



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for September 2020

DATE: October 7, 2020

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 September 2020 and activities since the last Board meeting.

The priorities were centered on Election Day activities associated with the newly added September Special Election for Congressional District 5 Election, processing voter registration as well as absentee ballot applications (for the September Special and November General), trainings, Logic & Accuracy Testing, Early Voting, election coordination, and records retention/request as well as rearrangement of elections tasks due to the global pandemic COVID-19 as well as the August Runoff simultaneously conducting the September Special Election.

ELECTIONS

PERSONNEL STAFFING:

We are heavily recruiting for Seasonal/Temporary as well as Poll Workers to serve during the 2020 Election Year. If you are aware of anyone who is interested in working, please inform them to apply on the Clayton County Website under Human Resources for Seasonal/Temporary positions and the Elections and Registration website to serve as a Poll Worker.

REQUEST FOR OFFICE AIDE:

The Elections & Registration Department has submitted a request for an Office Aide position to handle the demand for Open Records Request along with having a designated Staff to handle all record retention schedules along with the Information Technology Archives Director.

For future planning as the county grows as well as the voting age population of Clayton County, it will continue to be important that our office increase Full Time Staff to keep up with the demands of our community. Currently, we are operating with nine (9) Full Time Staff.

STAFFING PROFESSIONAL DEVELOPMENT AND TRAINING:

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

DONATION OF PERSONAL PROTECTIVE EQUIPMENT (PPE): EAST POINT/COLLEGE PARK ALUMNAE CHAPTER OF DELTA SIGMA THETA, INC SORORITY:

We would like to give a special thank you to the East Point/College Park Alumnae Chapter of Delta Sigma Theta, Inc. Sorority for donating 400 face shields to the Clayton County Board of Elections and Registration Poll Officials to use for the November General as presented on September 15, 2020.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

Tax Assessors has relocated to their new space in Annex III. Recently, Ben Hopkins, Director of Building and Maintenance asked Director Dozier to move all operations from the Bunker (where we conduct L & A Testing and perform Election Night tabulation duties) to the Battlecreek warehouse in order for him to install shelving in the space in which we currently occupy.

At this time, there was not an agreement for Elections to move operations nor is the Battlecreek warehouse equipped currently for Elections to perform all duties associated with conducting elections properly in the warehouse facility.

The agreement as it still stands is that Elections would move entirely over to the warehouse Post the 2020 Election Cycle and upon the renovation of the warehouse to suit the needs of Elections. We are currently operating out of three (3) buildings as the county transitions and perform renovations in order to have space to perform all of our elections duties. An update to the Board will be provided as this unfolds.

2020 ELECTION UPDATES:

2020 SPECIAL ELECTION CONGRESSIONAL DISTRICT 5 – SEPTEMBER:

Governor Kemp issued a writ of election to the Secretary of State for a special election to be held on Tuesday, September 29, 2020 to fill the vacancy in Georgia's Fifth Congressional District for the United States House of Representatives pursuant to §21-2-543. The Clayton County Board of Elections was provided the writ on July 27, 2020.

Congressional District covers portions of Clayton, DeKalb and Fulton counties.

Because of the newly added Special Election, we will be required to conduct Post-Election activities associated with the August Runoff simultaneously with the start of mailing ballots for the Special Election.

Additionally, several Pre Election Day activities associated with the Special Election will overlap Election deadline driven activities associated with the November General. The Board of Elections and Registration Team require additional monies to conduct this election as well as work a significant amount of overtime to perform all duties associated with the multiple elections.

The September Special for Congressional District 5 resulted in a Runoff, which is scheduled for December 1, 2020.

LOGIC & ACCURACY TESTING – 2020 NOVEMBER GENERAL ELECTION:

The Logic and Accuracy Testing commenced September 30, 2020 immediately after the conduct of the September Special held on September 29, 2020 and shall continue until completion.

POLL WORKER TRAINING – 2020 NOVEMBER GENERAL ELECTION:

Poll Worker Training is scheduled from October 3 – October 30, 2020.

ABSENTEE BY MAIL & ADVANCE VOTING – 2020 NOVEMBER GENERAL:

UOCAVA ballots were mailed September 15, 2020. We will continue to mail ballots as requested until the last day to request a ballot, October 30, 2020.

