



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for July 2016

DATE: August 12, 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 July 2016. The priorities were centered on the preparation and the conduction of Absentee, Advance In Person Voting and Election day polling for the General Democratic Primary and Non-Partisan Runoff Election, petition verifications, as well as training.

ELECTIONS

PERSONNEL STAFFING:

All vacancies have been filled.

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.

Additionally, Ms. Dozier attended election/voter registration courses in order to fulfill the certification requirements to become a CERA Certified Elections/Registration Administrator. Ms. Dozier will graduate in August as CERA certified and has been selected to be a speaker at the commencement exercises in Philadelphia, Pennsylvania.

2016 JULY GENERAL PRIMARY RUNOFF ELECTION UPDATES:

CHECK IN CENTER PILOT:

The Director's assessment of the primary election has yielded a bottleneck in the check in process on Election Night. As a result, a pilot of creating a second check in center at the Registration and Elections office will be explored on Election Night for the July Primary Runoff Election as a resolve to reduce the time for Poll Managers to check in and increase the turnaround time to upload election results. The pilot was a success. As a result of the success of the pilot an additional Check In Center will be established permanently.

POLL WORKER PAYROLL:

Poll Worker pay for the Primary Runoff is scheduled to be distributed on August 5, 2016.

2016 NOVEMBER GENERAL ELECTION UPDATES:

POLL WORKER/STAFF TRAINING:

Poll Worker training will start in October.

EARLY/ADVANCE VOTING:

Early voting for the General Election will commence on October 17, 2016. The early voting location and the associated days and hours of operations have been posted to the web and published.

Easy Vote will be implemented in all Advance In Person voting locations for the November General.

The Director's recommendation is to open two more advance voting locations for 21 days to accommodate the voters with the expectation of a higher turnout for the November General. The recommended additional sites are Virginia Burton Gray Recreation Center, Carl Rhodenizer and South Clayton Recreation Center.

EARLY/ADVANCE VOTING TRAINING:

Training will be conducted in October for the Early/Advance voting staff.

SPECIAL ELECTION(S):

We will be conducting a Special Election for the City of Jonesboro in conjunction with the November General Election. The Special Election is set to fill the Jonesboro City Council At-Large seat formerly filled by Councilman Wallace Norrington.

We will be conducting a Special Election for the City of College Park to conduct a special election in conjunction with the November General Election for a referendum.

NOMINATION PETITION(S):

Mr. Steven VanDyke submitted a nomination petition to our office to verify a petition signers for the County Commission District 2 as an Independent Candidate. Mr. VanDyke did not meet the valid petition signature requirements to become an independent candidate for County Commission District 2.

The Secretary of State submitted the following nomination petitions to our office to verify petition signers for Jill Stein, candidate for the President of the United States, Presidential Electors for the Constitutional Party and Rocky Roque De La Fuente, candidate for the President of the United States. Our office is currently working on the completion of this petition. There will be an update to the findings in the September Report.

WRITE IN CANDIDATE(S):

We have received one qualified write in candidate for the November General. Mr. Steven VanDyke has met the qualifications to be a certified write in candidate for County Commission District 2.

MUNICIPAL TEMPORARY POLL RELOCATIONS:

The polling location for the City of College Park will temporarily change to accommodate the Special Elections to be held in November. The polling location change proposals for the City of College Park shall be presented to the Board of Elections & Registration for the August 16th meeting. There are two (2) proposals. Upon approval the impacted voters shall be notified no later than 30 days prior to the election.

The preponderance of the proposals represents the consolidation of the municipal and county location in order to establish one polling location for voters that are eligible to vote in the county and municipal elections.

REGISTRATION

VOTER REGISTRATION:

As of August 1, there are 160,661 registered voters in Clayton County. Once credit for voting has been issued for the General Primary Runoff Election we will begin to start processing our back log of voter registration applications.

BOARD POLICY VOTER REGISTRATION APPLICATIONS:

The Director recommends that the Board establish a policy in which there is a set number of voter registration applications to be given out to organizations, concerned citizens etc. of 25 as requested in order to establish a uniform number to distribute.

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.

Number scheduled for August Hearing 0

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted during the Month of July:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
3	1	0

VOTER EDUCATION AND OUTREACH EVENTS:

There were no voter education and outreach events for the month of July.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Verify Petition(s)
- Prepare for November General Election
- Attend Election Management Training
- Train New Part Time, Full Time Staff as well as train Veteran Staff on redistributed duties to cover the reduction in Staff.
- Review /Update procedures for Election Checklists and Check-in Instructions
- Review maintenance of access database for management of active poll worker applications
- Upon approval temporarily relocate municipal polling locations to county polling locations for the November General Election
- Perform/Conduct performance counseling sessions
- Conduct Staff development training
- Review Staff Job Descriptions
- Process Voter Registration Backlog From General Primary Election(s)
- 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