



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for September 2016

DATE: October 17, 2016

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 September 2016 and activities since the last board meeting. The priorities were centered on processing voter registration applications, implementing technological enhancements, November General & Special Election preparations, training and voter education events.

ELECTIONS

PERSONNEL STAFFING:

1 Part Time Position is 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. Staff have been trained on the November General Election and will attend Poll Worker Training in the upcoming month.

2016 NOVEMBER GENERAL AND SPECIAL ELECTION UPDATES:

ABSENTEE BALLOT BY MAIL VOTING:

The mailing of Absentee Ballots commenced on September 20, 2016. We will continue to mail absentee ballots until the deadline to submit a request on November 4, 2016.

POLL WORKER/STAFF TRAINING:

Poll Worker training has been scheduled from October 8, 2016 through October 22, 2016.

IT COORDINATION:

The Elections & Registration office has created an IT Coordination Team that meets to coordinate for the upcoming and future elections. The purpose of establishment is to ensure that IT and the Elections & Registration office work together to plan relative elections and voter registration in a structured manner. The first meeting was held during the month of September.

EARLY/ADVANCE VOTING:

Early voting for the General Election will commence on October 17, 2016. The early voting location and the associated days and hours of operations have been posted to the web and published. Easy Vote will be implemented in all Advance In Person sites for the November General to enhance our voter's voting experience.

EARLY/ADVANCE VOTING TRAINING:

Training was conducted in October for the Early/Advance voting staff October 12, 2016 through October 14, 2016.

L & A TESTING OF VOTING EQUIPMENT:

Scheduled to commence in October and shall continue until completed.

SPECIAL ELECTION(S):

We will be conducting a Special Election for the City of Jonesboro in conjunction with the November General Election. The Special Election is set to fill the Jonesboro City Council At-Large seat formerly filled by Councilman Wallace Norrington.

We will be conducting a Special Election for the City of College Park to conduct a special election in conjunction with the November General Election for a referendum.

By conducting the special elections for the City of Jonesboro & the City of College Park, the impacted voters will be able to vote at one polling location (their county polling location only) on Election Day for the November General instead of visiting two polling locations on Election Day. Impacted Voters were mailed a special notice as well as an updated precinct card included in the notification.

2017 ELECTIONS:

There have been discussions with the City of Riverdale and the City of Forest Park for 2017 elections.

REGISTRATION

VOTER REGISTRATION:

As of October 1, there are 169,613 registered voters in Clayton County. The deadline for the November General is October 11, 2016.

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.G.C.A. 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

RECALL PETITION:

A recall petition application was issued as requested to circulate for Commissioner Edmondson. The chairperson on the recall petition has fifteen (15) days after issuance to return to verify the signers. The petition application did not meet the deadline.

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted during the Month of September and since the last Board Meeting:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
49	3	3

VOTER EDUCATION AND OUTREACH EVENTS:

Date of Event	Event
9/1/2016	Deputy Registrar Training for Clayton County Public School Educators
9/27/2016	National Voter Registration Day – Voter Registration Drive in conjunction with Clayton State University
9/30/2016	Voter Education Partnership with ClayCoHOA Unity 4 Change
10/04/2016	Voter Education Presentation to Clayton County Board of Commissioners
10/4/2016	Deputy Registrar Training ClayCoHOA Unity 4 Change
10/6/2016	Voter Registration Drive Villages of Lake Ridge Community
10/06/2016	Voter Education Segment The Phil Williams Talk Radio Show, Riverdale, GA
10/7/2016	NAACP Voter Registration Drive: Lee Street Park Amphitheatre (Cancelled on site due to weather)
10/08/16	Voter Education Speaking Engagement and Drive to the Delta Academy East Point/College Park Alumnae Chapter, North Clayton Middle School
10/12/16	Advance Voting Staff
10/14/16	Voter Education Event City of Forest Park – Health Fair

We are scheduled for voter education events for the months leading up to the election.

TECHNOLOGY ENHANCEMENTS:

Website: Elections & Registration Short link: www.claytonelections.com

Impact: Clayton County Residents have direct access to the Elections & Registration website for county information.

Website Updates: We are constantly working on updating the office website.

Impact: Clayton County Residents have a more user friendly website.

Click Clayton App: The DoIT department has added a function for the Elections & Registration office. DoIT Department is working on additional enhancements as the application develops in production. This is available for download on all smart phones.

Impact: Clayton County Residents can download this app, click on "Vote My Precinct," enter their address to review their elected officials information, sample ballots as well as other election and precinct information.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Prepare for November General Election
- Train New Part Time, Full Time Staff as well as train Veteran Staff on redistributed duties to cover the reduction in Staff.
- 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
- Inspect Election Day Polling Locations
- Staff Training/Course Sessions
- Conduct Voter Education Events
- Respond to Open Records Request as Requested
- Respond to Investigations as Requested
- Investigate Election Complaints as Submitted