

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
March 21, 2017

APPROVED

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

**Called to order by:** Commissioner Nollner

**Time:** 4:02 PM

**Commissioners present:** Commissioner Lester and Commissioner Stamson

**Commissioners absent:** Chairman Meyers and Commissioner Tate

**APPROVAL OF FEBRUARY 21, 2017 MINUTES**

**Motion to Approve:** Commissioner Stamson

**Seconded By:** Commissioner Lester

**Voted Yes:** All 3

**Approved:** Unanimously

**APPROVAL OF MARCH 15, 2017 MINUTES**

**Motion to Approve:** Commissioner Stamson

**Seconded By:** Commissioner Nollner

**Voted Yes:** All 3

**Approved:** Unanimously

**CERTIFICATION OF CANDIDATES FOR APRIL 27, 2017 ELECTION**

**Motion to Approve:** Commissioner Stamson

**Seconded By:** Commissioner Lester

**Voted Yes:** All 3

**Approved:** Unanimously

**ATTORNEY'S REPORT**

Given by Attorney John Ryder

- **Halbert v. SCEC**  
No Update

**ADMINISTRATOR'S REPORT (ATTACHED)**

Given by Linda Phillips

Discussion followed.

**Action Item:**

Commissioner Lester requested Stacey Scott presence at the next meeting.

Commissioner Nollner requested in the future a list of the candidates to be certified should be included.

**RESOLUTION TO APPROVE TEMPORARY POLLING LOCATION CHANGE FOR WARD COR, PRECINCT 03 ITEM# 2017/21/03-2-3-107**

The polling location for Ward COR, Precinct 03 is temporarily changed to (GER-12) Houston High School.

**Motion to Approve the Resolution:** Commissioner Stamson

**Seconded By:** Commissioner Lester

**Voted Yes:** All 3

**Approved:** Unanimously

SHELBY COUNTY ELECTION COMMISSION  
REGULAR MEETING MINUTES  
March 21, 2017

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**RESOLUTION TO APPROVE TEMPORARY POLLING LOCATION CHANGE FOR WARD GER, PRECINCT 03 ITEM# 21/03/2017-2-3-107**

The polling location for Ward GER, Precinct 03 is temporarily changed to (GER-04) Farmington Elem School.

**Motion to Approve the Resolution:** Commissioner Stamson

**Seconded By:** Commissioner Lester

**Voted Yes:** All 3

**Approved:** Unanimously

**OLD / NEW BUSINESS**

- **Instant Run-off Voting**  
Discussion followed.  
**Action Item:**  
Commissioner Lester requested a plan of action.

**ANNOUNCEMENTS:**

- Withdrawal deadline for Lakeland Special Election is April 17, 2017
- Regular Commission Meeting scheduled for Tuesday, April 18, 2017 at 4:00 p.m.
- Public testing and voting machines inspection for Early Voting and Election Day for Lakeland Special Election is scheduled for Friday, April 28, 2017 from 9:00a.m. to 12 noon

**ADJOURNMENT**

Meeting was adjourned at 4:50 PM


**OTHERS IN ATTENDANCE:**

Linda Phillips, Administrator  
Joe Young, Chief Deputy AOE  
Darral Brown, Operations Manager  
Deborah Upchurch, Staff  
Leonard Hopkins, ITS  
Attorney Ryder

Attorney Bibbs  
Suzanne Thompson  
Janice Banks  
Suzanne Thompson  
Rose Ann Bradley  
Barbara Williams

  
\_\_\_\_\_  
Robert Meyers, Chairman

4/18/17  
Date

  
\_\_\_\_\_  
Norma Lester, Secretary

4/18/17  
Date



# Shelby County Election Commission

## Administrator of Election Monthly Report

March, 2017

### Voter and Candidate Services

- Have been busy with processing petitions for the TN 95<sup>th</sup> District Special Election, the Lakeland Commissioner election and Arlington Alderman Positions 2,4,5 & 6 and Arlington School Board Positions 1, 3 & 5. Interestingly enough, the qualifying deadline for Arlington is the same day as the Special General election for TN House District 25.
- Eddie Jones, Rachel Knox, and Reginald Milton filed their year end supplemental reports after they received their certified letters, so their names have been forwarded to the Bureau of Ethics and Campaign Finance and removed from the overdue list.
- Kudos to Vicki Collins for tracking down an excess to needs picnic table from the Shelby Farms Park Conservancy; it now lives at Nixon between the trees out front.

