



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for January 2020

DATE: February 11, 2020

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 December 2019 and activities since the last board meeting.

The priorities were centered on Pre/Post-Election Day activities associated with the Post-Election Day Activities associated with the 2019 December General Runoff Elections, Pre-Election activities for the 2020 Presidential Preference Primary and General Primary elections, processing applications, voter education events, the partial move as a result of the IT Data Center renovations, election coordination, rearrangement of elections tasks due to implementation of new Dominion Voting System as well as training and other deadline driven tasks.

NOTE: We are conducting and preparing for two elections simultaneously. As we are approaching the Presidential Preference Primary election we are also preparing Pre-Election deadline driven activities for the General Primary in May.

We will begin mailing absentee ballots for the General Primary 7 days after the Presidential Preference Primary. Additionally, our first week of Advance Voting for the Presidential Preference Primary is also the same week of qualifying for the General Primary as we are learning this new voting system.

ELECTIONS

PERSONNEL STAFFING:

We would like to welcome our new Elections & Registration Official Monique Taylor, her official start date was February 4, 2020. A candidate has accepted the Administrative Assistant position; the start date will be February 15, 2020.

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.

So far, we have on boarded 28 additional Seasonal Temporary Staff to assist us for the 2020 Election Year.

STAFFING PROFESSIONAL DEVELOPMENT AND TRAINING:

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

EIS – GCC MEETING & ELECTIONS TABLETOP EXERCISE:

January 29 – January 31, 2020 Director Dozier attended the Elections Infrastructure Subsector Government Coordinating Council (EIS-GCC) meeting in Washington, DC. During this meeting, the committee voted on cyber security protocols for Election Officials across the US. Additionally, we participated in a cyber-security tabletop exercise where we identified solutions based on cyber security scenarios.

RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:

Construction of the Election/IT Data Center is 90% complete. We are in the process of moving all of the legacy equipment out of the bunker. Ben Hopkins has completed creating a 5,000 square foot space for the department to use as we transition into the delivery of the new voting system.

As a result of the renovations to the bunker for the new IT Data Center, we will be moving equipment back and forth, as we are preparing for the 2020 Presidential Preference Primary and for the remainder of the year until 1285 is renovated. Building and Maintenance is working on getting us additional outlets in the warehouse to charge voting equipment. This will increase our cost in truck rentals due to utilizing them to move the new voting equipment back and forth during testing. Normally, we use rental trucks for deliveries and pickups for Election Day only.

We will be utilizing this space to house our equipment as we prepare for renovations of 1285 Government Circle, which will be the future Elections Center in 2021.

NEW VOTING MACHINE UPDATE:

The new Election Management System was delivered on Thursday, January 30, 2020. We were notified of the delivery an hour before the delivery.

We received our new voting equipment on February 7, 2020 as scheduled. The contractor's to pick up the legacy equipment has picked up 50% of the old equipment. We anticipate all legacy equipment being picked up prior to the start of Logic & Accuracy Testing; otherwise, we will not have enough space to conduct testing in the bunker. The State Elections Office has been notified of this situation.

2020 ELECTION UPDATES:

PROPOSED STATE ELECTION BOARD RULES:

The State Election Board adopted several election rules on at the January 22, 2020 State Election Board meeting. These rules will be emailed to the Board. They are also available of the State Election Board website. Upon approval, the department will implement the changes in our processes.

SEB Rule 183-1-12

SEB Rule 183-1-14

SEB Rule 183-1-15

Further, there are 7 additional Proposed Amendments for the upcoming State Election Board Meeting. Upon approval, these rules will be emailed to the Board. Any approved amendments will be implemented in our processes.

SECURE THE VOTE MATCHING GRANT PROGRAM:

We will be applying for this program based on receiving funding in three categories: General Election, ADA and Security. For General Election purposes, the state will match 1 for 1 up to \$10,000. For ADA county purchases and Security county purchases, for every \$1.00 our county spends, the state will match it 3 to 1 up to \$15,000.

POLLING PLACE SURVEYS AND RESERVATIONS:

We have completed our polling place surveys. We have identified two polling locations that we will provide recommendations to the Board for approval at the next Regular scheduled Board meeting in preparation for the March 24, 2020 Presidential Preference Primary.

We have identified at least one precinct so far that does not meet the requirements: JB09 Shelnett Intergenerational Center. We spoke with Ben Hopkins regarding making adjustments to this polling location and he would like to provide a report to the Board of Elections. .

On January , 2020, during our the process of surveying polling location MO3 we found out on site that the school has been condemned, therefore we have a recommendation to relocate the polling site that will be presented to the Board of Elections at the next Regular scheduled Board meeting.

