



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for April 2016

DATE: May 12, 2016

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 2016. The priorities were centered on the preparation and the conduct of early and election day polling for the May General Primary as well as the preliminaries of training, absentee bulk mailing of UOCAVA ballots, processing voter registration applications, and updating antiquated manuals/procedures.

ELECTIONS

PERSONNEL STAFFING:

We have two part-time vacancies. One vacancy and a recent resignation. Ms. Lucille Pettaway, Elections & Registration Officer has announced her retirement. Her last day will be May 13, 2016.

STAFFING DEVELOPMENT AND TRAINING:

All staff members have attended Poll Worker training for the May General Primary Election. This was the first time any staff member has been officially trained on poll worker procedures. Poll Worker manuals have been revised to reflect updated Election Day procedures. The last revision was made in 2011. Deputy Registrar Training Manual has been revised to reflect updates. The last revision was made in 2011. Advance Voting Training Manual has been revised to reflect updates. The last revision was made in 2014.

MAY GENERAL PRIMARY UPDATES:

We received withdrawal notices from the SOS Elections Division for James Knox and Tammi Hayward. Votes cast for these individuals will not be counted. Notices have been placed among the sample ballots in the Early/Advance Voting locations as well as included in the absentee ballots by mail as required.

Additionally, there was an update in the District Attorney race due to no fault of our office. This update caused a significant impact to our operations. All Election Day preparation activities such as L & A Testing and the printing of all provisional ballots were redone. Those absentee voters impacted by the update have been sent a corrected ballot with another notice regarding the correction as well as issued a prepaid postage return envelope. All absentee ballots that have been cast shall be duplicated on the corrected ballot on Election Day beginning at 7:00 AM.

POLL WORKER/STAFF TRAINING:

Poll Worker Training has been completed.

EARLY/ADVANCE VOTING:

Early voting for the May General Primary Election commenced on May 2, 2016. The early voting locations and the associated days and hours of operations have been posted to the web, published and distributed.

2016 ELECTION CYCLE SPECIAL ELECTION:

We received an inquiry from the City of Jonesboro to conduct a special election in conjunction with the November General Election. A Contract Agreement and projected costs to conduct a Special Election has been submitted.

REGISTRATION

VOTER REGISTRATION:

As of May 1, there are 160,584 (117,699 active and 42,885 inactive) registered voters in Clayton County.

PILOT PROGRAM – EARLY/ADVANCE VOTING EASYVOTE:

For the May General Primary we are conducting a pilot program for Advance Voting. This application automates that completion of the absentee ballot application process during Early/Advance voting. This is in an effort to utilize technology to increase the efficiency in the Early/Advance voting process.

SUNDAY VOTING RECOMMENDATIONS FOR 2016:

Resolution 2016-78 was passed before the BOC authorizing Sunday Voting for May 15, 2016 for the General Primary Election and October 30, 2016 for the November General 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.G.C.A 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

Number scheduled for April Hearing 0

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted during the Month of April:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
32	2	12

HIGH SCHOOL VOTER REGISTRATION MONTH

Per the Official Code of Georgia 20-2-310(b), April is the month designated for an administration to warrant eligible students the opportunity to register to vote. Principals, Assistant Principals or their designee as provided by O.C.G.A 21-2-215(g) completed Deputy Registrar Training in April. The following schools were trained:

- Mundy's Mill HS
- Charles Drew HS
- Perry Learning Center (Open Campus)
- Elite Scholars Academy
- Forest Park HS
- Morrow HS
- Riverdale HS
- Lovejoy HS
- Jonesboro HS
- Mt. Zion HS
- North Clayton HS
- Stilwell School of the Arts

Ms. Regina Wallace, K-12 Coordinator of Social Studies for the Clayton County School System submitted 850 voter registration applications from Clayton County students after their voter registration drives.

VOTER EDUCATION AND OUTREACH EVENTS:

Date of Event	Organization	Type of Event
April 23, 2016	Clayton County Spring Fling	Voter Registration Drive and Information Session

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Conduct Early/Advance and Election Day voting activities for the 2016 General Primary Election
- Advance Voting Staff Training
- Review /Update procedures for Election Checklists and Check-in Instructions
- Review maintenance of access database for management of active poll worker applications
- Plan for and coordinate for the May General Primary Runoff Election
- Perform/Conduct performance counseling sessions
- Conduct Staff development training
- Review Staff Job Descriptions
- Process Voter Registration Backlog From November General Election
- 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