



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for February 2021

DATE: March 5, 2021

The following report represents a summary and recap of major operations and activities that we have completed or are ongoing within Elections and Registration for the month of February 2021 and activities since the last Board meeting.

The priorities were centered on Post-Election Day activities associated with the November General & Special Pre-Election Day activities associated with the Special Election Runoff for Congressional District 5, as well as the January 5, 2021 Special and General Runoff Elections, processing voter registration applications and the rearrangement of elections tasks due to the global pandemic COVID-19.

ELECTIONS

PERSONNEL STAFFING:

STAFFING PROFESSIONAL DEVELOPMENT AND TRAINING:

Deadline driven task from the redistribution of daily operations continue to receive priority training which included Staff Training.

The Elections and Registration Office would like to welcome Ms. Fayshawne Walker as the new Elections and Registration Administrative Aide. Ms. Walker's primary responsibilities include Open Record Request and Record Retention. Ms. Walker's official start date was February 20, 2021.

2021 GEORGIA ASSOCIATION OF VOTER REGISTRATION AND ELECTION OFFICIALS (GAVREO) CONFERENCE:

The 2021 GAVREO conference is still scheduled for August 29 – September 1, 2021 with restrictions on the number of attendees per county. Additionally, the link for the hotel will be released on March 16, 2021. The Department does not have a county issued credit card therefore; each person attending must continue to make their own reservations. Once reservations are made, we can submit to Finance for payment. We can discuss the restrictions and options for attendance at the Regular Scheduled Board meeting.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

We met with Director Hopkins on February 10, 2021 for a site visit to the Code Enforcement Building as a potential new location of the Elections Center. Updates will be provided at the next Regular Board Meeting.

2021 ELECTION DAY JUDGES:

Director Dozier provided the list of the 2021 Election Day Judges for the Election Year to the Board in February.

POLLING PLACE SURVEYS AND RESERVATIONS:

We are in the process of securing the reservations for the 2021 Polling Locations. If needed, we will provide recommendations to the Board for approval at upcoming Regular Scheduled Board meetings in preparation for future elections.

REGISTRATION

VOTER REGISTRATION:

As of March 1, 2021, there are 207,189 (197,893 Active; 9,296 Inactive) Voters.

FELON LIST

Number scheduled for March Hearing: None

VOTER EDUCATION/OUTREACH:

All in-person events have been adjusted for reduced contact due to the COVID-19 pandemic.

HIGHSCHOOL VOTER REGISTRATION MONTH – APRIL 2021:

High school Voter Registration Month is fast approaching in April. We will deputize Educators to assist in the month's events. Deputy Registrar classes will continue to be conducted via Zoom until further notice.

DEPUTY REGISTRAR ACTIVITIES:

All trainings associated with Deputy Registrar activities will be conducted via Zoom Meeting due to COVID-19. For future events, please submit request to Ms. Trivis Houston, at elections@claytoncountytga.gov.

VOTER EDUCATION/OUTREACH EVENTS/MEDIA COVERAGE:

Due to COVID-19 limited in person, activities were held during this time.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Street Audits
- Preparing for 2020/2021 Post Election Events
- Plan Voter Education/Outreach Events
- Poll Worker/Seasonal Staff Recruitment
- Poll Worker Procedural Writing and Training
- Deputy Registrar Training for Educators
- Legislative Tracking