



Mark Luttrell, Chairman



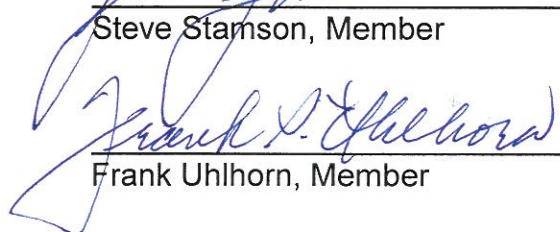
Bennie Smith, Jr, Secretary



Kendra Lee, Member



Steve Stamson, Member



Frank Uhlhorn, Member

Fiscal Year Ending June 30, 2023
DRAFT

Account and Description		FY 22 Adopted Admin Budget	FY 23 Proposed Budget	August, 2022 State/Fed Primary and County General	November, 2022 General Election	
Acct	Description					
4340	- State Of Tennessee Reimbursements	(16,000)	(16,000)			
4432	- Other Governements Cost Reimbursements			(2,000)	(8,000)	Municipalities reimbursement for legal ads.
4541	- Outside Sales	(2,000)	(2,000)			
4551	- Rental Income	-	-			
Revenue		(18,000)	(18,000)	(2,000)	(8,000)	
5102	- Salaries & Labor	971,332	971,332			
5109	- Temporary Labor	91,196	91,196	790,895	998,833	Odd Year - add for list maintenance
5110	- Salaries - Election Workers	-		467,650	467,650	
5111	- Salaries Reimbusements	-				
51 - Salaries-Regular Pay		1,062,528	1,062,528	1,258,545	1,466,483	
5230	- Out of Rank Pay	-				
5234	- Other Supplemental Pay	-				
5254	- Overtime	27,000	27,000	315,652	221,556	
5281	- Retirement - Sick Pay	-				
52 - Salaries-Other Compensation		27,000	27,000	315,652	221,556	
5510	- Retirement Benefits - County	230,983	202,404			
5511	- Other Post Employment Benefits	1,943	10,624			
5515	- Social Security Employer Contributions	5,719	3,794	49,035	61,928	
5516	- Medicare Employer Contributions	15,422	14,167	11,468	14,483	
5520	- Group Life Insurance Benefit	8,159	7,693			
5542	- Group Health Insurance - HRA	26,305	31,383			
5543	- Group Health Insurance - HMO	67,997	65,703			
5560	- Long Term Disability Benefit	3,691	3,480			
5579	- Fringe Benefit Reimbursement					
5591	- On-Job-Injury Benefit Expense	4,254	3,908	3,164	3,995	
5592	- Unemployment Compensation Benefit	1,049	938	791	999	
55 - Fringe Benefits		365,522	344,094	64,458	81,405	
5635	- Restricted Salaries	(72,974)	(24,083)			
Salaries & Fringe Benefits		1,382,076	1,409,539	1,638,655	1,769,444	
6006	- Apparel - Employees	-				

6014 - Custodial & Cleaning Supplies	2,500	2,500			
6016 - Computer Supplies	10,000	20,000	6,500	7,500	
6024 - Employee Recognition Materials		-			
6026 - Expendable Furnishings & Equipment	5,000	10,000			
6027 - Expendable Computer/Telecom Furnishings & Equipment	4,000	6,000			
6042 - Materials - Operational	26,000	26,000	8,000	9,000	
6052 - Office Supplies	8,500	8,500	5,000	6,000	
6054 - Paper Products	1,500	1,500	2,750	4,570	Ballot Paper
6060 - Petroleum Products	-				
Purchase of Cargo Van		43,000			
60 - Supplies & Materials	57,500	117,500	22,250	27,070	
6404 - Advertising And Legal Notices	10,000	25,000	85,000	60,000	
6418 - Dues & Memberships - Individual	1,345	1,345			
6428 - Freight, Shipping & Storage			72,000	80,000	
6433 - Hospitality Expenses	1,600	2,500	6,500	6,500	Staff party in Admin; Election Day Meals
6436 - Insurance - Property & Liability	14,500	25,000			Plus cost of insurance on Van; increased to cover new equipment.
6446 - Local Transportation	2,075	2,075	6,500	6,500	Elections - Usual cost plus payment to Teams to come to Ops
6450 - Permits, Licenses and Fees	-				
6452 - Photography, Film & Graphics Services	500	500			
6459 - Postage & Mail Services	500				
6461 - Printing - Outside	24,569	46,348	45,000	80,000	Ballot Printing & Other Election Printing
6462 - Publications & Subscriptions	500	500			
6465 - Software-Acquisition & Licenses	121,169	106,500	29,500	29,500	
6467 - Travel -Training Related	12,000	14,000			
6469 - Training & Education - Local	-	-			
6499 - Other Services & Expenses	-	50,000			Security Upgrades
64 - Services & Other Expenses	188,758	273,768	244,500	262,500	
6601 - Accounting & Auditing Services	-		32,000	32,000	
6620 - Computing/Telecom Services - Contracted	30,000	30,000			Reduce election costs - no longer setting up VPN lines.
6647 - Legal/Attorney Services	76,321	110,000			
6665 - Outside Consultant Services					
6678 - Professional Services - Other	38,000	49,000	15,000	15,000	
66 - Professional & Contracted Services	144,321	189,000	47,000	47,000	
6710 - Bldg & Grounds Maintenance - Contracted	6,500	6,500			
6711 - Cabling & Wiring - Computer/Telecom	-				
6714 - Bldg & Land Rent	-		133,875	133,875	
6724 - Equip Maintenance - Contracted	2,500	2,500			
6727 - Equipment Rent	100		8,000	12,000	Van Rental - some could be eliminated if a van is purchased.
6730 - Janitorial Service	28,000	39,000			
6760 - Vehicle Maintenance-Contracted	-				
6789 - Utility Services	45,000	45,000			

67 - Rent, Utilities & Maintenance	82,100	93,000	141,875	145,875	
6831 - Fleet Petroleum Services	800	800			
6832 - Fleet Vehicle Services	1,900	1,900			
6834 - Geographic Information Services	15,000	15,000			
6837 - Vehicle Replacement Fees	2,000	2,000			
6850 - Copy Machines - Inside	21,000	21,000	5,800	5,800	
6852 - Printing - Inside	1,000	-			
6854 - Mail Services - Inside	65,000	71,500	2,000	4,500	2000 ABS for August; 6000 for November
6855 - Support Services Work	5,000	5,000			
6860 - PC Replacement Installments	25,000	29,000			Put Help Desk laptops on PC Refresh
6874 - Telecommunication Services - Inside	78,000	78,000			
68 - Interfund Services	214,700	224,200	7,800	10,300	
Operating & Maintenance	687,379	897,468	463,425	492,745	
Expenditures	2,069,455	2,307,007	2,102,080	2,262,189	
EC - Administration Total	2,051,455	2,289,007	2,102,080	2,262,189	

Salaries - One Time Cost for Redistricting/ List Maintenance	32,500
Fringe - Temporary Increase	2,649

O&M Base	687,289	
Permanent Increase - Attorney Fees	33,679	
Permanent Increase - Janitorial Service	39,000	
Permanent Increase - PR Firm	24,000	
One Time Increase - Cargo Van	42,000	
One Time Increase - Postage for List Maintenance	21,500	25,000 at 58¢ 20000 BRM at .35¢
One Time Increase - Security Improvements	50,000	
Total	897,468	
Current	897,468	
Over	-	