

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

May 22, 2023

The regular meeting of the Shelby County Election Commission (SCEC) was held on May 22, 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 4:02pm.

PLEDGE OF ALLEGIANCE

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

OTHERS IN ATTENDANCE:

Linda Phillips, AOE	Cindy Hills
Jacob Swatley, Attorney	Carole Van Vossen
Deborah Upchurch, Staff	Rose Ann Bradley
Ron Boozer, Staff	Cherie Pyron
Sherry Hewlett, Staff	Sandra Oates
Joseph Weinberg	Michael Wright
Andrew DeShazo	

APPROVAL OF MARCH 20, 2023 REGULAR MEETING MINUTES:

MOTION STATED: Commissioner Stamson motion to approve the minutes.
SECONDED BY: Commissioner Uhlhorn
ROLL CALL VOTE: Luttrell, yea; Kimbrow, yea; Stamson, yea; Uhlhorn, yea; Wharton, abstain.

APPROVAL OF APRIL 12, 2023 SPECIAL MEETING MINUTES:

MOTION STATED: Commissioner Kimbrow motion to approve the minutes.
SECONDED BY: Commissioner Wharton
ROLL CALL VOTE: Motion Carried Unanimously.

APPROVAL OF MAY 9, 2023 SPECIAL MEETING MINUTES:

MOTION STATED: Commissioner Kimbrow motion to approve the minutes.
SECONDED BY: Commissioner Uhlhorn
ROLL CALL VOTE: Motion Carried Unanimously.

MOTION TO APPROVE EARLY VOTING DETAILS FOR THE JUNE 15, 2023 SPECIAL PRIMARY ELECTION:

MOTION STATED: Commissioner Uhlhorn
SECONDED BY: Commissioner Stamson
ROLL CALL VOTE: Motion Carried Unanimously.

AOE Phillips presented information on the item. Two early voting locations added due to size of District 86.

APPROVAL OF BUDGET FOR AUGUST 3, 2023 SPECIAL ELECTION:

MOTION STATED: Commissioner Uhlhorn motion to approve budget.
SECONDED BY: Commissioner Kimbrow
ROLL CALL VOTE: Motion Carried Unanimously.

AOE Phillips presented information on the budget.

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Carole Van Vossen
Joseph Weinberg
Michael Wright

CHAIRMAN'S REMARKS:

Discussed upcoming elections, commitment of staff and poll workers. Asked Commissioners to visit polls during early voting and on election day to observe, evaluate, and answer questions. Provide feedback to AOE Phillips as needed.

Upcoming budget hearing and proposed items to broaden outreach efforts.

Update on County Commission resolution on destruction of retired voting machines.

ATTORNEY'S REPORT:

Attorney Swatley reported that the SCEC was voluntarily dismissed from Bonner/Turner litigation. Outcome of Bonner/Turner lawsuit with City of Memphis; Chancellor presiding found no residence requirement for Mayoral candidates for City of Memphis.

SCEC received subpoena, SCEC is a nonparty, related to middle Tennessee lawsuit regarding felon voting rights restoration. We provided requested documentation and deposition by AOE Phillips.

Two active litigation matters; lawsuit filed by Marion Latroy Alexander-Williams, Jr. and an election challenge filed by Charlotte Bergmann, SCEC filing motion to dismiss on both matters.

ADMINISTRATOR'S REPORT:

AOE Phillips presented her report. Report is attached.

OLD BUSINESS:

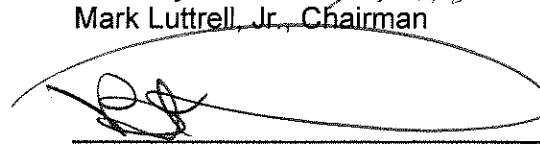
No old business brought to the floor.

ADJOURNMENT:

Adjournment Motion by Commissioner Stamson, Seconded by Commissioner Wharton at 5:09pm.



Mark Luttrell, Jr., Chairman Date



Vanecia Kimbrow, Secretary Date

6/26/23

Item # 2023-03

Prepared by Carla Lytle

Approved by: Linda Phillips

RESOLUTION TO APPROVE EARLY VOTING LOCATIONS, DATES, TIMES, NUMBER OF PERSONNEL AND EQUIPMENT ASSIGNED TO EACH EARLY VOTING LOCATION FOR THE June 15, 2023, DISTRICT 86 SPECIAL ELECTION PRIMARY

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 equipment assigned for Early Voting for the June 15, 2023, District 86 Special Election Primary as follows:

Downtown Location:

