**Davidson County Election Commission**

**September 4, 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 and A.J. Starling were present. Commissioner Jim DeLanis was not in attendance. DCEC staff members present included Interim Administrator of Elections (IAOE) Joan Nixon, Carlatina Hampton, Gaye Hudson, Beverly Crabtree, Bobby Medley and Kelley Harrison. Nicki Eke of the Metropolitan Department of Law was also in attendance.

Chairman Buchanan convened the meeting.

**Approve minutes from August 21, 2013:**

**Stated motion**: Commissioner Starling made a motion to approve DCEC minutes from August 21, 2013 with any necessary corrections.

**Seconded by:** Commissioner Lawson

**Outcome of motion**: Passed unanimously with Chairman Buchanan abstaining from voting.

**Discuss services to be offered at the DCEC satellite location:**

IAOE Nixon emailed a list of services currently offered at the main office and after speaking with the staff and observing the office, it was suggested by IAOE Nixon that the satellite location be limited to voter registration, new voters and updates (i.e. address change, name change or any alteration to a current record).

With the first day being September 20, 2013 for Berry Hill candidates to pick up petitions, IAOE Nixon recommended nominating petitions be available for pickup at both the DCEC satellite location and new main office location (for the Berry Hill election only). Chairman Buchanan wants to see if any other services could be provided later in the future as a long range goal.

**Discuss poll official training/manuals:**

Poll recruiters, Gaye Hudson and Beverly Crabtree, presented the board with training manuals so the board could get a sense of covered materials in the poll official training. The recruiters informed the commission that the upcoming training will consist of: smaller training classes, testing at the end of each class and hands on training with the electronic poll books (EPB’s). Commissioner Herzfeld offered to review the poll official manual and make any necessary corrections.

**Update on AOE search:**

Chairman Buchanan reported there have been 1,908 viewings of the AOE position from the Metro website and currently 72 applications have been submitted. The cut-off date for the AOE position is September 15, 2013.

**DCEC minutes continued (September 4, 2013)**

**Administrator’s Reports:**

Poll Official Recruitment update: It was reported, as of August 2012 there are 4,464 poll officials listed in the database (2,382 ineligible to work and 2,082 eligible to work). Listed below are a few recruitment tactics regarding upcoming 2014 elections:

● “Save the date” letters have been sent to 417 17-year olds

● Letters sent to retired metro employees

● Letters sent to churches

● Poll worker information handed out at a NRA banquet

● Poll worker information handed out during Mayor’s Walk

● spoke to AOE of Wilson and Shelby County regarding their recruitment tactics

● Letters sent to private schools to support recruitment in civics classes

● Applications handed out at the Democratic Women Spring Picnic

● Letters sent to Democratic/Republican local offices asking for their recruitment support

● Letters sent to list of companies obtained from the Chamber of Commerce

**Any other old/new business:** None stated

**Set date and time for next meeting:** October 3, 2013 at 3:00 Green Hills Conference Room at Metro Southeast Building (MSE).

**Review voter registration cards:** Commissioners reviewed voter registration applications for accuracy in accordance with state law requirements.

**Adjournment:**

**Motion stated**: After reviewing of the cards, Commissioner Lawson made a motion to adjourn the meeting.

**Seconded by:** Commissioner Herzfeld

**Outcome of motion**: Passed unanimously

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

Tricia Herzfeld, Secretary