



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for June 2017

DATE: July 7, 2017

The following report represents a summary and recap of major operations and activities that we have completed or are on going within Elections and Registration for the month of June 2017 and activities since the last board meeting. The priorities were centered on NCOA confirmation notices/distribution, budget, 2017 Municipal General Election planning, redistricting, training, processing voter registration applications, VRAG conference planning, scanning, voter education event planning, and record retention activities.

ELECTIONS

PERSONNEL STAFFING:

2 Part Time positions are vacant.

PERSONNEL STAFFING CHALLENGES:

The department continues to face personnel challenges.

STAFFING DEVELOPMENT AND TRAINING:

Staff Training:

Deadline driven task from the redistribution of daily operations continue to receive priority training. Additionally, Staff were trained on all Microsoft Applications, being a Notary Public, redistricting, NCOA processes and procedures as well as processes based on training received at the Georgia Elections Officials Association Conference.

2017 MUNICIPAL ELECTIONS:

City of Jonesboro:

The City of Jonesboro has submitted an Intergovernmental Agreement to use the county's voting equipment for their upcoming 2017 Municipal Election. This will be presented to the Board at the next July Board Meeting.

City of Morrow:

The City of Morrow has submitted an Intergovernmental Agreement and contract for the Board of Elections to conduct their 2017 Municipal General Election. .

City of Riverdale:

The Elections & Registration office will be conducting the City of Riverdale's Municipal Elections held November 7, 2017. The County has a contract with the City of Riverdale to conduct their elections, which expires December 31, 2017.

FY 2018 BUDGET:

The Board of Commissioners approved the 2018 Fiscal Year Budget for the county since the last meeting. The Elections & Registration Department was approved for a combined total budget of \$876, 821.00. The following enhancements were requested and the status is provided below:

ENHANCEMENT REQUEST	PURPOSE	COST	STATUS
Elections Technician Position	This position (the designated Custodian) is a critical position in the Elections process to maintain an estimated \$1,977,000 worth of voting equipment. This is the Georgia Election Code regarding a Custodian of the Voting Equipment, which our office is not in compliance: § 21-2-327. Preparation of voting machines; custodians and their deputies; inspection; furnishing of supplies. As the County continues to grow there will be a continued need for this critical position to maintain the voting equipment and provide more services to the electors of the county as the state faces technological changes.	\$59,269.00	Not Approved
Departmental Vehicle	The Department is in need of a designated county vehicle in order to conduct voter education, attend trainings, community events and be accessible to Poll Workers during early voting as well as election day without using personal vehicles.	\$22,120.00	Not Approved
Departmental Cargo Vans	(2) Vehicles required to support the distribution and recovery of voting equipment and supplies, tables and other related items essential for supporting and sustaining early voting operations for geographically dispersed locations as well as for voter education events within Clayton County	\$63,220.00	Not Approved
Renovation of Elections Center	Renovation of the Election Center (former 911 Building) for updated security of the building, open concept for more transparency on Election Night and provide a facility equipped for the training needs of the Elections and Registration Department.	\$25,000.00	Approved

REGISTRATION

VOTER REGISTRATION:

As of July 1, there are 178,786 (149,370 Active; 29,416 Inactive) registered voters in Clayton County.

FELON LIST

State law requires counties to review felon reports and to conduct hearings for those voters with matching data that raises questions regarding their eligibility to vote in accordance with O.C. G.A. 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

Number scheduled for June Hearing: 76

NATIONAL CHANGE OF ADDRESS (NCOA) CONFIRMATION NOTICIES:

In accordance with O.C.G.A. § 21-2-233 the NCOA notices were provided to the county to mail. The Board of Elections mailed 10,751 NCOA Confirmation notices at an estimated cost of \$5,267.99 to those impacted. NCOA confirmation notices are mailed to electors whose addresses have changed with the United States Postal Service but does not match the elector's address in Voter Registration. The Elections Office will process the confirmation notices as received. Per O.C.G.A. § 21-2-235 if a voter fails to return the confirmation notice within the 40 day clock frame, they will automatically move to "Inactive Status."

REDISTRICTING CITY OF RIVERDALE:

The Elections & Registration office will be conducting redistricting for the City of Riverdale. Impact: Upon the Board's approval, the changes will be made in ENET and each voter impacted will receive a new precinct card with the updates. The department will start training and preparing the changes this summer. Implementation will be for the upcoming November General Elections held November 7, 2017. The office may have to operate in an overtime capacity to complete the work. Future updates will follow. Additionally, Ms. Dozier and Ms. Sylvia Vaughn, City Clerk of the City of Riverdale are planning Voter Education activities to inform the voters of the changes. Proposals for the redistricting changes will be provided to the Board for approval at a future meeting.

VOTER EDUCATION/OUTREACH EVENTS & DEPUTY REGISTRAR ACTIVITIES:

VOTER EDUCATION/OUTREACH:

The Elections & Registration's goal is to conduct non-partisan voter education/community events in each Commission District at least twice a month. The office is seeking non-partisan community opportunities in each Commission District. If you are aware of any events that the department may set up a voter registration table, speaking engagement or attend an event, please provide this information to Ms. Dozier.

SOCIAL MEDIA:

The Department has launched its official Facebook page as a way to provide Voter Education and give updates on departmental activities using Social Media. The Department's Facebook Page is @ClaytonVotes031. Additionally, we constantly working with CCTV and other county resources to help the Department reach out to the community using their social media outlets.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District
June 24, 2017	Health & Safety Awareness Fair	Lee Headquarters Library	4

DEPUTY REGISTRAR ACTIVITIES:

None during this time period. There is a growing interest from the community in conducting voter registration activities in the county and classes are scheduled as requested. If you are aware of any organization, group or concerned citizen that would like to receive training please provide this information to Mr. Kamardi Carter, Elections & Registration Official Supervisor.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Conduct Redistricting activities for the City of Riverdale
- Conduct a Roundtable Discussion with the Municipal City Clerks in Clayton County
- Train Staff on redistributed duties to cover the reduction in Staff.
- Implement newly approved legislation
- Seek Opportunism to Conduct Voter Education/Outreach
- Plan Voter Education/Outreach Events
- Review /Update procedures for Election Checklists and Check-in Instructions
- Review maintenance of access database for management of active poll worker applications
- Perform/Conduct performance counseling sessions
- Conduct Staff development training
- Review Staff Job Descriptions
- Coordinating Deputy Voter Registration Drives as Requested
- Continue Review / Update Voter Registration procedures
- Continue Indexing, Scanning Voter Registration Applications
- Continue Precinct Card Mailings and other Correspondences
- Staff Training/Course Sessions
- Conduct Voter Education Events
- Attend VRAG Conference
- Respond to Open Records Request, Complaints and Investigation as Needed