

Davidson County Election Commission

August 19, 2016

The Davidson County Election Commission (DCEC) met at 3:30 p.m. in the Greens Hills Conference Room at Metro Southeast. Commissioners Jim DeLanis, Jennifer Lawson, Tricia Herzfeld, Jesse Neil and A.J. Starling were present. DCEC staff members present included: Administrator of Elections (AOE) Jeff Roberts, Joan Nixon, Meredith McKay, Nancy DeKalb, Jeremy Greene, Bill Hyden, Bobby Medley, Courtney Mott, John Hite, Alexandria Mitchell and Kelley Harrison. Also present was Katie Downey of the Metropolitan Department of Law.

Chairman DeLanis convened the meeting.

Approve Minutes

a. **June 10**

b. **June 20**

Motion stated: Commissioner Lawson made a motion to approve the minutes from June 10, 2016 as presented.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Motion stated: Commissioner Starling made a motion to approve the minutes from June 20, 2016 as presented.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Machine Technicians Pay Adjustment

AOE Roberts informed the board that the warehouse machine technicians were in line for a metro pay step adjustment.

Motion stated: Commissioner Starling made a motion to approve the machine warehouse technicians' metro pay step adjustment as presented.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Certify August 4, 2016 State Primary and County General Election

Motion stated: Commissioner Lawson made a motion to certify the State Republican Primary returns as presented.

Seconded by: Commissioner Neil

Outcome of motion: Passed unanimously

Motion stated: Commissioner Herzfeld made a motion to certify the State Democratic Primary returns as presented.

Outcome of motion: Passed unanimously

Motion stated: Commissioner Herzfeld made a motion to certify the County General returns as presented.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Establish Early Voting Sites and Times for November 8, 2016 General Election

Discussion ensued among the board.

Motion stated: Commissioner Herzfeld made a motion to approve the Early Voting sites and times as listed below:

ALL EARLY VOTING LOCATIONS OPEN

WEDNESDAY, OCTOBER 19, 2016 THROUGH THURSDAY, NOVEMBER 3, 2016

WEDNESDAY, OCTOBER 19	8:00 AM – 4:30 PM
THURSDAY, OCTOBER 20	8:00 AM – 7:00 PM
FRIDAY, OCTOBER 21	8:00 AM – 7:00 PM
SATURDAY, OCTOBER 22	8:00 AM – 4:30 PM
MONDAY, OCTOBER 24	8:00 AM – 7:00 PM
TUESDAY, OCTOBER 25	8:00 AM – 7:00 PM
WEDNESDAY, OCTOBER 26	8:00 AM – 4:30 PM
THURSDAY, OCTOBER 27	8:00 AM – 7:00 PM
FRIDAY, OCTOBER 28	8:00 AM – 7:00 PM
SATURDAY, OCTOBER 29	8:00 AM – 4:30 PM
MONDAY, OCTOBER 31	8:00 AM – 7:00 PM
TUESDAY, NOVEMBER 1	8:00 AM – 7:00 PM
WEDNESDAY, NOVEMBER 2	8:00 AM – 4:30 PM
THURSDAY, NOVEMBER 3	8:00 AM – 7:00 PM

BELLE MEADE CITY HALL	4705 HARDING PIKE, NASHVILLE, TN 37205
BELLEVUE LIBRARY	720 BAUGH ROAD, NASHVILLE, TN 37221
BORDEAUX LIBRARY	4000 CLARKSVILLE PIKE, NASHVILLE, TN 37218
CASA AZAFRÁN COMM. CENTER	2195 NOLENSVILLE PIKE, NASHVILLE, TN 37211
EDMONDSON PIKE LIBRARY	5501 EDMONDSON PIKE, NASHVILLE, TN 37211
FRIENDSHIP BAPTIST CHURCH	1109 32ND AVE N, NASHVILLE, TN 37209
GOODLETTSVILLE COMM. CENTER	200 MEMORIAL DR, GOODLETTSVILLE, TN 37072
GREEN HILLS LIBRARY	3701 BENHAM AVE, NASHVILLE, TN 37215
HERMITAGE LIBRARY	3700 JAMES KAY LANE, HERMITAGE, TN 37076
MADISON LIBRARY	610 GALLATIN PIKE S, MADISON, TN 37115
SONNY WEST AUDITORIUM	700 2ND AVE S, NASHVILLE, TN 37210
SOUTHEAST COMM. CENTER	5260 HICKORY HOLLOW PKWY, STE 202, ANTIOCH, TN 37013

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Set Date to Unlock Absentee Ballot Boxes (November 8, 2016 at 7:00 a.m.)

Motion stated: Commissioner Herzfeld made a motion to set the date and time to unlock absentee ballot boxes on November 8, 2016 at 7:00 a.m.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Set Date to Unlock Provisional Bags (November 9, 2016 at 9:00 a.m.)

Motion stated: Commissioner Lawson made a motion to set the date and time to unlock provisional bags on November 9, 2016 at 9:00 a.m.

Seconded by: Commissioner Herzfeld

Outcome of motion: Passed unanimously

Lock Absentee Ballot Boxes for November 8, 2016 Election

This agenda item was completed by Commissioners.

Lock Provisional Ballot Bags for November 8, 2016 Election

This agenda item was completed by Commissioners.

EPB (Lease vs. Purchase)

AOE Roberts reported that the DCEC is currently leasing one hundred (100) Electronic Poll Books (EPB) from Election Systems & Software (ES & S) for approximately \$37,000 per election. AOE Roberts asked for a purchase quote from ES & S for the one hundred (100) EPBs and the DCEC could purchase them for \$485.00 each. ES & S has agreed to sell DCEC the EPBs for the August and November elections which would equate to \$25,000 in savings, should we choose to go in that direction. Also, during the time of a non-election year, ES & S has agreed to waive the licensing fee of approximately \$3,700 and the maintenance fee of proximately \$4,900.

AOE Roberts suggested a timeline of the year 2020 to replace DCEC's current election system, voting machines, etc.

Discussion ensued among the board.

Motion stated: Commissioner Lawson made a motion to approve and ratify the staff's request that DCEC purchases the currently leased EPBs and to replace EPBs as needed, so long as it's within the budget.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Treasury's New Metro Credit Card Policy

AOE Roberts reported that the DCEC has received two (2) metro credit cards from Metro Finance Department of Treasury. One card is in the AOE's name and the other in Meredith McKay's name. Both AOE Roberts and Meredith McKay received training from Barbara Hagman of Metro Finance. DCEC is to have all required documentation for each credit card transaction readily available for audit or inspection.

Metro Finance Department is expecting DCEC to take full responsibility for reviewing and approving all credit card transactions and to alert Finance of any inappropriate expenditure.

DCEC's current credit card policy speaks to "reimbursement" but Metro does not have a reimbursement policy as it relates to the use of the credit card. AOE Roberts sent DCEC's credit card policy to Metro's Treasury Department for review.

Discussion ensued among the board.

No action was taken.

AOE Report

- Speak-Up Policy was sent to Metro HR for review

Honoring Resolutions (Bobby Medley and Joan Nixon)

Chairman DeLanis read resolutions for both Bobby Medley and Joan Nixon thanking them for their 30 plus years of service to the DCEC.

The resolution will be made part of the official minutes.

Old Business

None stated

Public Comments

None stated

Set Date and Time for Next Meeting

The next DCEC meeting was scheduled for September 9, 2016 at 3:30 p.m.

Adjourn

Motion stated: Commissioner Herzfeld made a motion to adjourn the meeting.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Tricia Herzfeld, Secretary