

SHELBY COUNTY ELECTION COMMISSION
SPECIAL MEETING MINUTES
JANUARY 19, 2016

APPROVED

The Regular Meeting of the Shelby County Election Commission was held on January 19, 2016 at 4:00 PM at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Chairman Meyers at 4:11 p.m. All Commissioners were present.

APPROVAL OF DECEMBER 7, 15 AND 18, 2015 MINUTES

December 7, 2015 Minutes

Commissioner Nollner moved to approve. Commissioner Lester seconded.

Commissioner Lester asked that the names of attendees be re-formatted into columns for size.

Approved: Unanimously

December 15, 2015 Minutes

Commissioner Nollner moved to approve. Commissioner Stamson seconded.

Approved: Unanimously

December 18, 2015 Minutes

Commissioner Lester moved to approve. Commissioner Stamson seconded.

Approved: Unanimously

ATTORNEY'S REPORT

Mr. Ryder reported the only active litigation remains Halbert vs. SCEC. Mr. Ryder previously distributed Ms. Halbert's motion to inspect for forensic audit. Mr. Ryder will be meeting with Mr. Young and necessary technical staff to draft a response. Any further report would be best held for an executive session. It was decided to adjourn to an executive session at the end of the meeting.

VCS/HR COMMITTEE REPORT

Commissioner Stamson gave the report and submitted the VCS manager's report as presented.

Commissioner Lester reported on student election workers and procedures.

The search committee referred three (3) candidates for the Administrator of Elections position to the full Commission and they will be contacted.

ADMINISTRATOR POSITION SEARCH UPDATE

Chairman Meyers reported the three (3) candidates were: Tammy Smith, Linda Phillips and Scott Daisher. Ms. Smith is certified in the State of Tennessee already and would be the Commission's first choice. Chairman Meyers spoke directly with Ms. Phillips and Mr. Daisher but left a voice message for Ms. Smith.

OPERATIONS MANAGER'S REPORT (ATTACHED)

Action items:

Commissioner's Nollner and Tate will lock the ballot boxes 2/26/16 or 2/27/16.

Commissioner's Meyers and Lester will talk with Albert Holmes and determine his willingness to serve in an operations advisory position.

SHELBY COUNTY ELECTION COMMISSION
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APPROVED

Resolution MAR16-01/19/2016 TO APPROVE EARLY VOTING LOCATIONS, DATES AND TIMES FOR THE PRESIDENTIAL PREFERENCE PRIMARY AND SHELBY COUNTY PRIMARY ELECTION ON MARCH 1, 2016

Early Voting Downtown:

Wednesday, February 10, 2016 – Tuesday, February 23, 2016

Weekdays: 10:00 a.m. – 4:00 p.m.

Saturday, February 13, 2016: 10 a.m. – 4:00 p.m.

Saturday, February 20, 2016: 8:00 a.m. – 4:00 p.m.

Satellite Locations:

Monday, February 15, 2016 – Tuesday, February 23, 2016

Weekdays: 10:00 a.m. – 7:00 p.m.

Saturday: 8:00 a.m. – 4:00 p.m.

Commissioner Stamson moved to approve. Commissioner Nollner seconded.

Approved: Unanimously

DEPUTY ADMINISTRATOR'S REPORT (ATTACHED)

Action Items:

Mr. Young proposed that in a future meeting the Commissioner's be shown what information is currently being captured in ESM.

FY17 BUDGET UPDATE

The FY17 Budget - updated FY17 budgets were distributed and discussed.

On the Admin side, any requests for additional funds must be submitted in a formal Increase Request form. For election budgets, a justification/rationale for all increases must be submitted to Finance.

Action Items:

All increase requests are due to Finance on February 16, 2016.

Ms. Crosno will forward a copy of the increase request form to the Commissioners.

ANNOUNCEMENTS:

The next Election Commission meeting is scheduled for Tuesday, February 16, 2016 at 4:00 p.m.

REQUESTED TO SPEAK:

Mr. Del Gill was given 3 minutes to address the Commissioners.

Action Items:

ADJOURNMENT

Meeting was adjourned to an Executive Session.

Others In attendance:

Joe Young, Deputy Administrator

Darral Brown, Operations Managers

Dan Dow, VCS Manager

Pam Crosno, Staff

Deborah Upchurch, Staff

John Ryder

Pablo Varela

Monice Hagler

Rose Ann Bradley

Barbara Williams

SHELBY COUNTY ELECTION COMMISSION
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JANUARY 19, 2016

APPROVED

Robert Meyers
Robert Meyers, Chairman

7/19/16
Date

Norma Lester
Norma Lester, Secretary

7/19/16
Date

Shelby County Election Commission



ROBERT D. MEYERS
Chairman

NORMA LESTER
Secretary

DEE NOLLNER
STEVE STAMSON
ANTHONY TATE
Members

(901) 222-1200
FAX (901) 222-1217

RICHARD L. HOLDEN
Administrator of Elections

JOE WM. YOUNG, II
*Deputy Administrator
of Elections*

Voter and Candidate Services Monthly Report

January 2016 Meeting

Voter Registration Applications

During the month of January, we received approximately 5,600 voter registration applications. The backlog of new registrations at January 31, 2016 was approximately 1,670. Approximately 2,600 voter registration cards were mailed. We are receiving on average 200 applications per day. New applications received by the registration deadline and voter information change requests will be completed by February 25, 2016 (5 days before election day as required).

