

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
February 21, 2017

APPROVED

The Regular Meeting of the Shelby County Election Commission was held on February 21, 2017 at 4:00 PM. at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Chairman Meyers at 4:00 PM. All Commissioners were present with Commissioner Lester by phone.

**APPROVAL OF DECEMBER 13, 2016 MINUTES**

**Motion to Approve:** Commissioner Tate

**Seconded By:** Commissioner Nollner

**Voted Yes:** All 4

**Voted No:**

**Abstained:**

**Approved:** Unanimously

**ATTORNEY'S REPORT**

Given by Attorney John Ryder & Attorney Pablo Varela  
Discussion followed.

- **Halbert v. SCEC**  
No updates to report at this time.

**ADMINISTRATOR'S REPORT (ATTACHED)**

Given by Linda Phillips  
Discussion followed.

**SPECIAL ELECTIONS**

Presented by Linda Phillips

**Motion to Approve the Revised Budget by \$320,000.00:** Commissioner Nollner

**Seconded By:** Commissioner Stamson

**Voted Yes:** All 4

**Voted No:**

**Abstained:**

**Approved:** Unanimously

**ARLINGTON ELECTION**

Presented by Linda Phillips

**GUEST APPEARANCE**

- Mr. Wain Poole was given 3 minutes to address the Commissioners.
- Mr. Del Gill was given 3 minutes to address the Commissioners.  
Discussion followed.

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OLD / NEW BUSINESS

- Instant Run-off Voting  
Commissioner Lester suggested scheduling a meeting to discuss procedures.

ANNOUNCEMENTS:

- Next Regular Election Commission Meeting scheduled for Tuesday, March 21, 2017 at 4: 00 PM

ADJOURNMENT

Meeting was adjourned at 4:44 PM

OTHERS IN ATTENDANCE:

Linda Phillips, Administrator  
Joe Young, Chief Deputy AOE  
Deborah Upchurch, Staff  
Leonard Hopkins, ITS  
Eddie Gentry, ITS  
Attorney Varela  
Attorney Ryder

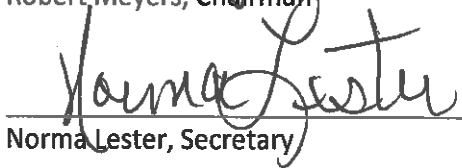
Attorney Bibbs  
Attorney Hagler  
Suzanne Thompson  
Janice Banks  
Dell Gill  
Wain Poole  
Barbara Williams



Robert Meyers, Chairman



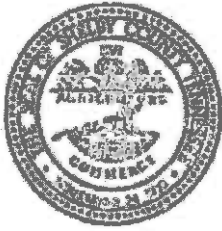
Date



Norma Lester, Secretary



Date



# Shelby County Election Commission

## Administrator of Election Monthly Report

February, 2017

### **Voter and Candidate Services**

- The job description for the Manager of Voter and Candidate Services has been re-written and is traveling through the process. The existing job description really did not reflect the actual duties of the position.
- All 4<sup>th</sup> Quarter Campaign Finance reports were received.
- Shante Avant, Michael Finney, Eddie Jones, Rachel Knox, Mickell Lowery, Reginald Milton and Michael Steven Moore failed to file their year end supplemental reports even after their certified letters were mailed, so their names have been forwarded to the Bureau of Ethics and Campaign Finance.

### **Operations Department**

- ADA requirements changed, mostly for parking, so we are re-surveying our existing polling places. Very few parking lots are fully compliant.
- We are conducting two upcoming private elections for Mt. Nebo Church and Hill Chapel MB Church.
- Cleared out old documents up the operations center; organized the upstairs. Emptied the two storage units we were using to store machine racks; the racks have been moved back to the operations center.
- Shifted to Election Mode

### **Administrator**

- The RFP for the Voter Registration System Replacement is on the street; it closes March 9<sup>th</sup>. With the counties stated preference for COTS software, I anticipate only a handful of responses, so scoring and review isn't going to take too much time.
- Instead of all the wonderful things we were going to do – training, outreach, re-doing our web site - we are going to be having two special elections but we will discuss that as a separate agenda item.

- We are still doing as much outreach as possible. We are focusing on the high school supplemental registrations in the areas that will have the special elections and in the Arlington area. We did another program on restoration of rights for students at the Excel Center. We had a table at the TEP Gumbo Contest; Van and I worked that event. It was great fun; I had never had gumbo before. Next week we will be doing a program for 300 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> graders at Willow Oak Elementary. They will be voting on machines; we have outreach materials ready to go home with them for their parents. There is a strong Hispanic population there, so Ivette Baldizon was kind enough to translate the parent materials into Spanish.
- We are interviewing to hire an intern from the University of Memphis with graphic design experience. We want this individual to create templates for a newsletter, a letterhead that actually can be used with a window envelope, and create a new look for our publications and handouts.
- Facebook is not really working to tell our story; we got nice hits on pictures of people but very little response to those posts that attempted to convey more information. So, we are going to try a newsletter; the first one will come out in March. It will be distributed both electronically and in print.
- The district AG will not be moving forward with any of the cases of suspected voter fraud; they felt there was not enough evidence.
- Joe is spearheading our efforts to get ready for redistricting. You may wonder why we need to start now for something that happens in 2021 but we have a deadline of March 31, 2017 for census blocks recommendations. It is important that census blocks get reviewed now; for example, we need to make certain that the potential de-annexation lines correspond with block lines. Life is easier if block lines match municipal boundaries.
- We have been notified that ES&S will no longer provide Election Night Reporting Software as of March, 2017, so we are working on finding or creating a replacement.
- We had a de-briefing conference call with the Department of Justice Voting Section attorney, Avner Shapiro. There were members of the DOJ monitoring the November election. They had no significant findings.
- Budget. Our budget requests have been submitted and are going through the process. I am pleased to announce that increases in poll worker compensation have been approved for elections held in FY 18 and future. Early voting officers will see a pay increase to \$16.30 per hour, which should put them about \$2 above EV workers. Election day workers will see a \$60 increase. Other requests for batteries, list maintenance, an additional position in absentee and a solution recording early voting are still pending. I will keep you up to date as the process continues.

- **It is 213 days until the Arlington Municipal Election. The Qualifying Deadline for the Arlington Municipal election is Thursday, June 15<sup>th</sup> at noon. The first day to issue petitions is Friday, March 17, 2017.**