**Davidson County Election Commission**

**November 13, 2013**

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

**Approve minutes from the October 3, 2013 meeting**

**Stated motion**: Commissioner Starling made a motion to approve DCEC minutes from October 3, 2013 as presented.

**Seconded by:** Commissioner Lawson

**Outcome of motion:** Passed unanimously

**Approve minutes from special called meetings**

**Stated motion:** Commissioner Lawson made a motion to approve minutes as presented from the special called meeting on October 10, 2013.

**Seconded by**: Commissioner Starling

**Outcome of motion:** Passed unanimously

**Stated Motion:** Commissioner Starling made a motion to approve minutes as presented from the special called meeting on October 18, 2013.

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Passed unanimously

**Stated motion**: Commissioner Lawson made a motion to approve minutes as presented from the special called meeting on October 28, 2013.

**Seconded by**: Commissioner Herzfeld

**Outcome of motion:** Passed unanimously

**AOE Leave Fringe Benefit**

As requested by the Commission, Chairman Buchanan and AOE Wall had discussed Mr. Wall’s vacation time. They had reached the following agreement subject to Commission approval: two (2) weeks of vacation for the first year (November 4, 2013 to November 4, 2014) and three (3) weeks after that.

**Stated motion:** Chairman Buchanan made a motion for AOE Wall to be granted two (2) weeks of vacation for the first year (November 4, 2013 to November 4, 2014) and three (3) weeks after that.

**Seconded by:** Commissioner Herzfeld

**Outcome of motion:** Passed unanimously

(DCEC minutes 11-13-13)

**Call the Davidson County Republican Primary for May 6, 2014**

**Stated motion:** Commissioner DeLanis made a motion to call the Davidson County Republican Primary for May 6, 2014.

**Seconded by:** Commissioner Herzfeld

**Outcome of motion:** Passed unanimously

**Call the Oak Hill Election – June 10, 2014**

**Stated motion:** Commissioner Herzfeld made a motion to call the Oak Hill Election on June 10, 2014 for two (2) city commissioners.

**Seconded by:** Commissioner Lawson

**Outcome of motion:** Passed unanimously

**Approve early voting schedule and location for the Berry Hill Election-March 18, 2014**

It was recommended by AOE Wall to use the DCEC satellite location at 800 2nd Ave South (staffed by DCEC employees) from February 26 – March 13, 2014- Monday through Friday from 8-4:30 with no early voting on Saturday as requested by the city manager of Berry Hill.

**Stated motion:** Commissioner Lawson made a motion to approve the early voting schedule and location for the City of Berry Hill set forth by AOE Wall.

**Seconded by**: Commissioner Starling

**Outcome of motion:** Passed unanimously

**Select and approve early voting locations for May 6, 2014 election:**

Discussion ensued among the board as they reviewed early voting data from previous primary elections and discussed budgetary concerns. Bobby Medley informed the board that it cost approximately $2,000 per day per early voting site.

**Stated motion**: Chairman Buchanan made a motion to designate the Sonny West Auditorium in the Fulton Complex located at 700 2nd Ave South as the only early voting location for the May 6, 2014 election.

**Seconded by:** Commissioner Lawson

**Outcome of motion**: Passed 4-0 with Commissioner Starling abstaining from voting.

Commissioner Herzfeld wanted the minutes to reflect that the board would choose to have more early voting sites but the budgetary concerns drove the decision and vote to have one (1) early voting site for May.

**Approve early voting hours for the May 6, 2014 Election**

Commissioner Starling noted that with only one early voting location, he’d like to recommend having extended hours. Discussion ensued among the board.

**Stated motion**: Commissioner Herzfeld made a motion to set the early voting hours for the May election as follows:

(DCEC minutes 11-13-13)

*Wednesday, April 16th 8:00 a.m. – 6:30 p.m.*

*Thursday, April 17th 8:00 a.m. – 6:30 p.m.*

*Friday, April 18th 8:00 a.m. – 6:30 p.m.*

*Saturday, April 19th 9:00 a.m – 12:00 p.m.*

*Monday, April 21st 8:00 a.m. – 6:30 p.m.*

*Tuesday, April 22nd 8:00 a.m. - 8:00 p.m.*

*Wednesday, April 23rd 8:00 a.m. – 6:30 p.m.*

*Thursday, April 24th 8:00 a.m. – 8:00 p.m.*

*Friday, April 25th 8:00 a.m. – 6:30 p.m.*

*Saturday, April 26th 8:00 a.m. – 4:00 p.m.*

*Monday, April 28th 8:00 a.m. – 6:30 p.m.*

*Tuesday, April 29th 8:00 a.m. - 6:30 p.m.*

*Wednesday, April 30th 8:00 a.m. – 6:30 p.m.*

*Thursday, May 1st 8:00 a.m. – 8:00 p.m.*

**Seconded by**: Commissioner DeLanis

**Outcome of motion:** Passed unanimously

**Approve the COA (change of address) location for the May 6, 2014 Election**

AOE Wall recommended having the COA (change of address) location in the lobby area of the main DCEC office (1417 Murfreesboro Pike). Discussion ensued among the board.

**Stated motion:** Commissioner Herzfeld made a motion to have two (2) COA locations: The DCEC Main office (1417 Murfreesboro Pike) and the DCEC satellite office (800 2nd Ave South).

**Seconded by:** Commissioner Lawson

**Outcome of motion:** Passed unanimously

**Administrator’s reports**

1. Re-districting labeling project— hand labeling approximately 300,000 voter registration cards, 90,000 cards have been completed and the goal is to be completed by the end of January 2014
2. Deputy Administrator’s compensation structure—Chairman Buchanan made a commitment and an administrative decision for Joan Nixon to get her compensation in line with other Deputy Administrators in other departments.

**Any other old/new business**

**New business:**

**•** Commissioner Lawson inquired about the possibility of a social outreach event for poll officials.

• Holiday Brunch for the staff—mid December

**Set date and time for next meeting**

The next meeting was scheduled for December 12, 2013 at 3:30 p.m.

(DCEC minutes 11-13-13)

**Adjourn**

**Stated motion:** Commissioner Herzfeld made motion to adjourn

**Seconded by:** Commissioner Lawson

**Outcome of motion:** Passed unanimously

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Tricia Herzfeld, Secretary