INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for June 2018

DATE: July 6, 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 June 2018 and activities since the last board meeting. The priorities were centered on, Logic & Accuracy testing, training, post elections task for the May General Primary Election and pre-preparations tasks for the July Primary General 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 on the upcoming General Primary Runoff, Advance Voting Training of Temporary/Seasonal Staff as well as Georgia Election Official Certification training.

LOGIC & ACCURACY TESTING – 2018 JULY GENERAL PRIMARY RUNOFF ELECTION:

The Logic and Accuracy Testing on the Touch Screen and Optical Scan Voting Equipment to be used in the General Primary Runoff commenced June 8, 2018 and was completed June 25, 2018.

POLL WORKER TRAINING – 2018 JULY GENERAL PRIMARY RUNOFF ELECTION:

Poll worker training is scheduled for all Poll Officials July 9 – July 14, 2018.

ELECTION SYSTEMS & SOFTWARE (ES&S) – ELECTION SECURITY SEMINAR:

Director Dozier attended a seminar hosted by ES&S held in Decatur, Georgia on June 26, 2018. Topics discussed in the seminar included: ES&S compliance, security terminology, security insights, physical security, auditing, and general network security.

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 July 1, there are 175,741 (159,864 Active; 17,492 Inactive) voters in Clayton County. Clayton County does not have a Federal Candidate on the General Primary Runoff therefore not impacted by the second voter registration deadline on June 25, 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 July Hearing: 0

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:

No events due to preparations of the General Primary nor have we received any requests during this time.

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:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drive(s)
4	0	0

<u>TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS</u>:

- Process Voter Registration Application
- 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