Other documents being processed are pending letter responses from deficient applications, address confirmation responses from the NCOA analysis, and the state reports for deceased voters, duplicate social security numbers and felons.

NCOA (National Change of Address Analysis)

The biannual NCOA analysis compares voters and their addresses in the voter registration data base to USPS records and provides a report indicating the voters that may have had a change of address. We provided a list of approximately 511,000 active voters and their addresses. The USPS returned a list of approximately 63,000 (12.3%) potential address changes. As of January 8, 2016, all NCOA address changes were processed and confirmation letters mailed. As confirmation reply letters are received, the voter's record is updated as appropriate.

Biennial NVRA Mail Outs

The Biennial NVRA mail outs, are scheduled to be completed in the April-May 2016 timeframe. We will determine any active voters that have had no voter participation since prior to the November 2012 election (two federal elections 2012 & 2014, or approximately 4 years), update their status to inactive, and mail a forwardable confirmation letter.

We will also determine all inactive voters that have had no voter activity since prior to the November 2008 election (four federal elections or approximately 8 years) and purge them from the voter registration data base.

We are working with county ITS and Curt Wolfe to determine the most efficient and accurate method of accomplishing these tasks.

Supplemental Voter Registration – 2016

We have contacted 107 schools and 48 have confirmed. Four schools do not wish to participate and we are awaiting a response from 38. We are following up with these schools.

The 2 training classes for registrars and volunteers will be Thursday, March 3rd, from 10:00 am – 12:00 pm and 6:00 pm – 8:00 pm

Six groups of 2 election officials, one democrat and one republican, joined by “I am a Voter Collaborative” volunteers, will visit the schools to register students tentatively beginning March 07, 2016 and ending on April 5, 2016.

Campaign Financial Disclosures

Reminder letters and the disclosure forms were mailed to candidates January 21, 2016. We are developing procedures to ensure that reminders and disclosure forms are sent to all individuals required to file and NOT sent to those NOT required to file. These will be completed and implemented by the end of February.

| Shelby County Election Commission Monthly Voter Service Report 2016 | | | | | | | | | | | | | |
|---|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2016 TOTAL |
| Applications Processing | | | | | | | | | | | | | TOTAL |
| Applications Received | 5,611 | | | | | | | | | | | | 5,611 |
| Processed | | | | | | | | | | | | | |
| VR Card sent (Approved) | 2,587 | | | | | | | | | | | | 2,587 |
| Declined (Ineligible applicant) | 984 | | | | | | | | | | | | 984 |
| Backlog (To be Processed) | 1,671 | | | | | | | | | | | | 1,671 |
| Pending (Awaiting Voter Input) | 369 | | | | | | | | | | | | 369 |
| Cancelled Voter Registrations | 3,399 | | | | | | | | | | | | 3,399 |
| Restoration of Voting Rights | 5 | | | | | | | | | | | | 5 |
| Registered Voter Status Change | | | | | | | | | | | | | |
| Inactive to Active Status | 4,284 | | | | | | | | | | | | 4,284 |
| Active to Inactive Status | 6,421 | | | | | | | | | | | | 6,421 |

Shelby County Election Commission - Monthly Voter Services Report 2015

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2015 TOTAL |
|---------------------------------|-------|-------|-------|-------|-------|-------|-------|--------|--------|-------|-------|--------|---------------|
| Applications Processing | | | | | | | | | | | | | TOTAL |
| Applications Received | 2,041 | 2,635 | 4,842 | 2,633 | 2,513 | 2,076 | 3,571 | 5,293 | 3,955 | 3,193 | 4,098 | 4,659 | 41,509 |
| Processed | | | | | | | | | | | | | |
| VR Card sent (Approved) | 1,132 | 1,797 | 2,507 | 1,620 | 1,694 | 1,396 | 1,283 | 3,816 | 1,969 | 2,930 | 1,223 | 2,310 | 23,677 |
| Declined (Ineligible applicant) | 174 | 410 | 397 | 322 | 284 | 368 | 287 | 791 | 453 | 506 | 299 | 401 | 4,692 |
| Backlog (To be Processed) | 545 | 30 | 97 | 245 | 202 | 290 | 1,740 | 0 | 190 | 263 | 1,611 | 1,573 | 6,786 |
| Pending (Awaiting Voter Input) | 190 | 427 | 1,841 | 446 | 333 | 307 | 261 | 686 | 1,343 | 1,155 | 965 | 375 | 8,329 |
| Cancelled Voter Registrations | 293 | 641 | 2,178 | 285 | 1,163 | 474 | 456 | 1,769 | 654 | 593 | 717 | 740 | 9,963 |
| Restoration of Voting Rights | 7 | 5 | 7 | 4 | 5 | 2 | 1 | 4 | 6 | 2 | 2 | 2 | 47 |
| Registered Voter Status Change | | | | | | | | | | | | | |
| Inactive to Active Status | 93 | 170 | 167 | 107 | 86 | 107 | 91 | 679 | 987 | 1,829 | 1,427 | 1,018 | 6,761 |
| Active to Inactive Status | 160 | 945 | 199 | 89 | 129 | 66 | 1,181 | 12,479 | 19,107 | 4,816 | 8,485 | 22,045 | 69,701 |

