



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for November 2018

DATE: December 7, 2018

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 November 2018 and activities since the last board meeting. The priorities were centered on complying with the consent orders regarding the November General elections, Logic and Accuracy Testing, processing absentee ballot applications, and other deadline driven task associated with the December General Runoff Election, consent orders and injunctions.

ELECTIONS

PERSONNEL STAFFING:

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.

Ms. Deborah Hodge, Elections and Registration Official resigned November 12, 2018.

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.

I would like to commend the Clayton County Elections and Registration Staff for their hard work and the sacrifice of their 4 day Thanksgiving Holiday weekend in order to give the Voters of Clayton County a 5 day Advance Voting Period to vote. Due to the delay in the state certification as a result of the court ordered statewide injunctions from the General Election, the Elections Office had a shorter period in order to prepare for the General Runoff Election. The Staff worked on the county closed holidays in order to complete deadline driven tasks to prepare for voting.

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 not resumed. However, the county is now prepared to start the renovations on the IT Data Center portion. We will meet with the contractors to plan a start date to ensure that the voting equipment and elections materials are secured.

2018/2019 UPCOMING COUNTY OFFICE CLOSED DATES:

Christmas Holiday	Monday, December 24, 2018
Christmas Holiday	Tuesday, December 25, 2018
New Year's Day	Tuesday, January 1, 2019
Martin Luther King Jr. Day	Monday, January 21, 2019

2019 ELECTION SCHEDULED & TENTATIVE DATES:

Elections	Election Date
General Federal Runoff Election	January 8, 2019*
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. The VRAG and GEOA officers are in the planning stages of the conference.

REGISTRATION

VOTER REGISTRATION:

As of December 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:

Date of Event	Event	Location	Commission District Coverage
November 29	Chairman Turner's Show on the Road	First Baptist Church Jonesboro	Chair - 1, 2, 3 & 4

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