

# **WILLIAMSON COUNTY ELECTION COMMISSION (WCEC)**

**JUNE 24, 2025**

**APPROVED & SIGNED MINUTES WITH  
ATTACHMENTS**



**WANDA BRUCE GRAHAM**

**SECRETARY, WCEC**

**WILLIAMSON COUNTY ELECTION COMMISSION  
MINUTES – June 24, 2025**

The Williamson County Election Commission (WCEC) met in person on Monday, May 19, 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 4:02 p.m. The agenda is Attachment 1. A roll call of members was taken, and all five Williamson County Election Commissioners were present as follows: Chair Jonathan Duda; Commissioner James “Jim” H. Burnett, III; Commissioner Donna Choate; Commissioner Rodney “Rod” Williamson and Secretary Wanda Bruce Graham. Administrator of Elections, Chad Gray was present.

**II. PLEDGE OF ALLEGIANCE:** Secretary Graham led the WCEC in the pledge.

**III. PUBLIC COMMENT:** Chair Duda reviewed the Meeting/Public Comment sign-in sheet, eight (8) guests were present, and two guests signed in to make public comments. The sign-in sheet is Attachment 2.

➤ Frank Limpus, Franklin resident addressed WCEC regarding the email he sent to WCEC regarding complying with the President’s Election Executive Order #14248, “Preserving and Protecting the Integrity of American Elections” dated March 15, 2025. He commented about questions regarding to updating the standards and testing of Williamson County ES&S voting machines, voter-verifiable paper records, and WCEC overall plans to comply with the March 25, 2025, Executive Order.

➤ Bill Petty, Williamson County Commissioner, District 10, Franklin resident addressed WCEC regarding more transparency across the County in meetings. He commented about access to WCEC meeting minutes and inquired as to the draft minutes be available with the posted meeting agenda.

➤ Chair Duda remarks after Public Comments:

- Chair Duda remarked that WCEC minutes are posted after WCEC approves them and this action is being taken by WCEC staff in a timely manner. He stated Roberts Rules of Order, which the commission operates under, provides for all members of the commission to approve the minutes before they are accepted as the record of the commission. He asked Administrator Gray to ensure that this is in fact the case.

- Chair Duda commented about the President’s Executive Order #14248 and remarked that over the past six weeks he had consulted with the State Division of Elections, our County Attorney’s Office, and our election system vendor, ES&S related to the order’s impact on operation of elections in Williamson County. Chair Duda stated that the Election Commission will operate elections for the citizens of Williamson County that are in full compliance of the law and the regulations provided to the commission. He stated that the

Election Assistance Commission (EAC) has yet to promulgate new rules that change how elections are to be operated across the country. Chair Duda advised that the EAC adopted a resolution which approved the paper ballot policy. As it relates to Voluntary Voting System Guidelines (VVSG) 2.0, that standard was adopted in 2021, tested in 2022, and approved in 2023. There are presently only three systems approved by the EAC, and none yet approved by the State Division of Elections for use in Tennessee. Chair Duda remarked that when the State Division of Elections provides an approved system WCEC will evaluate and consider it; currently there are no plans by the EAC to decertify VVSG 1.0 systems. Chair Duda further remarked that Tennessee Code Annotated requires precincts with over 500 registered voters to use machines. Finally, since 2019, every vote cast in Williamson County is in fact on a paper ballot consistent with the EAC guidance and the President's Executive Order.

- Chair Duda commented that he appreciated Williamson County Commission's approval of the WCEC 2025-2026 Budget. However, he was discouraged by the disparaging remarks made during the public comment section of the June 20, 2025 County Commission meeting that stated the WCEC was lazy in how they submitted their budget. Chair Duda remarked that the WCEC developed its budget based on the guidance provided by the Mayor's office and the Budget Director of Williamson County. There are very practical reasons why the budget submitted at the beginning of the year varies from actual expenses incurred and adjustments that the County Commission makes at the end of the year. This reduces burden to the general fund of the county and is in accordance with the process requested by the county. Chairman Duda stated that the budget was approved by the WCEC for submittal to the county, and that it was developed by thorough work conducted by himself, Administrator Gray and Chief Deputy Administrator Watson. Together, they sought ways to develop a budget that met the county's directive that did not increase operational expenses other than salary increases approved by the County Commission. He stated that Administrator Gray and Chief Deputy Administrator are hardworking staff for the WCEC and citizens of Williamson County, that he's proud of the work they do, and he's sorry those remarks were made.

