

SHELBY COUNTY ELECTION COMMISSION
REGULAR MEETING MINUTES
September 20, 2016

APPROVED

The Regular Meeting of the Shelby County Election Commission was held on September 20, 2016 at 4:00 p.m. at the Election Operations Center, 980 Nixon Drive.

Meeting was called to order by Chairman Meyers at 4:03p.m.. All Commissioners were present.

APPROVAL OF AUGUST 16, 2016, AUGUST 23, 2016 AND SEPTEMBER 6, 2016 MINUTES

August 16, 2016 Minutes

Commissioner Nollner moved to approve. Commissioner Stamson seconded.

Approved: Unanimously

August 23, 2016 Minutes

Commissioner Stamson moved to approve. Commissioner Tate seconded.

Approved: Unanimously

September 6, 2016 Minutes

One correction was noted and changed. The word "Character" was replaced with "Charter".

Commissioner Tate moved to approve the amended minutes. Commissioner Stamson seconded.

Approved: Unanimously

RESOLUTION TO ADOPT AN OPEN RECORDS POLICY ITEM # 10-07/2016

Presented by Attorney Varela

Discussion followed.

Commissioner Tate moved to approve. Commissioner Lester seconded.

Approved: Unanimously

ATTORNEY'S REPORT

Given by Attorney John Ryder

- **Halbert v. SCEC**

- The trial has been scheduled for July to accommodate the Judge's schedule.

ADMINISTRATOR'S REPORT (ATTACHED)

Given by Linda Phillips

Discussion followed.

GUEST APPEARANCE

Dr. Joseph Weinberg was given 3 minutes to address the Commissioners.

Discussion followed.

OLD / NEW BUSINESS

- **RESOLUTION TO APPROVE ZONE TURN IN LOCATION CHANGE**

- Commissioner Tate moved to approve. Commissioner Lester seconded.

- Approved: Unanimously

- Discussion followed.

Action Items:

- Commissioner Nollner requested confirmation of Election Day turn-in arrangement with Mississippi Boulevard Church.

- Commissioner Stamson requested an email notification once the arrangements were confirmed.

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ANNOUNCEMENTS:

- The next Election Commission meeting is scheduled for Tuesday, October 25, 2016 at 4:00 p.m.

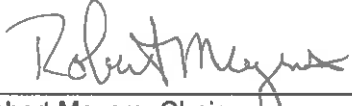
ADJOURNMENT

Meeting was adjourned at 5:12p.m.

OTHERS IN ATTENDANCE:

Linda Phillips, Administrator
Joe Young, Deputy Administrator
Darral Brown, Operations Managers
Dan Dow, VCS Manager
Deborah Upchurch, Staff
Genine Taylor, Staff
Leonard Hopkins, ITS
Attorney Pablo Varela
Bridgette Richardson


Attorney Hagler
Attorney Bibbs
Attorney Ryder
Suzanne Thompson
Rose Ann Bradley
Mickey Klenz
Barbara Williams
Joseph Weinberg



Robert Meyers, Chairman

10/25/16

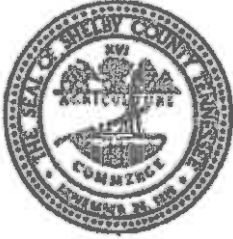
Date



Norma Lester, Secretary

10/25/16

Date



Shelby County Election Commission

Administrator of Election Monthly Report

September 20, 2016

It is 49 days until November 8, 2016!

Voter and Candidate Services

- 8,300 voter registration applications were received in August and approximately 5,200 cards were mailed. As of last Friday, we have about 600 applications waiting to be processed, so we are essentially caught up. We are receiving about 2,000 per week, which is below our expectations.
- YTD applications total 63,414. Compare this to the 41,509 received for all of 2015.
- All of the second quarter CFD reports have been filed. Of the Mid-Term CFD reports that were due July 15th, all PAC's have filed. 77 candidates have filed; 11 have not turned in their reports. Certified letters were mailed 8/12/2016 to the 11 who have not yet turned in their reports. The Pre-General CFD reports were due 7/28/2016; 8 have filed but three have not yet.

