

**HAMILTON COUNTY ELECTION COMMISSION
MINUTES OF MEETING
Wednesday, November 11, 2015**

Call to Order:

Upon notice duly given, Chairman Walden called to order a meeting of the Hamilton County Election Commission at 8 a.m. on November 11, 2015 at the office of the Hamilton County Election Commission, 700 River Terminal Road, Chattanooga, Tennessee.

Invocation: **Commissioner Scott**

Pledge of Allegiance: **Chairman Walden**

Present at Meeting:

Commissioners Walden, Clem, and Scott were present at the meeting, as well as staff of the Election Commission, and a member of the public.

Approval of Minutes:

Commissioner Clem made a motion to approve the minutes.

Commissioner Scott seconded the motion.

All were in favor.

New Business:

Registration for the TACEO Winter Conference

Administrator Steelman said the TACEO winter conference will be January 12-14, 2016. If any of the commissioners want to go, they need to let him know today.

Poll Worker Staffing Matrix

Administrator Steelman said in response to the commission's request for a precinct staffing matrix, Nathan Foster has created one and has written code to integrate it into the voter maintenance system and poll worker maintenance system.

Deputy Nathan Foster said the poll worker staffing matrix ensures that the precincts have adequate staffing and gives us guidelines to follow concerning how many people to have in each precinct while, of course, reflecting the political make up of the commission. The hardest part was coming up with the actual number of how many poll workers are needed in each precinct. First we calculated each position that must be filled. Officer of Election, Application Clerk, Ballot Clerk, and Ballot Box Clerk are the four minimum positions required by state law. Then we have our poll books – the signature lists – and these vary by the population of the precincts. The number of Poll Book Registrars is where the variance comes in to play. We also added a position, essentially a roamer to work in different positions throughout the day and provide the other workers with the opportunity to take breaks.

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Chairman Walden asked when the matrix is used do we need fewer people or more people?

Deputy Foster said we found we needed additional people. According to the staffing matrix, in November 2014 we actually operated about 60 people short of where we should have. We had no issues then, but these will be our guidelines going forward.

Chairman Walden asked if there was some way to reach out to veterans' organizations, unemployment centers...

Commissioner Scott said college campuses.

Chairman Walden said with programs such as the UTC politic science department, students could work the polls and get paid, and possibly get some extra credit for class, too.

Deputy Foster said our first step we are looking at is to give these numbers to each political party and ask them to help us find workers for Election Day. When we have exhausted those resources we will look at some of the alternatives you have mentioned. We will provide you with exact numbers for your approval in January.

Chairman Walden clarified we approve the numbers, not the names, right?

Administrator Steelman said yes.

Old Business:

Provisional Ballot Bag

Administrator Steelman said he had very good news to report. As you know, the state election commission has required us to have our provisional ballot bag reapproved each election cycle. Assistant Administrator Allen and I went to Nashville on October 12 and after hearing our presentation and looking at the bag the state election commission has permanently approved the bag. In fact, the state election commission formally said any provisional ballot bags to be approved going forward must, at a minimum, meet the standards of the Hamilton County provisional ballot bag. That's a testament to [former Election Administrator] Bud Knowles' vision concerning this bag.

Polling Site Changes § 2-3-101

Administrator Steelman said he has confirmed that Daisy Church of God will be the polling place for Soddy Daisy 2 & 3. All of our proposed polling site changes have been cleared up and there are no outstanding issues.

Scheduling:

Commission Meetings

Chairman Walden said normally we do not meet in December. Does anyone have any reason that we need to meet?

Commissioner Clem said he saw no reason to meet.

Administrator Steelman said he would inform everyone if something comes up that calls for a meeting.

Chairman Walden said the January meeting date will be changed to January 6 because the regular date conflicts with the TACEO meeting.

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Administrator Steelman said there are three items that will need approval at the January meeting: the March 2016 ballot, Early Voting times and locations, and the poll worker list.

Adjournment:

Chairman Walden asked if anyone had any other business. With no further business, the meeting was adjourned by declaration.

APPROVED:

Jerry Summers

Secretary

Michael S. Walden

Chairman

Ruth Braly

Commissioner

Chris Clem

Commissioner

Kelvin Scott

Commissioner