



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for December - 2024

DATE: January 14, 2025

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 December 2024 and activities since the last Board meeting. The priorities were centered on Post-Election Day activities associated with the 2024 General and Special Elections, processing voter registration applications, audits, reconciliation of election returns; voter education events, open record requests, and trainings.

ELECTIONS

BOARD MEETING MINUTES – OCTOBER AND NOVEMBER 2024

Director Dozier requests to table the Board meeting minutes from the October and November 2024 Regular Board meeting in order to provide additional detail in the minutes per the request of Board Member Pullar.

PERSONNEL STAFFING:

STAFFING PROFESSIONAL DEVELOPMENT AND TRAINING:

Deadline driven task from the redistribution of daily operations continue to receive priority training which included Staff Training. Since the last Board meeting, the Office Team has undergone their performance evaluations and been submitted to Human Resources.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

No updates for this meeting. Director Ben Hopkins resigned with an effective date of December 1, 2024. Marty Fox has been appointed as the Interim Director for Building and Maintenance.

2025 BOARD OF REGISTRATION & ELECTION NEW BOARD APPOINTMENT:

Commissioner Allen, District 3 has appointed Board Member Gina Delaney to represent her on the Board of Registration and Elections. Commissioner Allen made her Board appointment at the December Business meeting replacing Vice Chair Dorothy Foster Hall. Board Member Delaney's first meeting will be at the January 2025 Regular Board meeting. Chairwoman Anderson – Henry will make a Board appointment to the Board of Registration and Elections at the January 21, 2025 Regular Business meeting.

2025 BOARD OF REGISTRATION & ELECTION RETREAT:

Director Dozier would like to host the Board of Elections and Registration Board Members for a retreat in preparation for the 2025 Election Year. Recommendations for dates will be forthcoming, pending the Board of Registration and Elections board appointments.

2024 GEORGIA ASSOCIATION OF VOTER REGISTRATION AND ELECTION OFFICIALS (GAVREO) CONFERENCE:

The GAVREO annual training conference is scheduled to be held August 10, 2025 – August 14, 2025 in Savannah, GA for your planning purposes. Director Dozier serves as the Immediate Past President and will be the panelist for the New Board Member Session scheduled Sunday, August 10, 2025. More details regarding the conference will be forthcoming.

CLAYTON COUNTY LEADERSHIP AWARDS BANQUET DECEMBER 2024:

Director Dozier along with her Leadership Culture Pod was awarded the Commissioner's Cup at the 1st Annual Clayton County Leadership Awards Banquet held December 14, 2024.

In order to receive this award, the Leadership Culture Pod acquires the most points among all the Leadership Culture Pods, through presentations, attending events in the county.

The Leadership Pod: 5th Gear included Director Dozier; Chief Roberts, Clayton County Police Department; Rebecca Hardeman, Director of Clayton County Cooperative Extensions; Linda Boswell, Administrator, Grants Administration and Jeff Matarko, Director of Clayton County Transportation and Development.

2025 BOARD OF REGISTRATION & ELECTION CALENDAR:

Below are the scheduled Regular Board Meeting dates set per bylaws for the second Tuesday of each month for your planning purposes. This does not include any special called meetings. Any special called meetings will be determined per the Board's approval as needed.

JANUARY 14, 2025
FEBRUARY 11, 2025
MARCH 11, 2025
APRIL 8, 2025
MAY 13, 2025
JUNE 10, 2025
JULY 8, 2025
AUGUST 12, 2025
SEPTEMBER 9, 2025
OCTOBER 14, 2025
NOVEMBER 11, 2025
DECEMBER 9, 2025

2025 ELECTION CALENDAR:

ELECTION	ELECTION DATE	ADVANCED VOTING DATES	REGISTRATION DEADLINE
Special Election	March 18, 2025	February 24 – March 14	2/18/2025
Special Election Runoff	April 15, 2025	As soon as possible, but no later than April 7 – April 11	2/18/2025
Special Primary Public Service Commissioner (PSC) / Special Election	June 17, 2025	May 27 – June 13	5/19/2025
Special Primary Public Service Commissioner (PSC) / Special Election Runoff	July 15, 2025	As soon as possible, but no later than July 7 – July 11	05/19/2025
Special Election	September 16, 2025	August 25 – September 12	8/18/2025
Special Election Runoff	October 14, 2025	As soon as possible, but no later than October 6 – October 10	8/18/2025
Municipal General / Special Election – Public Service Commissioner (PSC)	November 4, 2025	October 14 – October 31	10/6/2025
Municipal General / Special Election Runoff – Public Service Commissioner (PSC)	December 2, 2025	As soon as possible, but no later than November 24 – November 28	10/6/2025

CITY OF FOREST PARK: RESIGNATION WARD 2 – SPECIAL ELECTION MARCH 18, 2025:

City Manager, Ricky Clark informed the office that the City Council for Ward 2 resigned on September 24, 2024. Mr. Clark inquired about estimated cost to conduct an election. A recommendation will be provided at the January 2025 Board Regular Business Meeting.