Operations Department

- The major focus has been ballot preparation. Ballots were approved by the state September 15, 2016; this was about three days later than my ideal schedule but since I built 5 days of slack into it, we are still OK. A big thank you the staff who eyes started to cross as we carefully checked splits, spelling, spacing, etc.
- We sent surveys to officers asking them to detail their signage needs; they will have more directional signage available in November.
- We surveyed all early voting officers and Election Day supervisors; received a lot of valuable feedback.
- The Absentee department is on track to email or mail all absentee ballots by the deadline of September 24th. There are roughly 1,000 military applications, 1000 regular absentee requests and 500 permanent absentee requests. We renamed the .pdfs so that it is easier for staff to email the correct ballot for the military requests.

- Techs have been surveying early voting sites to see which ones can accommodate additional machines.
- The Elections Officials department has been contacting all of the polling places to see if they have wi-fi available in our location.
- The training schedule is being developed and the recruiters are back from break finding workers.
- We are redoing some training materials to reflect the improved chain of custody procedures.
- In a small victory for the budget we located security seals at a fraction of the price from our previous vendor.
- 1,800 styli have been received; Cissy and Matt found a clever way to attach them on the inside door panel where they are very visible and do not interfere with the doors when they are closed. We ended up not being able to get the ones from the first test as we couldn't get enough in time for November.
- We have started logic and accuracy testing for early voting.

Administration

- I am pleased to announce that Genine Taylor has joined the staff of VCS as a full time employee; she is in the position that Deborah Upchurch vacated when she was promoted. Pam Gentry has also joined the staff of the Elections Officials Department as a full time employee; she is in the position that was restored to full time funding with this budget. We are searching for a candidate to fill our technician position; we have posted the position to the Southwest Community college career center website.
- In the area of outreach, Dan Dow spoke to classes at the Excel Center, Joe Young had great fun working with a class at the Rivercrest Elementary School in Bartlett. I did an event at the Bickford Community Center, spoke to the League of Women Voters, and did the WLOK radio call in program Rainbow PUSH Memphis. I will be speaking to the Germantown Democratic Club next week.
- I have attached the list of voter registration events. Many thanks to Suzanne Thompson for making the hundreds of phone calls to get these events scheduled and a big thank you to Genine Taylor for finding the staff and co-ordinating the equipment and supplies. If you haven't seen one of our set-ups, I have one set up over there. I think these events have been very valuable for us; in addition to registering voters we are answering questions and passing out lists of early voting sites. (Vote early, vote early, vote early!)
- One of the most frequently asked questions that I have encountered when I have worked these events is from those who have a felony conviction. After reviewing

our materials, I found that they tested out at a college level reading level, so they are being re-vamped to improve their understandability. Joe Young conducted one outreach session for felons; more will be planned.

- Joe Young and Stacy Scott worked for many, many hours to correct the 14 pages of exception reports from the VR system. All of the exceptions were corrected and the report is being monitored on a daily basis. Some exceptions have involved training issues but most of them are addresses that do not match our VR system block ranges.
- We are testing the address/precinct/polling place GIS site. GIS has also created a site suitable for mobile devices that allows a voter to use their smart phone to see where the nearest early voting site is to them. It can have a feature that will estimate wait times; we are working to see if we can make that happen.
- GIS is also working on a site that will allow a voter to type in their address and then click a link to view or download the precise sample ballot for their precinct and split. We have given them all of the data and hope to begin testing shortly.
- A big thank you to the IT department for their work for setting up a group policy that will not allow those computers to go to any site other than those required for early voting. It further prevents changes by unauthorized staff. We will have final testing for this next week.
- We have continued to devote enormous amounts of staff time to providing records requested under the open records request. Three of my most experienced and knowledgeable staff were pulled off essential election tasks to accommodate the latest request.
- Joe and I have been continuing to work on the Voter Registration replacement project. We saw a demonstration of one system, have been in contact with several other vendors and I have been reviewing RFP's issued for other jurisdictions systems.

Please remind everyone you know to vote early!

**SHELBY COUNTY ELECTION COMMISSION
VOTER REGISTRATION EVENTS – 2016
(Grayed-Out Sections are Completed Events)**

**2016 LATINO MEMPHIS - CBU
August 28 and 30, Central Avenue**

Date	Time	Name	Contact Info	Comments
8/28 SUN	11:00am – 3:00pm	Linda Phillips	901-222-1202	# of Applications - 1
		Genine Taylor	901-486-9009	
		Suzanne (PR)		
8/30 TUE	10:45am – 1:15pm	Dan Dow	901-222-6806	# of Applications – 10 ~15 Applications Given Away
		Vicki Collins	901-222-6836	

