



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for November 2017

DATE: December 7, 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 November 2017 and activities since the last board meeting.

The priorities were centered on 2017 Municipal General Election for the City of Morrow and Riverdale and Special Election for House District 60, further election preparations for the Special Runoff Election in House District 60.

ELECTIONS

PERSONNEL STAFFING:

2 Full Time and 2 Part Time positions are vacant.

PERSONNEL STAFFING CHALLENGES:

The department continues to face personnel challenges. Ms. Dozier commends the Elections Team for their hard work and dedication for the 2017 November General Post-Election activities and House District 60 Special Runoff Election tasks.

STAFFING DEVELOPMENT AND TRAINING:

Staff Training:

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

2017 HOUSE DISTRICT 60 SPECIAL RUNOFF ELECTION(S):

2017 RUNOFF ELECTION(S):

The Elections and Registration Office conducted a Runoff in House District 60 Special Election December 5, 2017.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

The Elections Department will complete the moving of elections materials after the Special Runoff Election in House District 60 to be held December 5, 2017.

REGISTRATION

VOTER REGISTRATION:

As of December 1, there are 169,252 (149,141 Active; 20,111 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: 51

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 December 1, 2017 45% have been returned mail.

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.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District
November 30, 2017	Speaking Engagement Clayton County Republican Women's Club	Piccadilly – HWY 138 Stockbridge	N/A

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)
0	0	1

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Process Voter Registration Application Backlog from Post October 2017 VR Deadline
- Move Elections Materials to Prepare for 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