

**WILLIAMSON COUNTY ELECTION COMMISSION  
(WCEC)**

**FEBRUARY 28, 2025**

**APPROVED & SIGNED MINUTES WITH ATTACHMENTS**

  
**WANDA BRUCE GRAHAM**

**SECRETARY, WCEC**

**WILLIAMSON COUNTY ELECTION COMMISSION  
MINUTES – February 28, 2025**

The Williamson County Election Commission (WCEC) met in person on Friday, February 28, 2025, at the Williamson County Election Commission Office located at 405 Downs Boulevard, Franklin, Tennessee.

**I. CALL TO ORDER:** Chair Jonathan Duda called the meeting to order at 4:00 p.m. The Agenda is Attachment 1. A roll call of members was taken, and all Commissioners were present: Chair Jonathan Duda, Commissioner Donna Choate; Commissioner E. Doug Grindstaff; Commissioner Rodney “Rod” Williamson and Secretary, Wanda Bruce Graham. Administrator of Elections, Chad Gray was present.

**II. PLEDGE OF ALLEGIANCE:** Commissioner Rod Williamson led the WCEC in the pledge.

**III. PUBLIC COMMENT:** Chair Duda reviewed the meeting Public Comment sign-in sheet, with four guests present and one guest signed in to make public comments. The sign-in sheet is Attachment 2.

-Angela Becker, 30-year Brentwood resident, member League of Women Voters of Williamson County and has previously served as poll watcher and poll official. She advised that during the November 2024 Election, LWVWC poll watchers observed a few prospective voters who were told they were not registered to vote but were not offered a provisional ballot. She inquired as to WCEC procedures regarding this situation.

-Chair Duda asked Administrator Gray to respond to Ms. Becker’s remarks. Administrator Gray remarked that it is the policy of the WCEC to offer the prospective voter a provisional ballot which would include completion of a voter registration form when the voter’s registration is in question. He advised that this procedure will be reaffirmed with poll officials prior to the next election.

**IV. OLD BUSINESS:**

(1) Approve the minutes of the December 5, 2024, Election Commission Meeting. Commissioner Grindstaff made a motion to approve the Minutes of the December 5, 2024, Election Commission meeting; Commissioner Williamson seconded the motion. It was approved unanimously by 5-0 vote.

(2) Approve the December 5, 2024 Performance Audit of the November 5, 2024, State General Election. Secretary Graham made a motion to approve the December 5, 2024 Performance Audit of the November 5, 2024, State General Election; Chair Duda seconded the motion. It was approved unanimously by 5-0 vote.

-Chair Duda remarked that he greatly appreciated the WCEC voluntarily conducting the December 5, 2024 Performance Audit of the November 5, 2024, State General Election and recommends that WCEC continues to do so.

-Commissioner Grindstaff inquired if there had been any feedback across the State regarding audits. Chair Duda remarked that Robert Brown, State Division of Elections Auditor & Grant Specialist advised that the audit process has identified improvements across the State.

**V. NEW BUSINESS:**

(1) Accept the Call for Election for the City of Brentwood for Tuesday, May 6, 2025. Administrator Gray advised Commissioners that City of Brentwood letter dated December 6, 2024 at Attachment 3 provided the call for the May 6, 2025 City Commissioner election. A motion was made by Commissioner Grindstaff to accept the call for Election for the City of Brentwood for Tuesday, May 6, 2025; Commissioner Williamson seconded the motion. It was approved unanimously by 5-0 vote.

(2) Certify the Qualified Candidates for May 6, 2025, City of Brentwood Municipal Election. Administrator Gray advised Commissioners that all five candidates are qualified candidates and submitted more signatures than required. Chair Duda asked about the signature process and Administrator Gray advised that WCEC staff review the submitted signatures to ensure all are Williamson County registered voters. A motion was made by Secretary Graham to certify the Qualified Candidates at Attachment 4 for May 6, 2025, City of Brentwood Municipal Election; Commissioner Grindstaff seconded the motion. It was approved unanimously by 5-0 vote.