**REMINGTON COLLEGE-MEM CAMPUS / Student Lounge
September 1
2710 Nonconnah Blvd./Ms. Liddell – 901-674-9950**

Date	Time	Name	Contact Info	Comments
9/1 THU	9:00am – NOON	Barry Olswing	901-364-9508	# of Applications - 36 # of Address Changes - 13
		Beverly McCarthy	901-683-0811	
		Genine Taylor	901-486-9009	
9/1 THU	5:00pm – 8:00pm	Barry Olswing	901-364-9508	
		Beverly McCarthy	901-683-0811	

**MEMPHIS COLLEGE OF ARTS
September 1
1930 Poplar Ave.**

Date	Time	Name	Contact Info	Comments
9/1 THUR	11:30am – 1:00pm	Linda Phillips	901-222-1202	

**LEVITT SHELL
September 4**

Date	Time	Name	Contact Info	Comments
9/4 SUN	5:00pm – 9:00pm	Linda Phillips	901-222-1202	• # of Address Changes – 4 • # of Applications – 10

**2016 DELTA FAIR
September 3 – September 11**

Agri-Center – Delta Fair Main Gate – Parking Passes and setup items at the NIXON office for PICKUP

Date	Time	Name	Contact Info	Comments
9/3 SAT	10:00am – 7:00pm	Beverly McCarthy	901-683-0811	• # of Address Changes – 29 • # of Applications – 64 • SEPT 5 th – TBD • Barry to bring the CASE w/Supplies; • Team has the Tent, CASE, Chairs/Table, sign since they are the same team for next week-end
		Barry Olswing	901-364-9508	
		Genine Taylor	901-486-9009	
		Richard Taylor	901-685-2549	
9/4 SUN	NOON – 7:00pm	Beverly McCarthy	901-683-0811	
		Genine Taylor	901-486-9009	
		Barry Olswing	901-364-9508	
		Mike Casimir	901-850-0257	
9/5 MON	10:00am – 7:00pm	Beverly McCarthy	901-683-0811	
		Barry Olswing	901-364-9508	
		Mike Casimir	901-850-0257	

THE EXCEL CENTER – ADULT LEARNING

September 8

6895 Stage Road

Date	Time	Name	Contact Info	Comments
9/8 THUR	10:30am – 11:30am	Dan Dew	901-222-6806	• # of Applications – 20

2016 DELTA FAIR - TENT, TABLE, 4 CHAIRS, 1 Tablecloth, 1 Sign, 1 Case of Supplies

September 9 - 11 - Agri-Center – Delta Fair Main Gate

9/9 FRI	10:00am – 7:00pm	Beverly McCarthy	901-683-0811	<ul style="list-style-type: none"> • (9-5) # of Applications – 25 • # of Address Changes – 10 • (9-9) # of Applications – 5 • # of Address Changes – 6
		Barry Oswing	901-364-9508	
		Mike Casimir	901-850-0257	
9/10 SAT	10:00am – 7:00pm	Beverly McCarthy	901-683-0811	<ul style="list-style-type: none"> • # of Applications – 22 • # of Address Changes – 11
		Barry Oswing	901-364-9508	
		Mike Casimir	901-850-0257	
9/11 SUN	NOON – 7:00pm	Beverly McCarthy	901-683-0811	<ul style="list-style-type: none"> • # of Applications – 18 • # of Address Changes – 10
		Barry Oswing	901-364-9508	
		Mike Casimir	901-850-0257	

SOUTHERN HERITAGE CLASSIC – ACCESS #6 – 2 VENDOR Passes (1 per two-person team)

September 10 - 2 TENTS, 2 TABLES, 4 CHAIRS, 2 Tablecloths, 2 Signs, 2 Cases of Supplies

Liberty Bowl Stadium – 335 S Hollywood St., Joe Hunter, 901-628-2262 (Parking - \$15/will be reimbursed; Free Passes are TBD)

Location 1 – North side of Coliseum; Location 2 – Corner of Tiger Lane NORTH and Early Maxwell St.

