

**HAMILTON COUNTY ELECTION COMMISSION  
MINUTES OF MEETING  
Wednesday, April 15, 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 April 15, 2015 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, Summers, Braly, and Scott were present at the meeting, as well as staff of the Election Commission, and the media.

Approval of Minutes:

**Commissioner Scott** questioned why the food line item was still in the budget.

**Chairman Walden** recalled that Scott's earlier concern was he felt that it was not fair to pay for the food for Election Day workers at the office but not pay for food for the workers at the precincts.

**Administrator Steelman** explained that the food line item was not used to pay for food for Election Day workers. It is used to pay for incidental items needed throughout the year for the office's break room such as coffee and other supplies of that nature.

**Commissioner Braly** said she remembered discussing that last meeting.

**Secretary Summers** made a motion to approve the minutes.

**Commissioner Braly** seconded the motion.

All were in favor.

New Business:

**Welcome 2015-2017 Hamilton County Election Commissioners**

**Chairman Walden** said he was pleased to announce that all the commissioners were reappointed by the legislature.

**Qualification by filing oath of office (§ 2-12-104)**

**Administrator Steelman** administered the oath of office to the commissioners.

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### Organization (§ 2-12-105)

**Chairman Walden** said he could continue to serve as chairman if that was the pleasure of the commission. He noted that by law the secretary must be of the minority party.

**Secretary Summers** asked Commissioner Scott if he would like to serve as secretary.

**Commissioner Scott** said he yielded to Secretary Summer's decision to continue as secretary or not.

**Commissioner Braly** made a motion that Michael Walden continue to serve as chairman and Jerry Summers continue to serve as secretary of the Election Commission.

**Secretary Summers** second the motion.

All approved.

### New Website

**Administrator Steelman** informed the commissioners that Lark Walters from the Hamilton County IT department has completed the development of the new Election Commission website. It has not gone live yet; we're going through the website to ensure that everything has been transferred over. We've found a few things that need to be corrected and have a few suggestions to improve it. I anticipate it will go live in a month or so.

### Registration for 2015 TACEO Annual Summer Seminar

**Administrator Steelman** said the statewide TACEO meeting will be June 7 – 10 in Nashville. Registration forms are in the packet if any of the commissioners would like to attend.

Old Business:

### Ballot Printing: Solicitation for Participation in RFP

**Chairman Walden** asked about the status of the RFP for ballots.

**Administrator Steelman** said we are nearing the final stages of the RFP. We recently met with Gail Roppo from Purchasing and looked at a final revision. We will likely send the RFP to the eight potential vendors by April 21.

**Chairman Walden** asked if the RFP included preferential treatment for local printers.

**Administrator Steelman** said there are currently no printers in Tennessee which are certified by Dominion.

**Commissioner Scott** said he thought there were 13 printers.

**Administrator Steelman** said only eight responded.

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**State Certification of Administrator of Elections**

**Chairman Walden** announced that Administrator Steelman had passed his state certification test and was now a Certified Administrator of Elections. He then asked if Assistant Administrator Allen could also get certified.

**Administrator Steelman** said at this time the certification is available only for the administrator.

**Chairman Walden** asked if there was a federal certification for election officials.

**Administrator Steelman** said I am not aware of one. I've looked into this with Assistant Administrator Allen and there are a few things available, but they are not recognized as a formal certification by the state.

**Chairman Walden** asked if Steelman would research education or certification options for the staff. You can't go wrong with professional development; we need to invest in our people.

Adjournment:

**Commissioner Braly** made a motion to adjourn.

**Secretary Summers** seconded the motion.

All were in favor.

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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Chris Clem

Commissioner

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Kelvin Scott

Commissioner