

SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
July 18, 2017

APPROVED

OLD / NEW BUSINESS:

CANDIDATE WITHDRAWAL FOR ARLINGTON SEPTEMBER 21, 2017 ELECTION

Nelia Dempsey withdrew on 06/22/2017.

**MOTION TO REMOVE NELIA DEMPSEY AS A CANDIDATE FROM ARLINGTON COMMUNITY SCHOOL BOARD
POSITION 5 FROM BALLOT:** Commissioner Stamson **SECONDED BY:** Commissioner Tate

APPROVED: Unanimously

ANNOUNCEMENTS:

- Regular Commission Meeting scheduled for August 15, 2017 at 4:00 p.m.

RANK CHOICE VOTING INFORMATIONAL PRESENTATION:

Given by: Linda Phillips

PUBLIC COMMENTS:

Steve Mulroy
Del Gill
Ruby Jones
Joseph Weinberg
Rep. Johnnie Turner

ADJOURNMENT:

MOTION TO APPROVE: Commissioner Stamson

SECONDED BY: Commissioner Lester

APPROVED: Unanimously

OTHERS IN ATTENDANCE:

Linda Phillips, Administrator
Joe Young, Chief Deputy Administrator
Genine Taylor, VCS Manager
Deborah Upchurch, Staff
Carol Collinsworth, Staff
Leonard Hopkins, ITS
Attorney Hagler
Attorney Varela
Attorney Bibbs
Telise Turner
Ruby Jones
Joseph Weinberg

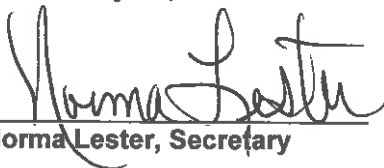
Peg Watkins
Sherry Hewlett
Virgie T. Banks
Aaron Fowles
Rose Ann Bradley
Timothy B.
Barbara Williams
Bill Dries
James Johnson
Wain Poole
Steve Mulroy
Rep. G.A. Hardaway

Beverly Marrow
K, Walden
Del Gill
Caleb Hopkins
Jaron Weldner
Lauren Coleman
Mr. Mulroy (son)
Mrs. Mulroy (wife)
Ms. Mulroy (daughter)
Marcus Jameson
Sarah Terry
Jackson Baker
Rep. Johnnie R. Turner
Jonesthan Knox



Robert Meyers, Chairman

9/26/17
Date



Norma Lester, Secretary

10/17/17
Date

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.

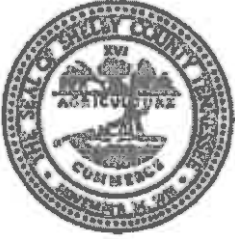
Purges of inactive voters must be completed no later than ninety (90) days prior to any federal primary or general election.

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 card, 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

attach it to the voter's record as proof of the reason for making the voter inactive and file the paper document.

2. As needed, mail the non-forwardable verification card or voter registration card to voters. If the card does not return to the election commission office, the voter shall be presumed a resident of the address on record and shall remain on **Active Status**.
3. The Shelby County Election Commission will maintain a separate total of voters on Inactive status and not include inactive voters in the county's totals of registered voters.
4. The staff shall change the status of an inactive voter to active if any of the following events occur:
 - a) Response to the Confirmation Notice
 - b) Change of Address
 - c) Voting
 - d) Request for Replacement Card
 - e) Duplicate Voter Registration Application
 - f) Signing a petition, if using the same address as on the registration record
 - g) Other contact by the voter.
5. The staff of the Shelby County Election Commission shall maintain records and documents related to the list maintenance program, including, but not limited to:
 - a) The date of sending the confirmation notices;
 - b) A list of all voters and their addresses to which confirmation notices have been sent.
 - c) Any evidence supporting the reason for sending the confirmation notice must be maintained with the voter's records.
6. Records shall be electronically retained and physically retained.
7. The election commission staff shall maintain all purged records and any documentation related to the reason for purge for two (2) years from the date of purge.



Shelby County Election Commission

Administrator of Election Monthly Report

July, 2017

Voter and Candidate Services

- Regular staff and temporary staff completed the process of examining all 65,261 inactive voter records. After each one was carefully checked, 24,532 were removed in accordance with TCA §2-2-106.
- Our on-line campaign finance software is active; we are currently scanning past reports. We have an intern, Masyia Trotter, who is assisting in this project. When we have finished uploading the reports, we will remove all of the campaign finance reports from our website and link to this one since it is vastly easier and faster to locate the information people want on the Easy Campaign Finance website.
- VCS regular and temporary staff are doing data clean-up in preparation for the new VR system.

Operations Department

- Mrs. Lyle is receiving training from Mr. Holmes and ES&S. We are starting ballot build for Arlington.
- Renovations continue. The server room is nearly complete; we are awaiting the installation of additional electrical outlets. The camera has been installed in that room; we are awaiting the installation of the prox card reader.
- This building has been re-keyed and all of the code locks have been changed.
- The media fire safes in which to store the voting machine cards have arrived. These units provide two hour fire protection for voting machine cards; currently the 2014 cards are in them.

Administrator

- Matt Lucas continues to recover at home. He is doing well but does not expect to be back at work for another 3 weeks or so. He's a little bored, so he would enjoy cards and calls.
- Much of the Deputy Administrator's time this month has been devoted to improving security – both physical and cyber. Assuming that our budget suffered

no dramatic changes during Commission approval, we have sufficient funds to replace all of the unsupportable XP machines.

- I attended the TACEO meeting in Nashville June 25 – 28th. For those of you who were unable to attend, I placed copies of the new legislation in your folders.
- Some of you may have noticed the apparent dramatic drop in registered voters on our website. Apparently, TCA § 2-2-106 (g) requires that our voter registration totals include only active voters. Our previous information on the website included both active and inactive. So, no, 40,000 voters didn't disappear; we just had the wrong information posted on our web site.
- Should there be a vacancy in a State Senate District, whether we have a special primary and general election or fill the seat in November, 2018 depends entirely upon the timing of the resignation. Should the vacancy occur before November 6, 2017, we will hold a special election under TCA § 2-14-202. However, if the vacancy occurs on or after November 6, 2017, then the seat will be filled in the November 6, 2018 election.
- A copy of the 2nd Quarter Newsletter is in your folders.
- I urge you to go look at our offices after the meeting; mine is actually put together with functional furniture and art hung on the walls – many thanks to my husband, Van, who found the historical photos and had them printed and framed. And then he hung them all.
- Days to Upcoming Elections:
 - Arlington General Election – 65 Days