### Operations Department

- Letters have been sent to the five nursing homes in District 95; three have responded. Letters have been sent to all other nursing homes inquiring if any of their residents who might be there for rehab are registered in District 95. We don't anticipate spending more than 2 days doing nursing home visits.
- The Machine Techs have prepped all of the machines necessary for the upcoming special elections; they are awaiting ballots.
- The Election Officials department are busy finding poll workers; we are going to use some of the officers in Early Voting so they get some experience with the PollPads before Election Day. The PollPads are extremely easy to use but we want to Election Day to go as smoothly as possible.
- We are in the process of building the ballot for District 95<sup>th</sup>; obviously we can't finish until after the candidates are certified. ES&S will be assisting with Balotar but otherwise we will be handling most other tasks.
- We have been notified that the polling place for 17-00, Memphis Leadership Academy, is no longer available to us as the organization is closing. We are

searching for another location in the area; one church in the precinct is willing but the parking is difficult. The other churches in that vicinity were not willing or able to be polling places.

- For the Lakeland election, we will be expanding the inspection of voting machines into a public test format. In addition to inspecting individual machines, one machine will be used to vote and then tabulate a set of ballots. We start with a copy of the database created after the tabulation database is locked for election. A minimum of 25 optical scan paper ballots, at least four from each precinct, will be printed and randomly marked. The ballots will then be tabulated by hand. Then during the public test, we will tabulate the ballots on the OS machines. Then a bi-partisan team will vote those ballots on a TSX machine and the results will be tabulated. The results will be compared to results that were tabulated by hand and by optical scan; they obviously should match. This is a much more comprehensive and transparent approach than a simple inspection. If this is well received, we will do this for all future elections.

## **Administrator**

- We had our Beach Blast party on February 24<sup>th</sup>. Most normal county offices have some sort of celebration in December; that just doesn't work for us in a presidential election year. All of our temps were invited and a large number of them attended. I've enclosed some pictures. I think everyone had a good time and a special thank you to Deborah Upchurch and Carol Collinsworth for taking an idea and running with it. As a friend of mine always says, "go big or go home" and they went big.
- We got excellent positive news coverage from the election at Willow Oaks school. If you missed the coverage on News 24, you can watch it on my personal cell phone. I can't distribute it through the county email system; they prohibit MP4 files.
- We have nearly filled the storage on the F drive allotted to us by IT; Joe is spearheading the project to either expand the storage available or move some things to an external drive.
- The State Comptroller's Office completed the geo coding of our current voter rolls. Out of 775,000 records, they only identified 148 that might have precinct assignment errors. After working through the list, we corrected 85 addresses. 60 were already correct; the Comptroller's office was wrong. There are only three invalid addresses; none of them have active voters. So, essentially, every single voter in Shelby County is assigned to the correct precinct. A special thank you to Joe for working through this project.

- Joe is continuing to search for an election night reporting solution since ES&S has discontinued their product. Worst case scenario, we will simply post .pdfs to our website but there are a couple more elegant solutions to be pursued.
- We are conducting classes for volunteer deputy registrars. Kudos to Sharon Logan for running with that project and managing the registration and creating the packets. By the time the last class is over next week, we will have deputized more than 100 people to assist in voter registration drives. Volunteers will be staffing two upcoming registration drives - One is the MuslimMeMFest on Saturday, March 25<sup>th</sup> at AgriCenter and the other is the We Heard You Youth Forum on April 1<sup>st</sup> on Mississippi Boulevard Christian church.
- If you haven't seen them, you should take a look at the staff restrooms and break room here at Nixon. We are nearly done with the updating project; the break room no longer has that prison vibe and the restrooms look a lot better. One of the excess to needs televisions from Downtown has been moved here; the walls were patched, the room was painted, plug covers replaced and stained ceiling tiles and rusted ventilation fans replaced. My husband installed some chair rail and hung art that I bought at various estate sales. Oscar Smith replaced some floor tiles and spent hours stripping and waxing the floor. We are ordering new, more comfortable chairs for the existing tables. Carol Collinsworth and Genine Taylor helped paint. Special thanks to Oscar Smith, who is on work release, for all of his hard work assisting us in sanding, painting and stripping and waxing of the floors. Oscar is also quite excellent at deep cleaning; we will be continuing with that project. The carpets here at Nixon will be cleaned as soon as I can find a date that doesn't conflict with training or elections.
- I am pleased to announce that we have hired Stacy Scott as the Technical Specialist. Stacy began working for us as a temporary employee last fall. Stacy will be working from the Downtown office and her first project is to begin examining the census block boundaries for the 2021 redistricting. Our suggestions for block boundaries are due by May 31<sup>st</sup>. Stacy's incredible attention to detail will be a tremendous asset in this project. We have ordered a new computer with enhanced graphics and large dual monitors for her workstation.
- The County Commission approved the increase in our budget for the District 95 Special Elections; these are reimbursable from the State of Tennessee. The budget amendment for the Lakeland special election will be on the agenda for the next meeting.
- We have hired two interns from the University of Memphis to help us with social media and graphic design. Zach Harpole is working on our electronic contact with the public including YouTube, Twitter, and Facebook; he has updated our Facebook page with a banner showing the important dates for the 95<sup>th</sup> District

