



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for May 2018

DATE: June 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 May 2018 and activities since the last board meeting. The priorities were centered on, Logic & Accuracy testing, training, 2018 election day activities and post elections task for the May General Primary Election and pre-preparations tasks for the July Primary General Runoff election.

ELECTIONS

BUDGET FY 2019:

The Clayton County Board of Commissioners approved the county's budget for Fiscal Year 2019 at the June 5, 2018 Regular Business Meeting.

PERSONNEL STAFFING:

1 Full Time and 3 Part Time positions are vacant.

The Office of Youth Services has collaborated 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.

STAFFING DEVELOPMENT AND TRAINING:

Staff Training:

Deadline driven task from the redistribution of daily operations continue to receive priority training which included Staff Training on the upcoming May Primary, Advance Voting Training of Temporary/Seasonal Staff as well as Georgia Election Official Certification training for newly hired Full Time Staff.

2018 LEGISLATIVE BILLS - PROPOSED REDISTRICTING MUNICIPALITIES:

A proposed districting of the following cities within Clayton County were vetoed by the Governor May 8, 2018: Morrow, Jonesboro, Lovejoy and Lake City, may be forthcoming. The following are the bill numbers for the legislation: House Bill 507 (Jonesboro), House Bill 508 (Morrow), House Bill 549 (Lovejoy), House Bill 550 (Lake City).

LOGIC & ACCURACY TESTING – 2018 JULY GENERAL PRIMARY RUNOFF ELECTION:

The Logic and Accuracy Testing on the Touch Screen and Optical Scan Voting Equipment to be used in the July 24, 2018 General Primary Runoff Election commenced June 8, 2018 at the Clayton County Elections Center, 7946 North McDonough Street, Jonesboro, GA 30236 and shall continue until completion. It was advertised in the legal organ on June 6, 2018.

POLL WORKER TRAINING – 2018 JULY GENERAL PRIMARY RUNOFF ELECTION:

Poll worker training is not required for a Runoff but there will be a training for Poll Managers and Assistant Managers in July. More information will be provided at a future board meeting.

MO3 NOTICES OF POLLING PLACE NAME AND ADDRESS CHANGE – 2018 MAY PRIMARY:

Post Special Called Board Meeting, the Elections and Registration Staff mailed, 4,400 notices to voters impacted by the change. The notice informed voters that although the polling place name and address changed it is the same location. Precinct cards have been requested to the Secretary of State Elections Division.

The Secretary of State delivered the precinct cards, May 22, 2018 and were mailed upon review.

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.

Planning Zoning and Sustainability has been temporarily located outside of of the Ceremonial Courthouse until the end of Advance Voting for the election cycles. There are three Staff that occupy office space during normal business hours.

Further, the bunker has added additional power, lighting and plan to supply temporary plumbing in order to accommodate the Elections & Registration Department in order to help facilitate the transition during the demolition as we prepare for Logic & Accuracy Testing.

2018 NOVEMBER GENERAL – CITY OF JONESBORO INTERGOVERNMENTAL AGREEMENT:

The City of Jonesboro has expressed interest in using voting equipment to conduct a Special Election in November. Should the City of Jonesboro pursue a Special Election they will submit an Intergovernmental Agreement to utilize the voting equipment to be considered at a future Board Meeting.

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. The review of the petitions have been

completed.

REGISTRATION

VOTER REGISTRATION:

As of June 1, there are 178,741 (159,088 Active; 17,653 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 May Hearing: 0

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 Director. Dozier.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District Coverage
May 9, 2018	Clayton County Job Fair	Eula Perry Learning Center	Chair - 1, 2, 3 & 4
June 8, 2018	Elections Office Tour – Clayton County Office of Youth Services	Elections Office	Chair - 1, 2, 3 & 4
June 9, 2018	Show on the Road	Southlake Mall	Chair - 1, 2, 3 & 4

VOTER EDUCATION HIGHLIGHT – ELECTIONS TOUR OFFICE OF YOUTH SERVICES:

The Clayton County Office of Youth Services were provided a day of voter education with the Elections & Registration Staff. The event included Deputy Registrar training, a tour of the office, the Youth learned how to identify their Elected Officials, absentee balloting and how to use the voting equipment. Additionally the Youth created videos for our social media campaign to advertise voter registration and elections services.

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 Drive(s)
18	3	0

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