

SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
OCTOBER 17, 2017

APPROVED

Regular Meeting of the Shelby County Election Commission was held on October 17, 2017 at 4:00pm at the Election Operations Center, 980 Nixon Drive.

CALLED TO ORDER BY: Commissioner Nollner **Time:** 4:02pm

COMMISSIONERS PRESENT: Commissioner Nollner, Commissioner Lester, Commissioner Stamson and Commissioner Tate

COMMISSIONERS ABSENT: Chairman Meyers

APPROVAL OF SEPTEMBER 26, 2017 MINUTES

MOTION TO APPROVE: Commissioner Stamson

SECONDED BY: Commissioner Lester

APPROVED: Unanimously

ATTORNEY'S REPORT:

Attorney Bibbs: City council voted to create an ordinance to repeal Rank Choice Voting. Attorney Alan Wade will be in charge of drafting an ordinance. The ordinance was sent to Government Affairs on the morning of October 17th.

Attorney Varela: Two out-of-town guest came to speak as advocates for Rank Choice Voting. The City council will send the ordinance down for the first reading. Attorney Alan Wade was asked to give his opinion on Judge Turner decision. The ordinance is a proposal to place Rank Choice Voting option on the next general county ballot. City Councilman Ford is opposed to Rank Choice Voting.

Discussion followed

ADMINISTRATOR'S REPORT (SEE ATTACHMENT):

Given by: Linda Phillips

Commissioner Lester inquired about absentee scanner issues.

Discussion followed

OLD / NEW BUSINESS:

None

ANNOUNCEMENTS:

- Next Regular Commission Meeting will be announced.
- November 17, 2017: First day petitions will be available for pickup for the County Primary May 1, 2018 Election.

ADJOURNMENT:

MOTION TO APPROVE: Commissioner Stamson

SECONDED BY: Commissioner Lester

APPROVED: Unanimously

OTHERS IN ATTENDANCE:

Linda Phillips, Administrator	Attorney Varela
Joe Young, Chief Deputy AOE	Rose Ann Bradley
Genine Taylor, VCS Manager	Barbara Williams
Deborah Upchurch, Staff	Janice Banks
Leonard Hopkins, ITS	James Johnson
Attorney Bibbs	Suzanne Thompson
Attorney Ryder	

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APPROVED

Robert Meyers

ROBERT MEYERS, CHAIRMAN

12/12/17

DATE

Norma Lester

NORMA LESTER, SECRETARY

12/12/17

DATE



Shelby County Election Commission

Administrator of Election Monthly Report

October, 2017

Voter and Candidate Services

- Campaign Finance Easy Vote Database - We are now using Easy Vote exclusively for managing campaign finance activities. A new release of the software was made available; it fixed a few bugs. Our trainer from EasyVote will be visiting us in November; the updated public facing website will also be upgraded in November. The public website address is: <https://tennessee.easycampaignfinance.com>
- The OVR system is up and running. We received 453 on-line applications in September. As of October 13, we have received a total of 720 since the system commenced in mid-August.
- 1,335 new voters were added in September.
- Lists from the Department of Safety were supposed to be available on September 28th; they were not received and no one has responded to our inquiries as to when they might be available. This will list voters who have a different, more recent address than are shown on our records. We are little curious to see if we have 10,000 or 100,000 names to research.
- Staff has trained on issuing petitions through the petition portal; we begin issuing petitions on Friday, November 17 for the May 1, 2018 primary.
- We successfully participated in more than 65 events for National Voter Registration Month. Many thanks to the dozens of volunteers who helped us reach out into the community; we are still working on the number of applications received in September; the report from ESM that we thought was counting applications received actually isn't.

Operations Department

- We met with Mike Funk and Sandra Perry from IT to try to determine why the scanners wouldn't operate on election night. At this point, IT says they did nothing to anything between when it worked the day before and the afternoon of the election. And they did nothing to anything between when it didn't work and then it did on Election Day. We are working with the manufacturer of the

equipment to see if they have any insights. (Other than the obvious solution of moving to a technology that didn't debut in 1953.)