2020 TENTATIVELY SCHEDULED ELECTIONS & EARLY VOTING DATES:

Director Dozier submitted a Resolution to the Board of Commissioners for the January 21, 2020 meeting to set the Advance Voting dates and time for facility usage for the 2020 Presidential Preference Primary Election and based on the January Board of Elections approvals a resolution will be provided for the remainder of the Election year at a future Board of Commissioner Meeting.

2020 QUALIFYING INFORMAITON:

Information will be provided on the Board of Elections website soon.

CANDIDATES, ELECTED OFFICIALS AND INTERESTED PERSONS INFORMATION SESSION:

In order to reduce the confusion regarding our role as Filing Officers for the Georgia Transparency and Campaign Finance Commission as well as a part of our community education, Director Dozier arranged an information session with the Campaign Finance Commission to come to the county for a session for candidates, elected officials and other interested persons on February 25, 2020 at the Board of Commissioner's Board Meeting Room. This information will be distributed this upcoming week for registration.

LOGIC & ACCURACY TESTING – 2020 PRESIDENTIAL PREFERENCE PRIMARY:

The Logic and Accuracy Testing will commence on Thursday, February 13, 2020 and will continue until completion.

ABSENTEE BALLOT BY MAIL – 2020 PRESIDENTIAL PREFERENCE PRIMARY:

We mailed 626 absentee ballots prior to the UOCAVA deadline on February 7, 2020.

POLL WORKER TRAINING – 2020 PRESIDENTIAL PREFERENCE PRIMARY:

Poll Worker training commenced January 28, 2020. The Board was provided a copy of the schedule at the January Board meeting.

REGISTRATION

VOTER REGISTRATION:

As of February 1, there are 195,576 (181,308 Active; 14,143 Inactive) voters in Clayton County.

VOTER REGISTRATION BACKLOG:

Director Dozier reported at the January 14, 2020 Board meeting that the backlog was completed (3) days before the targeted deadline and would like to commend the Elections and Registration Staff for their hard work and dedication to completing the task earlier than expected.

The backlog of voter registration applications was created from the voter registration deadline for the November General Election which was October 7, 2019. Voter registration application backlogs are typical after all elections and runoffs thereafter.

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 Regular Scheduled Board meeting.

Number scheduled for February Hearing: 0

VOTER REGISTRATION DEADLINE:

The Voter Registration deadline for the 2020 Presidential Preference Primary to be held March 24, 2020 is Monday, February 24, 2020.

VOTER EDUCATION/OUTREACH:

The Elections & Registration's goal is to conduct non-partisan voter education/community events in each Commission District at least twice a month. The office is seeking non-partisan community opportunities in each Commission District. If you are aware of any events, please provide this information to Director Dozier.

DEPUTY REGISTRAR ACTIVITIES:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drive(s)
30	4	0

If you are aware of any organization, group or concerned citizen that would like to receive training please provide this information to Ms. Trivis Houston, Registration & Elections Officials or email us at elections@claytoncountyga.gov.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District Coverage
January 21	Deputy Registrar Training	1285 Government Circle	Chair - 1, 2, 3 & 4
January 21	Demonstration Board of Commissioner's Meeting	112 Smith Street	Chair - 1, 2, 3 & 4
January 25	Poll Worker Open House	7946 N McDonough Street	Chair - 1, 2, 3 & 4
January 26	Demonstration (DeKalb County)	House of Hope 4650 Flat Shoals Road, Decatur	Chair - 1, 2, 3 & 4
January 27	Deputy Registrar Training	1285 Government Circle	
January 27	Poll Worker Open House	7946 N McDonough Street	Chair - 1, 2, 3 & 4
January 31	Poll Worker Open House	7946 N McDonough Street	Chair - 1, 2, 3 & 4
February 3	Deputy Registrar Training	1285 Government Circle	Chair - 1, 2, 3 & 4
February 4	Demonstration	Jonesboro Branch Library	Chair - 1, 2, 3 & 4
February 6	Voter Registration Drive	Clayton State University	Chair - 1, 2, 3 & 4
February 8	Demonstration	Christian for Change Baptist Church 2110 Bethsaida Road Riverdale	Chair - 1, 2, 3 & 4
February 11	Deputy Registrar Training	121 S. McDonough Street	Chair - 1, 2, 3 & 4

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Preparations on Policy Implementation on House Bill 316
- Street Audits
- Preparing for 2019/2020 Post/Pre Election Events
- Deputy Registrar Training for Educators
- Plan Voter Education/Outreach Events
- Poll Worker/Seasonal Staff Recruitment
- Poll Worker Procedural Writing and Training
- High School Voter Registration Month
- Deputy Registrar Training for Educators and Colleges in Clayton County