**Davidson County Election Commission**

**January 23, 2014**

The Davidson County Election Commission (DCEC) met at 3:30 p.m. in the Antioch Conference Room at Metro Southeast. Commissioners Ron Buchanan, Jennifer Lawson, Tricia Herzfeld, and Jim DeLanis were present. Commissioner Starling was absent. DCEC staff members present included Administrator of Elections (AOE) Kent Wall, Bobby Medley, Bill Hyden, and Kelley Harrison. Ted Morrissey of the Metropolitan Department of Law was also in attendance.

**Approve minutes from the December 12, 2013 meeting:**

**Stated motion**: Commissioner Lawson made a motion to approve DCEC minutes from December 12, 2013 meeting as presented.

**Seconded by**: Commissioner DeLanis

**Outcome of motion**: Passed unanimously 4-0

**Set Election Day hours for Berry Hill**:

**Stated motion**: Commissioner DeLanis made a motion to set the Election Day hours for Berry Hill for 7 a.m. – 7:00 p.m.

**Seconded by**: Commissioner Herzfeld

**Outcome of motion**: Passed unanimously 4-0

**Approve Berry Hill candidates:**

**Stated motion**: Commissioner Herzfeld made a motion to approve the Berry Hill candidates as presented: *Jeanette Coke; Michael Galehouse; Greg Mabey; and Beth Sartain.*

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Passed unanimously 4-0

**Approve Berry Hill poll officials and alternates:**

**Stated motion**: Commissioner Lawson made a motion to approve the Berry Hill poll officials and alternates (if needed) as presented.

**Seconded by:** Commissioner Herzfeld

**Outcome of motion**: Passed unanimously 4-0

**Appoint Berry Hill counting board**:

AOE Wall reported in the event the DCEC receives 100 or more absentee ballots for Berry Hill, then a counting board will be needed. If the number of absentee ballots is less than 100, the Commissioners will serve in the capacity as the counting board.

**Stated motion:** Commissioner Herzfeld made a motion to confirm counting board as presented (if the need occurs).

**Outcome of motion**: Passed unanimously 4-0

**Approve Berry Hill ballot:**

**Stated motion**: Commissioner Lawson made a motion to approve the Berry Hill ballot as presented.

**Seconded by:** Commissioner Herzfeld

**Outcome of motion**: Passed unanimously 4-0

**Address Metro Council vacancies (Dist. 11 and 35):**

AOE Wall reported that the DCEC received only the resignation letter of Councilman Darren Jernigan (Council Dist. 11) from the Metro Clerk’s office on January 22, 2014. The vacancy of said council district will appear on the August 7, 2014 election ballot.

Stated motion: Commissioner DeLanis made a motion to call the election for the vacancy of Council District 11 and for said office to appear on the August 7, 2014 election ballot.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously 4-0

**Administrator’s reports:**

1. Labelling project- wrapping up by the middle of next week; total cost of project approximately $45,000 including actual cost of labels $4,500.
2. Training schedule and plans for May Primary- poll official training schedule was distributed to the board. Training set to begin on March 11, 2014 and as of today, there’s no trainer or updated training material. There will be smaller classes and more hands-on training including a set-up of a “mock polling location” for the poll officials. All training will take place at MSE Green Hills Conference Room.

AOE Wall stated when he was appointed he had a 60-day goal/game plan in terms of determining the state of affairs and what was needed going forward. Three (3) areas to concentrate on: 2012 Metro Audit; 2012 State Audit (training and recruiting); and financial resources/manpower. AOE Wall concluded DCEC is understaffed, undermanned and misdeployed. The challenge now, is how to best align resources that we do have to do three (3) principal things before us: *execute the mission of the DCEC; execute election cycle for* 2014; *and address the two (2)significant findings that came from the 2012 State Audit.* *Challenge: How best to align existing resources to meet 2014 election cycle needs.*

In late November, telephone outreach began to 2,000 plus “core” poll officials. Approximately 49% committed to working the upcoming elections and 11% said “no”. The balance could not be reached or messages were left and not returned.

