



## INTER-OFFICE MEMORANDUM

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

**FROM:** Shauna Dozier, Elections Director

**RE:** Operations Report for June 2016

**DATE:** July 15, 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 June 2016. The priorities were centered on the preparation and the conduct of early and election day polling for the General Democratic Primary and Non-Partisan Runoff Election, qualifying of Independent Candidates for the November General Election as well as training.

### ELECTIONS

**PERSONNEL STAFFING:**

All vacancies have been filled.

**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.

**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 the August report.

**POLL WORKER PAYROLL:**

Poll Worker pay for the May General has been distributed on June 10, 2016.

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

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

Commenced 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 was approved by the Board of Commissioners on June 21, 2016. Saturday voting shall commence on July 16, 2016 from 9:00 AM to 4:00 PM at the Registration & Elections building on the Second Floor.

**NOTICE TO TABULATE EARLY:**

We will start the absentee by mail tabulation process at 2:00 PM on Election Day as advertised in the legal organ.

**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 commenced on July 5, 2016. The early voting location and the associated days and hours of operations have been posted to the web and published.

**EARLY/ADVANCE VOTING TRAINING:**

Training has been conducted for the Early/Advance voting staff.

**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 was submitted and approved by the City of Jonesboro. In order to meet all eligibility deadlines, the IGA was approved by the Board of Elections and Board of Commissioners at the June 21, 2016 meeting.

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 goes before the College Park City Council July 18, 2016 for approval. The approval was delayed due to a request from the City of College Park for Fulton County to conduct the entire election. However, the request was denied. In order to meet all eligibility deadlines, the IGA will be presented to the Board of Elections at the July 19<sup>th</sup> meeting and Board of Commissioners at the August 2<sup>nd</sup> meeting after the City of College Park has approved the agreement.

**QUALIFYING PERIOD OF INDEPENDENT CANDIDATES:**

The qualifying period for independent candidates commenced 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. A Special Projects Team of Staff attended required training in preparation of verifying the time sensitive nomination petition(s).

There is one candidate that qualified as an independent candidate for County Commission District 2: Steven VanDyke. A petition was submitted on July 12<sup>th</sup> for Staff to verify. Mr. VanDyke's candidacy is pending verifying the number of required valid signatures. Mr. VanDyke will need 5% of the total number of registered voters from the last election held for such office: 1,854. Should Mr. VanDyke receive the number of valid signers he will be placed on the ballot for the

November General Election as an independent candidate for County Commission District 2.

**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 for the City of Jonesboro shall be presented to the Board of Elections & Registration for the July 19<sup>th</sup> meeting. There are four (4) proposals. Upon approval the impacted voters shall be notified no later than 30 days prior to the election.

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.

The proposals for the temporary polling place changes for the City of College Park will be provided for the August meeting.

**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 is 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 July Hearing    0**

**DEPUTY REGISTRAR ACTIVITIES:**

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

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
11	2	0

**VOTER EDUCATION AND OUTREACH EVENTS:**

There were no voter education and outreach events for the month of June.

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

- Conduct Early/Advance and Election Day voting activities for the 2016 July General Democratic Primary & Non-Partisan Runoff
- Verify Petition(s)
- Train New Part Time, Full Time Staff as well as train Veteran Staff on redistributed duties to cover the reduction in Staff.
- 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 July General Democratic Primary & Non-Partisan Runoff Election
- Upon approval temporarily relocate municipal polling locations to county polling locations for the November General Election
- Perform/Conduct performance counseling sessions
- Conduct Staff development training
- Review Staff Job Descriptions
- Process Voter Registration Backlog From General Primary Election(s)
- 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 May Primary Election Complaints as Submitted