The official absentee drop box is available for voters whom wish to have a free and contactless service option to drop off their ballot. Advance Voting has been scheduled for October 12, 2020 to October 30, 2020.

The Board of Commissioners to approve the usage of the following facilities for conducting Advance Voting with extended operating days/hours for the November General to be held November 3, 2020.

- Historic Courthouse Ceremonial Courtroom
- Virginia Burton Gray Recreation Center
- Carl Rhodenizer Recreation Center
- Morrow City Hall has already been approved from the City of Morrow
- South Clayton Recreation Center
- William Lee Headquarters Library
- Lake Spivey Recreation Center (October 24, 2020 – October 31, 2010, pending opening)

We will have a Saturday and Sunday Voting Day in accordance to Georgia Election Code and the Board of Elections Board Policy regarding a Federal Candidate on the Ballot.

The dates are as follows: Saturday, October 24, 2020 and Sunday, October 25, 2020.

The first day to mail absentee ballots for the November General Election was September 15, 2020. We have processed over 35,000 absentee ballot requests in addition to conducting and performing Pre/Post-Election duties associated with the September 29, 2020 Special Election to fill the unexpired term for Congressional District 5.

In 2016, the last like November General Election, we processed an estimated 4,200 absentee by mail requests.

Early Voting for the November General Election starts Monday, October 12, 2020.

We understand that there are several different groups, organizations, third parties that are sending out absentee ballot requests to voters. These notices are not mailed by the Elections office. We are receiving a heavy volume of calls regarding the security and verification of these notices.

We are informing Voters that the Clayton County Board of Elections will accept any type of absentee ballot request. If additional information is needed from the Voter, we will contact the voters directly.

STATE ELECTION BOARD (SEB) RULES: 183-1-14-0.6-.14 AND 183-1-14-0.7-.15 RENEWED

The State Election Board has voted to extend the emergency rules regarding official absentee drop boxes and early scanning of absentee ballots through the rest of the year. Therefore, it is now safe for our office to purchase additional absentee ballot drop boxes. We have purchased (4) four additional official absentee drop boxes to be placed at the following locations:

- Carl Rhodenizer Recreation Center – District 1
- Virginia Burton Gray Recreation Center – District 2
- South Clayton Recreation Center – District 3
- Lake Spivey Recreation Center - District 4 (upon opening)

The newly added official absentee drop boxes will be installed to be used starting with the 2020 November General Elections upon delivery by the vendor. Monies have been secured from the Clayton County Board of Commissioners grant under the CARES ACT.

DELIVERY OF OFFICIAL ABSENTEE DROP BOXES:

We were initially informed that our absentee drop boxes from the Vendor were set to be delivered on Thursday, October 1, 2020. As of this date, we have not received them for install. As soon as they are, received preparations have already been made to install immediately. In the meantime, the Official Absentee Drop box located at the Elections Office is available to any Absentee Voter who chooses this option to return their ballot.

CLAYTON COUNTY BOARD OF ELECTIONS AND REGISTRATION AWARDED ADDITIONAL OFFICIAL ABSENTEE DROP BOXES FROM SECRETARY OF STATE:

Director Dozier requested and was awarded at least two (2) additional official absentee drop boxes from the Secretary of State Office at no cost to the county. We have an expected arrival date of Saturday, October 10, 2020.

PRECINCT BOUNDARY CHANGES (ADDITIONAL PRECINCT) NOVEMBER GENERAL:

The Board approved to add (7) seven additional polling locations effective for the November General Election in order to reduce lines on Election Day. The majority of the polling locations are associated with the September Special Election in Congressional District 5 that was newly added by the writ issued on July 27, 2020. Therefore, adjustments to split polling locations will be completed after the September Special so that Voters are not confused about where to vote for the September Special Election. All Voters impacted will receive notification at the precinct for the September Special, a letter via first class mail, a new precinct card indicating their polling place has changed and there will be new signage at these polling locations for Voters.

Further, Voters received handbills regarding the changes on Election Day, September 29, 2020 at their polling site informing them of the forthcoming changes.

STATE ELECTION BOARD - ONLINE ABSENTEE BALLOT PORTAL:

Georgia's State Election Board unanimously voted to approve a rule authorizing the Secretary of State's upcoming online absentee ballot request form portal. The online portal will make it easier for both Georgia voters to request absentee ballots in the future and for county officials to process the dramatic increase in absentee ballots seen during the COVID-19 pandemic.

