

**SHELBY COUNTY ELECTION COMMISSION
REGULAR COMMISSION MEETING MINUTES**

January 28, 2026

Due to inclement weather the SCEC meeting was conducted on MS Teams on January 28, 2026, at 4:30pm. This meeting was recorded.

MEETING CALLED TO ORDER: By Chairman Luttrell at 4:30pm.

PLEDGE OF ALLEGIANCE

COMMISSIONERS PRESENT CONSTITUTING A QUORUM: Commissioners Luttrell, Kimbrow, Possel, Uhlhorn, and Wharton.

OTHERS IN ATTENDANCE:

Linda Phillips, AOE	Meredith Pierce, KQ
Sherry Hewlett, Staff	Matt Sherrill, IT
Ronnie Faulkner, Staff	Cheri Pyron
Genine Taylor, Staff	Anthony Bonner
Monice Hagler, Attorney	Juliette Eskridge
Jacob Swatley, Attorney	Action News 5
Ron Boozer, Staff	WMC
Stacey Scott, Staff	

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

No comments

APPROVAL OF DECEMBER 23, 2025 SPECIAL MEETING MINUTES:

Deferred until February 23, 2026, meeting.

APPROVAL OF FY 2027 BUDGET:

MOTION STATED: Commissioner Uhlhorn motion to approve.

SECONDED BY: Commissioner Possel.

ROLL CALL VOTE: Motion carried: Luttrell, yea; Kimbrow, abstained; Possel, yea; Uhlhorn, yea; Wharton, yea.

AOE Phillips presented information on the motion and recommended approval.

RESOLUTION TO AUTHORIZE ASSISTANT COUNTY ATTORNEY BRUCE BROOKE TO REPRESENT THE SHELBY COUNTY ELECTION COMMISSION IN

KENNEDY v. SHELBY COUNTY GOVERNMENT, et. al.

MOTION STATED: Commissioner Wharton motion to approve.

SECONDED BY: Commissioner Uhlhorn.

ROLL CALL VOTE: Motion carried: Unanimously.

ATTORNEY'S REPORT:

Nothing to report.

ADMINISTRATOR'S REPORT:

AOE Phillips presented her report. Report is attached.

CHAIRMAN'S REMARKS:

No remarks.

OLD BUSINESS:

Commissioner Kimbrow thanked everyone for the great work on the budget. Commissioner Uhlhorn spoke with former Commissioner Stamson, and he is feeling much better.


Commissioner Wharton is looking forward to being our support and adhering to our responsibilities as the Election Commission. Commissioner Possel asked to get the quarterly voter registration review on the calendar for them to review.

ADJOURNMENT:

Motion to adjourn by Commissioner Uhlhorn, at 5:56pm.



Mark Luttrell, Jr., Chairman 2-23-26
Date



Vanecia Kimbrow, Secretary 2/23/26
Date

**Fiscal Year Ending June 30, 2027
Draft for Approval**

Section	Administration		August Election County General, Arlington	November Election General & Municipal	Collierville Run Off Reimbursible
	800901 FY 2026 Approved Budget	FY 2027 Proposed Budget	800904 FY 2027 Proposed Budget	800906 FY 2027 Proposed Budget	800907 FY 2027 Proposed Budget
Account and Description					
Acct Description					
4340 - State Of Tennessee Reimbursements	16,000	16,000			
4432 - Other Governements Cost Reimbursements			1,500	3,000	124,485
4541 - Outside Sales	5,500	5,500			
4551 - Rental Income					
Revenue	21,500	21,500	1,500	3,000	124,485
5102 - Salaries & Labor	1,139,988	1,139,988			
5102- New Position - Training Manager					
5109 - Temporary Labor	192,646	192,646	793,698	1,054,085	47,000
5110 - Salaries - Election Workers			550,264	708,939	31,855
5111 - Salaries Reimbursements					
51 - Salaries-Regular Pay	1,332,634	1,332,634	1,343,962	1,763,024	78,855
5230 - Out of Rank Pay					
5234 - Other Supplemental Pay					
5254 - Overtime	21,207	21,207	387,049	303,106	15,000
5266 - Longevity	7,812	7,812			
5295 - Salary Changes	41,004	41,004			
5281 - Retirement - Sick Pay					
52 - Salaries-Other Compensation	70,023	70,023	387,049	303,106	15,000
5510 - Retirement Benefits - County	336,639	336,639			
5511 - Other Post Employment Benefits	2,280	2,280			
5515 - Social Security Employer Contributions	11,944	11,944			
5516 - Medicare Employer Contributions	19,323	19,323			
5520 - Group Life Insurance Benefit	9,576	9,576			
5542 - Group Health Insurance - HRA	18,705	18,705			
5543 - Group Health Insurance - HMO	82,008	82,008			
5560 - Long Term Disability Benefit	4,332	4,332			
5591 - On-Job-Injury Benefit Expense	5,331	5,331			
5592 - Unemployment Compensation Benefit	1,333	1,333			
Fringes New Position					
55 - Fringe Benefits	491,471	491,471	-	-	-
5635 - Vacancy Savings	(177,553)	(197,227)			
Salaries & Fringe Benefits	1,716,575	1,696,901	1,731,011	2,066,130	93,855
6002 - Agricultural & Landscaping	-	-	-	-	-

