

DAVIDSON COUNTY ELECTION COMMISSION

April 17, 2017

The Davidson County Election Commission (DCEC) met on April 17, 2017 at 3:30 p.m. in the Green Hills 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, Rick Brown, John Hite, Lisa Pierce, Carlatina Hampton, Alexandria Mitchell, Priscilla Good, Bobby Medley, and Kelley Harrison.

Chairman DeLanis convened the meeting.

Organization of Commission

Chairman DeLanis reported to the Commission that the two (2) Democratic Commissioners have been reappointed but the three (3) Republican Commissioners have not. They are considered, "hold-overs". Provisions in T.C.A. 2-12-105 states: "within twenty (20) days of their appointment, county Commissioners shall organize by the selection of the chairman and secretary of different political party." Chairman DeLanis suggested three (3) options:

1. Organize the Commission today
2. Not organize the Commission today
3. Organize the Commission today and then re-organize after the appointments of the Republican Commissioners by the State Election Commission.

Discussion ensued among the Commission.

Motion stated: Commissioner Herzfeld made a motion to postpone the organization of the DCEC Commission until the appointment of the three (3) Republican Commissioners.

Seconded by: Commissioner Starling

Outcome of motion: Passed unanimously

Approve Minutes From February 8, 2017 Meeting

Motion stated: Commissioner Herzfeld made a motion to approve the minutes from the February 8, 2017 meeting as presented.

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

HR Manual Updates

AOE Roberts reported the topics "spear heading" updates to the HR Manual:

1. **Vacation Days-** Metro employees earn a maximum number of vacation days based on years of service. After that limit has been reached, any vacation days earned without being used are forfeited. The AOE would like to have flexibility allowing an employee to exceed that limit and workout a schedule to use those accrued days and not to forfeit those vacation days.
2. **Comp Time-**AOE and top level management employees cannot earn comp time or overtime. Exempt employees currently have a "hard timeframe" of June 30th to use their comp time or lose it. The update would give AOE ability to waive June 30th date so an employee can schedule the use of their comp time "after" June 30th.

3. **Weather-** Inclement weather will include more than snow.
4. **Work from home policy-** DCEC currently does not have a work from home policy and the update would define what an employee can and cannot do from home.

Motion stated: Commissioner Herzfeld made a motion to approve the changes submitted.

Seconded by: Commissioner Neil

Outcome of motion: Passed unanimously

AOE Report

- Bringing back “in-house” printing of voter registration cards
- Purchasing more scanners
- Mailing birthday cards to all poll officials
- April 26, 2017 State of Metro Address
- May 8, 2017 DCEC Budget Hearing at 5:15 p.m.

Old Business

None stated

Public Comments

None stated

Review Cards

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

Adjourn

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

Seconded by: Commissioner Lawson

Outcome of motion: Passed unanimously

Tricia Herzfeld, Secretary