



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for April 2017

DATE: May 5, 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 April 2017 and activities since the last board meeting. The priorities were centered on performance evaluations, training, tracking legislation, processing voter registration applications, scanning, voter education event planning, community 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:

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

2017 MUNICIPAL ELECTIONS:

The Elections & Registration office will be conducting the City of Riverdale's Municipal Elections held November 7, 2017. The City of Morrow has expressed interest in the office conducting their elections as well. The office will be meeting with the cities in May to discuss the upcoming elections.

REGISTRATION

VOTER REGISTRATION:

As of May 1, there are 177,740 (147,501 Active; 30,239 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 April Hearing: 27

NATIONAL CHANGE OF ADDRESS (NCOA) CONFIRMATION NOTICIES:

The NCOA notices have been delayed pending the Federal Election. The SOS Elections office will provide the counties with an update. An update will be provided upon notification.

REDISTRICTING CITY OF RIVERDALE:

The Elections & Registration office will be conducting redistricting for the City of Riverdale. Impact: Upon the Board's approval, the changes will be made in ENET and each voter impacted will receive a new precinct card with the updates. The department will start training and preparing the changes this summer. Implementation will be for the upcoming November General Elections held November 7, 2017. The office may have to operate in an overtime capacity to complete the work. Future updates will follow.

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
12	2	0

VOTER EDUCATION/OUTREACH EVENTS & DEPUTY REGISTRAR ACTIVITIES:

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.

Date of Event	Event	Location	Commission District
April 17, 2017	Clayton County DOCS Resource Fair	Georgia Department of Community Supervision	4
April 19, 2017	Clayton County Child Abuse Awareness Resource Fair	Clayton County Juvenile Court	3
April 27, 2017	Deputy Registrar Training – Clayton County Public School Educators	Clayton County Public Schools Professional Learning Center	4
April 29, 2016	The Millennial Experience: not You Average Town Hall Meeting	Clayton State University	1
May 3, 2017	Law Day 2017	Harold Banke Justice Center	3
May 4, 2017	National Day of Prayer Breakfast, Clayton County Minister's Conference	Clayton State University	1
May 5 – 6, 2017	A Taste of Clayton Festival	South Clayton Recreation Center	3

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Conduct Redistricting activities for the City of Riverdale
- Train New Part Time, Full Time Staff as well as train Veteran 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 GEOA & VRAG Conferences
- Respond to Open Records Request as Requested
- Respond to Investigations as Requested
- Investigate Election Complaints as Submitted