

SHELBY COUNTY ELECTION COMMISSION

COMMISSION MEETING MINUTES

September 27, 2021

The regular meeting of the Shelby County Election Commission was held on September 27, 2021 at the Sheriff's Training Center at 4pm. This meeting was recorded on facebook live.

MEETING CALLED TO ORDER: By Chairman Taylor at 4:00pm.

COMMISSIONERS PRESENT: Commissioners Uhlhorn, Lee and Smith.

OTHERS IN ATTENDANCE:

Linda Phillips, AOE
Joe Young, DAOE
Jacob Swatley, attorney
Carol Collinsworth, staff
Ron Boozer, staff
Leonard Hopkins, IT
Rose Ann Bradley
Amber Sherman

PLEDGE OF ALLEGIANCE

APPROVAL OF AUGUST 23, 2021 MINUTES:

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

SECONDED BY: Commissioner Lee

OUTCOME OF MOTION: Passed unanimously

VOTER LIST MAINTENANCE:

AOE Phillips explained the process required by Tennessee and Federal election law. See attached. Discussion of process and voter information in general.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Amber Sherman

APPROVAL OF PRECINCT SPLITS FOR ANNEXED AND DE-ANNEXED AREAS:

AOE Phillips explained the precincts affected. See attached.

MOTION STATED: Commissioner Smith made the motion to approve the changes.

SECONDED BY: Commissioner Lee

OUTCOME OF MOTION: Passed unanimously



Shelby County Election Commission

Administrator of Elections Monthly Report September, 2021

Voter and Candidate Services

- **List Maintenance** - We are continuing to do the list maintenance required under TCA§ 2-2-106. We notified 21,686 voters for whom we have a new address from the Department of Safety or the National Change of Address system. This is going more slowly than expected due to several of our temps leaving and a lot of full time people have been on vacation. We received responses from 5,490 voters and 5,106 were returned as undeliverable with no additional forwarding address; responses from the second mailing continue to come in at a high rate, so it will likely be another three weeks before we have received the bulk of the returns. Most of the returns are asking to be cancelled as they have moved to another state or county. Voters whose letters were returned as undeliverable will be cancelled in 2025 if they do not vote in 2022 or 2024 or otherwise update their registration.

Operations Department

- **Updated Security System** – Working on getting quotes for an updated security system. The cameras were updated a few years ago and we have added to them. This is an update of the intrusion alarm system.
- **New Sound System** - Ron Boozer and Richard Roberson got quotations from three vendors; Purchasing is in the process of issuing a purchase order, so we should have a new sound system in the next 45 days.
- **Private Elections** - Private elections were conducted for Alton elementary, Parkway Village Elementary and the Memphis Fire Fighters.
- **Elected Officials** - We cleaned up 4,300 poll worker files and migrated them to our new poll worker management system. Training was conducted on the new system and we are really excited about the ability of the new system to send automated texts and emails. Davidson County uses the same system.

- **Election Center's 36th Annual Conference** – Carla Lytle, Operations Manager, attended this conference in Scottsdale, Arizona. Topics covered included the Election Administration and Voting Survey, Election Officials Physical Safety Protocols, Elections Audits and Recounts, and a report from the Cybersecurity and Infrastructure Security Agency (CISA)
- **Polling Locations** - We have received confirmation letters from about 135 of our election day voting locations for 2022. Ron and Robert continue to scout for better locations in some areas and identify additional locations in areas of precincts that are too large; we can't really select these until we see where the county commission and state senate lines end up.

Administrator

- **GoVoteTN.gov** - The state of Tennessee migrated their registration portal to the .gov domain. Just when we thought we were close to finishing updating our website and documents, we now need to update all references to GoVoteTN.com to GoVoteTN.gov
- **Vacations** - Since it was pretty impossible to take time off in 2020, we have a number of employees who are in danger of losing vacation time, so there have been a lot of people off in August/September and will be many more off in the next three months.
- **New Cleaning Company** - One of the impacts of COVID-19 was the virtual elimination of the inmate workline program. The inmate workline program provided the janitorial service for the Operations Center. It wasn't possible for Building Services to get the Operations Center, so we were forced to contract with an outside service. This was not planned for in the FY2022 budget year, so we may have to seek a budget adjustment from the County Commission for this unanticipated \$40,000 expense.
- **Required Annual Training** - Linda, Genine, Carla, and Sherry Hewlett participated in the virtual training conducted by the Coordinator of Elections. Although we missed the camaraderie of the in-person meeting, having a virtual meeting allowed more of the staff to participate since when you add up the registration fee, hotel, meals, and travel for an in-person meeting it's usually close to \$1500 per person.

- **National Voter Registration Month/Day** – Today is National Voter Registration Day and September is National Voter Registration Month. We didn't plan any in-person events given the surge related to the Delta variant but we did participate in an event organized by the Secretary of State's office last Saturday at the U of M tailgate. I'd never been to a U of M game; found the Tiger Walk great fun. We are still awaiting the number of voters registered; most students registered on the OVR system on the iPads provided by the Secretary of State. We took 9 paper applications.

- **Classes** - We had intended to start back with in-person deputy registrar and candidate classes this month but the surge pushed that back to October. We are still waiting to see if the downturn holds. We will hold a candidate class in October even if we have to do it virtually.

- **Tennessee Election Laws** – the 2021 version will be available next month.

