



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for January 2018

DATE: February 9, 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 January 2018 and activities since the last board meeting. The priorities were centered on, testing, software updates, training, 2018 election pre-preparations, moving of elections materials for the renovation of the Election/IT Data Center, archiving elections materials, processing voter registration applications, scanning/indexing and updating those NCOA voters impacted by the directive from the Secretary of State Elections Division.

ELECTIONS

PERSONNEL STAFFING:

1 Full Time and 2 Part Time positions are vacant. Ms. Brianna Garrett was hired as the new Administrative Assistant with a start date of February 5, 2018.

During the month of December, Ms. Dozier submitted an application to the Georgia County Internship Program (Civic Affairs Foundation an ACCG initiative) for an Intern during the 2018 summer session through the Office of Youth Services. The ACCG has not made their final decisions as of this date.

The Office of Youth Services has partnered 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.

2018 Georgia Election Official (GEOA) and Voter Registrars Association (VRAG) Combined Conference:

The 2018 GEOA/VRAG combined conference will be held Sunday March 25, 2018 – Wednesday, March 28, 2018. Hotel reservation blocks will open January 12, 2018. Please let Ms. Dozier know at the January Board Meeting if you plan to attend. Documents must be submitted to Finance for processing 45 days prior to travel. Ms. Carter will be presenting at the conference on voter registration. The Elections Department needs the hotel information for Board Member Pullar and all travel preparations can be finalized. The travel documents will be presented to the Board Members who plan to attend (pending receiving all documents) to sign at the Board meeting.

2018 ELECTION CYCLE ADVANCE VOTING DATES/TIME:

Ms. Dozier plans to submit a Resolution to the Board of Commissioners in March to set the Advance Voting dates and time for the 2018 Election Cycle pending the Board of Elections approved recommendation.

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. The agreement between the GSWCC and the Board of Elections will be presented at the Board Meeting for approval and signature.

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. Ms. Dozier met with the COO regarding the renovations and moving of departments for the purpose of conducting Advance Voting as scheduled in the Ceremonial Courthouse in the building located on the second floor. Ms. Dozier will provide a status update on all renovations at a future meeting.

REGISTRATION

VOTER REGISTRATION:

As of February 1, there are 173,804 (154,647 Active; 19,157 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 October Hearing: 66

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 February 1, 2018 67% have been returned mail.

NO CHANGE OF ADDRESS (NCOA) CONFIRMATIONS: NCOA CHANGES FOR WITHIN-COUNTY MOVES

Due to a recent court case, the Secretary of State Elections has decided to make changes to the list maintenance processes with regard to change-of-address information received from the U.S. Postal Service's National Change of Address database (NCOA) for voters that moved within the county. These changes are consistent with the process laid out in O.C.G.A. § 21-2-233(b) for voters that move within their county.

The Secretary of State Elections will be working to improve the NCOA process so that by 2019, there will be an easier way to process NCOA information received regarding voters moving within the county. In the meantime, the Secretary of State Elections has directed counties to update certain addresses of "within-county" movers from the 2017 NCOA list maintenance process. Clayton County Board of Elections has 860 records to update. This task has to be completed by February 20, 2018.

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 Coverage
January 23, 2018	Speaking Engagement – Leadership Clayton	Clayton County Board of Commissioners Board Meeting Room	Chair - 1, 2, 3 & 4
January 27, 2018	Clayton County Youth Teen Summit: Voter Registration Drive, Voting Machine Demonstration, Student Poll Worker Recruitment	Morrow Event Center	Chair -1, 2, 3 & 4

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.

The Board of Elections and Voter Registration office has been working with Ms. Regina Wallace Social Studies Coordinator for the Clayton County Public School on planning the 2018 Deputy Registrar Training for the Educators. Information on the training will be reported in a future report.

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drive(s)
1	0	1

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