



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for July 2018

DATE: August 10, 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 July 2018 and activities since the last board meeting. The priorities were centered on elections task for the July General Democratic and Republican Primary Runoff Election.

ELECTIONS

PERSONNEL STAFFING:

1 Full Time and 3 Part Time positions are vacant. 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 and Poll Worker Refresher Training on the General Primary Runoff.

ELECTION DATA SUMMIT, U.S. ELECTION ASSISTANCE COMMISSION:

Director Dozier attended a one-day Election Data Summit by the U.S. Election Assistance Commission and Pennsylvania Department of State on July 12, 2018. The purpose of the summit was focused on bringing together some of the nation's most respected election data experts to examine ways election officials can use all types of data to improve processes and inform decision making.

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.

REGISTRATION

VOTER REGISTRATION:

As of August 1, there are 175,750 (158,295 Active; 17,455 Inactive) voters in Clayton County.

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: 76

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
July 29, 2018	Commissioner Hambrick's Back to School Bash	Flat Shoals Park Riverdale	2

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 Supervisor.

DEPUTY REGISTRAR ACTIVITIES:

There were no activities during this time period for Deputy Registrar Training.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Process VR Application Backlog Created Due to VR Deadline for General Primary
- 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