March 16, 2011

CALL TO ORDER
Meeting called to order by Chairperson Frank Houston, at 10:07 a.m. in the Courthouse Pernick Aaron Conference Room, 1200 N. Telegraph Road, Pontiac, Michigan.

Roll called.

PRESENT: Bullard, Cooper, Houston, Meisner, Thienel. (5)
EXCUSED ABSENCE WITH NOTICE: None. (0)

Quorum present.

Jessica Cooper – Oakland County Prosecutor addressed the Commission to notify them that she has an Important business matter and needs to leave at 10:45 a.m.

APPROVAL OF AGENDA
Moved by Meisner supported by Houston to amend the agenda as follows:
Move item 7 – entitled Discussion on Timelines to take the place of item 6.; and replace item 6 entitled Legislation on County Apportionment to take the place of item 7.

Discussion followed.

Recording Secretary – Bill Bullard, Jr., addressed the Commission and stated that item 6 entitled Legislation on County Apportionment was outside of the Commission’s perview.

Vote on agenda as amended:
AYES: Cooper, Houston, Meisner, Thienel. (4)
NAYS: Bullard. (1)

A sufficient majority having voted in favor, the agenda, as amended, was approved.

APPROVAL OF MINUTES
Moved by Meisner supported by Cooper to amend the minutes of the March 9, 2011 Apportionment Commission meeting as follows:

Insert after the County Clerk Elections Division (and the Chair of the Apportionment Commission) on item 9. of the amended Rules and Procedures found on page 7 of the County Apportionment Commission minutes.

9. Amendments shall be delivered to the County Clerk Elections Division (and the Chair of the Apportionment Commission) within 5 calendar days (2 business days) after the receipt of verification from the Register of Deeds/Plat Engineering Office. No further correction or amendments shall be made to any plan unless authorized by action of the Commission after this period of time.
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Vote on minutes, as amended:
  AYES: Houston, Meisner, Thienel, Bullard, Cooper. (5)
  NAYS: None. (0)

A sufficient majority having voted in favor, the minutes, as amended were approved.

**PUBLIC COMMENT**
No one addressed the Commission during public comment.

**DISCUSSION ON TIMELINES**
Jessica Cooper – Oakland County Prosecutor addressed the Commission inquiring as to the definition of (delivery) of amendments to the County Clerk Elections Division.

Discussion followed.

Chairperson Frank Houston addressed the Commission and introduced Tammi Shepherd – Supervisor, Information Technology.

Tammi Shepherd – Supervisor, Information Technology addressed the Commission with response stating that delivery can be done by email with Census Data to Ron Crank – Plat & Boundary Review Specialist, Register of Deeds; and his email will be provided; as well as Cc: Joe Rozell – Director of Elections.

Discussion followed.

Commission Jim Thienel addressed the Commission regarding item 9 in the Rules of Procedures inquiring when the 48 hours will start.

Discussion followed.

Chairperson Frank Houston addressed the Board suggesting that if there is any proposed changes to the Rules of Procedures they should be presented in writing.

Discussion followed.

Tammi Shepherd – Supervisor, Information Technology addressed the Commission stating that the Vendor recommended the training not be done on March 21, 2011 as previously discussed to assure the receipt of the Data Census and the new recommended training date is March 28, 2011.

Discussion followed.

Jessica Cooper – Oakland County Prosecutor addressed the Commission and stated that she would prefer to train on March 21st, with the 2009 Census Data.

Chairperson Frank Houston addressed the Commission stating that the consensus was to train on the 2009 data on March 21st.

Joe Rozell – Director of Elections addressed the Commission stating that the Census Data will be available on March 21, and notice of receipt by the Secretary of State by March 23, the laptops must also be returned on the March 23, to be reconfigured. Joe also stated that once the Census Data is received from the Secretary of State is when the 60 day clock starts.

Discussion followed.

Commission Jim Thienel addressed the Commission inquiring about the timeline in item 6. on the Rules of Procedures.
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Joe Rozell – Director of Elections addressed the Commission to state that he will prepare a timeline outline and email it to all the Apportionment Commission members.

Moved by Cooper supported by Thienel to train on March 21\textsuperscript{st} using the 2009 Census data be adopted.

\begin{itemize}
  \item [Vote on training:]
  \begin{itemize}
    \item \textbf{AYES:} Cooper, Houston, Meisner, Thienel, Bullard. (5)
    \item \textbf{NAYS:} None. (0)
  \end{itemize}
\end{itemize}

A sufficient majority having voted in favor, the training on March 21\textsuperscript{st} using the 2009 Census Data was adopted.

Tammi Shepherd – Supervisor, Information Technology addressed the Commission to notify the Commission members of the Conference room she has reserved at Information Technology for a 3 week period to make available any support, questions or concerns about the software.

Discussion followed.

Chairperson Frank Houston addressed the Commission stating that it is very important that Information Technology tracks the hours billed based upon the entity/Commission member requesting support.

Tammi Shepherd – Supervisor, Information Technology addressed the Commission to circulate a proposed scheduled timeline.

Discussion followed.

Chairperson Frank Houston addressed the Commission stating that he would prefer the Commission members receiving the laptops on a Friday, to allow extra time to practice over the weekend.

Discussion followed.

Chairperson Frank Houston addressed the Commission inquiring to have Joe Rozell – Director of Elections to send specifically in the email that he’s sending on the timeline to include expiration dates, and postings on website.
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Chairperson Frank Houston addressed the Commission and requested to have a (Notice of Training) posted for the training at Information Technology for transparency purposes.

Discussion followed.

Tammi Shepherd – Supervisor, Information Technology addressed the Commission to give contact information for the support team; and stated that Ron Crank - Plat & Boundary Review Specialist, Register of Deeds is also available.

Joe Rozell – Director of Elections addressed the Commission and notified the Commission members that he has the Maps available.

**LEGISLATION ON COUNTY APPORTIONMENT**
Chairperson Frank Houston addressed the Commission regarding the Legislation on County Apportionment.

Andy Meisner – Oakland County Treasurer addressed the Commission suggesting that this topic be discussed at the next meeting, due to Jessica Cooper – Oakland County Prosecutor not being present.

Discussion followed.

The members of the Apportionment Commission present agreed to discuss the topic at the next scheduled meeting.

**SCHEDULING OF NEXT MEETING DATE**
Chairperson Frank Houston addressed the Commission and suggesting the next meeting be scheduled after receipt of Census Data; with the suggested date being (March 30, 2011); and preferably in the evening to give the public an opportunity to attend.

Discussion followed.

The members of the Apportionment Commission that was present agreed to the next Apportionment Commission meeting being in the evening on March 30, 2011.

**ADJOURNMENT**
The Apportionment Commission adjourned at 10:59 a.m. to the call of the Chair or March 30, 2011, at 6:00 p.m.

______________________    _____________________
BILL BULLARD JR.,                                                          DATE
RECORDING SECRETARY