

DAVIDSON COUNTY ELECTION COMMISSION

April 22, 2016

The Davidson County Election Commission (DCEC) met on April 22, 2016 at 12:00 p.m. in the Green Hills Conference Room at Metro Southeast. Commissioners Jim DeLanis, A.J. Starling, Jennifer Lawson and Jesse Neil were present. Commissioner Tricia Herzfeld was not in attendance. DCEC staff members present included: Interim Administrator of Elections (IAOE) Joan Nixon, Reid Lovell, Jeremy Greene, Bill Hyden, Bobby Medley, Courtney Mott, Lisa Pierce, John Hite, Meredith McKay and Kelley Harrison. Also present were Nicki Eke, Metropolitan Department of Law and Jane Madden, Metro HR Analyst.

Chairman DeLanis convened the meeting.

Approve Minutes From April 8, 2016 Meeting

Motion stated: Commissioner Starling made a motion to approve the minutes from April 8, 2016 as presented.

Seconded by: Commissioner Neil

Outcome of motion: Passed unanimously

Approve Oak Hill Ballot

Motion stated: Commissioner Lawson made a motion to approve the Oak Hill Ballot as presented.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Approve Candidates For the August 4, 2016 Election

A list of candidates for the August 4, 2016 election was presented to the board plus a list of ten (10) judicial retention questions to be placed on the ballot.

IAOE Nixon informed the board that a residency challenge has been raised in Council District 1 by a constituent. A letter was received and date stamped April 22, 2016 challenging the residency of William D. Mason, Jr in Council District 1.

Discussion ensued among the board.

Motion stated: Commissioner Lawson made a motion to approve the candidates for the August 4, 2016 election as presented with the exception of William D. Mason, Jr. due to the residency challenge.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

The Council District 1 residency challenge will be addressed at a later special called meeting (TBA).

Approve Interim AOE Compensation

Bill Hyden, DCEC Finance Manager, requested the board waive the thirty (30) day waiting period for IAOE Nixon to begin receiving "out of class" pay. The pay increase will be for the period of time she holds the position. Miss Nixon's regular pay would resume when she's no longer in the IAOE position.

Motion stated: Commissioner Lawson made a motion to waive the thirty (30) day waiting requirement and for IAOE Nixon to receive compensation retroactive beginning April 1, 2016.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Distribution of Completed Draft Credit Card Policy, Fiscal Controls and “Speak-Up” Policy

The completed Credit Card Policy will be submitted to the Metro Finance Department for approval. Discussion ensued among the board.

Motion stated: Commissioner Lawson made a motion to adopt additional controls on meal expenses effective April 22, 2016.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Motion stated: Commissioner Lawson made a motion to have the “Speak-Up” policy be made a part of the DCEC HR Manual (Section 6.8).

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Distribution to Commissioners of Existing Employee Manual

Employee manual was distributed.

Continued Discussion of Disclosure Requirements (Time Permitting)

This agenda item was tabled.

Schedule and Content of AOE Interviews

Jane Madden reported that two (2) of the selected candidates for the AOE position have withdrawn. It was suggested to allot an hour per candidate for the interview process.

Discussion ensued among the board.

The AOE interview dates and times are as follows:

- May 2, 2016 at 5:30 p.m.
- May 3, 2016 at 6:00 p.m.
- May 7, 2016 at 9:00 a.m.

Report on the National Election Assistance Standards Board Meeting – Commissioner Starling

Commissioner Starling was selected by the Secretary of State’s office to attend the National Election Assistance Standards Board Meeting in California which was held on April 14th and 15th with Mark Goins, State Coordinator of Elections.

Commissioner Starling reported visiting San Diego County Election Commission where they have 3.5 million registered voters and ballots in five (5) different languages.

State Coordinator, Mark Goins, was elected Chairman of the Election Assistance Commission’s board.

Administrator’s Report

- DCEC Budget Hearing – May 9, 2019 at 5:45 p.m.
- Councilmember, Sherri Weiner, who is the Vice-Chair of the Budget and Finance Committee, met with IAOE, Joan Nixon, and Bill Hyden requesting a 2-page election prep document outlining the work done beyond holding elections
- Purges – Due to the Presidential Election, our List Maintenance purges will not be implemented until 2017
- Online Registration – Law will take effect July 1, 2017
- TACEO – June 19’ 2016 to June 22, 2016

Any Old Business

Bobby Medley reported that two (2) metro community centers asked not to be used during Early Voting due to their summer schedules: Southeast Community and Bellevue Community Center.

Possible changes would be as follows: Southeast Community Center to Southeast Library and Bellevue Community Center to the New Bellevue Library.

In November, the locations would be returned back to the community centers.

This matter was tabled to the next meeting.

Set Date and Time For Next Meeting

May 2, 2016 at 5:30 p.m.

Public Comments

None

Lock Oak Hill Ballot Boxes

This agenda item was completed by Chairman DeLanis and Commissioner Starling.

Adjourn

Stated motion: Commissioner Lawson made a motion to adjourn the meeting.

Seconded by: Commissioner Neil

Outcome of motion: Passed unanimously

Tricia Herzfeld, Secretary