



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for February 2017

DATE: March 10, 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 February 2017 and activities since the last board meeting. The priorities were centered on performance evaluations, training, 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.

REGISTRATION

VOTER REGISTRATION:

As of March 1, there are 176,265 (145,246 Active; 31,019 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 February Hearing: 61

PROPOSED REDISTRICTING MUNICIPALITIES:

A proposed districting of the following cities within Clayton County: Morrow, Jonesboro, Lovejoy and Lake City, may be forthcoming. Information regarding the proposed legislation is still preliminary at this time. Future updates will follow. If approved the office will have to preform redistricting activities in the voter registration system to make the changes. 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. Pending the implementation deadline of the redistricting, the office may have to operate in an overtime capacity to complete the work.

DEPUTY REGISTRAR ACTIVITIES:

There were no Deputy Registrar Activities for the month of February. Preparations are being made for the upcoming High School Voter Registration Month.

VOTER EDUCATION AND OUTREACH EVENTS:

Date of Event	Event
2/14/17	Click Clayton App Meeting
3/2/17	Minister's Meeting – Prayer Breakfast
3/2/17	State of Clayton County Address

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Deputy Registrar Training for High school Voter Registration Month Teachers/Colleges
- Train New Part Time, Full Time Staff as well as train Veteran Staff on redistributed duties to cover the reduction in Staff.
- Track Election/Voter Registration Related Bills
- 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