



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for April 2021

DATE: May 10, 2021

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 April 2021 and activities since the last Board meeting.

The priorities were centered on Post-Election Day activities associated with the 2020 June Primary Elections November General & Special Post Election Day request as well as the January 5, 2021 Special and General Runoff Elections, processing voter registration applications and the rearrangement of elections tasks due to the global pandemic COVID-19.

ELECTIONS

PERSONNEL STAFFING:

Supervisor Houston resigned from the Elections and Registration Official Supervisor position, December 20, 2020. Ms. Houston was rehired as an Elections and Registration Assistant effective April 3, 2021, then resigned on April 12, 2021 with an effective date of April 12, 2021. We wish her well in her future endeavors.

STAFFING PROFESSIONAL DEVELOPMENT AND TRAINING:

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

BUDGET FY22 UPDATE:

Director Dozier had a brief discussion with the departmental Budget Analyst on May 3, 2021 regarding the FY22 Budget recommendations that will be presented to the Board of Commissioners. During the discussion we provided potential financial impacts of Senate Bill 202 to the Analyst to consider for FY22. Currently, the Finance Department is preparing the recommended budget book and plans to have it displayed for the public to review as well as present for approval. An update will be provided as soon as the book is available.

2021 GEORGIA ASSOCIATION OF VOTER REGISTRATION AND ELECTION OFFICIALS (GAVREO) CONFERENCE:

The 2021 GAVREO conference is still scheduled for August 29 – September 1, 2021 with restrictions on the number of attendees per county. Additionally, the link for the hotel will be released on March 16, 2021. The Department does not have a county issued credit card therefore; each person attending must continue to make their own reservations. Once reservations are made, we can submit to Finance for payment. We can discuss the restrictions and options for attendance at the Regular Scheduled Board meeting.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

There are no major updates regarding the renovations. As is stands we are still in a holding pattern until decisions can be made with other impacted departments. We anticipate having a meeting with all stakeholders within the next month regarding plans.

POLLING PLACE SURVEYS AND RESERVATIONS:

We are in the process of securing the reservations for the 2021 Polling Locations. If needed, we will provide recommendations to the Board for approval at upcoming Regular Scheduled Board meetings in preparation for future elections.

UGA ABSENTEE BALLOT SIGNATURE MATCH STUDY:

The Secretary of State Elections office is partnering with the University of Georgia to conduct a statewide review of signature match during the November 2020 General Election.

The Secretary of State Elections office has requested that they need all counties to scan and send to liaisons copies of all completed absentee ballot cure forms from the November 2020 General.

Once the project begins, researchers with UGA will request us to pull a number of random envelopes (based on calculations of your total number of absentee ballots) for a number of ballot envelopes.

This project requires a court order and we are expected to fulfill the request to the Secretary of State Elections office by Friday, April 16, 2021. The Secretary of State indicated that this is a part of their ongoing effort to promote confidence in elections.

UPDATE: This was a deadline driven unscheduled task that shifted previously scheduled office task. This request was an estimated 10-day task and took 24 hours of research 56 hour of pulling as well as retrieval of specified documents. There was a team of 6 working on this project. We submitted 121 absentee ballot envelopes to the Secretary of State's office along with any rejections as requested. We are awaiting any further instructions, feedback and directions regarding this study. We will resume other departmental projects that were delayed as a result of this request.

REGISTRATION

VOTER REGISTRATION:

As of May 3, 2021, there are 207,275 (198,095 Active; 9,180 Inactive) Voters.

FELON LIST

Number scheduled for May Hearing: None

VOTER EDUCATION/OUTREACH:

All in-person events have been adjusted for reduced contact due to the COVID-19 pandemic.

MUNICIPAL ROUNDTABLE PART III:

The department conducted two discussions with municipalities regarding the upcoming municipal elections (getting certified for those who are newly appointed) and information regarding the following: municipal renewing their certification to conduct elections, Senate Bill 202, target dates/timelines of the impact et.al and provided information on vendors that are available to conduct their elections outside of the county office. Since the inception of the annual Municipal Roundtable discussions in 2016, the goal has been to provide an opportunity for municipalities to understand the role of the county election department with each municipality and offer assistance. In the last 6 months we have conducted 3 discussions with municipalities: December 29, 2020, April 1, 2021 and April 20, 2021.

HIGHSCHOOL VOTER REGISTRATION MONTH – APRIL 2021:

Update: All Clayton County Public School Educators are still certified until September 2021; therefore, we conducted a refresher on May 6, 2021 for those who were interested. The Clayton County Public School High School Students are still participating in virtual learning. Therefore, the major of the voter registration drives will be conducted by the Educators virtually that will target seniors.

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 elections@claytoncountyga.gov.

VOTER EDUCATION/OUTREACH EVENTS/MEDIA COVERAGE:

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

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Street Audits
- Preparing for 2020/2021 Post Election Events
- Redistricting Activities
- List Maintenance Preparations/Confirmation Notices
- 2021 Municipal Elections
- 2022 Elections Planning
- Plan Voter Education/Outreach Events
- Poll Worker/Seasonal Staff Recruitment
- Poll Worker Procedural Writing and Training
- Deputy Registrar Training for Educators
- Legislative Tracking