

**SHELBY COUNTY ELECTION COMMISSION
SPECIAL MEETING MINUTES
November 24, 2014**

The Special Meeting of the Shelby County Election Commission was held on November 24, 2014 at 4:00 PM at the Election Operations Center, 980 Nixon Drive. Commissioners Nollner, Lester, Stamson, and Tate were in attendance. Chairman Meyers was absent as he was in court. Commissioner Nollner presided over the meeting.

Meeting was called to order by Commissioner Nollner at 4:03 P.M.

APPROVAL OF OCTOBER 15 AND OCTOBER 24, 2014 COMMISSION MEETING MINUTES

Commissioner Lester moved to approve the October 15, 2014 Commission meeting minutes. Commissioner Stamson seconded. The October 15, 2014 Commission meeting minutes were approved.

Commissioner Lester moved to approve the October 24, 2014 Commission meeting minutes. Commissioner Stamson seconded. The October 24, 2014 Commission meeting minutes were approved.

ATTORNEY'S REPORT

Attorney Hagler reported that the State Supreme Court did not uphold the appeal regarding the Memphis annexation of the Southwind area and that the provisional ballots from GER-06 and FOR-01 regarding the Memphis ordinance and WIGS referendum on the Nov. 4 ballot should be counted. Commissioner Nollner and Mr. Holden confirmed they had been counted and were included in the certification numbers.

IT UPDATE ON REPLACEMENT OF ELECTION MANAGEMENT SYSTEM SOFTWARE

Lee Wessels with IT suggested Deputy Administrator Joe Young make the report as he was acting as the project manager. Mr. Young reiterated that the County Commission had allocated \$200,000 to be used to hire a consultant to advise the Commission moving forward with purchasing a new voter registration/election management software system. An RFQ has been developed outlining qualifications and submitted to purchasing after review by the Administrator and Deputy Administrator from IT for revisions/refinements. The RFQ should be sent out the week of December 8, 2014. The list includes approximately 10 consultants specializing in voter management systems. Any questions that consultants have will be addressed to purchasing. RFQ is 15-008-10. The state provides specific requirements for a voter registration system and a list of approved vendors. The consultant will evaluate vendors based on state requirements. They also provide a list of 5-6 companies certified to provide those services. During the process of reviewing and complying with state requirements, we will ask the consulting firm to conduct the discovery meeting with administration, staff, and stakeholders, and especially front end users who can explain what we would like in a system beyond state requirements. The County Commission requires us to use a consultant during this process. The vendor that serves as the consultant cannot also be in consideration for providing the election management system. Mr. Young anticipates the deadline for the RFQ should be the end of January.

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CERTIFICATION OF NOVEMBER 4, 2014 ELECTIONS

Commissioner Lester asked for clarification for what was the difference between the final report received today and the draft they received Friday. Mr. Holden replied that they were the same report and the numbers were all the same.

Commissioner Lester moved to Certify the November 4, 2014 Election. Commissioner Stamson seconded. No further discussion. Motion to approve the Certification of the November 4, 2014 Election passed.

ANNOUNCEMENTS

Special Ops/Tech Committee Meeting will follow immediately.

Next Committee Meetings:

Ops/Tech Committee Meeting – December 3, 2014 at 4:00 p.m.

VCS/HR Committee Meeting – December 3, 2014 at 4:30 p.m.

Next Regularly Scheduled Board Meeting:

Wednesday, December 17, 2014 at 4:00 p.m.

ADJOURNMENT

Commissioner Stamson moved to adjourn the meeting. Commissioner Lester Seconded. Meeting was adjourned at 4:30 p.m.

Others in attendance:

Rich Holden, Administrator
Joe Young, Deputy Administrator
Dan Dow, VCS Manager
Albert Holmes, Operations Manager
Pam Crosno, Staff
Carlos Bibbs, Attorney
Monice Hagler, Attorney
Lee Wessels
Suzanne Thompson
Bill Driess
Joe Walsh