



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for January 2021

DATE: February 4, 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 January 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, 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 was approved for an additional position: Elections and Registration Admin Office Aide at the January 19, 2021 Board of Commissioner Regular Board Meeting. This position will be responsible for handling Open Records Request and Records Retention among other duties in the office. This position is Full Time.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

Renovations to the office have been delayed as provided by the Building and Maintenance Director. Updates will be provided at the next Regular Board Meeting.

2021 ELECTION DAY JUDGES:

Director Dozier will provide an update regarding the list of the 2021 Election Day Judges for the Election Year at the next Regular scheduled Board meeting 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.

2021/2022 FISCAL YEAR BUDGET:

The Elections and Registration Office was required to meet the deadline to submit the budget to Finance, January 19, 2021. In the budget submittal, there were several request of reclassification of positions, salary adjustments and the request for positions that would enhance the productivity as well as prepare the office for the growing voter registration population of the county. A budget packet will be provided to the Board for reference. The scheduled budget adoption is set for the Board of Commissioner's Regular Meeting to be held June 15, 2021.

REGISTRATION

VOTER REGISTRATION:

As of February 1, 2021, there are 205,422 (195,997 Active; 9,425 Inactive) Voters.

FELON LIST

Number scheduled for February Hearing: None

VOTER EDUCATION/OUTREACH:

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

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@claytoncountyga.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