James Meredith Building (SCOB) 157 Poplar Avenue, 38103

Beginning, Friday, May 26, 2023, through Saturday, June 10, 2023

Closed on Monday, May 29, 2023, for Memorial Day

Weekdays 9:00 AM to 5:00 PM

Saturday, May 27, 2023, and Saturday, June 3, 2023, 10:00 AM to 4:00 PM

Saturday, June 10, 2023, 8:00 AM to 4:00 PM

All Other Early Voting Locations:

Beginning, Friday, May 26, 2023, through Saturday, June 10, 2023

Closed on Monday, May 29, 2023, for Memorial Day

Weekdays 11:00 AM to 7:00 PM

Saturday, May 27, 2023, and Saturday, June 3, 2023, 10:00 AM to 4:00 PM

Saturday, June 10, 2023, 8:00 AM to 4:00 PM

James Meredith Building (SCOB)

157 Poplar Ave., 38103

WHEREAS, six (6) early voting personnel, two (2) PollPads, four (4) Express Votes, one (1) DS200 Scanner, and one (1) Ballot on Demand station are hereby approved to staff the location listed above, appointed as prescribed in TCA Sections § 2-4-102 and § 2-4-105 and,

Baker Community Center 7942 Church Rd., 38053
Riverside Missionary Baptist Church 3560 S. Third St., 38109


WHEREAS, six (6) early voting personnel, two (2) PollPads, six (6) Express Votes, one (1) DS200 Scanner, and one (1) Ballot on Demand station 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.



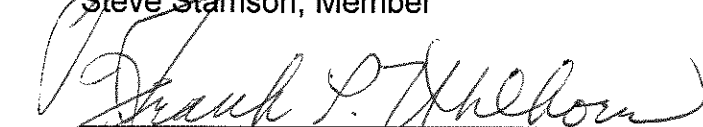
Mark Luttrell, Jr., Chairman




Vanecia Kimbrow, Secretary



Steve Stamson, Member



Frank Uhlhorn, Member



Andre C. Wharton, Member

Adopted May 22, 2023

FY 24 Budget Amendment - General 8/3/2024
 Special Election - TN House District 86
 Fund-Section: 010-800907

Exhibit A

Account Description	Original Budget	Expenses for 8.3.2022	Budget Amendment
4340 State Reimbursement	\$0	-\$329,112	-\$329,112
Total Revenue	\$0	-\$329,112	-\$329,112
5109 Temporary Labor		\$161,084	\$161,084
5110 Salaries - Election Day Workers		\$30,000	\$30,000
5254 Overtime		\$21,000	\$21,000
5515 Social Security Employer Contribution		\$9,987	\$9,987
5516 Medicare		\$2,336	\$2,336
5591 On-Job Injury		\$644	\$644
5592 Unemployment		\$161	\$161
Salaries & Fringe	\$0	\$225,212	\$225,212
6042 Materials - Operational	\$0	\$1,500	\$1,500
6052 Office Supplies	\$0	\$1,000	\$1,000
6404 Advertising & Legal Notices	\$0	\$20,000	\$20,000
6428 Freight, Shipping & Storage	\$0	\$22,000	\$22,000
6433 Hospitality Expenses	\$0	\$3,500	\$3,500
6446 Local Transportation	\$0	\$1,000	\$1,000
6461 Printing - Outside	\$0	\$5,000	\$5,000
6620 Computing/Telecom Services - Contracted	\$0	\$18,000	\$18,000
6678 Professional Services - Other	\$0	\$12,000	\$12,000
6714 Rent - Building & Land	\$0	\$9,000	\$9,000
6727 Equipment Rent	\$0	\$3,000	\$3,000
6727 Telecommunications Services - External	\$0	\$1,200	\$1,200
6831 Fleet Petroleum Services	\$0	\$200	\$200
6852 Printing - Inside	\$0	\$2,500	\$2,500
6854 Mail Services - Inside	\$0	\$2,500	\$2,500
6874 Telecommunication Services - Inside	\$0	\$1,500	\$1,500
Total Operation & Maintenance	\$0	\$103,900	\$103,900
Total Expenditures	\$0	\$329,112	\$329,112
Net Revenue and Expenditures	\$0	\$0	\$0

Fund-Section: 960-301903 Public Works - Roads & Bridges

Account Description	Original Budget	Election	Budget Amendment
4516 Petroleum Sales	\$0	(\$200)	(\$200)
6060 Petroleum Products	\$0	\$200	\$200

Fund-Section: 010-307305 Public Works - Mail Services

Account Description	Original Budget	Election	Budget Amendment
6854 Mail Services - Internal	\$0	(\$2,500)	(\$2,500)
6459 Postage & Mail Services	\$0	\$2,500	\$2,500

