



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for November 2016

DATE: December 09, 2016

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 November 2016 and activities since the last board meeting. The priorities were centered on implementing technological enhancements, ADA compliance surveying of precincts, November General & Special Election Pre/Post-election activities, and voter education events.

ELECTIONS

PERSONNEL STAFFING:

2 Part Time Positions are vacant.

PERSONNEL STAFFING CHALLENGES:

The department continues to face personnel challenges.

STAFFING DEVELOPMENT AND TRAINING:

Deadline driven task from the redistribution of daily operations continue to receive priority training.

2016 NOVEMBER GENERAL AND SPECIAL ELECTION UPDATES:

ADA Compliance Surveys were conducted on all Clayton County Precincts.

2017 ELECTIONS:

There have been discussions with the City of Riverdale and the City of Forest Park for 2017 elections.

REGISTRATION

VOTER REGISTRATION:

As of December 1, there are 169,613 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.G.C.A. 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231. Due to the change in meeting date and location, those impacted have been tabled to the January 2017 Meeting.

DEPUTY REGISTRAR ACTIVITIES:

Ms. Dozier deputized a family member to deliver a ballot to a Voter confined to the hospital on Election Day for the November General Election.

VOTER EDUCATION AND OUTREACH EVENTS:

Date of Event	Event
10/20/16	Speaking Engagement Clayton County Bar Association
10/27/16	NPR Radio Interview
11/5/16	Ohio Christian University – AKA Sorority (High school Girls Academy)

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Train New Part Time, Full Time Staff as well as train Veteran Staff on redistributed duties to cover the reduction in Staff.
- Tabulation for Civil Service Board Election
- Process Voter Registration Backlog from November General Election
- 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
- Respond to Open Records Request as Requested
- Respond to Investigations as Requested
- Investigate Election Complaints as Submitted