Davidson County Election Commission

February 19, 2014

The Davidson County Election Commission (DCEC) met at 3:30 p.m. in the Green Hills Conference Room on February 19, 2014 at Metro Southeast. Commissioners Ron Buchanan, Jennifer Lawson, Tricia Herzfeld, A J Starling, and Jim DeLanis were present. DCEC staff members included Administrator of Elections (AOE) Kent Wall, Joan Nixon, Bobby Medley, Tom Cunningham, Bill Hyden, Jeremy Greene, and Kelley Harrison. Nicki Eke of the Metropolitan Department of Law was also in attendance.

**Approve minutes from the January 23, 2014 meeting:**

**Motion stated**: Commissioner Lawson made a motion to approve the minutes from the January 23, 2014 meeting as presented.

**Seconded by**: Commissioner Herzfeld

**Outcome of motion**: Unanimously passed 4-0-1 (Commissioner DeLanis was not present at time of voting).

**Deployment of Electronic Poll Books (EPB’s)-May Primary:**

AOE Wall reported the use of EPB’s in Davidson County had been “on hold” pending two (2) issues that needed to be addressed:

1. ES & S software changes approved by the State (completed in early January)

2.  Make sure EPB’s would be set-up with screenshots and training materials all

conforming to the requirements laid out by the State Election Commission for

Davidson County specifically. In a meeting on February 11, 2014, State Coordi-

nator Mark Goins gave verbal approval to use the EPB’s with written

confirmation requested.

Discussion ensued among the board.

**Motion stated**: Commissioner Starling made a motion to implement the use of EPB’s in all of the precincts for the May election.

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Unanimously passed 4-0 *(Commissioner DeLanis abstained from voting)*

**Discuss Additional Early Voting sites-May Primary**:

Chairman Buchanan informed the board that the Metro Council appropriated up to $60k for additional early voting locations for the May election. AOE Wall made mention of the Memorializing Resolution which was passed on February 4, 2014 by Metro Council spelling out the number of additional early voting sites and the amount of funded monies. AOE Wall presented two options:

1 . 5 additional sites for 5 days

2 . 6 additional sites for 4 days

Discussion ensued among the board.

Stated motion: Commissioner Starling made a motion to open 6 additional sites (*Hermitage Library, Edmondson Pike Library, Green Hills Library, Madison Library, Bordeaux Library and Bellevue* Community *Center*) for 4 days (*April 28th – May 1st*) with hours to match those at the primary Early Voting location at MOB (Metro Office Building).

Seconded by: Commissioner Lawson

Chairman Buchanan opened the floor for further discussion.

Commissioner Herzfeld made a motion to amend Commissioner’s Starling’s motion. Commissioner Herzfeld made a motion for the same 6 sites stated above but with the following dates: *Saturday, April 26th; Tuesday, April 29th; Wednesday April 30th; and Thursday, May 1st.*

The motion was seconded by Commissioner Lawson. More discussion ensued. Commissioner Herzfeld withdrew her amended motion and the original motion stated by Commissioner Starling was back on the table for 6 additional sites for 4 days (April 28th – May 1st).

Outcome of motion: Unanimously passed

**Appoint Berry Hill Provisional Ballot counting board:**

In the event Berry Hill has any provisional ballots, a provisional counting board must be appointed.

**Motion stated:** Commissioner Herzfeld made a motion to appoint presented Berry Hill provisional ballot counting board.

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Unanimously passed

**Establish date to count Berry Hill provisional ballots (within 4 days of Election Day-March 18, 2014)**

**Motion stated**: Commissioner Lawson made a motion to count Berry Hill provisional ballots (if any) on March 21, 2014 at MSE at 9:00 a.m.

**Seconded by**: Commissioner DeLanis

**Outcome of motion**: Unanimously passed

**AOE Employment parameters:**

Chairman Buchanan reported that the board agreed upon the AOE’s salary at 85K with the caveat that the AOE has 6 months to pass certification whereas the salary would increase to the state established amount of 109k. Studying time has been sacrificed by AOE Wall in preparation for the upcoming election cycle. Per Mark Goins, there’s no set time an AOE has to be state certified. Chairman Buchanan suggested AOE Wall not be penalized for not obtaining certification in the specified amount of time.

Discussion ensued among the board.

**Motion stated**: Commissioner Starling made a motion to increase AOE Wall’s pay to $102.5k effective March 1, 2014 and to delete the requirement for certification within 6 months of hire date and to then review this matter again in 6 months.

**Seconded by**: Commissioner Lawson

**Outcome of motion**: Unanimously passed

**Set “special called” meeting date to review FY’15 Budget-(early March):**

Chairman Buchanan called a “special called” meeting for March 7, 2014 at 3:30 p.m. to review FY’15 budget and any other required agenda items.

**Administrator’s Reports:**

1. Recruiting State employees as poll officials: Per State Coordinator Mark Goins,

DCEC can recruit state employees to work the polls and Metro teachers (regular

and substitute) may now work as poll officials.

1. Recruiting update: High School Supplemental registration is currently underway

until March 7, 2014. There are 33 public and private schools our volunteers will visit. So far, we have 447 voter registration applications from high school seniors to process and still have 14 more schools to visit. Also, we’re getting a few poll workers from that group.

New employee- Nancy DeKalb is assisting with poll recruiting along with Ella Chadwell. Nancy’s task is “message management” and making certain we’re speaking with one voice and not having several messages projected. Nancy is also putting together a media relations plan with two main messages: vote early and the need for poll workers.

1. Update plan for training and training materials: AOE Wall asked Joan Nixon to take over updating all training to include manuals and processes. Joan is currently reviewing training manuals from other counties and is focused on simplifying all

training material.

1. Voter fraud letter to DA’s office: Letter to DA’s office was mailed on February

12, 2014 and we’re awaiting a response.

**Any old/new business:**

Qualifying deadline for the May Primary election is February 20, 2014 by noon. 95 petitions have been issued since November 22, 2013.

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

The next scheduled regular meeting will be March 24, 2014 at 3:30 p.m.

Adjourn:

Motion stated: Commissioner Herzfeld made a motion to adjourn.

Seconded by: Commissioner Lawson

Outcome of motion: Unanimously passed

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Tricia Herzfeld, Secretary