**IV. OLD BUSINESS:**

- (1) Approve the minutes of the May 19, 2025, Election Commission Meeting Minutes. Commissioner Burnett made a motion to approve the Minutes of the My 19, 2025, Election Commission meeting; Commissioner Williamson seconded the motion. It was approved by 4-0 vote; Chair Duda abstained from voting since he was absent from the May 19, 2025 meeting.

**V. NEW BUSINESS:**

- (1) Accept the Call for Election for the October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman. Administrator Gray advised WCEC that he has not received the official call to date. Chair Duda made a motion to defer accepting the Call for Election for the October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman; Commissioner Choate seconded the motion. The motion was approved unanimously by 5-0 vote.

- (2) Update on Franklin Tomorrow's Current "I Voted Sticker" Competition in advance of the

October 28, 2025 City of Franklin Municipal Election. Chair Duda remarked that Franklin Tomorrow sponsored a similar competition during the last City of Franklin Municipal Election; he and Administrator Gray recently discussed this project with Ms. Mindy Tate (Chief, Executive Officer of Franklin Tomorrow) and Franklin Tomorrow's promotion of this competition at various events throughout the County. Administrator Gray advised that Franklin Tomorrow will pay for and print the stickers to be used during the election. Chair Duda remarked that WCEC will decide on the final stickers to be distributed at the next WCEC meeting. Commissioner Choate remarked about the interest shown by visitors during the African American Heritage Society Juneteenth celebration in the Franklin Tomorrow sticker competition (WCEC's tent at the Juneteenth celebration manned by Administrator Gray, Secretary Graham, & Commissioner Choate was next to Franklin Tomorrow's tent.)

**(3) Consider & Discuss Update to Firmware Version from Voting Machine Vendor-Election Systems and Software.** Administrator Gray provided the ES&S Voting System firmware EVS 6.3.0.0 Key Benefits Summary to WCEC prior to the meeting for review. Chair Duda remarked that this new ES&S firmware version has been approved by the State of Tennessee Division of Elections. It includes a firmware update, as well as physical motherboard update of various components to address known issues, provide increased security of the system, and prepare the system for potential future updates. Chair Duda remarked about the revised operational and activity logging reports, improvements in performance auditing, ballot marking device layout changes, reporting changes, and other updates which will enhance WCEC existing products and systems to include security improvements. Chair Duda remarked that these enhancements add to WCEC's current system, and the approximate \$16,500 cost for the firmware update are already included in the current budget. Chair Duda commented that ES&S are currently scheduled to perform scheduled maintenance and purchasing this update at this time will negate additional travel fees. Secretary Graham made a motion to approve purchase of the ES&S Voting System firmware EVS 6.3.0.0; Chair Duda seconded the motion. The motion was approved unanimously by 5-0 vote.

**(4) Update on the United States House of Representatives (7<sup>th</sup> Congressional District) Potential Vacancy Elections and Applicable Timetable.** Administrator Gray advised WCEC that the timetable regarding the potential vacancy of the 7<sup>th</sup> Congressional District is contingent upon Congressman Green's official resignation date. He further remarked that per State of Tennessee Division of Elections, all costs relative to this election will be at the expense of Williamson County. Administrator Gray advised that a special election would depend upon timing and may be combined with a previously scheduled election but begins with a writ which will be issued by the Governor. He advised WCEC would likely be required to submit a supplement to WCEC operating budget after the election.

**(5) Conduct a Performance Audit for the May 6, 2025, City of Brentwood Municipal Election.** WCEC conducted a Performance Audit for the May 6, 2025, City of Brentwood Municipal Election at Attachment 3. A motion was made by Chair Duda to accept the

**WCEC June 24, 2025 Minutes**

**Performance Audit for the May 6, 2025, City of Brentwood Municipal Election; Commissioner Burnett seconded the motion. The motion passed unanimously by 5-0 vote.**

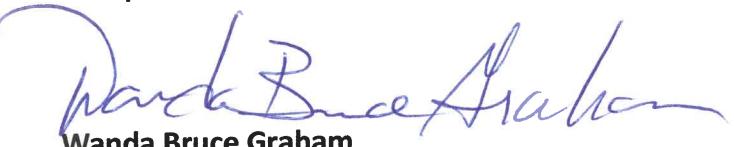
**VI. OTHER BUSINESS (No Action to be Taken):**

Chair Duda thanked Commissioner Burnett for attending the State Election Seminar on June 23, 2025.

