



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for August 2017

DATE: September 8, 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 August 2017 and activities since the last board meeting.

The priorities were centered on signature verification for the City of Jonesboro, NCOA confirmation notices processing, 2017 Municipal General Election planning, redistricting, training, processing voter registration applications, VRAG conference, scanning, voter education events, record retention activities and the changes in Advance Voting locations as well as renovations to the Elections Center.

ELECTIONS

PERSONNEL STAFFING:

1 Full Time and 2 Part Time positions are vacant.

Ms. Janée Morris, Registration & Elections Official has accepted a position with Youth Services as a Program Coordinator.

We will continue to work with Ms. Morris in her new role as she works with the Youth Commission, and the Secretary of State's Student Ambassador Program for Clayton County.

We will be collaborating with Mrs. Nicole Horne, Administrator for the Office of Youth Services on Voter Education Events and Elections activities.

PERSONNEL STAFFING CHALLENGES:

The department continues to face personnel challenges.

STAFFING DEVELOPMENT AND TRAINING:

Staff Training:

Deadline driven task from the redistribution of daily operations continue to receive priority training. Additionally, Staff were trained on petition verification, redistricting, NCOA processes and procedures as well as processes based on training received at the 2017 Voter Registrar Association of Georgia (VRAG) Conference.

ELECTIONS CONTINUED....

PILOT VOTING SYSTEM: CITY OF CONYERS, ROCKDALE COUNTY:

The Rockdale County Board of Registration and Elections serving as a Pilot to test the Election Systems & Software ExpressVote and DS200 during their 2017 City of Conyers Election to be held in November. On Tuesday, September 5, 2017 Ms. Dozier attended a press conference and public demonstration of the Express Voting System.

The ExpressVote utilizes touch-screen technology that produces a paper-based record for tabulation. Voters will tabulate their votes using the DS200 precinct-based scanner and tabulator equipped with the latest ES&S' patented technology.

Ms. Dozier will continue to observe the pilot and share feedback from the Rockdale County Supervisor of Elections, Mrs. Cynthia Welch. Ms. Dozier is working with the ES&E representative to conduct a community event in Clayton County to demonstrate ExpressVote.

Plans for the event will be shared with the community upon scheduled date. For pre-planning purposes, it is anticipated that the State of Georgia may have new voting equipment in the near future therefore the Elections Department must start financially planning.

There is not set or schedule planned date for new equipment. Ms. Dozier has been having discussions with Central Services about pre-planning activities.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

Ms. Dozier was informed on August 2, 2017 that there are plans to renovate the Elections Center to accommodate a Police Training facility and house the Information Technology Data Center. Currently pre-planning activity for space accommodations are being reviewed to make the building functional to support the three departments.

Renovations dates have yet to be determined. Ms. Dozier's priority is to ensure the security, protection of the voting equipment as well as the being able to perform the election duties in an environment that is functional for the office during this transition.

ELECTIONS CONT....

REPURPOSE OF CEREMONIAL COUNTYHOUSE/ADVANCE VOTING LOCATION:

The Planning & Zoning Department has repurposed the Ceremonial Courthouse as temporary office space for the newly established department. This space was anticipated to be used to perform Advance Voting activities for the upcoming 2017 Municipal General Elections and for the 2018 Elections Cycle.

A meeting has been scheduled with the COO in the next reporting period to discuss planning activities. A tentative plan of action for 2017/2018 location of Advance Voting is below:

Elections	Election Date	AV Begins	AV Ends	Location
General Election/Special	November 7, 2017	October 16, 2017	November 3, 2017	Elections Office
General /Special Election Runoff	December 5, 2017	As soon as Ballot is Ready	December 1, 2017	Elections Office
Special Election	March 20, 2018*	February 26, 2018	March 17, 2018	Elections Office
Special Election Runoff Date	April 17, 2018*	As soon as Ballot is Ready	April 13, 2018*	Elections Office
General Primary, Nonpartisan and Special	May 22, 2018	April 30, 2018*	May 18, 2018*	Ceremonial Courthouse
General Primary, Nonpartisan and Special Runoff	July 24, 2018*	As soon as Ballot is Ready	July 20, 2018*	Ceremonial Courthouse
General Election/Special	November 6, 2018	October 15, 2018	November 2, 2018	Ceremonial Courthouse
General Election/Special Election Runoff	December 4, 2018*	As soon as Ballot is Ready	November 30, 2018	Ceremonial Courthouse
General Election Runoff Federal Races	January 8, 2019*	As soon as Ballot is Ready	January 4, 2019	Ceremonial Courthouse

*These dates reflect the scheduled elections dates for the State of Georgia. Clayton County may not have a scheduled election on the above dates. Subject to change.