(3) Discuss a Poll Official/Poll Watcher Policy relative to Early Voting and Election Day Polling Places. Chair Duda advised Commissioners that this item was brought up during the August 2024 Election. He remarked that being a poll watcher would not disqualify any one from serving as a poll official. Commissioner Grindstaff inquired about poll watcher duties which are listed in T.C.A. 2-7-104 and Chair Duda advised that poll watchers are to observe the elections on behalf of candidates or groups. Discussion ensued among Commissioners regarding whether an individual certified to be a poll watcher for an election can also be a poll official as well. Secretary Graham questioned an individual going back and forth and remarked she'd like to see them serve as either a poll official or poll watcher during an election year rather than switching between elections. Commissioner Williamson inquired if there had been any issues or if WCEC has ever not certified any poll officials. Chair Duda remarked that poll watchers aren't disqualified to serve as poll workers. In fact, he said they would make excellent poll officials based upon their experience. Chair Duda commented that individuals will have to decide whether they want to serve as a poll watcher or poll official if they apply for both and they can't serve in both positions during the same election. Following the discussion, Chair Duda made a motion that the WCEC policy would be that past poll watchers are in fact eligible to serve as poll officials; however, if they elect to serve as a poll watcher whether during Early Voting or on Election Day, the individual would be ineligible to serve as a poll official for the same election; Commissioner Grindstaff seconded the motion. It passed by a 4-1 vote with Secretary Graham voting "nay".

**(4) Administrators' Update on ongoing Voter List Maintenance Activities relative to the current Adopted List Maintenance Policy.** Administrator Gray advised WCEC staff has been updating the county voter list since December 2024 purging inactive voters who have been on inactive status for a period of two (2) November general elections since sending the confirmation notices. As a result, approximately 8600 voters have been removed from the list decreasing the county's voter rolls to approximately 192,000 registered voters. Chair Duda asking about possibly sending a letter WCEC rather than a voter registration card to verify residency. He mentioned there are a couple of bills at State level related to list maintenance and that WCEC is currently using such as reviewing monthly vital statistics and quarterly review of the National Change of Address database. Chair Duda advised Commissioners that WCEC will review and approve a new Voter List Maintenance at April 2025 meeting.

**(5) Lock the Absentee/Early Voting & Election Day Ballot Boxes for the May 6, 2025 City of Brentwood Municipal Election.** Chair Duda deferred this action to the next WCEC meeting.

**VI. OTHER BUSINESS (No Action to be Taken):**

-Chair Duda advised Commissioners that the WCEC was asked by the Williamson County Republican Party (WCRP) to operate the election of their reorganization convention on Tuesday, March 4, 2025; the request is similar to ones WCEC have received and accommodated in the past. The WCEC agreed to provide the following personnel: Jonathan Duda, Chairman & Republican Delegate to the Election Commission; Donna Choate, Republican Delegate to the Election Commission; Chad Gray, Administrator of Elections; and WCEC staff members-- Rebecca Cundiff, WCEC Election System Specialist; Tony Clifford, WCEC Republican Machine Technician; and Robert Brown, State Division of Elections, Election Auditor. The convention will be held at the Cool Springs Marriott in Franklin. All related costs will be directly billed to the WCRP.

-Chair Duda advised Commissioners that Election Systems & Software LLC (ES&S) has been onsite to conduct training for WCEC staff members Rebecca Cundiff, Jared Potts, and Administrator Gray on the "Program Your Own Election" module of system that WCEC purchased.

-Chair Duda advised Commissioners that the Republican Machine Technician position is open and there has been some interest to date.

-Administrator Gray advised remarked that WCEC is conducting supplemental voter registrations at County high schools; they are scheduled to visit Paige, Centennial, Summit, Franklin, and Nolensville between March 5-20, 2025.

-Commissioner Grindstaff advised he would not be returning to the Williamson County Election Commission after April 1, 2025 and thanked everyone for all the work done by the Commission; he remarked he enjoyed serving on the Commission.

**VI. ADJOURNMENT:** Prior to adjournment, Chair Duda advised Commissioners that the next meeting will be scheduled for Friday, March 7, 2025 @ 4:00 p.m. The WCEC meeting adjourned at 4:52 p.m.



**Wanda Bruce Graham**  
Secretary, WCEC

**Attachments:**

- **Attachment 1 - WCEC 2-28-2025 Meeting Agenda**
- **Attachment 2 - WCEC 2-25-2025 Public Comment Sign-in Sheet**
- **Attachment 3 – City of Brentwood Call for Municipal Election May 6, 2025**
- **Attachment 4 – City of Brentwood May 6, 2025 List of Qualified Candidates**

Williamson County Election Commission  
405 Downs Blvd  
Franklin, Tennessee 37064  
(615) 790-5711  
Fax (615) 790-5617  
[www.williamsonvotes.net](http://www.williamsonvotes.net)



Jonathan Duda, Chairman  
Wanda Bruce Graham, Secretary  
Donna Choate, Member  
E. Douglas Grindstaff, Member  
Rod Williamson, Member  
Chad Gray, Administrator of Elections

### PUBLIC NOTICE

Notice is hereby given that the Williamson County Election Commission will convene in person on Friday, February 28, 2025, at 4:00 p.m. at the Williamson County Election Commission Office located at 405 Downs Blvd, Franklin. **Time for Public Comment is provided during the meeting.**