Fund-Section: 962-251501 Information Technology Services - Telecom

Account Description	Original Budget	Election	Budget Amendment
4512 Telecommunications Services - Internal		(\$1,500)	(\$1,500)
6750 Telecommunications Services - External		\$1,500	\$1,500



Shelby County Election Commission

Administrator of Elections Monthly Report May 2023

- **Overdue Campaign Finance Reports** – There are still 21 overdue reports from August 2022 candidates – a number of which are current office holders. There are 2 overdue reports from November 2022 local candidates and 32 overdue reports from candidates from earlier years with open accounts. All of these have been turned over to the Bureau of Ethics and Campaign Finance for enforcement. People who are on this list cannot run for office unless the reports and any fines assessed by BECF are paid by the qualifying deadline.
- **How to Run for Office Class** – The first class was held Saturday and was attended by 15 people. This will be held again on June 13, 2023, at 5:30pm.
- **Do's and Don'ts of Campaign Finance Class** – The first class will be in person on June 17th at the Operations Center. There will be a class via Zoom on June 20th at 5:30PM.
- **District 86 Special Primary** – All of the UOCAVA ballots went out ahead of schedule. We are ready for Early Voting which starts on Friday.
- **Memphis Municipal Election** – Today was the first day to issue petitions. So far, the pace has been moderate with 9 petitions issued by noon today.
- **Outreach**
 - We did 32 school events with a total of 924 voters registered. We are increasingly hearing from students that they registered on-line or when they went to the DMV. We demonstrated voting machines to 167 students; that was very well received by the schools and we hope we can do more next year. 54 schools failed to respond to a letter, an email, and three phone calls. Some of this is understandable – we don't generally ever visit the small religious schools and some schools are aimed at special needs students. We distribute applications to the parents of children at special needs schools, but we don't do a group registration.

- Attended the following events:
 - Naturalization Ceremony at the Benjamin Hooks Library – 19 new citizens registered on paper and many others used the QR code
 - Germantown Neighborhood Summit
 - Memphis Area Home Education Association
 - MSCS Senior Event
- Deputy Registrar Classes - We trained 5 new Deputy Registrars at the April class. The next class is May 23, 2023, and 12 people are registered.
- Deputy Registrars supported the following events:
 - Glenview Community Center
 - Foster Care Awareness Community Festival
 - SCVA Bridges Event
 - Mayoral Conversation at the Shell
 - Several events at local churches
- Looking forward, we will be at the Pride Fest on June 3th and the Naturalization Ceremony on June 8th.

- **Days to Upcoming Events**

Event	Date	Days Until
First Day to Issue Petitions for Memphis Municipal Races	5/22/2023	0
First Day of Early Voting - District 86 Special Primary	5/26/2023	4
Last Day of Early Voting - District 86 Special Primary	6/10/2023	19
Election Day - District 86 Special Primary	6/15/2023	24
Election Day - District 86 Special General	8/3/2023	73
First Day of Early Voting - Memphis	9/15/2023	116
Last Day of Early Voting - Memphis	9/30/2023	131
Memphis Municipal Election	10/5/2023	136
Memphis Municipal Election Run-Off (If required.)	11/16/2023	178



Shelby County Election Commission

When compared to other election departments, Shelby County relies too much on temporary labor. This hurts us in many ways as temporary workers simply don't know as much as full time employees..

	Shelby County	Denver	Minneapolis	Davidson County
Registered Voters	588,508	443,872	243,789	489,944
Full Time Staff	17	26	16	26
November, 2022 Turnout	34.43%	63.40%	68.50%	36.61%
Voters Per FT	34618	17072	15237	18844
Outreach Staff FTE	0.35	5.5	3.5	0.25

Education Manager - Lack of consistency in training is a particular area of weakness. This costs the county in many ways – voter frustration when poll workers don't get it right, increased costs for help desk, increased costs for technical staff.

Our most pressing need is for an Education Manager. This would be a person with teaching experience – preferably at the high school level. This person would develop curriculum, seminars, and training materials. They would conduct training classes for volunteers and trainers so that everyone representing the Election Commission gives the same message. While the benefits would not be immediate, by 2026, we should be able to reduce the expenses of the elections enough pay for this position. This would be accomplished by having better trained poll workers who will in turn require less help desk support and less technical support.

\$55,000 in Salary and \$22,973 in Fringe for a total of \$77,973.

Outreach Specialist - Another critical need is for more support in Outreach. Right now we can only devote about .35 FTE to Outreach efforts. While voter interest in the races on the ballot is the most critical factor in voter turnout, there appears to be a correlation between more spending on outreach and higher voter turnout.

\$45,000 in Salary and \$20,258 in Fringe for a total of \$65,258.