

**MINUTES OF MEETING**  
**August 14, 2013**

**Call to Order:**

Upon notice duly given, Chairman Walden called to order a regularly scheduled meeting of the Hamilton County Election Commission at 8:00 am on August 14, 2013 at the office of the Hamilton County Election Commission, 700 River Terminal Road, Chattanooga, Tennessee

**Invocation:** Commissioner Braly

**Pledge of Allegiance:** Chairman Walden

**Present at Meeting:**

Commissioners Walden, Braly, Scott and Summers were present at the meeting, as well as staff of the Election Commission.

Commissioner Crangle and Attorney Clem were not in attendance.

**Approval of Minutes:**

**Commissioner Braly** made a motion to accept the minutes.

**Secretary Summers** seconded.

Motion passed unanimously

**New Business:**

**Administrator Morgan** stated that she wanted to give an update on our RFP. This is the process the state says we have to go through in order to get new machinery. I spoke with the state last week and they haven't gotten to our RFP yet. They are to let me know when they do and have checked over it and then we will go to the county purchasing department and go from there. They are all aware of it.

**Administrator Morgan** stated that the Hamilton County School System has asked that we find other places because they really did not want us in the schools anymore. She further stated that we have moved Westview 2 to Christ United Methodist Church along with 1 & 3. and the Snowhill precinct to Greenwood Baptist Church.

**Chairman Walden** asked did the school give a reason why they didn't want us there anymore?

**Administrator Morgan** stated that she thought it was because of all the things that have happened across the country in the schools and they just didn't want us there with all the people coming in and out of the schools. She further stated that at Westview she even had policemen there and they did not like that, so she put two inspectors there so they wouldn't know they were policing they just wanted us out.

**Chairman Walden** asked who asked us to leave this?

**Administrator Morgan** stated that it was Rick Smith's deputy.

**Chairman Walden** stated that was okay he just wanted to know where it came from.

**Administrator Morgan** stated that she wanted Commissioner Braly to please do the registration report and show Commissioner Scott how to do it. There are only 200 and that is the limit.

**Chairman Walden** asked if any of the commissioners had questions or anything to add.

**Commissioner Scott** stated that it was his understanding that we would look at the bids before they go to purchasing.

**Administrator Morgan** stated that we cannot do that because purchasing sends them out, they come back to them.

**Commissioner Scott** asked if the bids go in and a blank check comes back and we are supposed to vote on a company and not know what they are charging?

**Administrator Morgan** stated that no that is not correct. The bids come back and the mayor looks at them, then the state goes over them and then we get them. We should have 3 bids with ES&S, Unisyn and Dominion, I do not know that all three will bid or not we will just have to wait and see.

**Chairman Walden** stated that the state has put out a state approved RFP and the bidders who feel they can meet the requirements and comply will do the bid document and there will be an evaluation period and then the public opening on the price. An invitation to bid is the low price only and a request or proposal is the most responsive and not just the cheapest way to bid. He further stated that at that point the staff would do an evaluation and recommend to the commissioners. Then we will ask questions and decide on which is most competitive. He then stated that to make sure we have what we need, price is always an issue, but poor service or a product we don't need is not a value at any price.

**Administrator Morgan** stated that this RFP is a proposal and not just asking for bids so to speak. She further stated that the commission please keep in mind that we will HAVA funds and none of the cost will come from the county funds.

**Chairman Walden** asked if HAVA was Helping America Vote Act?

**Administrator Morgan** stated that yes it was.

**Commissioner Braly** asked did you say there were three?

**Administrator Morgan** stated that yes the third is ES&S and they have just now gotten certified and I do not know if they will be interested in us.

**Commissioner Scott** stated that he would like it in writing if they are not interested because if they are going to submit a bid, they need to come and do a presentation.

**Administrator Morgan** stated that she will call the state and ask them.

**Chairman Walden** stated for her to please get with the state and make sure we follow all the state & county purchasing rules. He then stated that the state should have a price more superior to the county if they are buying state wide. He then asked it is state & federal money right?

**Assistant Administrator Allen** stated that it is all federal money. He then stated that he thought there were only about six counties who were changing. Some have already changed and the rest will do so in 2015 when the next time is available. We have to do so now because of the age of our equipment.

**Chairman Walden** stated that once they get into the procurement stage we don't need to have any contact with them until it is done.

**Administrator Morgan** stated that no not even phone calls. She then stated that the state is staying in contact and that Wayne is letting us know what's what and how things are progressing.

#### **Legal Matters:**

There were no legal matters at this time, other than the Susan Rich case that is still under appeal.

**Administrator Morgan** stated that Scott would be on vacation August 16-23<sup>rd</sup>, and she would be on vacation September 10-18<sup>th</sup>. She further stated that since nothing is going on she didn't see why we would need a meeting in September.

**Chairman Walden** asked the commission what they thought and they agreed.

### **There will be no September Meeting**

#### **Adjournment**

**Secretary Summers** made a motion to adjourn.

**Commissioner Braly** seconded.

The meeting was adjourned.

APPROVED:

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Jerry Summers Secretary

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Michael S. Walden Chairman

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Ruth Braly Commissioner

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Tommy Crangle Commissioner

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Kelvin Scott Commissioner