



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for February 2018

DATE: March 9, 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 February 2018 and activities since the last board meeting. The priorities were centered on, testing, software updates, training, temporary/seasonal Staff recruitment, 2018 election pre-preparations, May 2018 Qualifying, processing voter registration applications, scanning/indexing and updating NCOA voters impacted by the directive from the Secretary of State Elections Division.

ELECTIONS

PERSONNEL STAFFING:

1 Full Time and 3 Part Time positions are vacant. Ms. Virginia Cooper resigned effective March 8, 2018. The Elections and Registration Office appreciates Ms. Cooper's 5 years of service.

During the month of December, Director 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. Elections will not participate in the internship program at this time.

The Office of Youth Services has partnered with Eckerd Connect in and Internship Project where Interns will be able to work 150 hours and Eckerd will pay them \$8.25 per hour to gain work experience in the county. The Elections Department has submitted a request to receive an Intern.

The Elections and Registration Department started its recruitment efforts for Temporal/Seasonal Staff Postions for the 2018 Election Cycle.

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. Mr. Carter will be presenting at the conference on voter registration. All travel and membership documents have been submitted for payment to Finance.

Tyler Training New Finance Software on Munis ERP System:

Clayton County is transitioning to a new Financial System in which all county employees that perform Financial duties are required to undergo. The Elections and Registration Department is currently attending (8) training courses to learn how to operate in the new Financial System Software.

2018 ELECTION CYCLE ELECTION DAY SUPERIOR COURT JUDGE ASSIGNMENTS:

Director Dozier included the on-call Superior Court Judge in this month's Board Packet should a need arise during the 2018 Election Cycle.

2018 MAY PRIMARY QUALIFYING PERIOD:

The Clayton County Board of Elections and Registration, Democratic Party as well as the Republican Party conducted qualifying for the 2018 May Primary, March 5, 2018 – March 9, 2018. The Clayton County Board of Elections and Registration collected \$17,324.57 in qualifying fees, itemized as follows:

Democratic Party Candidate(s):	\$ 3,780.60
Republican Party Candidate(s):	\$ 180.00
CCBRE Non-Partisan Candidate(s):	\$13,363.97
TOTAL SUBMITTED TO CLAYTON COUNTY FINANCE:	<u>\$17,324.57</u>

2018 ELECTION CYCLE ADVANCE VOTING DATES/TIME:

Ms. Dozier plans to submit a Resolution to the Board of Commissioners in March to set the Advance Voting dates and time for the 2018 May Primary and July Runoff Election (s) pending the Board of Elections approved recommendation.

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. During the 2018 Qualifying period there were (3) three petitions submitted for the Elections and Registration Office to verify. Will provide an update at the next board meeting.

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. Ms. Dozier met with the COO regarding the renovations and moving of departments for the purpose of conducting Advance Voting as scheduled in the Ceremonial Courthouse in the building located on the second floor. Director Dozier has submitted a timeline to the COO and DCOO regarding the departmental needs. Director Dozier will provide a status update on all renovations at a future meeting.

REGISTRATION

VOTER REGISTRATION:

As of March 1, there are 175,122 (156,385 Active; 18,737 Inactive) 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: 41

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 March 1, 2018 70% have been returned mail.

NO CHANGE OF ADDRESS (NCOA) CONFIRMATIONS: NCOA CHANGES FOR WITHIN-COUNTY MOVES:

Due to a recent court case, the Secretary of State Elections has decided to make changes to the list maintenance processes with regard to change-of-address information received from the U.S. Postal Service's National Change of Address database (NCOA) for voters that moved within the county. These changes are consistent with the process laid out in O.C.G.A. § 21-2-233(b) for voters that move within their county.

The Secretary of State Elections will be working to improve the NCOA process so that by 2019, there will be an easier way to process NCOA information received regarding voters moving within the county. In the meantime, the Secretary of State Elections has directed counties to update certain addresses of "within-county" movers from the 2017 NCOA list maintenance process. Clayton County Board of Elections has 860 records to update. This task was completed by February 16, 2018.

VOTER PARTICIPATION CENTER (VPC) APPLICATIONS MAILING TO COUNTIES:

The Voter Participation Center (VPC) sends out partially completed voter registration applications to voters in Georgia who they believe are not registered to vote. Recipients of these letters get a partially completed voter registration application, usually with name and address completed, but

needing all other PII (date of birth, SSN, driver's license number, etc.) to be supplied by the applicant.

The VPC is not affiliated with the Secretary of State's Office nor Clayton County Board of Elections and Registration. One unintended consequence of this process is that sometimes mail will be sent to deceased individuals, non-citizens, people registered under a variation of a name, underage people, and possibly even pets.

Clayton County Board of Elections and Registration is could receive an estimated 13,726 mailings from voters impacted by the VPC mailing as reported from the State Elections Division. Those impacted by the mailings from the Voter Participation Center can submit their concerns to the information provided below:

Voter Participation Center (VPC)
925 B Peachtree Street NE, #615
Atlanta, Georgia 30309
(1 (877) 255-6750
www.voterparticipation.org

VOTER EDUCATION/OUTREACH EVENTS & DEPUTY REGISTRAR ACTIVITIES:

2017 NATIONAL VOTER REGISTRATION DAY FINAL REPORT:

The Clayton County Board of Elections and Registration received a letter from the National Voter Registration Day Organization for the department's participation in National Voter Registration Day. According to the letter Clayton County ranked among the top 100 partners in terms of how many voters were registered on National Voter Registration Day 2017. Additionally, one of the Clayton County Board of Election and Registration photos was featured in the 2017 National Voter Registration Day Final Report.

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 Coverage
February 13, 2018	Georgia Election Officials and Registrar's Day at the Capitol	State Capitol – Atlanta GA	Chair - 1, 2, 3 & 4
February 22, 2018	Clayton County Republican Party Meeting	Jonesboro Rental Center	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 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 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)
2	2	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