



INTER-OFFICE MEMORANDUM

TO: Clayton County Board of Elections and Registration

FROM: Shauna Dozier, Elections Director

RE: Operations Report for March 2018

DATE: April 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 March 2018 and activities since the last board meeting. The priorities were centered on, testing, software updates, petition verifications, temporary/seasonal Staff recruitment, record retention, 2018 election pre-preparations (including ballot proofing), Qualifying, processing voter registration applications, scanning/indexing and attending conference certification training.

ELECTIONS

PERSONNEL STAFFING:

2 Full Time and 3 Part Time positions are vacant. Mrs. Sharon Bowden-Radford, Registration & Elections Official resigned effective April 4, 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.

The Elections and Registration Department started its recruitment efforts for Temporary/Seasonal Staff Positions for the 2018 Election Cycle.

STAFFING DEVELOPMENT AND TRAINING:

Staff Training:

Deadline driven task from the redistribution of daily operations continue to receive priority training.

2018 Georgia Election Official (GEOA) and Voter Registrars Association (VRAG) Combined Conference:

Director Dozier, Supervisor Carter and Board Member Pullar attended the 2018 GEOA/VRAG combined conference will be held Sunday March 25, 2018 – Wednesday, March 28, 2018.

Director Dozier would like to commend Supervisor Carter for his presentation of voter registration drives at the conference on voter registration. Supervisor Carter presented before over 700 Georgia Election Officials and Voter Registrars. The Board of Elections received their GEOA and VRAG membership gifts at the Special Called Board Meeting held, April 2, 2018. Board Members will received their membership cards for both organizations at the Regular Scheduled Board meeting on April 10, 2018. The Staff will received training updates from the conference.

Tyler Training New Finance Software on Munis ERP System:

Clayton County is transitioning to a new Financial System in which all county employees that perform Financial duties are required to undergo. The Elections and Registration Department completed (8) training courses to learn how to operate in the new Financial System Software.

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 is awaiting the Governor's Signature.

If approved the office will have to preform 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.

2018 ELECTION CYCLE ADVANCE VOTING DATES/TIME:

The Board of Elections & Registration set the Advance Voting Dates, times and locations at the Special Called Board meeting held April 2, 2018, which includes extended satellite locations, Sunday Voting and extended hours the last week of Advance Voting. Director Dozier submitted the Resolution to the Board of Commissioners in for the April 3, 2018 Regular Meeting. The Board of Commissioners approved the resolution at this meeting. Director Dozier shall begin advertising Advance Voting via social media, news outlets, on the county website(s) and Facebook page(s).

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. Ms. Dozier met with the COO regarding the renovations and moving of departments for the purpose of conducting Advance Voting as scheduled in the Ceremonial Courthouse in the building located on the second floor. Director Dozier has submitted a timeline to the COO and DCOO regarding the departmental needs. Director Dozier has spoken with the COO and DCOO.

The plan of action includes temporarily moving Planning Zoning and Sustainability out of the Ceremonial Courthouse until the end of Advance Voting for the primaries. 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. Will provide a status update on all renovations at a future meeting.

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 commence 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.

CITY OF LAKE CITY – SPECIAL ELECTION:

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.

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. Will provide an update at the next board meeting.

REGISTRATION

VOTER REGISTRATION:

As of April 1, there are 175,840 (157,705 Active; 18,135 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 April Hearing: 32

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 April 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
March 21, 2018	Deputy Registrar Training – Alpha Kappa Alpha	Clayton State University, Morrow, GA	Chair - 1, 2, 3 & 4
March 24, 2018	Speaking Engagement – Elon Farm's HOA Meeting	Church of Nazarene, Riverdale, GA	2
March 29, 2018	Deputy Registrar Training – Clayton County Educators	Professional Training Center	Chair - 1, 2, 3 & 4
March 30, 2018	Deputy Registrar Training – Clayton County Educators	Clayton County Elections & Registration	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.

The Board of Elections and Voter Registration office has been working with Ms. Regina Wallace Social Studies Coordinator for the Clayton County Public School on planning the 2018 Deputy Registrar Training for the Educators. Information on the training will be reported in a future report.

HIGH SCHOOL VOTER REGISTRATION MONTH:

Reminder, April is High School Voter Registration Month across the State of Georgia.

DEPUTY REGISTRAR ACTIVITIES:

The following activities were conducted:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drive(s)
21	3	0

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