- Old records were reviewed and those that could be destroyed were recorded on the destruction logs; the appropriate forms were filed with the Commission on Public Records. Our shredding service will be out to pick up 383 bankers boxes.
- We built ballots and prepared voting machines for:
 - Fairley High School
 - Ridgeway Middle School
 - Memphis Health Academy
 - Knight Road Elementary School,
 - Alton Elementary
 - Shelby County Schools Student Congress Election
 - Craigmont High
 - John P. Freeman Optional School
 - AKA Sorority
 - Home School Association Op Center Tour
 - Raleigh Library "Never Too Young" Demo
- We are inventorying all voter access cards, CF cards, and memory cards. We are segregating the memory cards used for private elections; those cards **will not** be used for public elections.

Administrator

- Renovation of the new office space downtown continues. We are **tentatively** planning to close the downtown office for four days – Monday through Thursday. We'll pack on Monday; IT will disconnect all of the electronics. Movers will move on Tuesday; that will take much of the day. We will unpack on Wednesday and IT will begin re-installing all of our gear; that will probably continue into Thursday; we will re-open on Friday. Whether that is the week of November 6th or November 13th remains to be seen. We will advertise the closing in various news outlets as soon as we know.
 - The furniture for the supervisors arrived at Nixon; Van came in and hung pictures on their walls, so Carla and Genine now have functional, nicely decorated offices. If you have a few minutes after the meeting, stop in and look at them.
 - I have been invited to assist in the counting of the St. Paul, MN municipal RCV election, so I will be out of the office from November 8th through November 15th. (It's difficult to precisely predict when they will finish, so if I can get back earlier, I will.) Regardless of what happens with the referendum, I have to plan as though we will conduct an RCV election in 2019.
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- ES&S came and demonstrated their new electronic poll pads; this is one potential solution to our looming early voting problem. We also saw a demonstration of the Votec electronic poll books. All of the units we have seen have pluses and minuses and all are about the same price. The Know Ink units are an easier fit with our new VR system; the ES&S units are easier for pollworkers to set up. The ES&S printers have battery backup but the scanning function of the KnowInk units is superior.
 - We are having two conference calls a week with Everyone Counts to customize the new VR software. Although there will be a steep learning curve for everyone, it will be vastly more secure, easier to use, and a whole lot faster, so we are looking forward to it's arrival.
 - Genine Taylor and Carla Lytle are taking the Shelby County New Supervisors training; they are finding it very worthwhile.
 - All staff, including you, must take the Annual Title VI Training. Joe emailed you directions; please do that as soon as you can. If you need to use one of our computers, that's fine; just come on in.
 - Most of the staff has taken Windows 10 Training in preparation for the deployment of our new computers; the rest will take the class in November. Windows 10 is hugely different from Windows XP.
 - Most of the copy for our new website has been written and is in the process of being edited & proofread. We have enough photos to get started, although we will be adding more later. Our photographer will be here at the next meeting that all of you will be at, so we can get a group shot.
 - Joe is working on the Intelligent Mail Barcode (IMb) project; this is used by some jurisdictions to speed the delivery of absentee ballots. It also allows for tracking of absentee ballots. In any event, we will be printing our own absentee ballot return envelopes instead of using the state's generic envelopes for US voters. This will allow us to use the USPS IMb codes on them; that will speed delivery back to us.
 - Joe is continuing to work with the staff to improve computer security. He is also working with Dillard Security to upgrade the security doors and locks in this facility.
 - Days to Upcoming Events:
 - Last Day for Resignations that would Require Special Election – 19 Days
 - First Day to Issue Petitions for 2018 Primary – 31Days
 - 2018 County Primary Election – 196 Days
 - 2018 Primary and County General Election – 289 Days
 - 2018 General Election – 385 Days
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