



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for December 2017

DATE: January 8, 2018

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 December 2017 and activities since the last board meeting.

The priorities were centered on 2017 the Special Election Runoff for House District 60, moving of elections materials for the renovation of the Election/IT Data Center, archiving elections materials, processing voter registration backlog from the 2017 October post-voter registration deadline.

ELECTIONS

PERSONNEL STAFFING:

2 Full Time and 2 Part Time positions are vacant. During the month of December, Ms. Dozier submitted an application to the Georgia County Internship Program (Civic Affairs Foundation an ACCG initiative) for an Intern during the 2018 summer session through the Office of Youth Services. The Board will be updated on the status of the application.

PERSONNEL STAFFING CHALLENGES:

The department continues to face personnel challenges. The non-constitutional officers are required to wait 60 days after a position has been vacated before it can be submitted to be filled. The time lapse ended for the Administrative Assistant position January 3, 2018.

Ms. Dozier submitted a legislative request for the Elections Technician position again for the Board of Commissioners Meeting in December. The request was removed from the agenda.

STAFFING DEVELOPMENT AND TRAINING:

Staff Training:

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

2018 Georgia Election Official (GEOA) and Voter Registrars Association (VRAG) Combined Conference:

The 2018 GEOA/VRAG combined conference will be held Sunday March 25, 2018 – Wednesday, March 28, 2018. Hotel reservation blocks will open January 12, 2018. Please let Ms. Dozier know at the January Board Meeting if you plan to attend. Documents must be submitted to Finance for processing 45 days prior to travel. Ms. Carter will be presenting at the conference on voter registration. A packet is included with this report.

2018 ELECTION CYCLE DATES AND VOTER REGISTRATION DEADLINES:

Elections	Voter Registration Deadline	Election Date
Special Election	February 19, 2018	March 20, 2018*
Special Election Runoff	February 19, 2018	April 17, 2018*
General Primary Election, Nonpartisan General Election, and Special Election	April 23, 2018	May 22, 2018
General Primary Election, Nonpartisan General Election, and Special Election Runoff	April 23, 2018	July 24, 2018*
General Election/Special Election	October 9, 2018	November 6, 2018
General Election/Special Election Runoff	October 9, 2018	December 4, 2018*
General Election Runoff for Federal Races	October 9, 2018	January 8, 2019*

*These dates reflect the scheduled elections dates for the State of Georgia. Clayton County may not have a scheduled election on the above dates. Subject to change.

GEORGIA SOIL AND WATER CONSERVATION COMMISSION:

The Georgia Soil and Water Conservation Commission has submitted correspondence regarding the department holding a Soil and Water Conservation District Supervisor election on the General Ballot on November 6, 2018.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

The Elections Department will completed the moving of elections materials after the Special Runoff Election in House District 60 and the county has started the demolition of the building to renovate the bunker to accommodate the IT Data Center. The Board will be informed of the completion date of the renovations and monthly updates.

REGISTRATION

VOTER REGISTRATION:

As of January 1, there are 171,791 (152,201 Active; 19,590 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 October Hearing: 61

NO ACTIVITY FOR 2 GENERAL ELECTIONS (NOACT2GE) PROCESS:

Pursuant to O.C.G.A 21-2-235, the No Activity for 2 General Elections process was run in the Voter Registration System (ENET) July 28, 2017. 17,364 voter statuses was updated to "cancelled" in Clayton County as a result of this process.

Notices were mailed to 17,364 voters with statuses updated to cancelled to notify them further of the cancellation and provide them ways to register to vote via the Online Voter Registration (OLVR) or request for the office to mail a voter registration application as directed from the October Board meeting. The notices were mailed over a two-week period at an estimated cost of \$7,820.00 to send out these notices. As of January 1, 2018 60% have been returned mail.

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.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District
December 18, 2017	Voter Registration Drive	Charles Drew High School	2

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 Supervisor.

The Board of Elections and Voter Registration office has been working with Ms. Regina Wallace Social Studies Coordinator for the Clayton County Public School System on planning the 2018 Deputy Registrar Training for the Educators. Information on the training will be reported in a future report.

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drive(s)
0	0	1

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Process Voter Registration Application
- 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
- Perform/Conduct performance counseling sessions
- Continue Review / Update Voter Registration procedures
- Continue Indexing, Scanning Voter Registration Applications
- Continue Precinct Card Mailings and other Correspondences
- Respond to Open Records Request, Complaints and Investigation as Needed