

Anderson County Election Commission (ACEC) Meeting Minutes

Thursday, February 13, 2025
4:00 p.m. ET, Room 118A, Courthouse

I. Call to Order

The meeting was called to order at 4:04 p.m. by Chair Jane Miller. In addition, to Miller, Secretary Mary Matheny, Commissioners David Bradshaw and Bear Stephenson were present along with Election Administrator Mark Stephens, Chief Deputy Kim Eby, and Deputies Tina Price and Shawn Rogers. Commissioner Bill Gallaher was absent due to illness. Also attending was AC Assistant Finance Director Paul Richardson.

Visitors:

Attending from the public were Lou Ann Cristy, Stephen Cristy, Liz Ibbotson, Marion Stanford and Robert Walker.

II. Public Comment (Previously approved motion limits each speaker to 3 minutes)

Public comments were made by Robert Walker regarding meeting days and times. Mr. Walker stated that he was not aware of today's meeting.

Chair Miller responded that the meeting was set at the last meeting in January, which Mr. Walker attended. Bradshaw stated that posting the meeting days and times on the website was adequate notice. Stephens said that the meeting day and time was also posted in the window at the Election Commission office. There was discussion about making them more noticeable on the website. Lou Ann Cristy said that she thinks the meetings should be posted in the Courier News.

Public comments were made by Lou Ann Cristy regarding email addresses for the members of the Election Commission.

Chair Miller responded by saying that any emails that are sent to the office for the ACEC are forwarded to the Commissioners by Administrator Stephens and/or the office staff. Walker said that if someone has a problem with Stephens, he is concerned that he (Stephens) would filter what the ACEC received.

Walker asked why a document that he brought to the ACEC January 31, 2025, meeting was not included in the minutes. Chair Miller asked for a motion regarding this, but no motion was made.

III. Meeting Minutes

A motion was made by Stephenson to approve the minutes from the January 16 and January 31 meetings. Matheny seconded the motion. Motion passed with a unanimous vote.

IV. Administrator's Report

- **Job Descriptions**

Stephens said that the job descriptions for the Administrator and the Office Staff were ready to be sent to AC Human Resources. Bradshaw made a motion to send them with a second from Stephenson. Motion passed with a unanimous vote.

Ms. Cristy asked that the job descriptions be handed out at the meeting. Bradshaw said it was public record, and Miller said that they could be requested from AC Human Resources.

- **Website Updates**

Stephens said that the Election Schedule for 2026 should be on the website soon. December 22, 2025 is the first day to pick up candidate petitions for the May 2026 Election.

Miller asked the ACEC to look at the current website and determine if there should be any further changes.

- **Budget Information/Discussion**

A budget comparison, including FY 2023-2024 and FY 2024-2025 was provided to the ACEC. Stephens said that codes for Part Time Help, Poll Workers and Rentals would change due to there being only one election during the next budget year.

Mr. Walker asked if the comparison was a public document. Richardson stated that previous year approved budget documents are public, but this was an unapproved working document.

Bradshaw asked Stephens for a status update of the ACEC current year budget. Stephens said that he had submitted an amendment for transfers between codes (February 6, 2025 AC Budget Committee meeting).

Bradshaw asked if there were other codes that are projected to overrun. Stephens said that CTAS recommended ACEC wait until closer to the end of the budget year to more accurately quantify transfer amounts. Stephens said that there were four codes that are being closely monitored

Richardson said that the Deputies and the Election Commission codes would possibly be short. Bradshaw said that Stephens would have to go back to the Budget Committee unless the ACEC skips a meeting. Stephens said that state law only requires the Election Commission to meet quarterly (although current business this calendar year has required more frequent ACEC meetings). Bradshaw asked about the Deputies code and Richardson responded that according to his calculations, it would be \$2857.80 short. Bradshaw asked if there was anything else. Richardson said that he was still looking at it. Stephens said that there were still some outstanding external invoices that he hoped could be received and paid in March. Bradshaw said that ACEC should be able to get a budget spend update in March and that Stephens should work with Richardson to closely monitor codes spending vs. available budget. Chair Miller asked Stephens to take an **action item** to work with Richardson to develop a plan for any necessary budget code transfers.

Ms. Cristy asked why the Budget Comparison was not a public document. Richardson said that it will not get posted until approved by County Commission.

