



## INTER-OFFICE MEMORANDUM

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

**FROM:** Shauna Dozier, Elections Director

**RE:** Operations Report for December 2018

**DATE:** January 7, 2019

---

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 2018 and activities since the last board meeting. The priorities were centered on deadline driven task associated with the December General Runoff Election.

### ELECTIONS

#### **PERSONNEL STAFFING:**

We would like to commend Ms. Mary Pierce, Elections and Registration Official for reaching a 5-year milestone with the county. Mary will receive her 5 Year Employee Service Pin at a ceremony in the Commissioner's Board Room on December 13, 2018. Thank you Mary of your great service to Clayton County Board of Elections and Registration.

1 Full Time and 3 Part Time positions are vacant. We are also utilizing temporary/seasonal Staff to assist us in our pre/post-election activities.

The Elections and Registration Official Supervisor position is scheduled to be filled by January 19, 2019.

#### **STAFFING DEVELOPMENT AND TRAINING:**

##### Staff Training:

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

#### **RENOVATION OF ELECTION CENTER/FORMER 911 BUNKER:**

The county has started the demolition of the building to renovate the bunker to accommodate the IT Data Center. There has been a delay in completion due to the moving of the Archives Department and Board of Health. Construction of the Election/IT Data Center has resumed. The completion dates has not yet been determined. An update will be provided at a future meeting.

#### **2019 UPCOMING COUNTY OFFICE CLOSED DATES:**

Martin Luther King Jr. Day	Monday, January 21, 2019
----------------------------	--------------------------

#### **2019 ASSIGNED ELECTION DAY JUDGES:**

The information for the Judge that will serve for each of the 2019 Elections has not been set as of this date. Once this information has been confirmed Director Dozier will provide a copy of the letter listing the information for each Judge per Election Day in the same format as provided in March 2018.

**2019 ELECTION SCHEDULED & TENTATIVE DATES:**

<b>Elections</b>	<b>Election Date</b>
Special Election	March 19, 2019
Special Election	June 18, 2019*
Special Election	September 17, 2019*
General Election (Municipal)	November 5, 2019
General Election Runoff	December 3, 2019*

\*These dates reflect the scheduled elections dates for the State of Georgia. Clayton County may not have a scheduled election on the above dates. Subject to change.

**2019 BOARD OF ELECTION & REGISTRATION UPCOMING MEETING SCHEDULE:**

Tuesday, January 8, 2019	Regular Board Meeting
Tuesday, February 12, 2019	Regular Board Meeting
Tuesday, March 12, 2019	Regular Board Meeting
Friday, March 21, 2019	Special Called Meeting – Certification Meeting

**2019 LEGISLATIVE SESSION:**

The General Assembly will go back into session in January. As discussed in previous meeting we do anticipate that the legislators will pass new legislation that will provide Election Offices with new voting equipment. We will keep track this legislation and provide updates at future board meetings.

**2019 VOTER REGISTRARS ASSOCIATION OF GEORGIA (VRAG) AND GEORGIA ELECTIONS OFFICIAL ASSOCIATION (GEOA) COMBINED CONFERENCE:**

The 2019 VRAG AND GEOA combined conference will be held March 24 – 27, 2019 at the Jekyll Island Convention Center. If you plan to attend, please let us know by the January Regular Board meeting so that we may provide you the information in order to reserve your hotel rooms. Hotel reservations can be made starting Friday, January 11, 2019. Please make your reservation and provide the confirmation to Ms. Garrett as by Monday, January 14, 2019 in order to meet the deadlines for payment.

## REGISTRATION

### **VOTER REGISTRATION:**

As of January 1, there are 185,485 (169,574 Active; 15,911 Inactive) voters in Clayton County.

### **VOTER EDUCATION/OUTREACH EVENTS & DEPUTY REGISTRAR ACTIVITIES:**

#### **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 that the department may set up a voter registration table, speaking engagement or attend an event, please provide this information to Director Dozier.

#### **VOTER EDUCATION/OUTREACH EVENTS:**

There were no events during this period. The primary focus was on the December General Runoff Election.

#### **DEPUTY REGISTRAR ACTIVITIES:**

If you are aware of any organization, group or concerned citizen that would like to receive training please provide this information to Mr. Kamardi Carter, Elections & Registration Official.

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

- Election/Data Center Renovations
- Preparing for 2019 Election Events
- Processing Backlog of Voter Registration Applications received after the Voter Registration Deadline for the 2018 November General Election
- Train Staff on redistributed duties to cover the reduction in Staff.
- Seek Opportunism to Conduct Voter Education/Outreach
- Plan Voter Education/Outreach Events
- Review /Update procedures for Election Checklists and Check-in Instructions