Administrator Gray remarked that voter list maintenance policy was discussed at the State Election Seminar and WCEC will address updating our policy at our next meeting.

Administrator Gray advised WCEC that he is on call for Federal jury duty during the month of July 2025.

**VI. ADJOURNMENT:** The next meeting of the WCEC is scheduled for Thursday, July 24, 2025 @ 4:00 p.m. The WCEC meeting adjourned at 5:10 p.m.



Wanda Bruce Graham  
Secretary, WCEC

- Attachment 1 - WCEC 6-24-2025 Meeting Agenda
- Attachment 2 - WCEC 6-24-2025 Public Comment Sign-in Sheet
- Attachment 3 – WCEC 6-24-2025 Performance Audit of City of Brentwood May 6, 2025 Municipal Election

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  
Jim Burnett, Member  
Donna Choate, 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 Tuesday, June 24, 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 May 19, 2025 Meeting

V. New Business

(1) Accept the Call for Election for the October 28, 2025, City of Franklin Municipal Election for Four (4) Ward Alderman

(2) Update on Franklin Tomorrow's Current "I Voted Sticker" Competition in advance of the October 28, 2025 City of Franklin Municipal Election

(3) Consider & Discuss Update to Firmware Version from Voting Machine Vendor-Election Systems and Software

Attachment 1

**(4) Update on United States House of Representatives (7<sup>th</sup> Congressional District) Potential Vacancy Elections and Applicable Timetable**

**(5) Conduct a Performance Audit for the May 6, 2025, City of Brentwood Municipal Election**

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

**VII. Adjournment**

**WILLIAMSON COUNTY ELECTION COMMISSION (WCEC)**  
**MEETING/PUBLIC COMMENT SIGN-IN SHEET**  
**405 DOWNS BLVD. FRANKLIN, TN 37064**



## Post-Election Performance Audit Checklist

### for Williamson County Election Commission

**Election: 2025 City of Brentwood Municipal Election**  
**Election Date: May 05, 2025**

*Note: As used in this document, "voting machine" includes ballot marking devices (BMDs) and/or tabulators used in any election.*

Mark  
Yes or No  
or N/A

#### PRE-ELECTION ACTIVITIES:

1 Pre-Election Testing (Logic and Accuracy) has been completed for all voting machines.....

*Source: T.C.A. § 2-12-116 (6)*

*Evidence of Completion or Artifact: Logic and Accuracy Artifacts*

*Yes*

2 Machine Technicians have certified in writing that the proper firmware is loaded on each voting machine and ePollbook and that the system settings are correct.....

*Source: T.C.A. § 2-20-103(d)*

*Evidence of Completion or Artifact: Machine Technician Certifications & Logic and Accuracy Artifacts*

*ITPC  
jgc*

3 Machine Technicians' Certification including test ballots include:

- a Tally tapes and zero tapes.....
- b All ballot styles tested.....
- c All machines tested.....
- d Prenumbered seal on each machine.....

*Source: T.C.A. § 2-20-103(d), 2-9-105*

*Evidence of Completion or Artifact: Machine Technician Certifications and Logic and Accuracy Artifacts*

*Yes  
Yes  
Yes  
Yes*

4 Verify that the emergency poll signature list was prepared.....

*Source: T.C.A. § 2-7-112a(2)(A)*

*Evidence of Completion or Artifact: Emergency Poll signature list is provided*

*AD*

*Attachment 3*

Mark  
Yes or No  
or N/A

5 Verify that Poll Official training has occurred.....

*Source: T.C.A. § 2-4-108*

*Evidence of Completion or Artifact: Schedule of Training confirming training occurred is provided*

*YES*

6 Verify the County Election Commission has implemented an address verification or List Maintenance Program (such program described in the County Election Commission minutes).....

*Source: T.C.A. § 2-2-106(b)*

*Evidence of Completion or Artifact: List Maintenance Program provided*

*YES*

7 Verify that the Possible Felon Matches, the Deceased List, and the Non-Citizens List has been worked and the related registration purges completed if appropriate.....

*Source: T.C.A. § 2-2-106(b)*

*Evidence of Completion or Artifact: Copies of reports confirming the status of these purges provided*

*YES*

8 Verify that the absentee by-mail ballot boxes, the early voting ballot boxes and the election day ballot boxes have been locked and sealed by an Election Commissioner from each political party the seals recorded and signed by an Election Commissioner from each party.....

