



## INTER-OFFICE MEMORANDUM

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

**FROM:** Shauna Dozier, Elections Director

**RE:** Operations Report for May 2016

**DATE:** June 17, 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 May 2016. The priorities were centered on the preparation and the conduct of early and election day polling for the General Primary as well as the preliminaries of training, absentee bulk mailing of UOCAVA ballots, reviewing elections procedures for Early/Advance voting as well as conducting the May General Primary Election activities.

### ELECTIONS

#### **PERSONNEL STAFFING:**

We have two (2) part-time vacancies and (1) full time Elections & Registration Official Position expected to be filled by July 2016.

#### **PERSONNEL STAFFING CHALLENGES:**

There are grave concerns regarding the impact of the personnel challenges within the department. An assessment of those challenges shall be provided for discussion.

#### **STAFFING DEVELOPMENT AND TRAINING:**

Ms. Dozier attended two (2) certification courses at Auburn University during the Month of May. Departmental Staff Development and Election/Voter Registration training was limited this month due to personnel challenges. Deadline driven task from the redistribution of daily operations received priority training.

#### **2016 MAY GENERAL PRIMARY UPDATES:**

##### **EARLY/ADVANCE STAFF POLL WORKER DEBRIEFING:**

A post-May General Primary Election debriefing was scheduled for the month of June. An analysis of the survey as well as the discussion shall be provided in next month's report.

##### **POLL WORKER PAYROLL:**

Poll Worker pay for the May General has been scheduled to be distributed June 10, 2016.

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

##### **L & A TESTING OF VOTING EQUIPMENT:**

Scheduled to commence June 15, 2016 and shall continue until completed.

##### **SATURDAY VOTING – JULY 16, 2016:**

A resolution to conduct Saturday Voting for the July General Primary Runoff Election as approved by the BRE on May 27, 2016 will go before the Board of Commissioners on June 21, 2016. If approved we will conduct Saturday voting July 16, 2016 from 9:00 AM to 4:00 PM.

**CHECK IN CENTER PILOT:**

The Director's assessment of the primary election has yielded a bottleneck in the check in process on Election Night. As a result, a pilot of creating a second check in center at the Registration and Elections office will be explored on Election Night for the July Primary Runoff Election as a resolve to reduce the time for Poll Managers to check in and increase the turnaround time to upload election results. An assessment of the pilot will be reported in the August 2016 report.

**POLL WORKER/STAFF TRAINING:**

There is no requirement to conduct Poll Worker training for a runoff election, however the Managers & Assistant Managers meetings are scheduled for Election Day updates in July.

**EARLY/ADVANCE VOTING:**

Early voting for the July General Primary Election Runoff will commence on July 5, 2016. The early voting location and the associated days and hours of operations have been posted to the web and published. Upon the approval of Saturday Voting further updates will be completed.

**EARLY/ADVANCE VOTING TRAINING:**

Has been scheduled for the July General Primary Election.

**2016 NOVEMBER GENERAL ELECTION UPDATES:**

**SPECIAL ELECTION(S):**

We received an inquiry from the City of Jonesboro to conduct a special election in conjunction with the November General Election. An Intergovernmental Contract Agreement (IGA) and projected costs to conduct a Special Election has been submitted and approved by the City of Jonesboro. In order to meet all eligibility deadlines, the IGA will be presented to the Board of Elections and Board of Commissioners at the June 21, 2016 meetings.

We received an inquiry from the City of College Park to conduct a special election in conjunction with the November General Election for a referendum. An Intergovernmental Contract Agreement and projected costs to conduct a Special Election has been submitted and approved. In order to meet all eligibility deadlines, the IGA will be presented to the Board of Elections and Board of Commissioners after the City of College Park has approved the agreement.

**QUALIFYING PERIOD OF INDEPENDENT CANDIDATES:**

The qualifying period for independent candidates shall commence June 27, 2016 to July 1, 2016. Candidates will be required to submit a nomination petition in which the BRE office will need to verify as early as June 27, 2016. Staff will attend required training in preparation of verifying the time sensitive nomination petition(s) in the month of June.

**MUNICIPAL TEMPORARY POLL RELOCATIONS:**

The polling location for the City of Jonesboro and the City of College Park will temporarily change to accommodate the Special Elections to be held in November. The polling location change proposals have been prepared and will be presented to the BRE for the July meeting. The preponderance of the proposals represents the consolidation of the municipal and county location in order to establish one polling location for voters that are eligible to vote in the county and municipal elections.

## REGISTRATION

### **VOTER REGISTRATION:**

As of June 1, there are 160,661 registered voters in Clayton County.

### **PILOT PROGRAM – EARLY/ADVANCE VOTING EASYVOTE:**

For the May General Primary we conducted a pilot program for Advance Voting. This application automates that completion of the absentee ballot application process during Early/Advance voting. This is in an effort to utilize technology to increase the efficiency in the Early/Advance voting process. The plan is to fully implement EasyVote for all Early/Advance Voting locations moving forward.

### **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.

**Number scheduled for April Hearing    43**

### **DEPUTY REGISTRAR ACTIVITIES:**

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

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
50	2	0

The following number reflects the Early/Advance Voting Staff that have been trained as Deputy Registrars. It was identified that prior to the May General Primary Election, Early/Advance Voting Staff did not have the required Deputy Registrar training as a part of their Advance Voting training.

### **VOTER EDUCATION AND OUTREACH EVENTS:**

<b>Date of Event</b>	<b>Organization</b>	<b>Type of Event</b>
May 14, 2016	Clayton County Show on the Road – MusicFest	Voter Registration Drive and Information Session

**TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:**

- Conduct Early/Advance and Election Day voting activities for the 2016 General Primary Election Runoff
- Advance Voting Staff Training 2016 General Primary Election Runoff
- Review /Update procedures for Election Checklists and Check-in Instructions
- Review maintenance of access database for management of active poll worker applications
- Prepare and coordinate for the May General Primary Runoff Election
- Perform/Conduct performance counseling sessions
- Conduct Staff development training
- Review Staff Job Descriptions
- Process Voter Registration Backlog From November General Election
- 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
- Prepare Qualifying Documents
- Respond to Investigations as Requested
- Investigate May Primary Election Complaints as Submitted