

DAVIDSON COUNTY ELECTION COMMISSION

MARCH 7, 2016

The Davidson County Election Commission (DCEC) met on March 7, 2016 at 3:00 p.m. in the DCEC Conference room at Metro Southeast. Chairman DeLanis, Commissioners Jennifer Lawson, AJ Starling, Jesse Neil and Tricia Herzfeld were present. DCEC staff members present included: Administrator of Elections (AOE) Wall, Joan Nixon, Nancy DeKalb, Carlatina Hampton, John Hite, Jeremy Greene, Reid Lovell, Myra Agee, Meredith McKay, Courtney Mott, Bobby Medley, Bill Hyden and Kelley Harrison. Also present were, Nicki Eke, Metropolitan Department of Law and Jane Madden, Metro Human Resources Analyst.

Chairman DeLanis convened the meeting.

Approve Minutes from:

1. January 4, 2016
2. Special Called: January 21, 2016
3. Special Called: February 12, 2016
4. Special Called: February 19, 2016

Stated motion: Commissioner Lawson made a motion to approve the minutes as presented.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

AOE Search

- Applications Received
- Process for handling/reviewing applications
- Ad in Tennesseean

HR Director, Jane Madden, reported the AOE position will be accepting online applications from February 22, 2016 to March 22, 2016. As of to-date, 106 applications have been received.

Chairman DeLanis suggested convening a committee of Joan Nixon, Nancy DeKalb, Bobby Medley and himself to review the resumes in conjunction with Metro HR.

Discussion ensued among the board.

Stated motion: Commissioner Lawson made a motion to appoint Chairman DeLanis, Joan Nixon, Bobby Medley and Nancy DeKalb (headed up by Jane Madden, Metro HR Director) to the AOE Committee search and have a staff member of the commission be authorized to circulate resumes to commission members.

Seconded by: Commissioner Herzfeld

Outcome of motion: Passed unanimously

FY'17 Budget Discussion

AOE Wall informed the commission that the DCEC is scheduled to present a budget draft to the Mayor on March 24, 2016 at 9:15 a.m. and allowed fifteen (15) minutes to make the presentation.

Joan Nixon reviewed the "Budget Modification Hearing List Report" with the commission:

- \$309,700 – pay scale increase for poll workers
- \$613,200 – election expense for the August 2016 election

- \$458,400 – election expense for the November 2016 election
- \$105,200 – electronic poll book rental for next two (2) elections
- \$314,100 – part-time tenured associates’ budget request (salary portion: \$183k and remainder for benefits)
- \$111,400 – two (2) positions (\$55,700 each) in voter registration department that has been requested since 2011 (***these are existing positions that are, in effect, full-time positions***)
- \$15,000 - voter outreach campaign
- \$585,300 - FY’18/FY’19 budget expense projection
- \$56,200 - capital request for printers

Discussion ensued among the board.

No action was taken.

Discussion of Standards of Conduct and Disclosures; Review Amended Credit Card Spending Policy

Commissioner Herzfeld read from a draft she prepared regarding credit card spending for meals:

- Prior approval from finance director
- Recruitment meals should be coordinated through finance director
- All documentation is clear and concise and include a short but specific description of the Election Commission topics being discussed
- Reimbursement for non-travel related meals is disfavored

Commissioner Lawson presented the commission with a handout titled “Speak Up Policy and Protection”. The policy is to encourage people to speak up if they notice something that is questionable or causes concern and should be brought to the attention of the commission for a quick resolution. The policy consists of three (3) sections:

- I. Procedures for Speaking Up About Concerns
- II. Reports, Investigations, Review, and Enforcement
- III. Protection Against Retaliatory Actions

No action was taken.

Chairman DeLanis reported that a draft of the Metro Finance Special Accounting Report was received last Friday and the staff has not had an opportunity to respond.

Old Business

None stated

Administrator’s Report

- 142 poll officials trained for EV
- 1,595 poll officials were trained for Election Day and 1,491 were assigned to work
- Post-election- 473 Provisional voters (439 green provisional voters and 34 orange provisional voters)
- SOS gave DCEC extension to re-schedule provisional counting board for March 14, 2016
- Estimated over 3,000 change of address forms to process

Motion stated: Commissioner Herzfeld made a motion to re-schedule provisional counting board for March 14, 2016 at 9:00 a.m.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Public Comment Period

None

Set Date and Time for Next Meeting

March 10, 2016 at 3:00 p.m.

Review Voter Registration Cards (if time permits)

Agenda item tabled for next meeting (March 10, 2016)

Adjourn

Motion stated: Commissioner Herzfeld made a motion to adjourn.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Secretary, Tricia Herzfeld