



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for July 2017

DATE: August 4, 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 July 2017 and activities since the last board meeting. The priorities were centered on NCOA confirmation notices processing, 2017 Municipal General Election planning, redistricting, training, processing voter registration applications, VRAG conference planning, scanning, voter education events and record retention activities.

ELECTIONS

PERSONNEL STAFFING:

2 Part Time positions are vacant.

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 all Microsoft Applications, petition verification, redistricting, NCOA processes and procedures as well as processes based on training received at the Georgia Elections Officials Association Conference.

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. Additionally during the discussions, options are possibly available for Elections to have the Archives building or the Information Technology building in 2019 to house the Elections Center. Renovations dates have yet to be determined. Ms. Dozier will further discuss plans with the Board at the upcoming meeting.

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. Currently, Ms. Dozier is working with the COO for a resolve.

2017 MUNICIPAL ELECTIONS:

First Annual Municipal Roundtable Discussion:

The County Elections office has established an annual meeting with the municipalities of Clayton County. Ms. Dozier invited all of the Municipal Clerks, City Managers and City Election Superintendents to the 1st Annual Municipal Roundtable held August 3, 2017. The purpose of the discussion is to provide updates on elections, voter registration, provide the Municipalities information on county services as well as relationship building.

CITY OF JONESBORO:

Voting Equipment Usage IGA:

The City of Jonesboro has submitted an Intergovernmental Agreement to use the county's voting equipment for their upcoming 2017 Municipal Election. The Board of Commissioner has approved the IGA at the August 1, 2017 Regular Business Meeting.

Petition Verification:

The City of Jonesboro submitted a petition to the Board of Elections & Registration Staff on August 3, 2017. There are 228 pages for Staff to review with an estimated 1,210 petition signers to research and verify. The anticipated completion date is August 17, 2017. The Staff may operate in an overtime capacity to complete this task in preparation of the City of Jonesboro's upcoming Municipal Election.

CITY OF MORROW:

2017 Municipal Election:

The City of Morrow has submitted an Intergovernmental Agreement and contract for the Board of Elections to conduct their 2017 Municipal General Election. The Board of Commissioner has approved the IGA at the August 1, 2017 Regular Business Meeting.

CITY OF RIVERDALE:

2017 Municipal Election:

The Elections & Registration office will be conducting the City of Riverdale's Municipal Elections held November 7, 2017. The County has a contract with the City of Riverdale to conduct their elections, which expires December 31, 2017. Therefore, no further approvals are needed.

Redistricting:

City of Riverdale's redistricting is underway. Each voter impacted will receive a new precinct card with the updates. There is no board action needed for the changes.

REGISTRATION

VOTER REGISTRATION:

As of August 1, there are 165,424 (149,821 Active; 15,603 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 August Hearing: 57

NATIONAL CHANGE OF ADDRESS (NCOA) CONFIRMATION NOTICES:

In accordance with O.C.G.A. § 21-2-233 the NCOA notices were provided to the county to mail. 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 Elections Office will process the confirmation notices as received. Per O.C.G.A. § 21-2-235 if a voter fails to return the confirmation notice within the 40 day clock frame, they will automatically move to "Inactive Status."

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.

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.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District
July 17, 2017	City of Forest Park Work Session – Speaking Engagement	City of Forest Park City Hall	2
July 20, 2017	City of Forest Park Neighborhood Watch Meeting	City of Forest Park Police Department Courtroom	2
July 21, 2017	Speaking Engagement - TRIAD Group	City of Forest Park Senior Center	2
July 22, 2017	Clayton County Show on the Road	Southlake Mall, Morrow	4
July 22, 2017	Hager Day - Community	134 Hager Drive, Riverdale	4
July 30, 2017	Commissioner Gail Hambrick's Back to School Bash	Flat Shoals Park, Riverdale	2
August 4, 2017	State Representative Valencia Stovall HD 74 - Clayton County Back to School Block Party	Forest Park Middle School, Forest Park	2
August 5, 2017	Clayton County Public Schools Back to School Bash	Southern Crescent Stadium, Riverdale	2
August 5, 2017	City of Forest Park – Back to School Giveaway	Starr Park , Forest Park	2

DEPUTY REGISTRAR ACTIVITIES:

None during this time period. Scheduled events will be provided in next month's report. 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.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Conduct Redistricting activities for the City of Riverdale
- 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
- Attend VRAG Conference
- Respond to Open Records Request, Complaints and Investigation as Needed