REGISTRATION

VOTER REGISTRATION:

As of September 1, there are 166,975 (148,995 Active; 17,980 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 September Hearing: 11

Voter Registration Challenge:

Ms. Dozier will present a challenge from Mrs. Shirley Simpson verses Ms. Quatisha Yuntrice Wright regarding a voter registration challenge to the Board at the Board Meeting. A copy of the challenge will be provided in this packet. Notifications have been sent to all parties involved.

Chris Harvey, Elections Director for the Secretary of State Elections Division provided an Elections Bulletin of NVRA and Change of Residency Challenges for your review and usage. This is also included in your packet.

VOTER PARTICIPATION CENTER (VPC) VOTER REGISTRATION APPLICATIONS:

The Voter Participation Center (VPC) has started sending partially pre-filled voter registration applications to people in Georgia. The estimated Count of VPC forms from the Voter Registration Program for Clayton County is **29,912**.

This form was not mailed from the Secretary of State nor the Clayton County Board of Elections & Registration Office. The Voter Participation Center is not affiliated with the Georgia Secretary of State's Office, and is a voting advocacy group whose stated goal is to help register voters.

It is understood that the VPC compares current voter lists with other source material to try to identify unregistered people, and then they send those people a voter registration application that is partially pre-completed with name and address.

Failing to return this form does not mean that a voter will be removed from the list of voters. If voters are concerned about their use of their voter information or registration status, they can verify their voting record with our office or the "My Voter Page" (MVP).

If voters would like to know more about how their information was obtained and why they were contacted, or concerned about inaccurate information, they should contact the Voter Participation Center directly.

REGISTRATION CONTINUED....

Voters may contact The Voter Participation Center below:

<p style="text-align: center;">The Voter Participation Center</p> <p style="text-align: center;">Phone: 202-659-9570 Fax: 202-659-9585</p> <p style="text-align: center;">Email: info@voterparticipation.org Website: www.voterparticipation.org</p>
--

NATIONAL CHANGE OF ADDRESS (NCOA) CONFIRMATION NOTICIES:

In accordance with O.C.G.A. § 21-2-233 the NCOA notices were provided to the county and mailed. The Board of Elections mailed 10,751 NCOA Confirmation notices at an estimated cost of \$5,267.99 to those impacted. NCOA confirmation notices are mailed to electors whose addresses have changed with the United States Postal Service but does not match the elector's address in Voter Registration.

The Office of the Secretary of State has implemented changes that impact the NCOA process and a portion of the voter registration records that were sent NCOA notices.

Voters whose United States Postal Service NCOA information indicated that they changed addresses within the same county have been set to "Active" status, including those records that had their status initially changed to "Inactive" by virtue of your office receiving the NCOA notice back as undeliverable and processing the returned mail.

However, if these voters responded to the NCOA notice with updated information such as address updates, name changes, transfers, etc., then all of those changes entered will remain. Voters whose USPS NCOA information indicated that they moved to a different county or state and were sent a confirmation notice have not been affected by these changes.

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.

The Board of Elections gave Ms. Dozier a directive to send a notification and new voter registration application to each of those impacted by the NOACT2GE Process.

Ms. Dozier is working on this and will provide an update at a future meeting. This will be at an estimated cost of \$8,000.00 to send out these notices.

REGISTRATION CONT...

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.

SOCIAL MEDIA:

The Department has launched its official Facebook page as a way to provide Voter Education and give updates on departmental activities using Social Media. The Department's Facebook Page is @ClaytonVotes031. Additionally, we constantly working with CCTV and other county resources to help the Department reach out to the community using their social media outlets.

2017 VOTER REGISTRAR'S ASSOCIATION OF GEORGIA (VRAG):

Ms. Dozier and Mr. Carter attended the 48th Annual Conference in Augusta, GA. Ms. Dozier served on the Community Involvement Panel and presented on National Voter Registration Day at the conference. Further, Ms. Dozier was presented with a merit certificate from the University of Georgia Carl Vinson Institute of Government for attending 10 Years of Annual Conference Meetings with VRAG.

Ms. Dozier will provide the Board with the Legislation Update, as well as Membership paraphernalia from the Conference at the Board Meeting.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District
August 22, 2017	Delta Sigma Theta Atlanta Suburban Alumnae Chapter & Delta Sigma Theta East Point Chapter, Deputy Registrar Training	Clayton County Elections Center	
September 7, 2017	Clayton County Minister's Conference Meeting	Clayton County Community Services Authority Building	2

REGISTRATION CONT...

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 Drives
5	1	0

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Train Staff on redistributed duties to cover the reduction in Staff.
- Implement newly approved legislation
- Seek Opportunism to Conduct Voter Education/Outreach
- 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, Complaints and Investigation as Needed