



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for Augusts 2020

DATE: September 7, 2020

The following report represents a summary and recap of major operations and activities that we have completed or are ongoing within Elections and Registration for the month of August 2020 and activities since the last Board meeting.

The priorities were centered on Election Day activities associated with the Post-Election Activities of the 2020 General Primary Runoff Election for School Board District 7, Pre-Election Day Activities with the newly added September Special Election for Congressional District 5 Election, processing voter registration as well as absentee ballot applications (for the September Special and November General) , Poll Worker training, Logic & Accuracy Testing, Early Voting, election coordination, and records retention/request as well as rearrangement of elections tasks due to the global pandemic COVID-19, postponement.

ELECTIONS

PERSONNEL STAFFING:

We are heavily recruiting for Seasonal/Temporary as well as Poll Workers to serve during the 2020 Election Year. If you are aware of anyone who is interested in working, please inform them to apply on the Clayton County Website under Human Resources for Seasonal/Temporary positions and the Elections and Registration website to serve as a Poll Worker.

REQUEST FOR OFFICE AIDE:

The Elections & Registration Department has submitted a request for an Office Aide position to handle the demand for Open Records Request along with having a designated Staff to handle all record retention schedules along with the Information Technology Archives Director.

STAFFING PROFESSIONAL DEVELOPMENT AND TRAINING:

Deadline driven task from the redistribution of daily operations continue to receive priority training which included Staff Training.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

Tax Assessors is currently relocating to their new space in Annex III. An update to the Board will be provided as this unfolds.

2020 ELECTION UPDATES:

2020 SPECIAL ELECTION CONGRESSIONAL DISTRICT 5 – SEPTEMBER:

Governor Kemp issued a writ of election to the Secretary of State for a special election to be held on Tuesday, September 29, 2020 to fill the vacancy in Georgia's Fifth Congressional District for the United States House of Representatives pursuant to 21-2-543. The Clayton County Board of Elections was provided the writ on July 27, 2020.

Congressional District covers portions of Clayton, DeKalb and Fulton counties.

2020 SPECIAL ELECTION CONGRESSIONAL DISTRICT 5 – SEPTEMBER CONT:

Because of the newly added Special Election, we will be required to conduct Post-Election activities associated with the August Runoff simultaneously with the start of mailing ballots for the Special Election. Additionally, several Pre Election Day activities associated with the Special Election will overlap Election deadline driven activities associated with the November General. The Board of Elections and Registration Team will require additional monies to conduct this election as well as work a significant amount of overtime to perform all duties associated with the multiple elections. Should there be a Runoff, it will be held December 1, 2020.

LOGIC & ACCURACY TESTING – 2020 SEPTEMBER SPECIAL:

The Logic and Accuracy Testing will commence September 8, 2020 and shall continue until completion.

POLL WORKER TRAINING – 2020 SEPTEMBER SPECIAL:

Poll Worker Training is scheduled from September 9 – September 21, 2020.

ABSENTEE BY MAIL & ADVANCE VOTING – 2020 SEPTEMBER SPECIAL AND NOVEMBER GENERAL:

UOCAVA ballots were mailed August 14, 2020. We will continue to mail ballots as requested until the last day to request a ballot, September 25, 2020. The official absentee drop box is available for voters whom wish to have a free and contactless service option to drop off their ballot. Advance Voting has been scheduled for September 8, 2020 to September 25, 2020. September 7, 2020 is a county holiday.

The Board of Commissioners to approved (August 18 Regular Meeting) the usage of the following facilities for conducting Advance Voting with extended operating days/hours for the September Special to be held September 29, 2020.

- Historic Courthouse Ceremonial Courtroom
- Virginia Burton Gray Recreation Center
- Carl Rhodenizer Recreation Center
- Morrow City Hall has already been approved from the City of Morrow

To give the Voters in Congressional District 5 (the only race involved) a facility that is within the District.

The following locations will not be used in the September Special as Early Voting Locations:

- South Clayton Recreation Center
- William Lee Headquarters Library

We will have a Saturday and Sunday Voting Day in accordance to Georgia Election Code and the Board of Elections Board Policy regarding a Federal Candidate on the Ballot. The dates are as follows: Saturday, September 19, 2020 and Sunday, September 20, 2020.

ABSENTEE BY MAIL & ADVANCE VOTING – 2020 SEPTEMBER SPECIAL AND NOVEMBER GENERAL CONT:

The first day to mail Absentee Ballots for the November General Election is September 15, 2020. We are processing absentee ballot request for the September Special and November General simultaneously as they are received in our office.

Early Voting for the November General Election starts October 12, 2020.

We understand that there are several different groups, organizations, third parties that are sending out absentee ballot request to voters. These notices are not mailed by the Elections office. We are receiving a heavy volume of calls regarding the security and verification of these notices. We are informing Voters that the Clayton County Board of Elections will accept any type of absentee ballot request. If additional information is needed from the Voter, we will contact the voters directly.

