

DAVIDSON COUNTY ELECTION COMMISSION

REGULARLY SCHEDULED MEETING

January 4, 2016

The Davidson County Election Commission (DCEC) met on January 4, 2016 at 3:00 p.m. in the Green Hills Conference room at Metro Southeast. Commissioners AJ Starling, Jim DeLanis, Jennifer Lawson, Tricia Herzfeld and Ron Buchanan were present. DCEC Staff present included: Administrator of Elections (AOE) Wall, Joan Nixon, Carlatina Hampton, Reid Lovell, Jeremy Greene, Lisa Pierce, John Hite, Nancy DeKalb, Bill Hyden, Susan Reid, Carolyn Stewart and Kelley Harrison.

Chairman Buchanan called the meeting to order.

1. **Approve Minutes from December 2, 2015 Meeting:** Edits suggested by Commissioner Lawson, edits accepted by Commissioner Herzfeld.

Stated motion: Commissioner Starling moved to approve minutes as amended.

Second: Commissioner Delanis

Outcome of motion: Passed unanimously

2. **Approve Election Day Officials (March 1, 2016 Presidential Preference Primary Election)**

- a. **Election Day**

Stated motion: Starling moved to approve Democratic officials for Election Day.

Second: Herzfeld

Outcome of motion: Passed unanimously

Stated motion: Lawson moved to approve Republican officials for Election Day.

Second: Delanis

Outcome of motion: Passed unanimously

- b. **Early Voting**

Stated motion: Starling moved to approve Democratic officials for Early Voting.

Second: Herzfeld

Outcome of motion: Passed unanimously

Stated motion: Lawson moved to approve Republican officials for Early Voting.

Second: Delanis

Outcome of motion: Passed unanimously

- c. **Nursing Home Deputies**
- d. **Prison Deputies**
- e. **Provisional Counting Board**
- f. **Inspectors**
- g. **Absentee Counting Board**

Stated motion: Herzfeld moved to approve Democratic officials for c-g collectively.

Second: Starling

Outcome of motion: Passed unanimously

Stated motion: Delanis moved to approve Republican officials for c-g collectively.

Second: Lawson

Outcome of motion: Passed unanimously

3. Approve the candidates for the County Primary Election

Stated motion: Herzfeld moved to approve.

Second: Delanis

Outcome of motion: Passed unanimously

4. Approve the candidate for the Berry Hill Municipal Election

Stated motion: Herzfeld moved to approve

Second: Delanis

Outcome of motion: Passed unanimously

5. Approve Ballot (March 1, 2016 Presidential Preference Primary Election)

Stated motion: Herzfeld moved to approve the written ballot.*

Second: Lawson

Motion to Amend: to include machine ballot as well.

Second: Herzfeld

Outcome of motion: Passed unanimously

*Paper ballot was approved. Commission directed staff to email copy of electronic ballot to Commissioners.

6. Approve Election Day Polling Locations (March 1, 2016 Presidential Preference Primary Election)

Stated motion: Herzfeld moved to approve Election Day Polling Locations.

Second: Lawson

Outcome of motion: Passed unanimously

7. Set Date and Time To Open Provisional Ballot Bags and Boxes (March 2, 2016 at 9:00 a.m.)

Stated motion: Herzfeld moved to approve date and time for opening of provisional bags and boxes.

Second: Delanis

Outcome of motion: Passed unanimously

8. Set Date and Time For Provisional Counting Board (March 7, 2016 at 9:00 a.m.)

Stated motion: Delanis moved to approve date and time for provisional counting board.

Second: Herzfeld

Outcome of motion: Passed unanimously

9. Old Business

- a. Electronic Device Policy:** New Electronic Device Policy was adopted by the state.

Stated motion: Herzfeld moved to approve adopting the state's policy in replacement of the DCEC policy regarding electronic devices in polling places.

Second: Lawson

Outcome of motion: Passed unanimously

- b. Ban the Box:**

Stated motion: Herzfeld moved to approve policy banning the criminal history box on applications for new hires to the DCEC and new early voting poll workers (not general poll workers).

Second: Starling

Discussion: Background check and criminal history questions would occur at the second interview

Outcome of motion: Passed unanimously

Chairman Buchanan requested Commissioner Herzfeld to develop a few options on language/options for Ban the Box for poll workers to be presented at a later meeting.

10. Administrator's Report

- a.** Weather Emergency Policy: Bobby Medley is developing an emergency weather plan.
- b.** High School Voter Registration: Jan 25-28. Great participation from the high schools.
- c.** Update on budget process and scheduled presentations to metro council.
- d.** State notified DCEC that orange provisional bags have been decertified until retrofitted.
- e.** 100 foot boundary enforcement discussion.
- f.** AOE Walls submitted his resignation effective March 31, 2016.

- 11. Set Date and Time for Next Meeting:** Next meeting will be at the call of the chair.

12. Lock Provisional Ballot Bags and Boxes (March 1, 2016 Presidential Preference Primary Election).

Commissioners from both parties locked all ballot bags and boxes.

13. Adjourn

Stated motion: Herzfeld motion to approve

Second: Delanis

Outcome of motion: Passed unanimously

With no further business to discuss, the meeting adjourned.

Tricia Herzfeld, Secretary