

**SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 26, 2017**

APPROVED

Regular Meeting of the Shelby County Election Commission was held on September 26, 2017 at 4:00pm at the Election Operations Center, 980 Nixon Drive.

CALLED TO ORDER BY: Chairman Meyers **Time:** 4:02pm

COMMISSIONERS PRESENT: Commissioner Stamson and Commissioner Tate

COMMISSIONERS ABSENT: Commissioner Lester and Commissioner Nollner

APPROVAL OF AUGUST 15, 2017 MINUTES

MOTION TO APPROVE: Commissioner Stamson
APPROVED: Unanimously

SECONDED BY: Commissioner Tate

ATTORNEY'S REPORT:

Attorney Bibbs : A planned meeting with the Administrator will be scheduled in the next 30 to 60 days to discuss Rank Choice Voting.

CERTIFICATION FOR SEPTEMBER 21, 2017 ARLINGTON ELECTION RESULTS:

The following were declared winners:

Alderman Position 2: *Cheryl Pardue*

School Board Position 1: *Scott Benjamin*

Alderman Position 4: *Oscar Brooks Sr.*

School Board Position 3: *Hugh Lamar*

Alderman Position 5: *Harry McKee*

School Board Position 5: *Dale Viox*

Alderman Position 6: *Jeremy Biggs*

MOTION TO APPROVE: Commissioner Stamson
APPROVED: Unanimously

SECONDED BY: Commissioner Tate

ADMINISTRATOR'S REPORT (SEE ATTACHMENT):

Given by: Linda Phillips

OLD / NEW BUSINESS:

New: Chairman Meyers discussed a planned October 17, 2017 meeting with the City of Memphis

Administration and City Council.

Discussion followed

ANNOUNCEMENTS:

- Regular Commission Meeting scheduled for October 17, 2017 at 4:00 p.m.

ADJOURNMENT:

MOTION TO APPROVE: Commissioner Stamson
APPROVED: Unanimously

SECONDED BY: Commissioner Tate

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OTHERS IN ATTENDANCE:

Linda Phillips, Administrator
Carla Lytle, Operations Manager
Genine Taylor, VCS Manager
Deborah Upchurch, Staff
Carol Collinsworth, Staff
Leonard Hopkins, ITS

Attorney Hagler
Attorney Varela
Attorney Bibbs
Rose Ann Bradley
Barbara Williams

ROBERT MEYERS, CHAIRMAN



NORMA LESTER, SECRETARY

DATE

10/17/17
DATE



Shelby County Election Commission

Administrator of Election Monthly Report

September, 2017

Voter and Candidate Services

- Campaign Finance Easy Vote Database - we are several months ahead of schedule in implementing this project. All documents have been scanned; all individual candidate files are indexed and available in EasyVote; a few PAC files need to be uploaded and indexed. We are now using Easy Vote exclusively for managing campaign finance activities. A new release of the software is expected very soon which will have several improvements. The public website address is: <https://tennessee.easycampaignfinance.com> We will link to this website very soon and bring down campaign finance information on our current website.
- VCS regular and temporary staff are continuing to do data clean-up in preparation for the new VR system. One of the big issues we are trying to clean up is we had a large number of women who registered as "Mrs. Husband's Name" from roughly 1940 until the early 1990's. This worked OK until someone decided to delete the title "Mrs." from ESM. So now we have records like "John Doe" with a gender marked as female. We are using records from Safety and the Registrar's office to correct the first names.
- The OVR system is up and running. As of September 25th, we have received a total of 268 registrations from this system. This is not yielding any savings to us yet since we are printing them out and processing them as though they had been mailed to us. However, with our new VR system, it will automatically populate the fields in the system, so no re-keying will be required; a human will still need to approve them but we can cut down the amount of typing. There is a report in your folder showing the registrations received by day.
- 1,764 voter registration applications were received in August.
- The contract with Everyone Counts has been signed and the purchase order issued. We've had a kick-off meeting and are in the requirements gathering phase for the customization required to meet Tennessee law.
- List from the Department of Safety will be available this week; this will list voters who have a different, more recent address than are shown on our records.

Operations Department

- We conducted the Arlington Municipal Election on September 21, 2017. Congratulations to Carla Lytle and her team for a near flawless election.
- We are meeting with IT to determine why the ports for the optical scan units (which were tested at 3pm and worked perfectly) failed at 6:30pm.
- The renovations in this building are nearly complete. A TV has been ordered for the wall across from the server room. The only other thing we are waiting for is the installation of the operable wall in this room. The contract has been awarded; installation will likely be after Christmas; this room will be out of commission for several weeks during the construction time. The furniture for the Operations & VCS manager is supposed to be delivered on Thursday.
- The inventory of all of our equipment is complete; no equipment is missing.
- The Elections Officials department has been busy organizing and inventorying supplies.
- We conducted ten private elections this month for a variety of organizations. We have strengthened the security protocols for equipment used in private elections.
- The following locations are not available for use as polling locations in 2018; staff is busy searching for suitable locations to replace them.