*Source: T.C.A. § 2-6-311, 2-6-311, 2-7-109*

*Evidence of Completion or Artifact: Ballot Box confirmation report is provided*

*YES*

9 Record the number of absentee by-mail ballots requested, transmitted, and returned with the voter's signature.....

*Source: T.C.A. § 2-20-103(b)*

*Evidence of Completion or Artifact: Report confirming ballots requested, transmitted and returned provided*

*YES*

10 Verify that absentee voter signatures were compared to the voter's registration record...

*Source: T.C.A. § 2-6-202(g)*

*Evidence of Completion or Artifact: Absentee Counting Board procedures provided*

*YES*

		<u>Mark</u>
		<u>Yes or No</u>
		<u>or N/A</u>
11	Verify all notices published or mailed as appropriate:	
a	- Notice of Election - not less than 21 days before qualifying .....	<u>WJS</u>
	<i>Source: T.C.A. § 2-12-111(a)</i>	
	<i>Evidence of Completion or Artifact: Notice Provided</i>	
b	- Notice of Election published stating day, time, and polling places not more than 10 nor less than 3 days before Election Day.....	<u>CPS</u>
	<i>Source: T.C.A. § 2-12-111 (c)</i>	
	<i>Evidence of Completion or Artifact: Notice Provided</i>	
c	- Counties with vote centers shall publish in a newspaper not less than 30 days before Election Day the locations of the vote centers.....	<u>N/A</u>
	<i>Source: T.C.A. § 2-3-304</i>	
	<i>Evidence of Completion or Artifact: Notice Provided</i>	
d	- Publish sample ballot at least 5 days before early voting period and at least 5 days before Election Day and post on CEC website, if any, or on Secretary of State website if county election commission does not have a website.....	<u>WJS</u>
	<i>Source: T.C.A. § 2-5-211</i>	
	<i>Evidence of Completion or Artifact: Notice Provided</i>	
e	- If sample ballot is mailed to voters, verify mailing (N/A in WCEC)	<u>N/A</u>
	<i>Source: Administration of Election Best Practice</i>	
	<i>Evidence of Completion or Artifact:</i>	
f	- Review the Notice of election official appointment form and verify that each official appointed was notified by mail or email.....	<u>WJS</u>
	<i>Source: T.C.A. § 2-4-107</i>	
	<i>Evidence of Completion or Artifact: Notice Provided</i>	
g	- Notices mailed to chairs of county executive committees of the political parties and to independent candidates as to date, time and location of machine examination.....	<u>N/A</u>
	<i>Source: T.C.A. § 2-9-105(b)</i>	
	<i>Evidence of Completion or Artifact: Notice Provided, including Published Notice of Open House</i>	
h	- County election commission (CEC) shall designate Absentee Counting Board location and notice of the location shall be published not more than ten (10) days nor less than three (3)days before Election Day.....	<u>N/A</u>
	<i>Source: T.C.A. § 2-6-302</i>	

Mark  
Yes or No  
or N/A

*Evidence of Completion or Artifact: Notice Provided*

Mark  
Yes or No  
or N/A

i - The CEC shall provide notice to all candidates and political parties of the place when the vote totals will be removed from early voting machines.....

*Source: T.C.A. § 2-6-304(e)*

*Evidence of Completion or Artifact:*

*YES*

j - CEC shall provide public notice of the time and location of the audit at least 48 hours before the audit is conducted.....

*Source: T.C.A. § 2-20-103(a)*

*Evidence of Completion or Artifact: Notice Provided*

*YES*

**ELECTION DAY:**

12 Verify that the correct number of poll officials were appointed at each polling location (and Absentee Counting Board).....

*Source: T.C.A. § 2-4-102 & 2-6-302*

*Evidence of Completion or Artifact: Sign in sheets for each location provided.*

*YES*

13 Verify keys for each machine have been logged and chain of custody

*Source: Administration of Election Best Practice*

*Evidence of Completion or Artifact: Officer of elections sign in sheets provided*

*NO*

14 Examine Voting Machine Chain of Custody for:

a - The timely delivery of voting machines to polling place.....

b - Officers/Judges' Signed Certification on tally sheets/printed tapes.....

c - Delivery of voting machines to the county election commission office or secure storage location.....

