

**SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
August 15, 2017**

APPROVED

Regular Meeting of the Shelby County Election Commission was held on August 15, 2017 at 4:00pm at the Election Operations Center, 980 Nixon Drive.

**CALLED TO ORDER BY:** Chairman Meyers      **Time:** 4:30pm

**COMMISSIONERS PRESENT:** Commissioner Lester (via phone), Commissioner Nollner,  
Commissioner Stamson, and Commissioner Tate

**APPROVAL OF JULY 18, 2017 ADMENDED MINUTES**

**MOTION TO APPROVE:** Commissioner Nollner  
**APPROVED:** Unanimously

**SECONDED BY:** Commissioner Tate

**ATTORNEY'S REPORT:**

Attorney Bibbs informed the board that the City of Memphis is reviewing the wording for Rank Choice Voting.

**ADMINISTRATOR'S REPORT (SEE ATTACHMENT):**

Given by: Joe Young

**ACTION ITEM:** Chairman requested staff to review reports to identify voters that resides in nursing homes located in Arlington.

Chairman requested a link/button to be placed on the website. The link/button will allow the vision impaired to provide feedback.

**OLD / NEW BUSINESS:**

None

**ANNOUNCEMENTS:**

- Regular Commission Meeting scheduled for September 26, 2017 at 4:00 p.m.
- Public testing and voting machines inspection for Early Voting and Election Day for Arlington Municipal Election is scheduled for Thursday, August 24, 2017 from 9:00 a.m. to 12noon.

**CANDIDATE SERVICES WEBSITE PRESENTATION:**

Given by: Genine Taylor

**PUBLIC COMMENTS:**

Del Gill

**ADJOURNMENT:**

**MOTION TO APPROVE:** Commissioner Stamson  
**APPROVED:** Unanimously

**SECONDED BY:** Commissioner Tate

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
August 15, 2017

APPROVED

OTHERS IN ATTENDANCE:

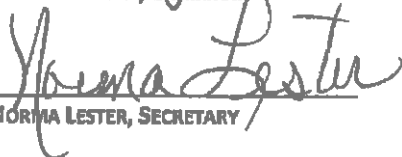
Joe Young, Chief Deputy Administrator  
Carla Lytle, Operations Manager  
Genine Taylor, VCS Manager  
Deborah Upchurch, Staff  
Pam Gentry, Staff  
Dianna George, Staff

Elizabeth Exley, Staff  
Susan Abone, Staff  
Leonard Hopkins, ITS  
Attorney Hagler  
Attorney Varela  
Attorney Bibbs

Rose Ann Bradley  
Barbara Williams  
Del Gill  
James Johnson  
Ruth Williams  
Anni Walker  
Betty Turner

  
\_\_\_\_\_  
ROBERT MEYERS, CHAIRMAN

  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
NORMA LESTER, SECRETARY

  
\_\_\_\_\_  
DATE



# Shelby County Election Commission

## Administrator of Election Monthly Report

August, 2017

### Voter and Candidate Services

- Sharon and Trevenia are leading the effort to transition the campaign finance files to the Easy Vote software. There are a total of 660 candidates and/or PAC files. All of the candidate/PAC information has been added to Easy Vote. Now the efforts are focused on scanning and uploading the individual reports. When scanning is complete, our website will link to EasyVote public site. I'm going to demonstrate what it will look like when finished; I'm going to show you The Bartlett Mayor's reports.
- VCS regular and temporary staff are continuing to do data clean-up in preparation for the new VR system. The contract documents for the new VR system have been finalized and are awaiting County Commission approval.
- We will be processing registrations from the new state on-line voter registration system essentially as if they were mail-in apps. The new VR system will take those data files and process them almost automatically.
- 1,115 voter registration applications were received in July.
- IT and Vicki Collins are working to fine tune the criminal court/ESM felon match report.
- The 2<sup>nd</sup> quarter VR application review is ready and can be scheduled at your convenience.
- The processing of absentee ballots has been returned to the VCS department.
- The FY 2018 budget included an additional position for the Election Commission; Mrs. Taylor has hired Susan Abone to fill that position. Susan will start August 16<sup>th</sup>. Her hiring will allow for full-time bi-partisan control of the absentee process.