Date	Time	Name	Contact Info	Comments
9/10 SAT	9:00am – 5:30pm	Eileen Kelm	901-871-9746	<ul style="list-style-type: none"> • # of Applications – 23 • # of Address Changes – 5 • Will pick-up the tent/chairs, etc.
		Ebony Ayers	901-672-3722	
		Dorhulian Hulbert	901-827-5045	Will pick-up the tent/chairs, etc.
		Wain Poole	901-323-1390	

GOAT Days – MILLINGTON – 1 TENT, 1 TABLE, 3 CHAIRS, 1 Tablecloth, 1 Sign, 1 Case of Supplies

September 9 & 10

4351 Babe Howard Blvd. – USA Stadium, Mark Heely – 873-5770 (He will advise of specific location by 12:00 Thursday;)

PARKING PASSES at the NIXON office,

Date	Time	Name	Contact Info	Comments
9/9 FRI	6:00pm – 10:00pm	Lavonda Williams	901-487-0273	<ul style="list-style-type: none"> • # of Address Changes – 10 • # of Applications – 40 • 6 Applications for TIPTON County • 27 Application Handed Out
		Judy Rogers	901-853-8239	
		Cathy Franzoni-Skaggs	901-490-6499	• Will pick-up the tent/chairs, etc.
9/10 SAT	10:00am – 7:00pm	Judy Rogers	901-853-8239	
		Cathy Franzoni-Skaggs	901-490-6499	

BENJAMIN HOOKS LIBRARY

September 9 - 3030 Poplar

Date	Time	Name	Contact Info	Comments
9/10 SAT	10:00am – 4:00pm	Linda Phillips	901-221-1202	<ul style="list-style-type: none"> • # of Address Changes – 8 • # of Applications – 20
		Von Phillips		

LEVITT SHELL

September 13 - 30

1928 Poplar Avenue -- 1 Tablecloth, 1 Banner, 1 Case of Supplies; Set-up at foot of hill; Silver Michaels

Date	Time	Name	Contact info	Comments
9/13 TUE	6:00pm - 8:30pm	Vicki Collins	901-314-5786	<ul style="list-style-type: none"> Levitt Shell 80th Anniversary # of Applications - 2
9/16 - 9/18 FRI - SUN	6:30pm - 8:30pm	Beverly McCarthy	901-683-0811	<ul style="list-style-type: none"> New Ornd 88, Rhodes College JH, Henry Gross # of Applications - 3 # of Address Changes - 1 2 Applications Given Away
9/23 FRI	6:30pm - 8:30pm	DonJullian Hulbert	901-827-5045	Millsap/Jarosz
9/25 SUN	6:00pm - 8:00pm	DonJullian Hulbert	901-827-5045	New Ensemble Ballet

COURT SQUARE DOWNTOWN (Near the fountain;)

September 15, 22, and 29

1 Table/Tablecloth, 2 Chairs, 1 Banner, 1 Case of Supplies

Date	Time	Name	Contact info	Comments
9/15 THU	10:30am - 1:30pm	Lillie Jones Van Phillips	901-216-2199	Court Square <ul style="list-style-type: none"> # of Applications - 9 # of Address Changes - 8 5 Applications Given Away
9/22 THU	10:30am - 1:30pm	Mia Williams Van Phillips		Court Square
9/29 THU	10:30am - 1:30pm	Lillie Jones Van Phillips		Court Square

POPS IN THE PARK (Near "The Big Read" tent)

September 17

1900 G'town Rd - G'Town Municipal Park, Timothy Steiner- 481-3827, 1 Table/cloth, 2 Chairs, 1 Banner, 1 Case of Supplies, Tent

Date	Time	Name	Contact info	Comments
9/17 SAT	4:30pm - 8:30pm	Barry Clawing Mike Casimir	901-364-9508 901-850-0257	<ul style="list-style-type: none"> # of Applications - 4

HAMILTON HIGH SCHOOL

September 23

1363 Person Avenue

Date	Time	Name	Contact info	Comments
9/23 FRI	10:00am - 12:30pm	TBD		TO BE CONFIRMED

BLOCK PARTY FOR PEACE -- 1 TENT, 1 TABLE, 2 CHAIRS, 1 Tablecloth, 1 Sign, 1 Case of Supplies

September 24 & 25

2907 N. Watkins -- Ed Rice Community Center

Date	Time	Name	Contact info	Comments
9/24 SAT	5:00pm - 8:30pm	Sue Palms	901-481-8017	
		DonJullian Hulbert	901-827-5045	
9/25 SUN	1:30pm - 6:00pm	Mike Casimir	901-850-0257	
		Brenda Simpson	901-486-0593	

MID-SOUTH PRIDE FEST 2016 (Vanessa Rodley, 310-936-9378)

September 24

Robert Church Park – 4th and Beale, LOCATION #5; 1 Tablecloth, 1 Banner, 1 Case of Supplies; Table and 3 Chairs will be provided;

