



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for September 2018

DATE: October 5, 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 September 2018 and activities since the last board meeting. The priorities were centered on pre November General elections task, processing the voter registration applications, processing absentee ballot applications, and voter education activities.

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-election activities.

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.

2018 NOVEMBER GENERAL ELECTION UPDATES:

SAMPLE BALLOTS:

The composite sample ballot, certified write-in candidates, proposed constitutional amendment and state-wide referendum questions for the November 6, 2018 General Election were made available as required by law on September 22, 2018. This information will be included in your Board Packet as standard practice. The following outlets were provided the sample ballot:

Community	As Requested (1 st Distribution September 19, 2018 – Clayton County Public Schools)
County website	Wednesday, September 19, 2018
Communications Director (CCTV)	Wednesday, September 19, 2018
Social Media	Friday, September 21, 2018 (1 st Post)
Recreation and Senior Centers	Tuesday, September 25, 2018
Clayton County Libraries	Friday, September 28, 2018

NOTE: A copy of the sample ballot is also available in the Elections Front Office per request.

2018 NOVEMBER GENERAL ELECTION UPDATES cont...

LOGIC & ACCURACY TESTING OF VOTING EQUIPMENT:

Shall commenced September 19, 2018 at 9:00 AM at the Elections Center and shall continue until completed. L & A Testing is open to the public for observation of the process.

SECOND ANNUAL MUNICIPAL ROUNDTABLE DISCUSSION:

The County Elections office established an annual meeting with the municipalities of Clayton County beginning in 2017. Ms. Dozier invited all seven (7) of the municipalities, (Municipal Clerks, City Managers and City Election Superintendents) to the 2nd Annual Municipal Roundtable held September 24, 2018.

The purpose of the discussion is to provide updates on elections, voter registration, deputy registration reminders of Municipal Election Certifications, provide the Municipalities information on county services as well as provide each municipality an opportunity to have an open discussion with the County Elections office regarding their needs. The following municipalities sent a representative to the meeting: Jonesboro, Lovejoy and Morrow.

NOTICE TO TABULATE EARLY:

We will start the absentee by mail tabulation process early on Election Day. This information will be advertised in the legal organ on Wednesday, October 24, 2018 as well as October 31, 2018 and provided to the Secretary of State.

POLL WORKER/STAFF TRAINING:

Training is scheduled for October 8 – October 27, 2018 for Poll Workers. A schedule was included in your Board packet during the September Board meeting. A list of the Poll Managers and Assistant Managers will be provided in your Board Packet for approval.

EARLY/ADVANCE VOTING:

The Board of Commissioners approved the resolution to use the county facilities for Early/Advance Voting at the Regular Board Meeting held on September 18, 2018. Early voting for the November General Election will commence on October 15, 2018 – November 2, 2018. The Elections office commenced the advertisement of Early/Advance voting as follows:

Secretary of State Website	Thursday, September 13, 2018
Legal organ	Wednesday, September 19, 2018
County website	Wednesday, September 19, 2018
Communications Director (CCTV)	Wednesday, September 19, 2018
Recreation and Senior Centers	Tuesday, September 25, 2018
Clayton County Libraries	Friday, September 28, 2018
Social Media	Friday, October 5, 2018
Community	Upon Approval and Request

Copies of the notice will be included in your Board packet for distribution. Please help us in our efforts to correct the misinformation that was publically announced on Social Media beginning August 31, 2018 and during Public Comment at the Board of Commissioner's meeting on September 4, 2018 regarding the rumor to eliminate Sunday Voting in Clayton County. We would like to assure that we make extra efforts to provide additional voter education to promote early/advance voting.

2018 NOVEMBER GENERAL ELECTION UPDATES cont...

EARLY/ADVANCE VOTING TRAINING:

Training is scheduled for October 8 – October 12, 2018 for Early/Advance Voting Staff.

REGISTRATION

VOTER REGISTRATION:

As of October 1, there are 184,135 (168,466 Active; 15,669 Inactive) voters in Clayton County.

VOTER REGISTRATION DEADLINE:

The Voter Registration deadline for the 2018 November General Election is Tuesday, October 9, 2018 due to the observation of the state holiday, Columbus Day. The Clayton County offices will be open October 8, 2018.

FELON LIST

State law requires counties to review felon reports and to conduct hearings for those voters with matching data that raises questions regarding their eligibility to vote in accordance with O.C. G.A. 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

Number scheduled for October Hearing: 103

NO ACTIVITY FOR 2 GENERAL ELECTIONS (NOACT2GE) PROCESS RECAP:

This information provides a recap of the activities reported to the Clayton County Board of Elections and Registration over a nine (9) month period regarding the NOACT2GE cancellation process.

August 2017 - Regular Meeting	Board was informed that NOACT2GE Process updated 17,364 voter statuses to cancel in Clayton County, July 28, 2017. Board Member Pullar made the motion and seconded by Vice-Chairman Osborne, to send out a letter or postcard to voters that have been cancelled from the electors list according to O.C.G.A. 21-2-235 to advise them of this action and the steps they need to reregister with an amendment to explore other ways of communication with the voters outside of the postcards and letters by public meetings, programs by the Elections Director, and CCTV so not to be limited to postcards and letters in addressing the situation informing the public and the affected voters of the change in their status. The vote was unanimous.
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NO ACTIVITY FOR 2 GENERAL ELECTIONS (NOACT2GE) PROCESS RECAP cont...