Richardson stated that he had just been moved to budget from payroll and Bradshaw said that we should give him time to figure out what can be done. Bradshaw said that he felt that things needed to be moved to the right codes sooner than later. Richardson said that he can help Stephens with budgeting better. Stephens said that he had already been working on it. He had done an average of the costs from August and November to determine budgeting for the next Fiscal Year. Richardson said that the budget needed to be submitted by February 27, 2025. Stephens said that the current budget was for two elections and the next budget would just be for one election. Part Time Help, Poll Workers

and Machine Technicians are projected to be less. Stephens said that each budget varies because of differing election cycles. Richardson said that there are guidelines for required increases in benefit codes.

Bradshaw said that the ACEC should go line by line to determine how much to put in the budget. Richardson said to leave the insurance codes blank, as Finance would determine those codes. Stephens said that overall the budget would be less. After going through the budget line detail, the preliminary projected total was approximately \$508,000, plus some other budget amounts to be calculated and added by Finance.

Bradshaw made a motion to approve the preliminary projected budget subject to any further recalculations. Stephenson seconded the motion. Motion passed with a unanimous vote.

- **Office News and Notes**

Stephens said that he had been contacted by Parker Shannon, who has been a poll worker, about one of the open Voting Machine Technician positions. In addition to working as a poll worker, Shannon also had worked for AT&T. Stephens said that he would invite him to come to the May or June ACEC meeting.

IV. Review of Previous Action Items

Miller stated that the previous Action Items from the January 31, 2025, meeting (listed below) had been completed:

1. COMPLETED - Miller asked Stephens to contact any vendors that have not yet invoiced ACEC for their services to ask them for their outstanding invoice amounts.
2. COMPLETED - Miller requested that each of the commissioners attend the AC Budget Committee meeting on Feb. 06, 2025, at 4 p.m, where the ACEC Budget Amendment Request to correct the two overrun codes will be considered.
3. COMPLETED - Stephens will submit Election office timesheets back to Dec 16, 2024, and going forward, to Payroll with the summary sheet biweekly.

V. New Action Items

1. Miller asked Stephens to work with Finance Department Paul Richardson to develop a plan for any required budget transfers.

2. Miller asked Stephens to finalize the preliminary approved budget for FY 2025-2026.
3. Miller asked Stephen to check the availability of Room 118A for future ACEC meetings, and reserve.

VI. Scheduled Next Meeting

The next meeting is scheduled for March 20, 2025 (third Thursday). A motion was made by Bradshaw with a second by Stephenson to move the start time for the monthly meetings from 5:00 p.m. to 4:00 p.m. This will reduce compensatory time for the office staff. Motion passed with a unanimous vote.

VII. Adjourn

A motion to adjourn was made by Commissioner Matheny with a second by Stephenson. Motion passed with a unanimous vote, and the meeting was adjourned at 5:46 p.m.


D. Jane Miller, Chair


Mary Matheny, Secretary


David Bradshaw, Commissioner


William T. Gallaher, Commissioner


William "Bear" Stephenson, Commissioner

Attachments

1. ACEC Budget vs Spend History 2013-2024

ANDERSON COUNTY: ELECTION COMMISSION BUDGET ANALYSIS

FISCAL YEAR	PROPOSED BUDGET		ACTUAL SPENT	VARIANCE
	ORIGINAL	ADJUSTED		positive OR (negative)
2013	\$454,154	\$483,878	\$466,236	\$17,642
2014	\$463,236	\$508,769	\$423,290	\$85,479
2015	\$487,941	\$498,589	\$443,979	\$54,610
2016	\$444,238	\$445,626	\$382,275	\$63,351
2017	\$488,726	\$466,014	\$414,512	\$51,502
2018	\$430,312	\$430,312	\$369,246	\$61,066
2019	\$489,282	\$489,282	\$454,084	\$35,198
2020	\$438,004	\$439,769	\$402,012	\$37,757
2021	\$484,120	\$617,121	\$576,576	\$40,545
2022	\$460,993	\$463,493	\$389,152	\$74,341
2023	\$523,928	\$523,928	\$490,054	\$33,874
2024	\$502,345	\$1,296,267	\$1,215,998	<u>\$80,269</u>
Total Variance				\$635,634
TOTAL				\$635,634

*Per Date from TN State Comptroller's Website