Date	Time	Name	Contact Info	Comments
9/24 SAT	9:15am – 5:15pm	Della Brengettsey	901-513-3909	• Map provided; BOOTH LOCATION #5
		Barry Olswing	901-364-9508	• Barry has the supplies
	9:15am – 4:00pm	Mike Casimir	901-850-02570	• Mike has to leave early

BREAKFAST

September 24

2532 Broad Ave – 1 Table/Tablecloth, 2, Chairs, 1 Banner, 1 Case of Supplies, 1 Tent

Date	Time	Name	Contact Info	Comments
9/24 SAT	9am – 4:00pm	Cathy Franzoni-Skaggs	901-490-6499	
		Judy Rogers	901-853-8239	

CIVIL RIGHTS MUSEUM

September 24 & 26

450 Mulberry St– 1 Tablecloth, 1 Banner, 1 Case of Supplies

Date	Time	Name	Contact Info	Comments
9/24 SAT	12:00pm – 4:00pm	Beverly McCarthy	901-683-0811	• Will arrive with the supplies; • Will leave supplies at CRM for 9/26
9/26 MON	12:00pm – 4:00pm	Brenda Simpson	901-486-0593	• Will leave with the supplies for 9/27 event at BH Library

BENJAMIN HOOKS LIBRARY

September 27 and October 1

3030 Poplar – 1 Tablecloth, 1 Banner, 1 Case of Supplies

Date	Time	Name	Contact Info	Comments
9/27 TUE	11:45am – 3:15pm 04:45pm – 8:00pm	Judy Rogers	901-853-8239	• Will leave with the supplies for event at same location on 10/1
	11:45am – 3:15pm	Brenda Simpson	901-486-0593	• Will arrive with the supplies
	04:45pm – 8:00pm	Cathy Franzoni-Skaggs	901-490-6499	
10/1 SAT	9:45am – 1:15pm	Judy Rogers	901-853-8239	• Will have the supplies
		Wain Poole	901-323-1390	• Will return the supplies to 980 Nixon on 10/3

COURT SQUARE - DOWNTOWN – Near the flagpole at the entrance to Court Square

September 27

Main Street – 1 Table/Tablecloth, 2 Chairs, 1 Banner, 1 Case of Supplies

Date	Time	Name	Contact Info	Comments
9/27 TUE	10:30am – 1:30pm	TBD		
		TBD		

COURTYARD in OVERTON SQUARE (btw parking garage and Memphis Pizza Café)

September 27, 30, and October 1

1928 Poplar Avenue – 1 Table/Tablecloth, 2 Chairs, 1 Banner, 1 Case of Supplies, 1 Tent

Date	Time	Name	Contact Info	Comments
9/27 TUE	5:30pm – 9:30pm	Mike Casimir	901-850-0257	Blues Day Tuesday
		Beverly McCarthy	901-683-0811	
9/30 FRI	6:15pm – 9:30pm	TBD		Bona Fide Blues Festival TO BE CONFIRMED 9-15 – Contact person to confirm ASAP
		TBD		
10/1 SAT	6:15pm – 9:30pm	TBD		
		TBD		

MISSISSIPPI BLVD CHRISTIAN CHURCH

September 30 - The Alvin O'Neal Jackson Retirement Celebration

70 N. Bellevue – 1 TABLE, 2 CHAIRS, 1 Tablecloth, 1 Banner, 1 Case of Supplies

Date	Time	Name	Contact Info	Comments
9/30 FRI	6:30pm – 9:00pm	Mike Casimir	901-850-0257	
		Brenda Simpson	901-486-0593	

MISSISSIPPI BLVD CHRISTIAN CHURCH

October 1 - The Gathering – Church Picnic

For the Kingdom Retreat Center, 4100 Raleigh Millington, 1 TENT, 1 TABLE, 3 CHAIRS, 1 Tablecloth, 1 Sign, 1 Case of Supplies

Date	Time	Name	Contact Info	Comments
10/01 SAT	10:30am – 2:00pm	Brenda Simpson	901-486-0593	
		Cathy Franzoni-Skaggs	901-490-6499	

Gaston Branch Library

October 1

1040 S 3rd Street - 1 Tablecloth, 1 Sign, 1 Case of Supplies

Date	Time	Name	Contact Info	Comments
10/01 SAT	9:45am – 1:00pm	TBD		
		TBD		