- **Days to Upcoming Events:**
 - First Day to Issue Petitions for the May Primary – 84 Days
 - Deadline for Redistricting – 95 Days
 - Voter Registration Deadline for the May Primary – 189 Days
 - Primary Election – 218 Days

Shelby County List Maintenance Program

The list maintenance program adopted by the Shelby County Election Commission on July 18, 2017 shall involve the following activities to be done by the staff of the Shelby County Election Commission:

1. Mailing a Confirmation Notice to Voters
2. Purging Ineligible Voters
3. Using the Verification Card or other Non-Forwardable Mailer, such as the Voter Registration Card as needed.

During each odd-numbered year, the staff shall:

1. Identify each voter who has been on Inactive Status for a period of two (2) November general election since the confirmation notice was sent and purge those voters.
2. Review the following sources to identify voters to who a confirmation notice must be sent.
 - a. Returned Mail which has been sent by the Shelby County Election Commission Office
 - b. Information received through the National Change of Address (NCOA) Program
 - c. Information received from the Coordinator of Elections as a result of a comparison of voter registration addresses with the residential addresses of the record with the Department of Safety.
3. Immediately upon sending the confirmation notice, the staff will update the voter record to show that a notice was sent and change the voter from Active Status to Inactive Status.
4. Staff will scan the returned document and attach it to the voter's record as proof of the reason for making the voter inactive and file the paper document as with current practice.

Purges of inactive voters must be completed no later than ninety (90) days prior to any federal primary or general election.

Throughout the year, the staff of the election commission shall perform the following duties.

1. Anytime the post office returns a piece of mail sent by the Shelby County Election Commission as undeliverable, including the non-forwardable verification letter, a voter registration card or non-forwardable letter which has been mailed to a registered voter by the election commission staff, the voter shall be mailed a forwardable confirmation notice and placed on **Inactive Status**. Staff will scan the returned document and

ITEM #: 2021-6

PREPARED BY: Linda Phillips


APPROVED BY: Linda Phillips

RESOLUTION CREATING NEW PRECINCT SPLITS AS REQUIRED BY
ANNEXATIONS AND DEANNEXATIONS

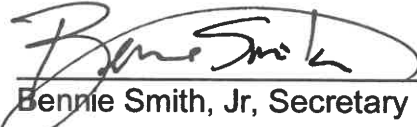
WHEREAS, TCA § 2-3-102 requires the Election Commission to change boundaries of precincts when required,

WHEREAS, the City of Memphis and the Town of Millington have made changes to their boundaries that require changes to the precinct lines,

NOW, THEREFORE, BE IT RESOLVED BY THE SHELBY COUNTY ELECTION COMMISSION, that the changes listed on Appendix A are approved.



Brent Taylor, Chairman



Bennie Smith, Jr, Secretary



Kendra Lee, Member

Steve Stamson, Member



Frank Uhlhorn, Member

Adopted _____

RESOLUTION 2021-6

APPENDIX A

New Splits:

MCC00-I - No Voters This split is required since a small part of McConnell has been annexed by the City of Memphis. This site is the City of Memphis Police and Fire Training site. Although there are presently no voters and unlikely to be any, if there were, they would be in Memphis City Council District 7 and Super District 8.

06902 - No Voters This new split is required because a portion of 06902-I was mistakenly included as being within the city limits of Memphis. This creates a split with the same districts as 06902-I without the city council districts. As this area is the Wetlands Reserve, the Mississippi River and an uninhabited island in the Mississippi, there are unlikely to ever be any voters.

FOR02-CS – No Voters This new split is required because a portion of FOR02-S is technically within the boundaries of the Town of Collierville. It is north of TN-385 and is Nonconnah Creek, so it is unlikely to ever have voters. This split adds Collierville to the districts.

MIL02-S1 - This was a small area de-annexed by the Town of Millington and is primarily farm land. It cannot be included with LUC03, since the TN House districts and the County School Board districts are different. This impacted two active voters.

09102-S - This is a new split created by the de-annexation of Memphis. This impacted 735 Active Voters.

09104-S - 1,335 active voters were moved to this split from 9104-IS by the de-annexation in the Cordova Area.

09104-S4 - 540 active voters were moved to this split from 9104-I by the de-annexation in the Cordova area.

09104-S5 - 278 active voters were moved to this split from 09104-S2 as a result of the Cordova de-annexation.

ROS16-I - This area is non-residential and has no voters but is technically within the city limits of Memphis.

GER06-S2 – This is the de-annexed Southwind golf course; no voters.

Appendix A, Page 2

Eliminated Splits:

LUCY03-S – In the confusion surrounding the de-annexation of the town of Millington, where voters could continue to send their children to Millington schools, 186 voters were assigned to LUCY03-S, which was mistakenly believed to be in County School Board District 5. Actually, this area should have been assigned to County School Board District 3. These districts are the same as LUC03, so this split is eliminated.

9104-I and IS - These because 09104-S4 and 09104-S, respectively.

GER06-I - Voters in this de-annexed area because GER06-S, which already existed. This impacted 1,034 voters in the Southwind area.

FOR01-IS – This was merged with the existing FOR01-S as part of the Wyndyke de-annexation and it impacted 226 active voters.

COR03-IS – Merged into the existing COR03-S. This has 12 active voters.

COR03-I – Merged into the existing COR03-S4. This impacted 1,421 active voters.

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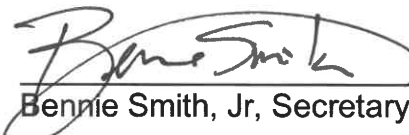
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