

Davidson County Election Commission

July 25, 2013

The Davidson County Election Commission (DCEC) met at 2:00 p.m. in the Davidson County Election Commission Conference Room of the Metro Office Building. Commissioners Ron Buchanan, Jennifer Lawson, Tricia Herzfeld, A J Starling, and Jim DeLanis were present. DCEC staff members present included Interim Administrator of Elections (IAOE) Joan Nixon, Bill Hyden, Bobby Medley, Jeremy Greene, and Kelley Harrison. Saul Solomon- Director of the Metropolitan Department of Law, Nicki Eke of the Metropolitan Department of Law, Nancy Whittemore- Director of General Services, and Rich Riebeling- Finance Director of Metropolitan Government of Nashville & Davidson County were in attendance as well.

Chairman Buchanan convened the meeting.

Approve minutes from June 20, 2013:

Stated motion: Commissioner Starling made a motion to approve DCEC minutes from June 20, 2013 as presented after two typo corrections were made.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Discuss move of Election Commission to Metro Southeast (MSE) and proposed satellite location:

Discussion ensued between the commission and Rich Riebeling, Finance Director of the Metropolitan Government of Nashville & Davidson County regarding the DCEC being relocated to MetroSouth East (MSE) while keeping a presence with a satellite office located on the fourth floor of the Metro Office Building. It was stated by Mr. Riebeling that the DCEC's budget will receive a supplement of \$175,000 (subject to council approval) for additional personnel for the satellite location, mailings, and advertisement of the move to MSE. Other issues/concerns arose during the discussion of the move (i.e. parking, public transportation, and our budget). Both Commissioners Herzfeld and DeLanis inquired about funding for an additional poll recruiter position. Mr. Riebeling stated he will meet with the administration to work on that issue.

Stated motion: Commissioner Herzfeld made a motion to table the discussion and defer action until the next meeting until a response is heard from the Mayor's office regarding the additional poll recruiter.

Seconded by: Commissioner DeLanis

Outcome of motion: Passed unanimously

Discuss AOE search-qualifications and procedures for search:

Discussion ensued among the commission members regarding the minimum qualifications, preferred qualifications, and procedures to advertise for AOE position. Dirk Essary, Melinda Gilbert (both of Metro HR department) and former employee, Lionel Barrett, will assist in the search. The advertisement for the AOE position will appear in the Tennessean and on Metro's website. Metro's Human Resources Department will go through received applications and eliminate those non-qualified applicants who do not meet the minimum qualifications.

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Stated motion: Commissioner DeLanis made a motion to have minimum qualifications of AOE as follows:

- Graduate of an accredited college or university with a Bachelor’s Degree or higher and (5) five years of experience directly managing at least 15 employees; or (10) ten years of experience directly managing at least 15 employees.
- Within six months of becoming Administrator, he/she must complete the requirements to Become a Certified Administrator of Elections in Tennessee.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Commissioner Lawson volunteered to draft the minimum/preferred qualifications of the AOE position. The Commission discussed the method as how to advertise for the AOE position and timeline of the advertisement.

Stated motion: Commissioner Starling made a motion to advertise the AOE position for 30 days on the DCEC website and the deadline to be at the end of the 30th day and to run one ad in the Tennessean and also to make an effort to advertise it with the Tennessee Association of County Election Officials (TACEO).

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Commission discussed the process of how many candidates will be interviewed for the AOE position.

Stated motion: Commissioner Herzfeld made a motion to have a committee (consisting of Chairman Buchanan, Bobby Medley, and Lionel Barrett) to review a range of up to (20) twenty candidates which will be distributed to the full commission to rank the top (5) five candidates for each of them. The scores will be used to come up with the top (5) five candidates to be interviewed and to have background checks performed. In addition to the top (5) five, each commissioner has the right to add (1) one other name to the list to be interviewed (and to have background checks performed).

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Administrator’s Reports

- a. List Maintenance-new commission must approve a list maintenance policy
Commission deferred approving list maintenance policy to the next meeting
- b. Update on responses from alleged non US citizens-
Letters were mailed out as requested and (3) three were returned “undeliverable” and the other (11) are still unaccounted for so according to state statue the next step is to purge those voters which will be done on July 27, 2013
- c. Redistricting-final step for completion of this project
It was discovered that a final step of the redistricting process was not done nor budgeted for and that step requires redistricting information be placed on the actual voter registration form of each voter that was affected by redistricting (approximately 300,000 forms). This process will be completed by the end of the year
- d. Berry Hill Election
Scheduled for March 18, 2014 and it was requested that their election will be held at Berry Hill City Hall

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Any old/new business

Commissioner DeLanis informed the commission of a potential conflict of interest due to his firm's representation of Elections Systems & Software (ES &S) which is currently being used by the DCEC. A letter of disclosure was presented to the commission.

Set date for next meeting: The next meeting was scheduled for August 21, 2013 at 3:00 p.m.

Adjourn:

There being no further business discussed, the meeting adjourned.

Tricia Herzfeld, Secretary