



**INTER-OFFICE MEMORANDUM**

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

**FROM:** Nadine Williams, Interim Director, Registration and Elections  
 Patrick Eskridge, Deputy Director  
 Nadine Williams, Elections Chief  
 Shamira Marshall, Registration Manager  
 Janice Dickenson, Administrative Manager  
 LaShandra Little, Voter Education and Outreach Manager  
 Mariska Bodison, Absentee Manager

**RE: Monthly Operations Report – JUNE 2022**

**DATE:** July 14, 2022

**ADMINISTRATION DIVISION**

This report provides specific administration and election tasks performed during the month of June 2022. Standard operations and activities from the Administrative Division include personnel, payroll, procurement, contracts, finance, legislation, campaign and financial reports, voter education and outreach, travel and training coordination, support to the Board of R&E and the Registration and Elections Divisions.

**Zoom Meetings Attended**

- Department Supervisor’s Meeting - Weekly
- County Manager’s Strategy Team - Weekly
- Purchasing Meeting – Weekly
- Department Budget Meeting - Weekly

**Personnel Vacancies**

| Title                | Type Positions    | Status of Recruitment                  |
|----------------------|-------------------|--|
| Director             | Existing Position | External Recruitment                   |
| Registration Manager | Existing Position | Preparing for Interviews               |
| VEO Specialist       | Existing Position | Classification changes – HR to process |
| Absentee Officer     | Existing Position | Currently being recruited              |
| Registration Officer | Existing Position | Waiting for HR to post                 |

## **Preparation of 2022 Elections**

### **Campaign Contribution Disclosure Report (CCDR) Due**

The next campaign contribution disclosure report for all candidates in the General Primary Election is due on Thursday, June 30, 2022, with a grace period deadline on Tuesday, July 8, 2022. All late and non-filers will be reported to the State Finance Commission.

### **2022 Elections Budgets**

The Financial Systems Manager is managing the 2022 Elections budgets and working with the Purchasing Department with contracts of four personnel agencies for our supplemental staff assigned to all three divisions.

The Operations Budget is \$4,391,024

The Elections approved Budget is \$33,026,729

- General Primary \$10,475,096
- General Primary Run-off \$9,852,568
- General Election \$12,403,864
  - Total **\$32,731,528**

The additional Elections approved 2022 Budget is for Capital projects

### **2022 Special Municipal Elections**

Intergovernmental Agreements for the following municipalities expected to be on the Board of Commission July 13, 2022, meeting. The special elections will be held in conjunction with the General Election on November 8, 2022:

City of South Fulton  
Georgia Soil & Water Conservation District

### **Legislation Update**

Session Closed



## ABSENTEE DIVISION

### June 21, 2022, General Primary Runoff Election:

- Weekly Meetings within the Department (Division Updates and Budgets)
- Weekly meetings with the County Manager Executive Team
- Weekly Meetings with Mrs. Brittian, Absentee Supervisor
- Bi-Weekly Meetings with the Division's personnel
- Discussions with various vendors: OPEX, HBSolutions, Tattnall, Bluecrest, & Pitney Bowes
- Discussions with U.S.P.S Liaison

### GENERAL PRIMARY RUNOFF ELECTION ABSENTEE BY MAIL STATISTICS:

|                              |                     |
|------------------------------|---------------------|
| <b>BALLOTS ACCEPTED</b>      | <b>2654</b>         |
| <b>BALLOTS REJECTED</b>      | <b>280 (223+57)</b> |
| <b>UNDELIVERABLE BALLOTS</b> | <b>27</b>           |
| <b>BALLOT TOTALS</b>         | <b>2,961</b>        |
|                              |                     |
| <b>DEMOCRAT</b>              | <b>2,187</b>        |
| <b>REPUBLICAN</b>            | <b>467</b>          |

#### **Rejected Applications:**

Requested too early  
Address doesn't match ElectioNet  
Missing or Electronic signature  
No ID provided

#### **Rejected Ballots:**

Mismatched Information (ID and/ or DOB)  
Missing (ID and/ or DOB)  
No Signature

**Too Late (Not in the office by 7pm Election Day)**

### Election Preparation

- ✚ Completed General Primary and Special Election, **May 24, 2022**
- ✚ Preparation for the General Primary Runoff Election, June 21, 2022
  - Notices prepared for posting (in the office, the EPC, and the website)
  - Coordinated schedules for the Duplication and Vote Review Panels
  - Continued processing absentee request from UOCAVA and Non-UOCAVA electors

### ABSENTEE OPERATIONS

- ✚ Electors begin receiving ballots 2-3 days after the initial mail-out date of June 8, 2022
- ✚ June 6, 2022, notice to process early submitted to SOS
- ✚ June 6, 2022, Notice posted in the office, EPC, and on the website
- ✚ June 10, 2022

O.C.G.A. 21-2- 381(a)(1)(A)

Last day to submit absentee ballot application for the General Primary Runoff Election

✚ June 13, 2022, ballot boxes were opened for daily use until June 20th, 9am-6pm

✚ June 13-21, 2022

- Processed and retained all accepted ballots
- Rejected, spoiled, or undeliverable ballots counted and retained
- Conducted panel sessions for Absentee and Provisional Ballots
- Panel members swore an Oath and were trained on procedural duties

## **RECRUITMENT & TRAINING**

Task to include:

