



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for April 2018

DATE: May 4, 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 April 2018 and activities since the last board meeting. The priorities were centered on, Logic & Accuracy testing, training, 2018 election pre-preparations, processing voter registration applications, and scanning/indexing.

ELECTIONS

PERSONNEL STAFFING:

1 Full Time and 3 Part Time positions are vacant. Ms. Trivis Houston has been hired as the new Registration & Elections Official effective May 5, 2018.

The Office of Youth Services has collaborated with Eckerd Connect in and Internship Project where Interns will be able to work 150 hours and Eckerd will pay them \$8.25 per hour to gain work experience in the county. The Elections Department has submitted a request to receive an Intern.

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 May Primary, Advance Voting Training of Temporary/Seasonal Staff as well as Georgia Election Official Certification training for newly hired Full Time Staff.

2018 LEGISLATIVE BILLS - PROPOSED REDISTRICTING MUNICIPALITIES:

A proposed districting of the following cities within Clayton County: Morrow, Jonesboro, Lovejoy and Lake City, may be forthcoming. The following are the bill numbers for the legislation: House Bill 507 (Jonesboro), House Bill 508 (Morrow), House Bill 549 (Lovejoy), House Bill 550 (Lake City). This legislation has been submitted to the Governor for Signature.

If approved the office will have to perform redistricting activities in the voter registration system to make the changes. Impact: The changes will be made in ENET and each voter impacted will receive a new precinct card with the updates. Pending the implementation deadline of the redistricting, the office may have to operate in an overtime capacity to complete the work.

LOGIC & ACCURACY TESTING – 2018 MAY PRIMARY:

The Logic and Accuracy Testing on the Touch Screen and Optical Scan Voting Equipment to be used in the May 22, 2018 General Primary, Nonpartisan General Election will commenced April 18, 2018 at the Clayton County Elections Center, 7946 North McDonough Street, Jonesboro, GA 30236 and shall continue until completion. It is scheduled to advertise in the legal organ on April 11, 2018.

POLL WORKER TRAINING – 2018 MAY PRIMARY:

Poll worker training will begin May 7, 2018 and shall end on May 16, 2018. The list of Managers and Assistant Managers will be included in your board meeting packets for approval.

MO3 NOTICES OF POLLING PLACE NAME AND ADDRESS CHANGE – 2018 MAY PRIMARY:

Post Special Called Board Meeting, the Elections and Registration Staff mailed, 4,400 notices to voters impacted by the change. The notice informed voters that although the polling place name and address changed it is the same location. Precinct cards have been requested to the Secretary of State Elections Division. Upon delivery, the precinct cards shall be mailed.

CITY OF LAKE CITY – SPECIAL ELECTION, MAY 22, 2018:

Mr. Eric Beckman, City of Lake City Municipal Clerk, has informed the Elections and Registration Office that the City will be conducting a Special Election to fill the vacancies for Mayor and City Council in conjunction with the May 22, 2018 General Primary Election. The City of Lake City will be conducting their own election, therefore Voters in the City of Lake City who wish to cast a ballot for the Special Election shall vote with the municipality. The Clayton County Board of Elections and Voter Registration is not conducting the election.

STATEWIDE CANDIDATE WITHDRAWAL – MARC URBACK:

The Secretary of State, Elections Division notified the counties that Marc Urback, a candidate for Governor in the Republican Party Primary has withdrawn from the race. In compliance with O.C.G.A. 21-2-134 (a)(2), prominent notices shall be posted in all polling places in which the name of the withdrawn candidate appears on the ballot stating that the candidate has withdrawn and that all votes cast for such withdrawn candidate shall be void and shall not be counted. The notice has been placed along the sample ballots in all 6 Advance Voting sites, included in the impacted Absentee Ballots as well as packed in the polling site materials for placement on Election Day. A copy of the notice is included in your board packet.

COUNTY TO COUNTY TRANSFER OF DRE UNITS – DAWSON TO CLAYTON COUNTY:

The Clayton County Board of Elections would like to thank Glenda Ferguson Elections Superintendent of Dawson County Board of Elections in Dahlonega, Georgia. We were able to secure 22 DRE units from Dawson County Board of Elections via donation. This adds more DRE Units to our inventory at a value of \$30,800.00 at no cost to the county besides pickup.

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.

Planning Zoning and Sustainability has been temporarily located outside of of the Ceremonial Courthouse until the end of Advance Voting for the election cycles. There are three Staff that occupy office space during normal business hours.

Further, the bunker has added additional power, lighting and plan to supply temporary plumbing in order to accommodate the Elections & Registration Department in order to help facilitate the transition during the demolition as we prepare for Logic & Accuracy Testing.

2018 NOVEMBER GENERAL – CITY OF JONESBORO INTERGOVERNMENTAL AGREEMENT:

The City of Jonesboro has expressed interest in using voting equipment to conduct a Special Election in November. Should the City of Jonesboro pursue a Special Election they will submit an Intergovernmental Agreement to utilize the voting equipment to be considered at a future Board Meeting.

GEORGIA SOIL AND WATER CONSERVATION COMMISSION:

The Georgia Soil and Water Conservation Commission has submitted correspondence regarding the department holding a Soil and Water Conservation District Supervisor election on the General Ballot on November 6, 2018. During the 2018 Qualifying period there were (3) three petitions submitted for the Elections and Registration Office to verify. The review of the petitions have been completed.

REGISTRATION

VOTER REGISTRATION:

As of May 1, there are 176,942 (159,057 Active; 17,885 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 May Hearing: 0

NO ACTIVITY FOR 2 GENERAL ELECTIONS (NOACT2GE) PROCESS:

Pursuant to O.C.G.A 21-2-235, the No Activity for 2 General Elections process was run in the Voter Registration System (ENET) July 28, 2017. 17,364 voter statuses was updated to "cancelled" in Clayton County as a result of this process.

Notices were mailed to 17,364 voters with statuses updated to cancelled to notify them further of the cancellation and provide them with ways to register to vote via the Online Voter Registration (OLVR) or request for the office to mail a voter registration application as directed from the October Board meeting. The notices were mailed over a two-week period at an estimated cost of \$7,820.00 to send out these notices. As of May 1, 2018 73% have been 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 Ms. Dozier.

VOTER EDUCATION/OUTREACH EVENTS:

Date of Event	Event	Location	Commission District Coverage
April 28, 2018	Forest Park HS Car and Bike Show	Forest Park HS	Chair - 1, 2, 3 & 4
May 1, 2018	Law Day	Justice Center	Chair - 1, 2, 3 & 4
May 4, 2018	A Taste of Clayton	South Clayton Recreation Center	Chair - 1, 2, 3 & 4
May 5, 2018	A Taste of Clayton	South Clayton Recreation Center	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 Supervisor.

HIGH SCHOOL VOTER REGISTRATION MONTH:

April was High School Voter Registration Month across the State of Georgia. The Clayton County Public Schools' Deputy Registrars submitted 327 voter registration applications.

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drive(s)
24	1	11

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- 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