



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for September 2017

DATE: October 6, 2017

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 September 2017 and activities since the last board meeting.

The priorities were centered on 2017 Municipal General Election preparations, the newly added Special Election for House District 60, training, processing voter registration applications, scanning, voter education events, and record retention activities.

ELECTIONS

PERSONNEL STAFFING:

1 Full Time and 2 Part Time positions are vacant.

PERSONNEL STAFFING CHALLENGES:

The department continues to face personnel challenges.

STAFFING DEVELOPMENT AND TRAINING:

Staff Training:

Deadline driven task from the redistribution of daily operations continue to receive priority training. Additionally, Staff were trained on petition verification, redistricting, NCOA processes and procedures as well as processes based on training received at the 2017 Voter Registrar Association of Georgia (VRAG) Conference.

2017 MUNICIPAL & HOUSE DISTRICT 60 SPECIAL ELECTION:

HOUSE DISTRICT 60 SPECIAL ELECTION:

The Governor issued a writ on September 19, 2017 to conduct a special election in conjunction with the November General Municipal Elections to be held on November 7, 2017. House District 60 includes portions of College Park and Forest Park, an estimated 9,600 registered voters. Initially, neither portions were included in an election associated with Clayton County.

To accommodate the impacted voters we have added two additional advance voting locations: Virginia Burton Gray Recreation Center and Forest Park Branch Library. This will allow voters in House District 60 access to Advance Voting locations within their jurisdiction. Further, the City of Riverdale and City of Morrow voters will be able to cast ballots at these added advance voting locations. A copy of the locations is included in this packet. The estimated cost to conduct the

ELECTIONS CONT....

Special Election for House District 60 is \$40,000.00. Precinct Cards have been requested to send out to the impacted voters.

CITY OF JONESBORO:

Voting Equipment Usage IGA:

The City of Jonesboro has submitted an Intergovernmental Agreement to use the county's voting equipment for their upcoming 2017 Municipal Election. The Board of Commissioner has approved the IGA at the August 1, 2017 Regular Business Meeting. The City of Jonesboro picked up the equipment on September 28, 2017.

Petition Verification:

The City of Jonesboro submitted a petition to the Board of Elections & Registration Staff on August 3, 2017. There are 228 pages for Staff to review with an estimated 1,210 petition signers to research and verify. The task was completed and provided to the City of Jonesboro August 30, 2017. Mr. Clark of the City of Jonesboro has requested to validate additional signatures as an amendment to his initial submission.

Precinct Cards:

The Elections Office received the precinct cards on October 5, 2017 to mail out to the City of Jonesboro voters. The new precinct card reflects the change of their polling location to its original location the Fire House Museum. The delay in the precinct cards did not provide the office time to provide an additional notification therefore, the office will send out a household notification of the change prior to the next board meeting. The precinct cards were mailed October 6, 2017.

CITY OF RIVERDALE:

Redistricting Precinct Cards:

The Elections Office received the precinct cards on October 5, 2017 to mail out to the City of Riverdale voters. The new precinct card reflects the newly established wards. The delay in the precinct cards did not provide the office time to provide an additional notification therefore, the office will send out a household notification of the change prior to the next board meeting. The precinct cards were mailed October 6, 2017.

2017 November General Updates:

The L & A Testing has been complete. We will start training for Advance Voting the week of October 9, 2017 and Election Day Poll Worker Training the week of October 23, 2017. Further information regarding all the elections will be posted on the Elections website. As a result of the Special Election, we will be running two separate databases on Election night. Further, we will operate separate advance voting sites in each of the advance voting locations. On Election Day voters will vote at their county polling locations. Staff is being trained on new processes.

ELECTIONS CONT....

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

The Elections Department received a layout of the renovations on September 26, 2017 during the renovation meeting as well as a timeline for demolition. This information is included in this packet. Demolition is scheduled to start December 1, 2017 however; the Elections office must move all of the elections materials out of the newly established data center by October 13, 2017 in preparation for the demolition.

We will store election materials in a designated portion of the building until renovations are completed. Further, Ms. Dozier has added badge access security to the Elections Building and to the GEMS server room.

REPURPOSE OF CEREMONIAL COURT HOUSE/ADVANCE VOTING LOCATION:

The Planning & Zoning Department has repurposed the Ceremonial Courthouse as temporary office space for the newly established department. This space was anticipated to be used to perform Advance Voting activities for the upcoming 2017 Municipal General Elections and for the 2018 Elections Cycle.

The COO is making plans to ensure that the Elections Office can conduct Advance Voting in the Ceremonial Courthouse by the 2018 General Primary Election.

REGISTRATION

VOTER REGISTRATION:

As of October 1, there are 168,445 (150,132 Active; 18,313 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: 53

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.

The Board of Elections gave Ms. Dozier a directive to send a notification and new voter registration application to each of those impacted by the NOACT2GE Process.

REGISTRATION CONT...

Ms. Dozier is working on this and will provide an update at a future meeting. This will be at an estimated cost of \$8,000.00 to send out these notices.

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.

SOCIAL MEDIA:

The Department has launched its official Facebook page as a way to provide Voter Education and give updates on departmental activities using Social Media. The Department's Facebook Page is @ClaytonVotes031. Additionally, we constantly working with CCTV and other county resources to help the Department reach out to the community using their social media outlets.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District
September 15, 2017	Forest Park Health Fair	City of Forest Park Community Center	2
September 16, 2017	Clayton County HOA Boot Camp	South Clayton Recreation Center	3
September 26, 2017	National Voter Registration Day	Historical Courthouse Front Lawn	4
September 26, 2017	Overcoming Legal Barriers to Reentry – Georgia Justice Project Presentation to Community Stakeholders	Hearts to Nourish Hope - Riverdale	3
September 26, 2017	National Day Out	Starr Park City of Forest Park	2
September 27, 2017	Fall Open House	Alzheimer's Services Center, Morrow GA	4

REGISTRATION CONT...

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.

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
20	2	1

DEPUTY REGISTRAR ACTIVITIES – YOUTH COMMISSIONERS:

Mr. Carter conducted a Junior Deputy Registrar Training with the Clayton County Youth Commissioners during their orientation with Youth Services. Nineteen Youth Commissioners were trained on how to conduct a Voter Registration Drive. The Youth Commissioners were trained in our voter education efforts to assist the Youth Commissioners to conduct voter registration drives in their respective schools as well as conducting drives across the county.

NATIONAL VOTER REGISTRATION DAY 2017:

National Voter Registration Day is a national holiday held on the fourth Tuesday of September each year. The purpose of National Voter Registration Day is to create broad awareness of voter registration opportunities. The Elections Office hosted a voter registration drive on the Front Lawn of the Historical Courthouse to promote National Voter Registration Day. The Youth Commissioners of the Clayton County Youth Services and the East Point/College Park Alumnae Chapter of Delta Sigma Theta served as volunteers with our event. We will continue to host events surrounding National Voter Registration Day in the future.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- 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
- Staff Training/Course Sessions
- Conduct Voter Education Events
- Respond to Open Records Request, Complaints and Investigation as Needed