Shelby County Election Commission

ROBERT D. MEYERS
Chairman

NORMA LESTER
Secretary

DEE NOLLNER
STEVE STANSON
ANTHONY TATE
Members



(901) 222-8821
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RICHARD L. HOLDEN
Administrator of Elections

JOE WHI YOUNG, II
Deputy Administrator
of Elections

SHELBY COUNTY ELECTION COMMISSION

Deputy Administrator of Elections Report

January 19, 2016

2016 Presidential Preference Primary Election and Shelby County Primary Election

There are about 440 voter registration applicants that have provided commercial or bad addresses. There are no voting precincts, districts, etc. for these addresses. Letters are being sent to the applicants informing them of their application's deficiency and requesting address correction information. Until the correct information is received from the applicants, their status designation will be *Inactive*. If a valid address is received, their status will be changed to *Active*.

A team composed of VCS and Operations management and staff has met to discuss and develop plans for properly handling these Individuals during early voting and on election day. The team will develop plans for training data entry, election officials and call center staff.

The immediate goal is to evaluate and develop a comprehensive process that assures each voter is able to properly cast their ballot using a valid address and its correct precinct. The long term goal is develop a better procedure for handling bad and commercial addresses.

ESM Software Replacement Technical Consulting Project Closure

The ESM Software Replacement Technical Phase III of the technical requirements consulting project was completed on December 21, 2015 with the External Stakeholder teleconference conducted by the Coeur Business Group. The completion of Phase VI will conclude the technical requirements consulting project. The only remaining items are acceptance of the deliverables and CBG's presentations. There will be a review of deliverables with the Executive Sponsor (Chairman Meyers) which will be followed by a presentation to the full board. The technical requirements will be included in the RFP that will go out to prospective vendors. The goal is to complete all processes related to the ESM replacement purchase and to have an appropriations resolution approved by the county commission before the end of FY15-16.

The board is asked to please provide any *non-technical* minimum requirements that are to be included in the RFP by the end of this month.

980 Nixon Dr. * Memphis, Tennessee 38134

www.shelbyvote.com

Voting Machine Follow-up

At the board's request, a review of the processes for purchasing new voting machines began.

With regard to the state and HAVA funds, attorney Andrew Dodd with the state coordinator of elections office is currently revising the procedures and will provide the document when it is completed. This was formerly handled by Wayne Pruett who has retired. The information will be forwarded to the board as soon as it is received.

On the county's side, the process is the same as RFQ and RFP for replacing the ESM software as handled through the county's Purchasing Department. It will be handled as an IT CIP project and therefore subject to the same processes. It must start with an election commission resolution asking the county to proceed with the processes that are required to make the purchase. Shelby County Government's CIP budget for FY16-20 includes \$1.2M for voting machines in FY2020. The funds were placed in FY2020 because no project has been developed to move forward with the voting machine purchase. Hence, the funds must be moved to the intended year of actual purchase. After the completion of the RFP process and a vendor and type of voting machine identified, an appropriations resolution must be passed by the Shelby County Commission.

There are several other considerations. Both the state and the county must approve voting machine vendors. While several vendors have been approved by the state, potential vendors must also successfully complete the county's vendor approval process. The 980 Nixon Drive CIP project should include considerations of layout and configuration that can accommodate the new machines. The number, size, and space are not known. Finally, the sale, storage, etc. of the 1500+ TSX machines currently owned by the election commission must be considered.

Shelby County Government and the state Coordinator of Elections will require a directive from the election commission to proceed with the new voting machine project.

Open Records Requests

Ms. Carol Chumney's open record request is being handled for Shelby County Government by assistant attorney Megan Smith. We have had several meetings with Ms. Smith. Ms. Crosno has been coordinating efforts with the county and SCEC staff in the collection of information, reports, etc. We've also given Ms. Smith a tour of the Operations Center to help her better understand the work and time that will be required for the submittals. Chairman Meyers has been briefed.

Website

The election commission's website at www.shelbyvote.com has been modified to show early voting information on the left side of the page. Updates including calendar updates, Shelby County School

Board terms were made. Manager approval is required for content and accuracy of documents that are to be posted to the website.

ES&S Account Manager Proposal

The ES&S Account Manager will be Bridgette Richardson. We've met with her, Jeb Cameron, Mac Beeson this week and discussed support type and level for the 2016 PPP election project delivery as well as for the remainder of the year calendar and fiscal year.

The ES&S Account Manager Proposal and the existing SCEC and ES&S contract are being reviewed.