PCT #	Polling Location	Reason
17-00	MEMPHIS LEADERSHIP FOUNDATION	Not Available
60-06	DIVINE LIFE CHURCH	Not Available Anymore
87-03	HOLY NATION MINISTRIES	Not available—operating 2 schools at this location this year
89-01	IMMANUEL LUTHERAN CHURCH	Not Available for all 2018 Election Days
BAR-03	ALTRURIA ELEM SCHOOL	Not Available
BAR-04	ELLENDALE ELEM SCHOOL	Not ADA compliant for voting as voters must enter through a side door; which has a long, steep walk with no handrail.
FOR-01	HARVEST CHURCH	Not Available
MIL-02	MILLINGTON CIVIC CENTER	May not be Available
ROS-15	EAST WIN CHRISTIAN CHURCH	Church Selling property
Early Vote	WAYPOINT CHURCH (formerly Bethel Church)	Asking \$500.00 a Day for Rent

Administrator

- The tri-fold voter information brochure has been updated to reflect the addition of online voter registration. A copy is included in your folder. Please destroy all copies that do not have the September, 2017 date on them. If you need additional copies, they are available in the office.
- Today is National Voter Registration Day. Our events today included having representatives at every Community Center and Senior Center in Memphis and the Main Library, the Downtown Library and libraries in Arlington, Bartlett, Collierville, Germantown, and Millington from Noon– 4pm. All told, we are in 36 separate locations today. Genine and her team put in almost superhuman effort to staff all these locations and assemble supplies. We have new stickers to give to those who register to vote. There is a sample in your folders. To conclude Voter Registration Month on Saturday, we will have representatives in the Memphis Community Centers from Noon – 4pm. We had advertising in the Commercial Appeal and I did a live interview at 6:30am & 7am on Channel 24. See coverage at: <http://www.localmemphis.com/news/video/today-is-natl-voter-registration-day-20170926110116/818725015>
- In addition to the activities today and on Saturday, we and a dedicated team of volunteers have been all over the county for all sorts of events. A calendar is included in your packet.
- The third quarter newsletter is out; a copy is in your folders.
- Social Media - we have expanded our presence on Twitter and Instagram; we've seen an increasing number of likes and shares on Facebook. Not only are people looking at the pictures of our rocks, more of our informational posts are being shared.
- Voting Rocks have been placed in all areas of the county. News coverage can be seen at: <http://wreg.com/2017/09/12/voting-rocks-campaign-targets-young-voters/> and <http://www.localmemphis.com/news/local-news/voting-rocks-meant-to-encourage-young-shelby-county-voters/811297436>
- We've begun work on the revamp of our website. There is a lot of information on our website but the site is very dated looking, hard to read, and not very visually appealing. We've hired a photographer to take photos for use on our website. Mike Pachis, who did the photos for the Shelby County website and is familiar with the requirements, took photographs in this building and was out on Election Day in Arlington. We are hoping to launch the new website by the end of the year. Everything on our current website will be available on the new site; it will be better organized, however. We have not been very consistent with the information posted for each election; we are working on providing the same

information for every election. Some of the websites we are looking at for inspiration are:

- voteseminole.org
- vote.minneapolis.gov
- www.nashville.gov/Election-Commission.aspx
- butlercountyelections.org
- We are partnering with the Children's Museum to develop some elementary school programs about voting. We are excited to tap into their expertise in developing these programs.
- I wrote an op-ed piece for the Commercial Appeal trying to debunk some of the myths about "purged voters". It was published on September 24, 2017. A copy is in your folders.
- Joe has been working on security issues. We will be replacing some of the push button locks with prox card locks as the push button locks are having some problems.
- Renovation of the new office space downtown continues. We have ordered furniture for the new downtown offices; we are now anticipating a move-in date of early November. When the downtown offices are ready, Carol Collinsworth will be moving downtown where she will manage our social media, website, and assist with outreach activities and events.
- The computer provided to us by the State of Tennessee has been retired and replaced (at our expense) with a machine running Windows 10.
- Joe is spearheading the efforts to replace all of our existing Windows XP machines with more modern equipment. Training is being made available to staff on Windows 10 through Shelby County New Horizons training center.
- We are holding three additional deputy voter registrar classes this week. There are still a few slots open on Thursday morning and Saturday morning.
- Days to Upcoming Events:
 - Last Day for Resignations that would Require Special Election – 40 Days
 - First Day to Issue Petitions for 2018 Primary – 52 Days
 - 2018 County Primary Election – 217 Days
 - 2018 Primary and County General Election – 310 Days
 - 2018 General Election – 406 Days