6006 - Apparel - Employees	850	850	-		
6014 - Custodial & Cleaning Supplies	3,000	3,600	-		
6016 - Computer Supplies	15,000	15,000			
6024 - Employee Recognition Materials	-		-		
6026 - Expendable Furnishings & Equipment	6,500	35,000	-		
6027 - Expendable Computer/Telecom Furnishings &	27,000	63,900	-		
6042 - Materials - Operational	139,300	79,895	14,800	17,800	2,080
6052 - Office Supplies	15,000	8,500	4,550	4,550	350
6054 - Paper Products	10,000	5,000	40,000	46,000	3,060
6060 - Petroleum Products	-		-		
60 - Supplies & Materials	216,650	211,745	59,350	68,350	5,490
6404 - Advertising And Legal Notices	18,000	18,000	72,680	87,350	18,000
6418 - Dues & Memberships - Individual	2,100	2,600	-		
6428 - Freight, Shipping & Storage	-	-	184,200	194,200	10,300
6433 - Hospitality Expenses	3,500	6,000	8,620	8,620	3,455
6436 - Insurance - Property & Liability	42,000	40,000			
6446 - Local Transportation	3,500	4,500	6,780	6,780	252
6450 - Permits, Licenses and Fees	-				
6452 - Photography, Film & Graphics Services	500	800			
6459 - Postage & Mail Services	25,000	18,000			
6461 - Printing - Outside	50,000	56,000	36,500	51,500	6,505
6462 - Publications & Subscriptions	700	800			
6465 - Software-Acquisition & Licenses	670,726	670,726			
6467 - Travel -Training Related	14,000	14,000			
6469 - Training & Education - Local	-	8,000			
6499 - Other Services & Expenses	5,695				
64 - Services & Other Expenses	835,721	839,426	43,280	58,280	6,757
6601 - Accounting & Auditing Services			45,000	50,000	-
6620 - Computing/Telecom Services - Contracted	-				
6647 - Legal/Attorney Services	115,000	115,000			
6665 - Outside Consultant Services	-		31,500	31,500	1,500
6678 - Professional Services - Other	120,000	120,000	38,000	43,000	400
6699 - Other Professional & Contracted Services	-				
66 - Professional & Contracted Services	235,000	235,000	157,780	182,780	8,657
6710 - Bldg & Grounds Maintenance - Contracted	6,500	6,500	-		
6711 - Cabling & Wiring - Computer/Telecom			-		
6714 - Bldg & Land Rent		1,200	144,700	144,700	6,278
6724 - Equip Maintenance - Contracted	8,000	16,000			
6727 - Equipment Rent	8,500	6,000	10,685	10,685	600
6730 - Janitorial Service	18,000	16,000			
6750 - Telecommunications Services - External	8,000	4,500	12,000	12,000	1,200
6760 - Vehicle Maintenance-Contracted	-	-			
6789 - Utility Services	105,000	105,000	-		
67 - Rent, Utilities & Maintenance	154,000	155,200	167,385	167,385	8,078

