**Davidson County Election Commission**

**October 3, 2013**

The Davidson County Election Commission (DCEC) met at 3:00 p.m. in the Green Hills Conference Room at the Metro Southeast Building. Commissioners Ron Buchanan, Jennifer Lawson, Tricia Herzfeld, Jim DeLanis and A. J. Starling were present. DCEC staff members present included Interim Administrator of Elections (IAOE) Joan Nixon, Bobby Medley, Bill Hyden and Kelley Harrison. Nicki Eke of the Metropolitan Department of Law was also in attendance.

Chairman Buchanan convened the meeting.

**Approve minutes from the September 4, 2013 meeting:**

**Stated motion**: Commissioner Starling made a motion to approve DCEC minutes from September 4, 2013 as presented.

**Seconded by**: Commissioner Herzfeld

**Outcome of motion**: Passed unanimously

**AOE Committee Report:**

Chairman Buchanan informed the board that 100 applications were submitted electronically and the committee narrowed it down to 43 and they were divided into two stacks. **Stack A**- qualified to handle the job; **Stack B**-not qualified to handle the job. Five (5) applicants were selected from Stack A. Chairman Buchanan asked if the board had any other names to be submitted for the position in accordance to the decision made in a previous commission meeting where each commissioner could submit one other name to the list. Commissioner Lawson submitted John Howell and Commissioner Herzfeld submitted Steven Murff.

Discussion ensued among the board in regards to the applicants.

**Stated motion**: Commissioner Herzfeld made a motion to exclude the resume/application of Duncan Cave.

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Passed unanimously

Background checks and reference checks will be conducted on the applicants and Lionel Barrett volunteered to contact the applicant’s references and submit a summary of each to the AOE Search Committee. The interviews will take place in a special called meeting on October 10, 2013 at 1:00 p.m. at the Metro Southeast Building and having a make-up interview day on October 11, 2013 at 1:00 p.m. (for those applicants who may have a conflicting schedule with the initial date). The final decision will be made in another special called meeting on October 18, 2013 at 9:00 a.m. at the Metro Southeast Building. Chairman Buchanan will contact the applicants and schedule their respective interviews accordingly. The voting process on October 18, 2013 will go as follows: a commissioner will make a motion, a second will be needed, and voting by the board. The selected AOE will start immediately or will be allowed to give a 30 day notice to their employer with no traveling expenses or relocation expenses for any out of state applicant.

(October 3, 2013 minutes cont.

**Call the Democratic Primary for May 6, 2014:**

**Stated motion:** Commissioner Starling made a motion to call the Democratic Primary for May 6, 2014.

**Seconded by:** Commissioner Lawson

**Outcome of motion**: Passed unanimously

**Approve settlement of lawsuit:**

**Stated motion:** Commissioner Herzfeld made a motion to approve the settlement and the funding of the settlement in the lawsuit.

**Seconded by**: Commissioner DeLanis

**Outcome of motion**: Passed unanimously

**Update on training materials**

The board read over the memorandum/legal opinion from Metro Legal regarding copyrighting laws from training material prepared by Mr. Albert Tieche. The board convened into a brief executive session.

**Stated motion**: Commissioner Starling made a motion to develop our own training material and discontinue using any training material prepared/developed by Mr. Albert Tieche.

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Passed unanimously

**Administrator’s Reports:**

● Signage ordered for MOB (Satellite office) stating services offered at satellite office

● Will have signage on Murfreesboro Pike for a year

● IAOE Nixon wanted to thank the staff for a smooth transition regarding the office move

to Metro Southeast (MSE)

**Any other old/new business:**

None stated

**Set date and time for next meeting:**

The next meeting was scheduled for November 14, 2013 at 3:00 p.m.

**Adjournment:**

**Stated motion:** Commissioner Starling made a motion to adjourn.

**Seconded by:** Commissioner Herzfeld

**Outcome of motion:** Passed unanimously

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Tricia Herzfeld, Secretary