



## INTER-OFFICE MEMORANDUM

**TO:** Clayton County Board of Elections and Registration

**FROM:** Shauna Dozier, Elections Director

**RE:** Operations Report for August 2016

**DATE:** September 18, 2016

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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 August 2016. The priorities were centered on the for Post-Election activities for the General Democratic Primary and Non-Partisan Runoff Election, processing the voter registration backlog from the May Primary voter registration deadline, November General preparations, as well as training.

### 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.

Ms. Dozier graduated in August as CERA certified and was selected to be a speaker at the commencement exercises in Philadelphia, Pennsylvania. Additionally, Ms. Dozier attended Elections Management training with the Center for Elections in preparation for the November General Election.

**2016 JULY GENERAL PRIMARY RUNOFF ELECTION UPDATES:**

**POLL WORKER PAYROLL:**

Poll Worker pay for the Primary Runoff was distributed on August 5, 2016.

**2016 NOVEMBER GENERAL ELECTION UPDATES:**

**POLL WORKER/STAFF TRAINING:**

Poll Worker training will start in October.

**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 voting locations for the November General.

The Board passed a resolution to open three more advance voting locations for the entire 21 days to accommodate the voters with the expectation of a higher turnout for the November General. The recommended additional sites are Virginia Burton Gray Recreation Center, Carl Rhodenizer and South Clayton Recreation Center. The Board of Commissioners will take action on this resolution at the September 20, 2016 meeting. The additional cost is estimated at \$18,000.

**EARLY/ADVANCE VOTING TRAINING:**

Training will be conducted in October for the Early/Advance voting staff.

**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. Updated precinct cards have been requested and will be mailed pending receipt from the Secretary of State Elections Division.

**NOMINATION PETITION(S):**

Mr. Steven VanDyke submitted a nomination petition to our office to verify a petition signers for the County Commission District 2 as an Independent Candidate. Mr. VanDyke did not meet the valid petition signature requirements to become an independent candidate for County Commission District 2.

The Secretary of State submitted the following nomination petitions to our office to verify petition signers for Jill Stein, candidate for the President of the United States, Presidential Electors for the Constitutional Party and Rocky Roque De La Fuente, candidate for the President of the United States. Our office has completed petition verification.

**WRITE IN CANDIDATE(S):**

We have received one qualified write in candidate for the November General. Mr. Steven VanDyke has met the qualifications to be a certified write in candidate for County Commission District 2.

**REGISTRATION**

**VOTER REGISTRATION:**

As of September 1, there are 165,678 registered voters in Clayton County. Credit for voting for the Democratic Primary and Non-Partisan Runoff was issued. The deadline to eliminate the voter registration application backlog is September 9, 2016.

We received notification for the Secretary of State Elections Division that Clayton County will receive an estimated 31,000 voter registration applications to process from the Voter Participation Center (VPC). It was reported that The Voter Participation Center is a private group which has no affiliation with the Secretary of State's or the Clayton County Board of Elections & Registration office.

The Voter Participation Center uses a variety of sources of information to try to identify unregistered voters, and they sometimes get bad information, so registered voters might get letters indicating they might not be registered to vote, which generally displeases the voters.

We will handle these voter registration applications the same as any other paper voter registration application received by our office.

**DEPUTY REGISTRAR ACTIVITIES:**

**The following activities were conducted during the Month of August:**

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
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**VOTER EDUCATION AND OUTREACH EVENTS:**

<b>Date of Event</b>	<b>Event</b>
8/28/2016	Clayton County NAACP Annual Mass Meeting

We are scheduled for voter education events/opportunities for the upcoming months leading up to the November General Election. We are also working with Ms. Regina Wallace of the Clayton County Public Schools to assist with High School Voter Registration from September until the November General Voter Registration deadline. Additionally plans are in place to present at the October 4, 2016 Board of Commissioners Meeting. This information will be provided in future reports.

**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
- 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