For more information, please email Chad Gray, Administrator of Elections at [chad.gray@williamsoncounty-tn.gov](mailto:chad.gray@williamsoncounty-tn.gov)

- I. Call to Order
- II. Pledge of Allegiance
- III. Public Comment (Pursuant to Public Chapter 300)  
(Attendees will sign up prior to the start of the meeting)
- IV. Old Business
  - (1) Approve the minutes from the December 5, 2024 Meeting
  - (2) Approve the December 5, 2024 Performance Audit of the November 5, 2024, State General Election
- V. New Business
  - (1) Accept the Call for Election for the City of Brentwood for Tuesday, May 6, 2025
  - (2) Certify the Qualified Candidates for the May 6, 2025, City of Brentwood Municipal Election
  - (3) Discuss a Poll Official/Poll Watcher Policy relative to Early Voting and Election Day Polling Places

Attachment 1

**(4) Administrators' Update on ongoing Voter List Maintenance  
Activities relative to the current Adopted List Maintenance Policy**

**(5) Lock the Absentee/Early Voting & Election Day Ballot Boxes for the  
May 6, 2025 City of Brentwood Municipal Election**

**VI. Other Business (No Action to be Taken)**

**VII. Adjournment**

| <div> <div>WILLIAMSON COUNTY ELECTION COMMISSION (WCEC)</div> <div>PUBLIC COMMENT SIGN-UP SHEET</div> </div> |               |             |  |
|--|---------------|-------------|--|
| EVENT:   | WCEC MEETING  | EVENT DATE: | 2/28/2025                                  |
| CHAIR:   | JONATHAN DUDA | LOCATION:   | WCEC, 405 Downs Blvd., Franklin, TN. 37064 |

**PLEASE PRINT ALL INFORMATION BELOW - THANK YOU.**

[illegible]

Attachment 2



Mark Gorman  
MAYOR

Ken Travis  
VICE MAYOR

Kirk Bednar  
CITY MANAGER



## BRENTWOOD TENNESSEE

### COMMISSIONERS

Nelson Andrews

Anne Dunn

Rhea Little

Susannah Macmillan

Allison Spears

December 6, 2024

Mr. Chad Gray, Administrator of Elections  
Williamson County Election Commission  
405 Downs Boulevard  
Franklin, Tennessee 37064

**RE: Brentwood City Commissioner election – May 6, 2025**

Dear Chad:

This letter shall provide pertinent information regarding the 2025 municipal election for the City of Brentwood. The requested information is as follows:

1. Section 2 of Ordinance 94-41 (copy enclosed) remains in effect and provides that elections of members of the Board of Commissioners are to be held on the first Tuesday of May in odd years.
2. Three members of the Board of Commissioners will be filled at this election (the positions currently held by Mark Gorman, Rhea Little, and Allison Spears.) Under the City's Charter, candidates for City Commissioner must be registered voters who live within the City of Brentwood.

During the early voting period, we would request that voting be held at the Brentwood Library for the period from April 24 thru May 1, in addition to the normal early voting at the Election Commission's office. We would also request early voting at the library be allowed between the hours of 8:00 a.m. and 6:00 p.m. on weekdays. On Saturday, April 26, we would request early voting at the library from 8:00 a.m. to 1:00 p.m. For voting on the May 6 election day, we assume the centralized voting centers will be authorized and request that the John P. Holt Brentwood Library and the Brenthaven Cumberland Presbyterian Church be the only two voting centers used. Finally, we would request that all required printed public notices be included in the Williamson Herald newspaper.

We appreciate the Election Commission's preparations for this upcoming election. Please let us know if you need additional information.

Sincerely,

Kirk Bednar  
City Manager

## List of Qualified Candidates

County: Williamson

City: Brentwood

Qualifying Deadline: 02/20/25

SOI Due (for office use only): \_\_\_\_\_

| Candidate Name      | Office Sought     | Address (including city and zip code) | Email                     |
|---------------------|-------------------|---------------------------------------|---------------------------|
| Janet L. Donahue    | City Commissioner | 9307 Old Smyrna Rd Brentwood 37027    | jandonahue4brentwood@gr   |
| Kim Smithson Gawrys | City Commissioner | 5163 Hereford Ct Brentwood 37027      | kgawrys@me.com            |
| Mark Gorman         | City Commissioner | 9732 Turnbridge Ct Brentwood 37027    | markwgorman@aol.com       |
| Rhea E. Little III  | City Commissioner | 9703 Onyx Ln Brentwood 37027          | rheastire@aol.com         |
| Allison Spears      | City Commissioner | 6408 Eastbourne Dr Brentwood 37027    | allisonspearstn@gmail.com |