1. Poll Official Open House- January 9, 2014 nearly 400 people signed the registry and this event coincided with our 1st newsletter to poll officials.
2. Poll Officer Discussion Groups- The first discussion group was held on December 10, 2013 and the second one is scheduled for January 24, 2014 from 10 am. – Noon.
3. Poll Officer Orientation meetings (January 30th and 31st) - Bobby Medley and Bill Hyden have volunteered to lead these sessions. The goal is to solidify this leadership group and solicit their help with recruiting.
4. Changes in staff duties: AOE Wall reported changes in staff duties are currently underway.Summarizing the changes*: polling location supplies will report to Bobby Medley; Recruiter will report to AOE; Trainer will report to Deputy; Felon responsibility moved from Absentee Department to Customer Service Department as well as DCEC newsletter/bulletin; restore two (2) previous cuts each in Absentee and Voter Registration Departments.*
5. *Senior Staff (Tom Cunningham, Ella Chadwell, Gaye Hudson, Bill Hyden, Bobby Medley, Courtney Mott, Joan Nixon, and Renee Pettie) meets with AOE once a week on Mondays. Goal: improve communications and coordination.*

**Any other old/new business:**

Old business-AOE Wall has been corresponding with Nancy Whittemore, Director of General Services, regarding use of the Sonny West Conference room. With DCEC blocking out days/times for early voting, it poses a conflict with certain boards/commissions that meet on a regularly scheduled basis. The DCEC was asked to accommodate one particular board which would require altering times for early voting that were set on November 13, 2013, a matter requiring a vote by the DCEC commission. Discussion ensued among the board.

**Stated motion**: Chairman Buchanan made a motion to alter the following times to the early voting schedule- *April 17, 2014 8:00 a.m. – 8:00 p.m. and April 24, 2014 8:00 a.m. – 5:00 p.m.*

**Seconded by**: Commissioner Lawson

Discussion ensued.

**Motion to amend**: Commissioner Herzfeld amended said motion above to also extend the hours on *April 29, 2014 to 8:00 a.m. – 8:00 p.m.*

Chairman Buchanan made a motion to amend his initial motion to incorporate Commissioner Herzfeld’s motion.

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Passed unanimously 4-0

Old business-During last month’s meeting, there was discussion regarding a letter to be sent to the District Attorney’s office about a voter. The letter has not gone out yet and it is still being worked on.

New business- The state looked at the statute regarding metro employees working as poll officials. Metro employees who report to elected officials cannot serve as poll officials but metro teachers are an exception.

New business- AOE Wall reported on an issue that was brought to his attention that the USPS does not deliver mail to Metro Southeast 1417 Murfreesboro Pike. The DCEC has received several phone calls from voters stating their voter registration application addressed to 1417 Murfreesboro Pike was returned “*undeliverable as addressed”.* Tom Cunningham undertook the daunting challenge of communicating with the post office to have mail delivered to our physical address. The problem was identified and steps were taken to resolve this issue. Also, changes have been made on our website to identify the mailing address as P.O. Box 650 and our physical address for shipping deliveries more clearly as 1417 Murfreesboro Pike.

New business- Large DCEC signage on Murfreesboro Pike is broken but is currently being repaired.

New business- On January 6, 2014, AOE Wall, Chairman Buchanan and representatives from ES & S met with State Coordinator, Mark Goins. ES & S made a presentation for certification of the new election software which was verbally approved by Mark Goins. DCEC must still meet additional requirements before final certification before full use.

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

The next meeting was scheduled for February 19, 2014 at 3:30 p.m.

**Lock Berry Hill ballot boxes**- Chairman Buchanan and Commissioner Herzfeld locked the Berry Hill ballot boxes (Commissioner Herzfeld filled in due to Commissioner Starling’s absence).

**Adjourn:**

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

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Passed unanimously