The new rule authorizes Raffensperger "to create a system that allows registered voters to submit an absentee ballot application via an online portal." The requester's identity will be verified by "matching the voter's name, date of birth, and Georgia driver's license or state identification card number" with information contained on file in the state voter registration system.

All other absentee ballot applications will require a voter's signature that matches the signature on file. The online portal is currently live and voters have been submitting their request daily.

ABSENTEE BALLOT FULFILLMENT PROGRAM:

In addition to the online portal, we have opted in to allowing the State's Vendor to mail absentee ballots on our behalf in order to keep up with the volume of absentee ballot requests. This includes ballot print, data management, QC insertion, handling, project management and postage at the cost of \$1.40 per ballot starting after the initial mail out for UOCAVA and Absentee bulk for any request we processed by September 8, 2020.

We were informed on Monday, October 5, 2020 that as a result of the increase of reissuing ballots the counties that opted in the will now have to reissue any secondary request to avoid delays in processing.

REGISTRATION

VOTER REGISTRATION:

As of October 1, 2020, there are 201,013 (189,895 Active; 11,118 Inactive) voters in Clayton County.

FELON LIST

There have been changes in procedures on how we conduct felon hearings in accordance to House Bill 316. We will have a discussion regarding the changes in the next Board meeting.

Number scheduled for October Hearing: None

VOTER REGISTRATION DEADLINE - 2020 NOVEMBER GENERAL ELECTION:

The Voter Registration Deadline for the November General Election was Monday, October 5, 2020.

We are currently processing all voter registration applications received for the upcoming November General.

VOTER EDUCATION/OUTREACH:

All in-person voter education 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:

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

DATE OF EVENT	EVENT	LOCATION	COMMISSION DISTRICT COVERAGE
September 9	Deputy Registrar Training Clayton County Public School	Via Zoom Meeting	Chair - 1, 2, 3 & 4
September 10	Deputy Registrar Training Clayton County Public School	Via Zoom Meeting	Chair - 1, 2, 3 & 4
September 10	Debunking Myths About Absentee Voting Speaking Engagement with East Point/College Park Alumnae Chapter of Delta Sigma Theta Sorority, Inc. Sorority	Via AnyMeeting	Chair - 1, 2, 3 & 4
September 15	Speaking Engagement on Election and Policy Issues – Clayton County Upward Bound Leadership Council in Partnership with Clayton County Youth Services in collaboration with Youth Service America	Via Zoom Meeting	Chair - 1, 2, 3 & 4
September 16	Interview with WSBTV on 2020 Elections in Clayton County	Clayton County Board of Commissioners Board Room	Chair - 1, 2, 3 & 4
September 21	Speaking Engagement – 2020 Elections Updates, Association of Christian Ministers of Clayton County	Via Zoom Meeting	Chair - 1, 2, 3 & 4
September 22	National Voter Registration Day	Elections Office, Annex II Lobby	Chair - 1, 2, 3 & 4
September 22	National Voter Registration Day – Voter Registration Drive Thru	Tara Stadium	Chair - 1, 2, 3 & 4
September 25	Deputy Registrar Training	Via Zoom Meeting	
September 26	Deputy Registrar Training	Via Zoom Meeting	Chair - 1, 2, 3 & 4
September 27	Interview with WSBTV on 2020 Elections First Aired	WSBTV – Channel 2 and via Website	WSBTV Viewing Audience
October 1	Life with Shenita Talk Show	Via StreamYard.com; YouTube & Facebook Live	Shenita's Talk Show Viewing Audience

NATIONAL VOTER REGISTRATION DAY (NVRD) 2020:

National Voter Registration Day is a national holiday held on the fourth Tuesday of September each year. The purpose of NVRD is to create broad awareness of voter registration opportunities. The Elections Office has expanded efforts this year in hosting voter registration drives as well as provide voter education across the county for the 2020 NVRD to be held September 22, 2020. We are collaborated with the Clayton County Office of Youth Services, the College Park/East Point Alumnae Chapter of Delta Sigma Theta that were in collaboration with When We All Vote to assist in NVRD efforts.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Street Audits
- Preparing for 2020 Post/Pre Election Events
- Plan Voter Education/Outreach Events
- Poll Worker/Seasonal Staff Recruitment
- Poll Worker Procedural Writing and Training