

SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
January 23, 2018

APPROVED

Regular Meeting of the Shelby County Election Commission that was originally scheduled to be held on January 16, 2018, was canceled due to inclement weather. The regular rescheduled meeting was held on January 23, 2018, at 4:00 pm at the Election Operations Center, 980 Nixon Drive.

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

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

NEW WEBSITE PRESENTATION

Presented by Linda Phillips

ACTION ITEM: Chairman Meyers inquired about visual impaired compatibility verification.

APPROVAL OF DECEMBER 12, 2017 MINUTES

MOTION TO APPROVE: Commissioner Nollner **SECONDED BY** Commissioner Lester

APPROVED: Unanimously

ATTORNEY'S REPORT:

Attorney Ryder provided an update on the declaratory judgment action. After further review, Attorney Ryder and his firm recognized that before they would proceed to Chancery Court, they would have to exhaust our administrative avenues which means they would need to file a petition for a declaratory order with the Coordinator of Election, Mark Goins. Attorney Ryder and his firm filed a declaratory order petition and provided copies to all commissioners. The declaratory judgment was served to the Coordinator of Election, Mark Goins on Jan 11, 2018. Mr. Goins has 60 days to respond. If he takes no action by March 12, 2018, the petition is deemed rejected. If the petition is denied or rejected, we will proceed to Chancery Court.

BUDGET FY19:

Presented by Linda Phillips.

\$30,000.00 was added back to the August and November FY19 budget. The amended proposed budget totals are: Administration: \$839,089.00, August Election: \$1,161,038.00, and November Election: \$1,428,189.00

MOTION TO APPROVE THE AMENDED PROPOSED BUDGET: Commissioner Nollner

SECONDED BY Commissioner Lester

APPROVED: Unanimously

Discussion followed.

AUDITOR CONTRACT:

Presented by Linda Phillips

Commissioners plan to revisit at a later date.

Discussion followed.

ADMINISTRATOR'S REPORT (SEE ATTACHMENT):

Given by: Linda Phillips

OLD / NEW BUSINESS:

Old: Commissioner Lester requested the Democrat potential poll workers list.

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ANNOUNCEMENTS:


- Regular Commission Meeting scheduled for February 27, 2018 at 4:00 p.m.

ADJOURNMENT:

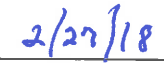
Adjourned at 5:24 pm

OTHERS IN ATTENDANCE:

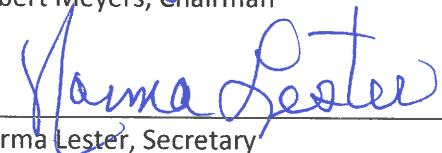
Linda Phillips, Administrator	Attorney Ryder
Joe Young, Chief Deputy Administrator	Attorney Varela
Carla Lytle, Operations Manager	Attorney Bibbs
Genine Taylor, VCS Manager	Rose Ann Bradley
Deborah Upchurch, Staff	Barbara Williams
Carol Collinsworth, Staff	Suzanne Thompson- Cozza
Leonard Hopkins, ITS	
Attorney Hagler	



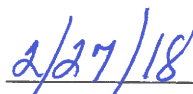
Robert Meyers, Chairman



Date



Norma Lester, Secretary



Date



Shelby County Election Commission

Administrator of Elections Monthly Report January, 2018

Voter and Candidate Services

- OVR remains fairly steady; a total of 392 applications were received in December; for 2017 of 1,811 were received this way. A chart showing daily receipt is in your packet.
- NCOA - We are waiting on the Coordinator's office to provide the list of 25,000 voters who appear to have moved within Tennessee, including those who changed addresses within Shelby County. (We were supposed to get that list last October.)
- The campaign finance project continues; first reports are due January 31st. The CPA who handles many local candidates CFD filings has been trained on how to use the site. The 2018 deadlines are included in your packet.
- As of Friday, 137 petitions have been issued and 30 have been filed. All those that have been filed have had sufficient signatures.
- We are continuing to research and correct the name/gender discrepancies.

Operations Department

- 11,146 pounds of paper have been shredded and have left the building.
- All of the problems identified by TOSHA at this facility have been corrected.
- The search for alternate polling places to replace the locations that can no longer be used continues. We hope to have recommendations for you by the next meeting. We will then send the required notices to voters.
- Carla Lytle created equipment estimates of election day equipment needs based on the last similar election plus 10%. She used the line optimization tool created by researchers at MIT.
- VM Staff prepared private elections for Snowden Middle School, St. Andrews Methodist Church and Dr. Charlotte Freeman's organization.
- The EO department is contacting potential pollworkers and getting ready for May.
- The EO orientation powerpoint has been revised.

- The old XP computers were inventoried for destruction; they have been placed on pallets and shrink wrapped for transfer to IT. Once received by IT, the hard drives will be wiped/destroyed.

Administrator

- Most of my activity in the last month has been focused on the budget and the website that we have already covered.
- Replacement of the voter registration system continues on schedule. Cheryl Clarke from Everyone Counts and I attended the State Election Commission meeting on January 8th to give them an update. Everyone Counts uses the agile method of software development as opposed to the more traditional waterfall method. We had a very good meeting with the Scrum Master, the software engineer, and a number of people from Shelby County IT as well as our staff. We expect to have the first build of the Shelby County version of the software on January 29th. (I have included a blog post that provides more detail about the agile vs. waterfall approaches if you are interested what the.)
- Absentee Ballots – I am hoping to be able to use a product called Ballot Scout starting in August to track our absentee ballots using unique intelligent mail barcodes; this interfaces with our new VR system and allows us to know exactly where both an outgoing and an incoming absentee ballot is in the mail stream. This is available only for domestic absentee ballots; this would be amazing in terms of providing both better customer service and some real time data mailing and delivery times. I've included some literature about Ballot Scout in your packets; it is not yet clear if the use of this service is permitted under Tennessee law. In any event, we now have a PO box for the delivery of absentee ballots. It is PO Box 342798, Bartlett, TN 38184-2798. This allows us to have a unique zip code, which will place an intelligent mail barcode on the absentee return envelope.
- Joe continues to focus on security, both computer and physical, and the PC replacement program. The old XP computers are being destroyed.
- We had a class on How to Run for Office last Saturday; it was well attended. We are having a series of deputy registrar classes next month.
- We continue to be active on social media, so please like and share our posts on Facebook, Instagram, & Twitter. We are about to be the first county department with our own Wikipedia page.
- Days to Upcoming Events:
 - 2018 County Primary Election – 98 Days
 - 2018 Primary and County General Election – 191 Days
 - 2018 General Election – 287 Days