6831 - Fleet Petroleum Services	1,000	2,500	500	500	300
6832 - Fleet Vehicle Services	850	2,200	-		
6834 - Geographic Information Services	9,800	12,500	-		
6837 - Vehicle Replacement Fees	2,200	3,000	-		
6850 - Copy Machines - Inside	28,000	30,000	5,200	6,500	400
6852 - Printing - Inside	-	-			
6854 - Mail Services - Inside	101,550	105,000	16,197	16,197	948
6855 - Support Services Work	5,000	5,000	-		
6860 - PC Replacement Installments	28,130	22,024	-		
6874 - Telecommunication Services - Inside	90,000	85,000	-		
68 - Interfund Services	266,530	267,224	21,897	23,197	1,648
Operating & Maintenance	1,707,901	1,708,595	449,692	499,992	30,630
Expenditures	3,424,476	3,405,496	2,180,703	2,566,122	124,485
EC - Administration Total	3,402,976	3,383,996	2,179,203	2,563,122	-

O&M Base 1,441,371

O & M Difference -

Link Lab 16,128 *In Election Budget

Item #2026-01

Prepared by: Linda Phillips

Approved by: Linda Phillips

**RESOLUTION TO AUTHORIZE ASSISTANT COUNTY ATTORNEY BRUCE BROOKE
TO REPRESENT THE SHELBY COUNTY ELECTION COMMISSION IN
*KENNEDY v. SHELBY COUNTY GOVERNMENT, et. al.***

WHEREAS, Dorothy Kennedy has filed a personal injury lawsuit against Shelby County Government and the Shelby County Election Commission ("SCEC").

WHEREAS, these legal proceedings are styled *Dorothy Kennedy v. Shelby County Government, et. al.*, CT-5086-25 (Shelby County Circuit Court, Division IV) ("Pending Litigation");

WHEREAS, part-time Assistant County Attorney Bruce Brooke is willing to represent the Shelby County Election Commission in the Pending Litigation.

WHEREAS, the SCEC desires to authorize Administrator of Elections Linda Phillips to consummate a limited representation agreement with Bruce Brooke to represent SCEC in the Pending Litigation.

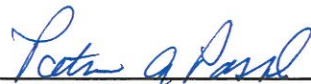
NOW THEREFORE BE IT RESOLVED BY THE SHELBY COUNTY ELECTION COMMISSION, that Administrator of Elections Linda Phillips is authorized and approved to execute, in her discretion, a limited representation letter or any other documents necessary to consummate Bruce Brooke's representation of the SCEC in the Pending Litigation.



Mark Luttrell, Chairman



Vanecia Kimbrow, Secretary



Patricia Possel, Member

Frank Uhlhorn, Member



Andre Wharton, Member

Adopted: 2/23/26



Administrator's Report

January, 2026

- **Building Update** – The general contractor has been back to correct a few minor issues. The installation of the prox card locks is in process. The blinds have been installed. We are starting to get things put back in place.
- **Petitions** – We have been issuing petitions for both the May and August election. It's been busy.
- **High School Registration** – We are starting back up and scheduling schools. The deadline for the Anne Dallas Dudley award is March 20, 2026. This honors schools who register either 85% of their eligible seniors with the Silver Award. Schools who register 100% receive the Gold award. We have printed up cards for students who registered without showing an ID that explain what they would need to do to receive an absentee ballot if they are unable to vote in person. We will include an example of that card in your folders next month.
- **New Website** – the new website launched Monday, January 5, 2026. On opening day, we had a few bad links but they were quickly corrected. Generally, we have received very positive comment.
- **Classes** – Upcoming Campaign Finance classes will be held February 4, February 7, February 11, and February 12. We have had good attendance at the first two.
- **Outreach** - The Naturalization Ceremony scheduled for tomorrow, January 29, 2026 has been postponed.
- **Holiday** – We will be closed on Monday, February 16, 2026 in observance of President's Day. Monday, April 6, 2026 is a Shelby County Holiday which is not recognized as a state holiday. Since it is the last day to register to vote, both offices of the Election Commission will be open normal hours. We will observe the holiday on another day.
- **Upcoming Dates:**

Event	Date	Days Until
First Day to Request an Absentee Ballot for May Primary	2/4/2026	7
Qualifying Deadline For County Primary	2/19/2026	22
Voter Registration Deadline for May Election	4/6/2026	68
First Day of Early Voting	4/15/2026	77
Primary Election Day	5/5/2026	97