*Source: T.C.A. § 2-9-106 & 2-7-130*

*Evidence of Completion or Artifact: Officer of elections sign in sheets provided*

*YES*

*CDS*

*YES*

15 Examine the completion of voting canvass:

a Printed tapes from each voting machine and/or each tabulator must be matched with the recorded votes from each voting machine, and/or each tabulator deployed for early voting, absentee counting board and Election Day voting location.....

b Verify that all machine tally tapes are signed .....

*Source: T.C.A. § 2-7-130 & 2-8-104*

*Evidence of Completion or Artifacts for a & b: Printed tapes from each voting machine are provided*

*NO*

*YES*

		<u>Mark</u>
		<u>Yes or No</u>
		<u>or N/A</u>
c	Verify that the number of ballot applications at each polling location equals the number of ballots cast (and if different, review explanation).....	<input checked="" type="checkbox"/> <i>NO</i>
d	Verify that the number of ballots cast on the election machine counters equals the number of ballots cast.....	<input type="checkbox"/> <i>NO</i>
e	Verify that all machines deployed have been tabulated.....	<input type="checkbox"/> <i>YES</i>

*Source: T.C.A. § 2-8-104 & 2-7-112(a)*  
*Evidence of Completion or Artifact c, d & e: Summary report of reconciliation provided*

16 Examine the Seal Certification of Absentee Ballot Boxes by AOE and at least one election commissioner of each party verifying that seal numbers are the same as originally certified and if different from originally certified, review the report explaining why they are different.....

*Source: T.C.A. § 2-6-311*

*Evidence of Completion or Artifact: Status of ballot box certification provided*

*CDS*

17 Verify that election officials representing different political parties delivered locked ballot boxes, supplies and equipment to the county election commission after the election.....

*Source: Election Best Practice*

*Evidence of Completion or Artifact:*

*yes*

18 Review the Absentee Counting Board Certification and that it includes voters signatures were checked and that each ballot required to be watermarked was watermarked.....

*Source: T.C.A. § 2-8-106*

*Evidence of Completion or Artifact: Absentee Certification to state provided*

*Additional Evidence of Absentee Counting Board Procedures confirming signatures and watermark provided*

*YES*

#### **POST- ELECTION:**

19 Verify the number of provisional ballots submitted.....

*Source: T.C.A. § 2-8-106*

*Evidence of Completion or Artifact: Absentee Certification to state provided*

*RS*

20 Verify the number of provisional ballots counted by Counting Board.....

*Source: T.C.A. § 2-8-106*

*Evidence of Completion or Artifact: Provisional Ballots have been provided*

*RS*

Mark  
Yes or No  
or N/A

21 Verify the County Election Commission Election Certification is timely, accurate and complete (includes cover sheet of all offices and questions on the ballot).....

*Source: T.C.A. § 2-8-106*

*Evidence of Completion or Artifact: Signed election certification has been provided*

*YES*

22 Verify that the Certificate of Results have been mailed to all appropriate entities.....

*Source: T.C.A. § 2-8-106*

*Evidence of Completion or Artifact: Certified USPS mail receipts are provided*

*YES*

**Note:** Performance audit conducted under TCA §2-20-103(b)(8)(d)(v)(a) must be completed by the ninetieth (90th) day after the election is certified.

**Note:** If additional space is needed for clarification or comments, please footnote above and add additional sheets for clarifications or comments.

Date:

6/24/2025

County:

Williamson

Chair:

D. L. A. D.

Signature

Secretary:

Wade Brown Graham

Signature

Commissioner:

Donna Chavis

Signature

Commissioner:

Rod Wellman

Signature

Commissioner:

J. B.

Signature

Submit copy to Division of Elections to: [bob.d.brown@tn.gov](mailto:bob.d.brown@tn.gov)



## Post-Election Performance Audit Supplemental

for Williamson County Election Commission

Election: 2025 City of Brentwood Municipal Election

Election Date: May 05, 2025

Page: 8 of 8

**FINDINGS OR COMMENTS (Include References to Sections on Checklist If Applicable):**

#4 Emergency poll signature list inadvertently shredded by staff.

#13 Key log not provided; Chair Duda attested to fact that he signed for a key from Deputy, Jared Pitts.

#15a, c, d. No document but prepare a summary RECONCILIATION REPORT

#22 VERIFY RECEIPT DOCUMENT NEEDED.