

DAVIDSON COUNTY ELECTION COMMISSION

April 8, 2016

The Davidson County Election Commission (DCEC) met on April 8, 2016 at 3:00 p.m. in the Antioch Conference Room at Metro Southeast. Commissioners Jim DeLanis, A. J. Starling, Jesse Neil, Tricia Herzfeld and Jennifer Lawson were present. DCEC staff members present included: Interim Administrator of Elections (IAOE) Joan Nixon, Jeremy Greene, Bobby Medley, Courtney Mott, Lisa Pierce, Bill Hyden, Nancy DeKalb, Meredith McKay and Kelley Harrison. Also present were, Nicki Eke, Metropolitan Department of Law and Jane Madden, HR Analyst.

Chairman DeLanis convened the meeting.

Approve Minutes From the Following Meetings:

•March 21, 2016 – Regular Meeting

•March 23, 2016 – Special Called Meeting

•March 31, 2016 – Special Called Meeting

Motion stated: Commissioner Lawson made a motion to approve the minutes from the March 21, 2016 regularly scheduled meeting as submitted.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Motion stated: Commissioner Starling made a motion to approve the minutes from the March 23, 2016 special called meeting.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Motion stated: Commissioner Lawson made a motion to approve the minutes from the March 31, 2016 special called meeting as submitted.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Approve Early Voting Poll Officials for City of Oak Hill

Motion stated: Commissioner Herzfeld made a motion to approve the Early Voting poll officials for the City of Oak Hill as presented.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Approve Election Day Poll Officials for City of Oak Hill

Motion stated: Commissioner Herzfeld made a motion to approve the Election Day poll officials for the City of Oak Hill as presented.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

AOE Search

Jane Madden reported the final number of applications for the AOE position was one hundred and seventy-nine (179). The sub-committee narrowed the search to twelve (12) candidates. The candidates will be identified by alphabetical letters.

Discussion ensued among the board about whom will be chosen for an interview.

Candidate A- Yes	Candidate G - Yes
Candidate B- Yes	Candidate H - No
Candidate C- Yes	Candidate I - Yes
Candidate D- Yes	Candidate J - Yes
Candidate E- Yes	Candidate K - Yes
Candidate F – No	Candidate L – Yes

On Monday, April 11, 2016, Jane Madden will contact the ten (10) candidates to be interviewed. The candidates not chosen will receive letters thanking them for their interest in the position and encouraged to apply for other Metro positions.

Commissioner Starling added a candidate to the list, who will be designated as Candidate M.

The next step, after background checks have been completed, is to schedule interviews.

Additional Consideration of Credit Card Policy, Financial Controls, Disclosure Requirements and “Speak- Up” Policy

Discussion ensued among the board. Both Chairman DeLanis and Commissioner Herzfeld suggested a few amendments to the Credit Card Policy.

The “Speak-Up” Policy was tabled to the next meeting to review existing DCEC Personnel Handbook.

Motion stated: Commissioner Herzfeld made a motion to approve amended language for credit card control policy dealing with meals.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Administrator’s Report

IAOE Nixon reported two (2) items that must be approved in the next meeting:

- Approval of Oak Hill Sample Ballot
- Approval of the August 4, 2016 candidates

Any Old Business

Out of class pay for IAOE Nixon– it was suggested by Nicki Eke that this issue be placed on the next meeting agenda for full discussion rather than under “old business”.

Set Date and Time for Next Meeting

April 22, 2016 at Noon

Public Comments

None stated

Adjourn

Motion stated: With no further business to discuss, Commissioner Herzfeld made a motion to adjourn.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Tricia Herzfeld, Secretary