



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for December 2016

DATE: January 09, 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 December 2016 and activities since the last board meeting. The priorities were centered on Post-November General & Special Election Post-election activities, the voter registration backlog and the Civil Service Board Elections.

ELECTIONS

PERSONNEL STAFFING:

2 Part Time positions and 1 Full Time position is vacant.

PERSONNEL STAFFING CHALLENGES:

The department continues to face personnel challenges.

STAFFING DEVELOPMENT AND TRAINING:

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

2016 CIVIL SERVICE BOARD ELECTIONS:

The Civil Service Board Elections were conducted during the month of December. Election results were tabulated and provided to the Human Resources Department for distribution.

2017 ELECTIONS:

There have been discussions with the City of Riverdale and the City of Forest Park for 2017 elections.

REGISTRATION

VOTER REGISTRATION:

As of January 1, there are 173,859 (140,793 Active; 33,066 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.G.C.A. 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

Number scheduled for January Hearing: 471

DEPUTY REGISTRAR ACTIVITIES:

There were no Deputy Registrar Activities for the month of December.

VOTER EDUCATION AND OUTREACH EVENTS:

There were no Voter Education and Outreach Events for the month of December. Events are being planned for 2017.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Train New Part Time, Full Time Staff as well as train Veteran Staff on redistributed duties to cover the reduction in Staff.
- Plan Voter Education/Outreach Events
- Review /Update procedures for Election Checklists and Check-in Instructions
- Review maintenance of access database for management of active poll worker applications
- Perform/Conduct performance counseling sessions
- Conduct Staff development training
- Review Staff Job Descriptions
- Coordinating Deputy Voter Registration Drives as Requested
- 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 as Requested
- Respond to Investigations as Requested
- Investigate Election Complaints as Submitted