



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for May 2017

DATE: June 9, 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 May 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, attending the state conference, 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:

Georgia Elections Official Conference:

Ms. Dozier and Mr. Carter attended the 32nd Annual Conference in Savannah, GA. Ms. Dozier will provide the Board with the Legislation Update, New Board Member Packets, and new codebooks as well as Membership paraphernalia from the Conference at the Board Meeting.

Staff Training:

Deadline driven task from the redistribution of daily operations continue to receive priority training. Additionally, Staff are being trained on all Microsoft Applications, Risk Management, Team Building, new task assigned, redistricting, and procedures as well as processes based on training received at the Georgia Elections Officials Association Conference.

Election Center: Threat Notification Channel Development Committee:

Ms. Dozier serves on a sub-committee which seeks to provide information to the Election Center's Security Task Force Committee. This committee consist of Election Center Members (Election Officials and Vendors) from all over the nation. The committee is creating a Topics Based Library for the Election Center. Currently, the committee is planning an elections threat notification library, which will serve the Election Center as an immediate information resource for current threats if any, to election officials.

2017 MUNICIPAL ELECTIONS:

City of Jonesboro:

The Intergovernmental Agreement for the City of Jonesboro to use the county's voting equipment for their upcoming 2017 Municipal Election has been submitted to Mr. Ricky Clark, City Clerk for the City of Jonesboro

City of Morrow:

The City of Morrow has expressed interest in the office conducting their elections as well. Ms. Dozier and Mr. Carter met with the cities in May to discuss. This will be presented to the Board at the next Board Meeting.

City of Riverdale:

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. The Projected Cost has been submitted to the City of Riverdale.

REGISTRATION

VOTER REGISTRATION:

As of June 1, there are 178,086 (148,197 Active; 29,889 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 June Hearing: 52

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. Additionally, Ms. Dozier and Ms. Sylvia Vaughn, City Clerk of the City of Riverdale are planning Voter Education activities to inform the voters of the changes. Proposals for the redistricting changes will be provided to the Board for approval at a future meeting.

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
May 15, 2017	Clayton County DOCS Resource Fair	Georgia Department of Community Supervision	4
May 19, 2017	Clayton County Senior Services – MayFest 2017	Clayton County International Beach	4
May 20, 2017	Clayton County Health Awareness Fair & Festival	Carl Rhodenizer Recreation Center –	1

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
0	0	Clayton County Educators

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