September 2017 - Regular Board Meeting	Board was informed that the Elections Office is working on preparing the 17, 364 notices for mailing (in addition to performing 2017 redistricting activities, petition verifications and elections task associated with the municipal and special elections)
October 2017 - Regular Board Meeting	Board was informed that the Elections Office is working on preparing the 17, 364 notices for mailing (in addition to performing 2017 and elections task associated with the municipal and special elections)
November 2017 - Regular Board Meeting	<p>Board was informed that NOACT2GE Notices were mailed over a 2 week Period during the month of October 2017 for the 17,364 impacted voters at a cost of \$7,820.00.</p> <p>This notice included ways to register to vote via Online Voter Registration (OLVR) or request for the office to mail an application as the Board directed.</p> <p>Board was informed that the Elections Office has received 35% of the NOACT2GE Notices that were undeliverable or returned mail.</p>
December 2017 - Regular Board Meeting	Board was informed 45% were undeliverable or returned mail.
January 2018 - Regular Board Meeting	Board was informed 60% were undeliverable or returned mail.
February 2018 - Regular Board Meeting	Board was informed 67% were undeliverable or returned mail.
March 2018 - Regular Board Meeting	Board was informed 70% were undeliverable or returned mail.
April 2018 - Regular Board Meeting	Board was informed 73% were undeliverable or returned mail.
May 2018 - Regular Board Meeting	Board was informed 73% were undeliverable or returned mail.

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
September 10	Deputy Registrar Training	Elections Office	Chair - 1, 2, 3 & 4
September 13	Voter Education Forum	Riverdale United Methodist Church, Riverdale, GA	Chair - 1, 2, 3 & 4
September 24	Municipal Roundtable/Deputy Registrar Training Updates	BOC Conference Room	Chair - 1, 2, 3 & 4
September 24	National Voter Registration Day – Deputy Registrar Training	Police Headquarters Community Room	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Elections Office Front Lawn	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Carl Rhodenizer Recreation Center	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Virginia Burton Gray	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Frank Bailey Senior Center	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	South Clayton Recreation Center	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Clayton County HR	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Kinship Care Center	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Griswell Senior Center	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Jim Huie Recreation Center	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day	Clayton County Senior Adult Center	Chair - 1, 2, 3 & 4
September 25	National Voter Registration Day Rally - Office of Youth Services	Lee Street Park	Chair - 1, 2, 3 & 4
September 26	Clayton County Prison Reentry Initiative Stakeholder's Meeting	Mt. Zion Baptist Church	Chair - 1, 2, 3 & 4
September 26	Voter Education Forum	Greater Solid Rock Baptist Church, Riverdale,	Chair - 1, 2, 3 & 4
September 29	Teen Voter Education Forum, Presented by Commissioner Sonna Gregory	Carl Rhodenizer Recreation Center	Chair - 1, 2, 3 & 4

NATIONAL VOTER REGISTRATION DAY (NVRD) 2018:

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 2018 NVRD held September 25, 2018.

The county hosted 10 scheduled voter registration drives across the county. Deputy Registrar training was provided to volunteers on September 24, 2018. Special thanks to the Clayton County Board of Elections Staff, Partners and all of our volunteers:

Clayton County Human Resources	Clayton County Office of Communications
Clayton County Office of Youth Services	Clayton County Parks and Recreation
Clayton County Public Schools	Clayton County Senior Services
Atlanta Suburban Alumnae Chapter of Delta Sigma Theta, Inc.	Psi Alpha Omega Chapter of Alpha Kappa Alpha Sorority, Inc.
Jacqueline Edwards	Della Ashley
Dana Lemon	Annie Hunt
Lula Memminger	Rena McElrath
Raquel Obumba	Solicitor General Tasha Mosley
Alarie Smith	Frances Solomon
Reverend W.R. Starker	Patricia Smith

A special thanks to Jessie Goree and the Clayton County Public Schools for translating our National Voter Registration Day flyer to Spanish and Vietnamese.

A special thanks to Mr. Jeffrey Benoit for advertising our NVRD activities multiple days and times via radio.

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.

DEPUTY REGISTRAR ACTIVITIES:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drive(s)
13	2	29

TEEN VOTER EDUCATION FORUM 2018:

The Elections and Registration Office served as a sponsor along with Commissioner Sonna Singleton Gregory, Office of Youth Services, Parks and Recreation, Clayton Collaborative, NAACP, Delta Sigma Theta, Alpha Phi Alpha, Sigma Gamma Rho, and Zeta Phi Beta for the 2nd Annual Teen Voter Education Forum. This forum was created to educate teens on the voting process and how our branches of government work.

The Elections & Registration Office conducted a voter registration drive, as well as a mock election with the DRE voting machines to teach the teens how to vote. The Election office recruited student poll workers as well as constituents were provided Early/Advance Voting information, sample ballots and an opportunity to check their voter registration status via the Click Clayton App or the Secretary of State App. The Elections and Registration Office looks forward to serving as a sponsor at a future event.

HIGH SCHOOL VOTER REGISTRATION MONTH (SEPTEMBER):

The Clayton County Public Schools in collaborating with the Elections office has unofficially established September as a secondary High School Voter Registration Month in Clayton County. The Clayton County Public Schools' Deputy Registrars performed voter registration activities at each of the high schools in Clayton County. Director Dozier would like to recommend that the Clayton County Board of Elections set a resolution to declare the month of September as High School Voter Registration Month in Clayton County. Director Dozier has been working with the Clayton County Public Schools on future voter activities associated with the 2018 November General election. There will be an update in at a future Board Meeting.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Election/Data Center Renovations
- Preparing for 2018 Election Events
- 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
- Perform/Conduct performance counseling sessions
- Continue Review / Update Voter Registration procedures
- Continue Indexing, Scanning Voter Registration Applications
- Continue Precinct Card Mailings and other Correspondences
- Respond to Open Records Request, Complaints and Investigation as Needed