

DAVIDSON COUNTY ELECTION COMMISSION

February 8, 2017

The Davidson County Election Commission (DCEC) met on February 8, 2017 at 4:00 p.m. in the Antioch Conference Room at Metro Southeast. Commissioners Jim DeLanis, A.J. Starling, Tricia Herzfeld, Jesse Neil and Jennifer Lawson were present. DCEC staff members present included: Administrator of Elections (AOE) Jeff Roberts, Joan Nixon, Jeremy Greene, Bobby Medley, Reid Lovell, Rick Brown, Lisa Pierce, and Kelley Harrison. Also present were Nicki Eke and Lora Fox of the Metropolitan Department of Law.

Chairman DeLanis convened the meeting.

Approve Minutes From November 28, 2016 Meeting

Motion stated: Commissioner Lawson made a motion to approve the November 28, 2016 minutes as presented.

Seconded by: Commissioner Neil

Outcome of motion: Passed unanimously

Approve Minutes From December 8, 2016 "Special Called" Meeting

Motion stated: Commissioner Herzfeld made a motion to approve the December 8, 2016 "Special Called" minutes as presented.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Executive Session

The Commission recessed for a brief Executive Session to meet with legal Counsel concerning threatened litigation.

Budget Discussion

AOE Roberts presented the Commission with a five (5) page document titled "Election Commission at a glance FY'17". AOE Roberts gave a synopsis of the proposed DCEC budget. The DCEC will propose the following improvements to be presented before Metro Council:

1. \$8,000 Electronic Financial Disclosure Software
2. The DCEC will request \$40,000 for new electronic filing system in the file room from Metro's 4% pool for large equipment purchases.
3. \$5.5 million dollars in FY '18-'19 to replace current voting machines, data base, poll books etc. About \$2 million of that total is to be funded by the State.

DCEC part-time employees will be made full-time with the funds from a vacant position. Metro HR suggested the Commission take action and create a title called "Election Commission Clerk."

Discussion ensued among the Commission.

Motion stated: Commissioner Herzfeld made a motion to create a position designated Election Commission Clerk.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Motion stated: Commissioner Herzfeld made a motion to approve the proposed DCEC budget.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

HR Issues and HR Manual Update

- HR Issue: Election Commission Clerk – Commission handled this agenda item as set forth above.
- HR Manual Update: AOE Roberts would like to compare DCEC HR Manual and Metro HR Manual for any standard policy updates.

Commissioner Herzfeld would like to submit revisions to the “Speak- Up Policy” to make it more user friendly.

Commissioner Starling suggested an Employee Retreat including the Commission.

AOE Report

AOE reported the following:

- On the last Wednesday at noon of each month, AOE Roberts hosts a “brown bag lunch” for the staff
- February 10, 2017 Middle TN TACEO Meeting
- Summer TACEO Meeting is June 25, 2017 – June 28, 2017
- Two pieces of legislation – (1) Poll Officials must be approved ninety (90) days before an election instead of sixty (60) days; (2) Absentee Ballot requests will now request only the last four (4) digits of the social security number instead of the full social security number

Old Business

Commissioner Starling wanted to publicly thank the Secretary of State’s office and the DCEC office in dispelling any rumors of tampering with voting machines during the November election.

Public Comments

Bill Hyden commented on the circumstances surrounding his resignation from the DCEC.

Review Cards

Commissioners reviewed voter registration applications for accuracy in accordance with state law requirements.

Adjourn

With no further election business to discuss, Chairman DeLanis opened the floor for a motion.

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

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Tricia Herzfeld, Secretary