

DAVIDSON COUNTY ELECTION COMMISSION

“SPECIAL CALLED MEETING”

FEBRUARY 19, 2016

The Davidson County Election Commission (DCEC) met on February 19, 2016 at 3:00 p.m. in the Bordeaux Conference Room at Metro Southeast. Commissioners Jim DeLanis, Jennifer Lawson, Tricia Herzfeld, Jesse Neil and AJ Starling were present. DCEC staff in attendance included Administrator of Election (AOE) Wall, Joan Nixon, Bill Hyden, Carlatina Hampton, Bobby Medley, Jeremy Greene, John Hite, Courtney Mott, Lisa Pierce, Nancy DeKalb, Meredith McKay and Kelley Harrison. Nicki Eke of the Metropolitan Department of Law and Michael Taylor, Assistant Human Resource Director, were also present.

Chairman DeLanis convened the meeting.

Review Metro HR posting regarding AOE search

Stated motion: Commissioner Herzfeld made a motion to submit DCEC approved AOE posting to Metro HR.

Seconded by: Commissioner Lawson
Discussion ensued among the board.

Metro made a few changes to the AOE criteria the board approved during the Special Called meeting on February 12, 2016. The issue date of the job posting is scheduled for February 22, 2016 and the final filing date is March 22, 2016.

Commissioner Herzfeld made a motion to amend her above motion to reflect the following changes to the AOE job posting:

- Expands qualification to “not” require a degree from an accredited college/university
- 10 years of experience managing a minimum number of employees OR
- 5 years of experience managing a minimum number of employees
- Driver’s license requirement is “preferred” and not required

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Discussion of internal financial control procedures

Chairman DeLanis reviewed the results of the exit interview with accountants who reviewed credit card purchases. A draft report would be forthcoming. In the exit interview, however, the Metro Finance accountants stated:

- No integrity issues/ no dishonesty
- No fraud
- Staff cooperated fully
- Problems were largely procedural in the sense of documentation
- 99% of the documentation for the credit card purchases have been supplied

Chairman DeLanis prepared a draft of additional controls on credit card spending:

1. At each Commission meeting, the Commission shall receive a report on all credit card expenditures since the last meeting. For any credit card expenditures over \$100, the Commission shall receive the backup documentation.
2. There shall be a strict limit of \$25 per person for any meals that otherwise comply with the requisite Metro policies.
3. The Election Commission Finance Director shall conduct the training referred to in the Metro Credit Card Policy and require that the trainee acknowledge in writing that he/she received the training.
4. The credit card holder cannot be the sole authorizer. The Election Commission Finance Director will be a second authorizer. His/her authorization shall be required as a second authorizer to preapprove any reimbursement of credit card purchases and to verify that they are within policy (except in emergency situations).
5. The Election Commission Finance Director has no authority to submit, for reimbursement, credit card expenses that are inconsistent with this policy and/or the Metro Policies. The Finance Director shall promptly report any noncompliant expenditures or requests for reimbursement directly to the Commission.

Chairman DeLanis stated the main takeaway is that the DCEC must look at our own controls. Discussion ensued among the board.

Stated motion: Commissioner Herzfeld made a motion to approve the additional financial controls listed above.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Consideration of public comment period

Commissioner Herzfeld noted the public may wish to interact with the board on a variety of concerns during our meetings. It was suggested a public comment period be placed at the end of the agenda limited to five (5) people allowing them one (1) minute each. A sign-in sheet will be made available for the first five (5) people.

Chairman DeLanis asked if this could be done on a one/two month trial basis and the board all agreed.

Executive Session on the timing of a Special Election to fill the vacancy on City Council

An Executive Session was not necessary due to Judge Amanda McClendon's ruling that the allegations set forth in the petition to have a special election for Council District 1 were insufficient.

Per Nicki Eke, DCEC is to proceed with business as usual with placing the vacancy of Metro Council District 1 on the August 4, 2016 ballot.

No further business to discuss, the meeting adjourned.

Tricia Herzfeld, Secretary