STATE ELECTION BOARD (SEB) EMERGENCY RULES: 183-1-14-0.6-.14 AND 183-1-14-0.7-.15 RENEWED

The State Election Board has voted to extend the emergency rules regarding official absentee drop boxes and early scanning of absentee ballots through the rest of the year. Therefore, it is now safe for our office to purchase additional absentee ballot drop boxes. We have purchased (4) four additional official absentee drop boxes to be placed at the following locations:

- Carl Rhodenizer Recreation Center – District 1
- Virginia Burton Gray Recreation Center – District 2
- South Clayton Recreation Center – District 3
- Newly Added Recreation Center in Commission District 4 (upon opening)

The newly added official absentee drop boxes will be installed to be used starting with the 2020 November General Elections upon delivery by the vendor. Monies have been secured from the Clayton County Board of Commissioners grant under the CARES ACT.

PRECINCT BOUNDARY CHANGES (ADDITIONAL PRECINCT) NOVEMBER GENERAL:

The Board approved to add (7) seven additional polling locations effective for the November General Election in order to reduce lines on Election Day. The majority of the polling locations are associated with the September Special Election in Congressional District 5 that was newly added by the writ issued on July 27, 2020. Therefore, adjustments to split polling locations will be completed after the September Special so that Voters are not confused about where to vote for the September Special Election. All Voters impacted will receive notification at the precinct for the September Special, a letter via first class mail, a new precinct card indicating their polling place has changed and there will be new signage at these polling locations for Voters.

REQUEST TO NO LONGER SERVER AS POLLING LOCATION – FOREST PARK 5 (FP5):

Reverend Gena Gibson of Victory Point International Ministries, Inc. (FP5) informed us that the church could only accommodate us as an Election Day Polling Location for the June 9, 2020 via email on May 8, 2020. We have worked out an agreement that will expire after the August 11, 2020 Runoff election. The Polling Place change will go into effect for the newly added September Special Election in Congressional District 5.

FP 5 is associated with the September Special Election. Under the unique circumstances, we started notifying Voters impacted at the polls on Election Day by providing them with a handbill and flyers advertising the change and sent notifications, new precinct cards and send out to communications in order to ensure that impacted voters are notified in multiple ways. On Election Day, the former polling site will also display signage indicating the new location.

STATE ELECTION BOARD - ONLINE ABSENTEE BALLOT PORTAL:

Georgia's State Election Board unanimously voted to approve a rule authorizing the Secretary of State's upcoming online absentee ballot request form portal. The online portal will make it easier for both Georgia voters to request absentee ballots in the future and for county officials to process the dramatic increase in absentee ballots seen during the COVID-19 pandemic.

The new rule authorizes Raffensperger "to create a system that allows registered voters to submit an absentee ballot application via an online portal." The requester's identity will be verified by "matching the voter's name, date of birth, and Georgia driver's license or state identification card number" with information contained on file in the state voter registration system.

All other absentee ballot applications will require a voter's signature that matches the signature on file. The online portal is currently live and voters have been submitting their request daily.

REGISTRATION

VOTER REGISTRATION:

As of September 4, 2020, there are 203,435 (191,651 Active; 11,784 Inactive) voters in Clayton County.

FELON LIST

There have been changes in procedures on how we conduct felon hearings in accordance to House Bill 316. We will have a discussion regarding the changes in the next Board meeting.

Number scheduled for September Hearing: None

VOTER REGISTRATION DEADLINE - 2020 SEPTEMBER SPECIAL AND NOVEMBER

GENERAL:

The Voter Registration Deadline for the September Special Election for Congressional District 5 is set for August 31, 2020.

The Voter Registration Deadline for the November General Election is October 5, 2020.

The Clayton County Board of Elections Staff has processed over 12, 000 Voter Registration applications in order to be prepared for the September Special Election as of September 3, 2020.

VOTER EDUCATION/OUTREACH:

All in-person voter education events have been adjusted for reduced contact due to the COVID-19 pandemic. We are working on events associated with National Voter Registration Day with other departments and organizations. We will provide the Board with flyers.

DEPUTY REGISTRAR ACTIVITIES:

All trainings associated with Deputy Registrar activities will be conducted via Zoom Meeting due to COVID-19. For future events, please submit request to Ms. Trivis Houston, at elections@claytoncountyga.gov.

VOTER EDUCATION/OUTREACH EVENTS:

Due to COVID-19 limited in person, activities were held during this time.

DATE OF EVENT	EVENT	LOCATION	COMMISSION DISTRICT COVERAGE
August 15	Deputy Registrar Training	Via Zoom Meeting	Chair - 1, 2, 3 & 4
August 29	Deputy Registrar Training	Via Zoom Meeting	District 1
September 2	Clayton County Youth Services Teen Voter Education Contest Judging	Via Zoom Meeting	Chair - 1, 2, 3 & 4
September 5	Deputy Registrar Training	Via Zoom Meeting	Chair - 1, 2, 3 & 4

NATIONAL VOTER REGISTRATION DAY (NVRD) 2020:

National Voter Registration Day is a national holiday held on the fourth Tuesday of September each year. The purpose of NVRD is to create broad awareness of voter registration opportunities. The Elections Office has expanded efforts this year in hosting voter registration drives as well as provide voter education across the county for the 2020 NVRD to be held September 22, 2020. We are collaborating with organizations to assist in NVRD. If you are aware of any groups, organizations as well as concerned citizens that would like to volunteer, please provide the information to Supervisor Houston.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Street Audits
- Preparing for 2020 Post/Pre Election Events
- Plan Voter Education/Outreach Events
- Poll Worker/Seasonal Staff Recruitment
- Poll Worker Procedural Writing and Training