



## **INTER-OFFICE MEMORANDUM**

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

**FROM:** Shauna Dozier, Elections Director

**RE:** Operations Report for August 2018

**DATE:** September 7, 2018

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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 August 2018 and activities since the last board meeting. The priorities were centered on post General Democratic and Republican Primary Runoff Primary Runoff elections task, processing the voter registration backlog, planning voter education activities, training and pre-election task for the November General Election.

### **ELECTIONS**

#### **PERSONNEL STAFFING:**

2 Full Time and 3 Part Time positions are vacant. Effective August 27, 2018 Mr. Carter now serves as the new position is Elections and Registration Official. The Elections Department would like to thank Mr. Carter for his service as Elections and Registration Official Supervisor. Positions are scheduled to advertise to fill vacancies in Full Time and Seasonal Positions upon approval. The Office of Youth Services has collaborated with Eckerd Connect in an Internship Project. The Department submitted a request to receive an Intern in the fall.

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

##### Staff Training:

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

#### **ELECTION CENTER ANNUAL CONFERENCE:**

Director Dozier attended 34<sup>th</sup> Annual National Association of Election Officials Conference August 26 – August 29, 2018 in New Orleans, Louisiana. Topics covered during this conference included, National Voter Registration Day, cyber security, updates from the Election Assistance Commission, voting systems, crisis management and using social media to promote voter education.

#### **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:**

**L & A TESTING OF VOTING EQUIPMENT:**

Shall commence September 19, 2018 at 9:00 AM at the Elections Center and shall continue until completed.

**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 and provided to the Secretary of State. The time will be established and provided at a future board meeting.

**POLL WORKER/STAFF TRAINING:**

Training is scheduled for October 8 – October 24, 2018 for Poll Workers. A schedule is included in your Board packet. Any updates (if necessary) will be provided via email.

**EARLY/ADVANCE VOTING:**

Early voting for the July General Primary Election Runoff will commence on October 15, 2018 – November 2, 2018. The Board will need to establish a date for Sunday Voting for the November General as well as a policy for future elections as discussed at the August 2018 Regular Board Meeting. The recommendation for early voting locations and the associated days and hours of operations is included in your Board packet for review and action. Upon approval, the Elections Office will advertise in the legal organ, social media and the county website as well as other informational sources.

**EARLY/ADVANCE VOTING TRAINING:**

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

**VOTE REVIEW PANELIST:**

The Board has to make their appointment for the Voter Review Panel for the 2018 November General election. As a reminder this Board member as well as all panelist will report on Election Day at 6:00 PM to the tabulation center and shall remain sequestered until the polls close in accordance to O.C.G.A. § 21-2-386(6). These individuals can have no contact with the media; no contact with other persons not involved in monitoring, observing or conducting the tabulation; shall not use any type of communication device, radios, telephones, cell phones, computers, email, instant messaging; and shall not communicate any information concerning tabulation with anyone. The Vote Review Panel members will be asked to turn in their electronic devices during this time. Our office will secure them until after the polls close. This information is provided to voter review panelist prior to each Election Day.

**REGISTRATION**

**VOTER REGISTRATION:**

As of September 1, there are 182,151 (165,812 Active; 16,339 Inactive) voters in Clayton County.

VOTER REGISTRATION BACKLOG:

Director Dozier would like to commend the Staff for processing an estimated 24,000 voter registration application backlog within two weeks. The backlog was created due to the voter registration deadline for the 2018 May General Primary and Runoff elections. The Secretary of State Elections Division approved counties to begin entering applications once credit for voting was issued for the primaries on August 2, 2018.

VOTER PARTICIPATION CENTER (VPC) – MAILINGS/CONTACT INFORMATION:

The Voter Participation Center has commenced sending out voter registration notices. The center is not affiliated with the county elections office. The County Elections Office received the following information to share with our constituents from the State Elections Division.

The Voter Participation Center (VPC) is sending partially completed voter registration applications to people in Georgia who they believe might not be registered to vote. Many of you are familiar with this group and their applications that usually have the name and address of the voter printed on an otherwise blank voter registration application.

Unfortunately, sometimes these applications come to people that are deceased, underage, or otherwise not qualified to vote. In other cases, a registered voter might get an application because they use different names in different situations. Some voters are concerned when they receive these applications as they might think they are not registered to vote based on receiving the application in the mail.

What follows below is information from the VPC that you might share with concerned citizens if they contact you about the mailings. This information contains information about how a person can report an error to VPC.

If you talk to anyone that wants to be removed from the voting list, their letter has a code near the bottom that they can email to VPC to be automatically removed ([unsubscribe@voterparticipation.org](mailto:unsubscribe@voterparticipation.org)). Or you can take down the codes or names/addresses and send them to me for removal. Additionally, you can direct anyone to VPC's toll-free number at 877-255-6750.

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 July Hearing: 3**

**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 conducted during this month.

**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 to be held September 25, 2018.

The county will host at least 10 scheduled voter registration drives across the county. There will be a Deputy Registrar training for volunteers that will be conducted September 24, 2018. A flyer is included in the Board Packet for you to advertise and distribute in your respective communities.

**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:**

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drive(s)</b>
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**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 Opportunity 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