### Operations Department

- Mrs. Lytle and Mrs. Scott received training from ES&S and built the ballot for Arlington. Mr. Holmes is continuing to mentor Mrs. Lytle. The audio was recorded and tested. The entire election build for Arlington has been completed and tested extensively.

- Letters to nursing homes for the Arlington election have been sent as have the permanent absentee letters. There are no nursing homes in Arlington, so the only nursing home visits that might be required would be those patients who might be from Arlington who were in rehab. No absentee requests have been received to date.
- Matt Lucas has returned to work.
- Diane George started work as a recruiter in the EO department. She fills the position that opened when Carla Lytle was promoted.
- Letters or calls have been made to all 166 polling locations for 2016. We have identified several that can no longer be used as polling locations. Staff is busy looking for alternatives. We are looking for a replacement location for Waypoint (formerly Bethel) early voting site; the new owners want more per day than we are willing to pay and we really need a site in that area that has better parking and flow.
- We have moved all of the sensitive election records into a more secure location.
- It took hours but Pam Gentry identified all of the keys and tagged them appropriately.
- The machines techs completed a detailed inventory of all of our voting machines and Express Poll books; there are approximately 150 voting machines that need repair. Technicians from ES&S will be coming to Shelby County to repair those machines since there are so many to do. We will need all of our machines in good repair for 2018 since the ballots are long.
- Renovations continue in this building. The conference room is done and we are awaiting installation of ports in the new office and the main office. The carpet is being installed in Mrs. Lytle's new office. The carpets have all been cleaned. The server room is awaiting the installation of additional electrical outlets. We are awaiting the installation of the prox card reader. The camera in the server room has been installed.
- The Sample Ballot for Arlington has been posted. We are now posting sample ballots in two versions – one is a .pdf. The other is a plain text version that is compatible with screen readers for the visually impaired. If any of you know of individuals who use screen readers, I would really love their feedback.

## **Administrator**

- The 2017 Town of Arlington Municipal Election is ready to go. L&A testing is complete; we used my more vigorous testing process. All of the results are consistent.

- We received a request to hold a Democratic Primary on May 1, 2018.
- In response to a number of questions, I have included the current list of offices to be elected in 2018. If there are any additional retirements or resignations, then that list might change.
- We have a number of upcoming outreach events. In addition to the things on the calendar in your folder, we will be holding a Student Council Election at the Knight Road Elementary School and a PTO Election at Willow Oaks Elementary. Tomorrow we are doing a program at the Raleigh Branch Library on "How to Run for Office." On September 5<sup>th</sup>, we'll be doing a program for teenagers called "Facts for Future Voters".
- The stuffed animals for the children's election programs have arrived and are displayed up front; it's OK to hug them. We will be asking for suggestions for names over our social media platforms – Facebook, Instagram, and Twitter.
- Carol Collinsworth is taking over our social media activities. Her post on Facebook last Friday reached the largest number of people that we have ever reached. We need more Twitter followers and we've just begun using Instagram.
- September is National Voter Registration Month and National Voter Registration Day is Tuesday, September 26, 2017. Our September schedule of outreach events is not totally confirmed but we will be at Delta Fair and Goat Days. Volunteers are staffing the Germantown Festival, several churches and several other community events. If you have any suggestions, please pass them on. We have a good crew of volunteers who are often willing to work VR drives.
- The 3<sup>rd</sup> Quarter Newsletter will be out early in September. We'll be publicizing the following:
  - State-wide on-line voter registration system
  - Additional deputy registrar classes
  - Voting Rocks! campaign kickoff
  - Voter Registration Month along with a calendar of events
  - TN Promise law change that allow students to volunteer as Poll Workers.
  - Activities for children
- PC Replacement Program is being managed by Joe Young. Funds were allocated in the 2018 budget to replace all of the Windows XP computers.
- Joe has been educating staff about security issues including phishing attacks, anti-viral software, and tight physical security over our assets.
- We are in the process of moving people and assets from downtown to Nixon. Support Services is moving us from our downtown office to 157 Poplar on the first floor. (This is the space that we used for Early Voting in November, 2016.) That move will likely occur in early October after they renovate the space. We will not be able to have early voting in the space for large elections but Support

Services is looking for another location. In the meantime, Deborah is working hard to organize all of our files so there will be less to move.

- Days to Upcoming Elections:
  - Arlington General Election – 37 Days