elections and is working on a plan for re-organizing our web page. Peyton Whitehead is working on graphic design for our newsletter and other publications. We hope to have our first newsletter out yet this week.

- Matthew Hill from Office of Local Government came to Shelby County to provide training in the redistricting tool and the GUPS Block Boundary Suggestion Program to myself, Joe Young, and Stacy Scott. I first used GIS to redistrict in 2001; I was so excited to use that tool then because it was light years easier than using paper maps. The 2017 tools are nothing short of amazing; this project will be so much easier with these tools.
- Days to Upcoming Elections:
  - Tennessee House District 95 Special Primary – 37 Days
  - Lakeland Special Election – 65 Days
  - Tennessee House District 95 Special General – 86 Days
  - Arlington General Election – 184 Days

Item #: 2017/21/03 -2-3-107

Prepared by: Darral Brown

Committee: Election Operations

Approved by: Linda Phillips

**RESOLUTION TO APPROVE TEMPORARY POLLING LOCATION CHANGE FOR  
WARD COR, PRECINCT 03**

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WHEREAS, The voters of Ward COR, Precinct 03, having a total of 19 registered active voters have been voting at Memphis Jewish Home


WHEREAS, The Election Commission would like to temporarily send the 19 voters to GER-12 Houston High School for primary and general election

WHEREAS, The Shelby County Election Commission has permission to use the closest polling location (GER-12) Houston High School located 9755 Wolf River Blvd Germantown TN, as the temporary polling location for the voters of Ward COR, Precinct 03, and

NOW THEREFORE BE IT RESOLVED, By the Shelby County Election Commission that the polling location for Ward COR, Precinct 03 is temporarily changed to (GER-12) Houston High School located 9755 Wolf River Blvd., Germantown, TN for the primary and general election is hereby approved.

BE IT FURTHER RESOLVED, Pursuant to TCA 2-3-105, the Shelby County Election Commission shall mail to each active voter whose polling place is changed a notice of the voter's temporary polling place (GER12) Houston High School.

  
Robert D. Meyers, Chairman

  
Norma Lester, Secretary

  
Dee Nollner, Member

  
Steve Stamson, Member

  
Anthony Tate, Member

Adopted \_\_\_\_\_

Item #: 21/03/2017-2-3-107

Prepared by: Darral Brown

Committee: Election Operations

Approved by: Linda Phillips

**RESOLUTION TO APPROVE TEMPORARY POLLING LOCATION CHANGE FOR  
WARD GER, PRECINCT 03**

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WHEREAS, The voters of Ward GER, Precinct 03, having a total of 503 registered active voters have been voting at Germantown Performance Art Center 1801Exeter RD Germantown, TN 38138

WHEREAS, The Election Commission has been informed that due to scheduling conflict Germantown Performance Art Center will not available for the primary and general election, and

WHEREAS, The Shelby County Election Commission has permission to use the closest polling location (GER-04) Farmington Elem School located 2085 Cordes RD Germantown TN, as the temporary polling location for the voters of Ward GER, Precinct 03, and

NOW THEREFORE BE IT RESOLVED, By the Shelby County Election Commission that the polling location for Ward GER, Precinct 03 is temporarily changed to (GER-04) Farmington Elem School located 2085 Cordes RD, Germantown, TN for the primary and general election is hereby approved.

BE IT FURTHER RESOLVED, Pursuant to TCA 2-3-105, the Shelby County Election Commission shall mail to each active voter whose polling place is changed a notice of the voter's temporary polling place GER04.

  
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Robert D. Meyers, Chairman

  
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Norma Lester, Secretary

  
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Dee Nellner, Member

  
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Steve Stanson, Member

  
\_\_\_\_\_  
Anthony Tate, Member

Adopted \_\_\_\_\_