CLAYTON COUNTY BOARD OF EDUCATION: SPECIAL ELECTION MARCH 18, 2025:

Clayton County Board of Education informed the office that they are interested in a county wide Special Election to consider an ESPLOST to be held March 18, 2025. The office has provided an estimate cost to the Board of Education and they have unofficially agreed to the cost and would like to enter into an Intergovernmental Agreement with the Board of Registration and Elections.

CITY OF LAKE CITY: 2025 NOVEMBER GENERAL ELECTION NOVEMBER 4, 2025:

The City of Lake City has informed the office that they are interested in the county conducting their Municipal Election to be held November 4, 2025. The City of Lake City would like to enter into an Intergovernmental Agreement for the Board of Registration and Elections to conduct their November General elections and any Runoff thereof.

2025 ELECTION YEAR ELECTION ADVANCE VOTING DATES/TIME:

Director Dozier's recommendations below include expanding Early Voting locations across the county to (6) six early voting locations to accommodate the 2025 March Special Election Year with the opportunity to make any adjustments to the locations throughout the year to meet the needs of the community.

Recommended hours are Monday – Friday 8:00 AM to 5:00 PM

The recommendation for dates/times is to be determined by the next Board meeting. At the locations below:

PROPOSED MARCH 2025 ADVANCED VOTING LOCATIONS
MORROW CITY HALL
CARL RHODENIZER RECREATION CENTER
VIRGINIA BURTON GRAY RECREATION CENTER
SOUTH CLAYTON RECREATION CENTER
HISTORIC COURTHOUSE – ELECTIONS OFFICE
LAKE SPIVEY RECREATION CENTER
CITY OF FOREST PARK SENIOR CENTER

REGISTRATION

VOTER REGISTRATION:

As of January 1, 2025, there are 218, 826 (189, 323 Active: 29,503 Inactive) Voters.

FELON LIST

Number scheduled for January Hearing: 0

DEPUTY REGISTRAR TRAINED	DEPUTY REGISTRAR CLASSES	DEPUTY REGISTRAR DRIVES
0	0	0

For future events, please submit request to under our Registration Drives and Community Outreach Tab on our website: <https://www.claytoncountyga.gov/government/elections-and-registration/registration-drives-and-community-outreach/> or at elections@claytoncountyga.gov. All in-person events have been adjusted for reduced contact due to the COVID-19 pandemic. Some trainings associated with Deputy Registrar activities may be conducted via Zoom Meeting due to COVID-19.

FELON LISTING ON AGENDA (OLD BUSINESS):

Board Member Grant requested that the Voter Registration department rename the Felon item listing on the Board of Registration and Elections agenda. We are researching other counties to provide a recommendation on renaming this agenda item moving forward.

VOTER EDUCATION/OUTREACH & DEPUTY REGISTRAR ACTIVITIES:

DATE OF EVENT	EVENT	LOCATION	COMMISSION DISTRICT
12/05/24	Wolf Pack Toiletry Drive	112 Smith Street Jonesboro, GA 30236	1,2,3,4 At Large
12/12/24	Chairman Turner's Toy Drive	2024 Urban Pub 6459 GA-42 Suite 10 Rex, GA 30273	1,2,3,4 At Large
12/18/24	Danielle Smith, Tax Commissioner 4 th Annual Coats for Christmas Drive	121 S McDonough Street Jonesboro, GA 30236	1,2,3,4 At Large
12/19/24	Clayton County Public Schools District 7 Parent Teacher Association Fall Conference	Riverdale Middle School 400 Roberts Drive Riverdale, GA 30274	1,2,3,4 At Large

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Post-Election Voter Registration Processing
- Post-Election Activities for the 2024 November General and Special Election
- Pre-Election Activities for the 2025
- Street Audits
- Precinct Boundary Line Change Request(s) If Necessary
- Open Records Request
- Plan Voter Education/Outreach Events

NEXT SCHEDULED REGULAR BOARD MEETING:

The next scheduled Regular Board meeting is scheduled for Tuesday, February 11, 2025.