



## INTER-OFFICE MEMORANDUM

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

**FROM:** Shauna Dozier, Elections Director

**RE:** Operations Report for April 2019

**DATE:** May 8, 2019

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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 April 2019 and activities since the last board meeting. The priorities were centered on Post - March Special Election activities, packing in preparation of renovations, training and deadline driven tasks.

### ELECTIONS

#### **PERSONNEL STAFFING:**

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

The Office of Youth Services has collaborated with Eckerd Connect again in an Internship Project. The Department submitted a request to receive an Intern. We are awaiting the next steps from Eckerd Connect to schedule a start date with the new Intern.

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

Deadline driven task from the redistribution of daily operations continue to receive priority training which included Staff Training. Additionally, Staff attended the following trainings since the last Board Meeting: Local Filing Officer, Personnel, GEOA/VRAG Conference Staff, and Youth Survey Institute Training.

#### **Election Center Special Workshop and Crisis Management Renewal Course:**

Director Dozier attended a Special Workshop on Improving the Integrity of Voter Registration and Election Operations as well as completed a Certified Elections Registration Administrator (CERA) Certification Renewal course on Crisis Management with the Election Center.

The workshop was held April 24 – 28, 2019 in Virginia Beach, Virginia. The completion of the workshop and course fulfills some requirements to renew Director Dozier's the Elections Center national election administrator's certification.

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

Construction of the Election/IT Data Center is 80% complete. An update will be provided at a future meeting. Director Ben Hopkins is scheduled to attend the next Board Meeting to discuss renovations as directed by the Board at the April Meeting.

#### **2019 ELECTION UPDATES :**

The City of Riverdale and Jonesboro are interested in entering into an Intergovernmental Agreement with the Clayton County Board of Elections to use our voting equipment to conduct their 2019 Municipal elections. We will provide the IGAs to present to the Board at the meeting for consideration.

**2020 GEORGIA ASSOCIATION OF VOTER REGISTRATION AND ELECTION OFFICIALS (GAVREO) CONFERENCE:**

The 2020 GAVREO conference will be held December 8 - 11, 2019 at the Savannah Marriott Riverfront. We plan to increase the number of Staff attending due to training sessions on the new voting equipment. If a Board Member is interested in attending, please let us know. Hotel reservations can be made starting May 1, 2019 online.

**REGISTRATION**

**VOTER REGISTRATION:**

As of May 1, there are 191,926 (176,800 Active; 15,126 Inactive) voters in Clayton County.

**VOTER REGISTRATION BACKLOG:**

Director Dozier would like to commend the Staff for processing over 18,330 voter registration applications backlog within three weeks. The backlog was created due to the voter registration deadline for the 2019 March Special Election.

**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 May Hearing: 0**

**NATIONAL CHANGE OF ADDRESS (NCOA) CONFIRMATION NOTICIES:**

In accordance with O.C.G.A. § 21-2-233 the NCOA notices will be provided to the county to mail. The Board of Elections will receive and mail an estimated 11,607 NCOA Confirmation notices at an estimated cost of \$5,687.43 to those impacted.

NCOA confirmation notices will be mailed to electors whose addresses have changed with the United States Postal Service but does not match the elector's address in Voter Registration. Due to the change in the NCOA process we received two reports for confirmation notices.

The State Elections Division requested for each county to mail the NCOA confirmation notices on the same day. We anticipate receiving the notices in mid-May and are awaiting the date to mail. We will receive a training Webinar of the new process from the State Elections Division during the month of May. The Elections Office will process the confirmation notices as received. We will provide an update to the Board at the next Board Meeting.

Clayton County NOCA Confirmation Notice Breakdown:

<b>NCOA CONFIRMATION NOTICE TYPE</b>	<b>ESTIMATED TOTAL COUNTY WILL RECEIVE FROM STATE ELECTIONS</b>	<b>COUNTY COST TO MAIL NCOA CONFIRMATION NOTICES COUNTY</b>
Out of County	6,695	\$3,280.55
Within County	4,912	\$2,406.88
<b>TOTAL</b>	<b>11,607</b>	<b>\$5,687.43</b>

**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, 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>
April 13, 2019	Easter Eggstravaganza	Carl Rhodenizer Recreation Center	Chair - <u>1</u> , 2, 3 & 4
April 13, 2019	Save Our Block	Mundy's Mill Middle School	Chair - 1, 2, <u>3</u> & 4
April 18, 2019	Deputy Registrar – HS Voter Registration Month	Professional Learning Center	Chair - 1, 2, 3 & <u>4</u>
May 1, 2019	College and Career Fair	The Perry Learning Center	Chair - 1, 2, 3 & <u>4</u>
May 1, 2019	Law Day	Harold Justice Center	Chair - 1, 2, 3 & <u>4</u>

**HIGH SCHOOL VOTER REGISTRATION MONTH:**

Reminder, April was High School Voter Registration Month across the State of Georgia. The Clayton County Public Schools' Deputy Registrars have not submitted voter registration applications at this time. There will be an update at the next Board Meeting.

**DEPUTY REGISTRAR ACTIVITIES:**

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drive(s)</b>
4	1	0

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.

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

- Preparations on Policy Implementation on House Bill 316
- Precinct Audits/ADA Surveys of Polling Locations
- Preparing for 2019/2020 Election Events
- Plan Voter Education/Outreach Events
- List Maintenance – Confirmation Notices
- Partial Elections Office Move Due to Renovations to Elections/IT Data Center