**DAVIDSON COUNTY ELECTION COMMISSION**

**AUGUST 21, 2013**

The Davidson County Election Commission (DCEC) met at 3:00 p.m. in the Davidson County Election Commission Conference Room of the Metro Office Building. Commissioners Jennifer Lawson, Tricia Herzfeld, A J Starling, and Jim DeLanis were present. Chairman Buchanan was not in attendance. DCEC staff members present included Interim Administrator of Elections (IAOE) Joan Nixon, Bill Hyden, Rollow Mickle, Beverly Crabtree, Gaye Hudson, Bobby Medley, and Kelley Harrison. Nicki Eke of the Metropolitan Department of Law was also in attendance.

In Chairman Buchanan’s absence, Commissioner Starling chaired and convened the meeting.

**Approve minutes from the July 25, 2013 meeting:**

**Stated motion:** Commissioner Lawson made a motion to approve DCEC minutes from July 25, 2013 as presented.

**Seconded by**: Commissioner DeLanis

**Outcome of motion:** Passed unanimously

**Call the City of Berry Hill Election:**

IAOE Nixon presented the letter from the city manager of Berry Hill calling their election on Tuesday, March 18, 2014 and requesting the Berry Hill City Hall be designated the sole polling location on Election Day. The first day to pick up petitions for the City of Berry Hill is September 20, 2013. A notice will be placed in the Tennessean informing the petition pick-up location due to the move of the DCEC office.

**Stated motion:**  Commissioner Lawson made a motion to call the election for the City of Berry Hill on Tuesday, March 18, 2014 and to have Berry Hill City Hall designated as the sole polling location.

**Seconded by:** Commissioner DeLanis

**Outcome of motion:**  Passed unanimously

**Discuss proposed satellite office:**

IAOE Nixon informed the commission that the Finance Department has agreed to fund $175,000 for hiring three (3) staffers to operate the satellite office and an additional $25,000 for another poll recruiter position for a total of $200,000.

Commissioner Starling inquired if the satellite office would be a full service location and IAOE Nixon suggested the satellite location be limited to voter registration and updates.

The first day to pick up petitions for the May primary will be on November 22, 2013 and IAOE Nixon suggested having an open house at Metro Southeast for elected officials and candidates to pick up petitions see/tour the new location at MSE, and to be informed of procedures going forward.

**Stated motion:** Commissioner Herzfeld made a motion to approve the DCEC Satellite location (located at the Metro Office Building).

**Seconded by:** Commissioner Lawson

**Outcome of motion:** Passed unanimously

**(DCEC minutes cont. 8/21/13)**

**List Maintenance policy:**

Commissioner Starling inquired if we were up to date with the State Election Commission regarding our purges and list maintenance policy and IAOE Nixon responded that we are in compliance.

**Stated motion:** Commissioner Herzfeld made a motion to approve the list maintenance policy as presented.

**Seconded by:** Commissioner DeLanis

**Outcome of motion:** Passed unanimously

**Administrator’s Reports**

1. Label cost for the re-districting project: The final step of the list maintenance is labeling re-districting information onto approximately 300k voter registration cards which will cost $5,100 (does not include staff time). The cost was sent to the Finance Depart for approval. The project will not start until after the move of the DCEC office to MSE.

IAOE Nixon referenced TCA 2-2-137 regarding this project.

1. Update on move date to MSE (Metro Southeast): IAOE Nixon met with General Services on August 21, 2013 and the move date is set for Friday, Sept 27, 2013. The staff will report on Saturday, September 28, 2013 to set up workstations. The phone number will remain the same and our website will reflect all changes regarding the move.

**Any other old/new business:** Commissioner DeLanis inquired about a timetable of deadlines regarding the Berry Hill Election. IAOE Nixon reported she will forward those deadlines to the commission via email.

Commissioner DeLanis also inquired about the Administrator of Election (AOE) search. IAOE Nixon reported the ad ran in the Tennessean on August 16, 2013 and the ad states all inquiries are to go to Malinda Gilbert (Metro HR). The AOE position will remain on the Metro website until September 15, 2013.

**Set date and time for next meeting:**  Wednesday, September 4, 2013 at 2:00 p.m. subject to Chairman Buchanan’s schedule.

**Move for adjournment:**

Stated motion: Commissioner Herzfeld made a motion to adjourn the meeting.

Seconded by: Commissioner DeLanis

Outcome of motion: Passed unanimously

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tricia Herzfeld, Secretary