



## INTER-OFFICE MEMORANDUM

**TO:** Clayton County Board of Elections and Registration

**FROM:** Shauna Dozier, Elections Director

**RE:** Operations Report for October 2018

**DATE:** November 9, 2018

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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 October 2018 and activities since the last board meeting. The priorities were centered on pre November General elections task, processing the voter registration applications, processing absentee ballot applications, and voter education activities.

### ELECTIONS

#### **PERSONNEL STAFFING:**

1 Full Time and 3 Part Time positions are vacant. We are also utilizing temporary/seasonal Staff to assist us in our pre-election activities.

#### **STAFFING DEVELOPMENT AND TRAINING:**

##### Staff Training:

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

#### **RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:**

The county has started the demolition of the building to renovate the bunker to accommodate the IT Data Center. There has been a delay in completion due to the moving of the Archives Department and Board of Health. Construction of the Election/IT Data Center has not resumed.

### REGISTRATION

#### **VOTER REGISTRATION:**

As of November 1, there are 185,485 (169,574 Active; 15,911 Inactive) voters in Clayton County.

#### **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 Director Dozier.

**VOTER EDUCATION/OUTREACH EVENTS:**

<b>Date of Event</b>	<b>Event</b>	<b>Location</b>	<b>Commission District Coverage</b>
October 16	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4
October 17	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4
October 18	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4
October 19	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4
October 19	Brookwood Fall Festival	Clayton County Head Start	Chair - 1, 2, 3 & 4
October 22	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4
October 23	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4
October 24	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4
October 25	Student Tour/CCPS	Elections Office	Chair - 1, 2, 3 & 4

**DEPUTY REGISTRAR ACTIVITIES:**

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.

**DEPUTY REGISTRAR ACTIVITIES:**

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drive(s)</b>
2	2	0

**PARTNERSHIP WITH CLAYTON COUNTY PUBLIC SCHOOLS: ELECTIONS TOUR AND VOTING NOVEMBER GENERAL 2018:**

The Elections and Registration Office collaborated with Clayton County Public Schools during the first two weeks of Advance Voting. Ms. Regina Wallace, Ms. Rhonda Love and Teachers of the Clayton County High Schools bused Students and First Time Voters to the Elections and Registration Office to see how we conduct elections, receive voter education and for those who were eligible cast their ballot for the first time. We also issued Voter ID Cards to eligible Students that needed a Voter ID Card for voting purposes. We were able to recruit Student Poll Workers during this time and Students were able to see the elections process in motion. It was an amazing experience for the First Time Voters as well as the Elections Staff. Ms. Wallace and Ms. Love brought an average of 25 Students to the Elections Office twice a day during Advance Voting. Schools that were unable to attend during the first two weeks were bused over to the Elections Office the last week. We look forward to continuing our partnership with Clayton County Public Schools in order to help promote voter awareness.

**TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:**

- Election/Data Center Renovations
- Preparing for 2018 Election Events
- Train Staff on redistributed duties to cover the reduction in Staff.
- Seek Opportunism to Conduct Voter Education/Outreach
- Plan Voter Education/Outreach Events
- Review /Update procedures for Election Checklists and Check-in Instructions