- Group and Individual training and training material provided
- Processing Absentee Applications
- Verifying All Processed Applications
- Identifying UOCAVA (Uniformed Overseas Citizens Absentee Act) Electors
- Registering UOCAVA Electors and Absentee Request mid-August 2022
- Researching Request
  - Contacting voters with Missing/ Mismatch Information
- Processing Incoming Ballots (Credit in ElectioNet for voting)
- Sending Notice of rejection of Applications and Ballots
  - Instructions provided on “How to Cure”

## **TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:**

- Hiring and training personnel
- Virtual meeting conducted for election planning, preparation, and processes
- Continue to notify electors of their request being rejected
- Updating training material

## **ELECTIONS DIVISION**

During the month of June, the focus of the Election Division activities was on the following tasks:

### **Supplies & Logistics - Polling Locations:**

Post-election equipment pickup has been completed. Inventory of supplies is currently being conducted for the November Election. Polling location changes for the November election will be presented to the BRE at the July 14<sup>th</sup> regular meeting. Location changes to be proposed have been advertised in the legal organ.

### **Absentee Ballot Drop Boxes:**

Absentee Ballot Drop Box placement for the November election is being assessed. Locations will be presented to the BRE at the August 11<sup>th</sup> BRE meeting.

### **Advance Voting**

Staff supported 30 Advance Voting locations and has reconciled all post-election documents. A roundtable will be held with Advance Voting Managers and Compliance Officers for insight and to discuss process improvements. Staff is attempting to secure 35 Advance Voting locations for the upcoming November Election. Locations will be presented to the BRE at the August 11<sup>th</sup> BRE meeting.

## **INFORMATION SYSTEMS DIVISION**

### **May 24, 2022, General Primary/Special Election:**

We completed Logic and Accuracy on voting equipment for Advance Voting and Election Day. We introduced a new standard operating procedure for election night reporting to ensure files from all compact flash cards were uploaded to the EMSserver.

System specialists were trained to handle reported issues, assign issues to the appropriate Election Day Technician, and follow up and close tickets on WEBeoc.

### **WDS Inventory System**

Assets were allocated, assigned, and sealed using the inventory system. Details of the procedure are shown in the attached report generated from the project management software.

### **Election Warehouse Relocation:**

Worked with logistics to relocate voting equipment from the warehouse on Wilson Road to the new warehouse on Phillip Lee Drive. Working with the I.T. department to uninstall and relocate security cameras installed at the Wilson Road warehouse at the new warehouse on Phillip Lee Driver.

### **Election Central:**

Information System staff began working with the I.T. department to identify the information technology infrastructure needed at Election Central. The initial effort will involve evaluating the department's current hardware and determining what additional hardware is required. Subsequent stages will include interacting with the I.T. department on our operation and what that entails, meeting weekly with D.R.E.A.M and I.T. department and site visits.

## REGISTRATION DIVISION

### VOTER REGISTRATION

The total number of voter registration applications we received in 2022 is **74,329**. This number includes voter registration applications received via the Department of Driver Services, the Online Voter Registration portal with the Secretary of State's Office, applications from 3<sup>rd</sup> party vendors, and applications mailed or dropped off at our office.

As of June 30, 2022, there are **841,038** (**740,385** active and **100,653** inactive) registered voters residing in Fulton County.

+

**The Historic Overview of Registration Applications for April/ May are as follows:  
(The breakdown covers five years)**

| <b>Year</b>                        | <b>May Voter Registration Applications</b> | <b>June Voter Registration Applications</b> |
|------------------------------------|--|---|
| <b>2018</b>                        | <b>25,049</b>                              | <b>25,761</b>                               |
| <b>2019</b>                        | <b>24,754</b>                              | <b>21,165</b>                               |
| <b>2020</b>                        | <b>22,119</b>                              | <b>28,562</b>                               |
| <b>2021</b>                        | <b>6,363</b>                               | <b>8,511</b>                                |
| <b>2022</b>                        | <b>16,371</b>                              | <b>16,594</b>                               |
| <b>Total Applications for 2022</b> |  | <b>74,329</b>                               |

**WORKLOAD STATISTICS FOR: Numbers as July 6, 2022**

| <b>Voter Registration Applications Needed to be Processed</b> |  |               |
|---|--|---------------|
| Total Applications needed to be processed                     |  | <b>29,968</b> |
| DDS Applications  |  | 22,791        |
| Online Applications   |  | 4,277         |
| Paper Applications  |  | 2,900         |

| <b>Completed Voter Registration Applications Processed for June</b> |       |              |
|---|-------|--------------|
| <b>Total Number of Processed Applications</b>                       |       |              |
| <b>Total New Registrations to Fulton County</b>                     |       | *            |
| <b>New Registration (1<sup>st</sup> Time)</b>                       |       | *            |
| DDS Applications  | *     |              |
| Online Applications   | *     |              |
| Paper Applications  | *     |              |
| <b>Transferred into Fulton</b>                                      |       | *            |
| DDS Applications  | *     |              |
| Online Applications   | *     |              |
| Paper Applications  | *     |              |
| <b>Total Number of Changes in Fulton County- SOS Report</b>         |       | <b>1,340</b> |
| Address Changes Only  | *     |              |
| Name & Address Changes  | *     |              |
| Duplicate (No Changes)  | *     |              |
| Name Changes  | *     |              |
| Duplicate Merges  | 1,340 |              |
| <b>Total Number of Removals in Fulton County</b>                    |       | <b>1,646</b> |
| Felons  | -     |              |
| Moved out of State  | 2     |              |
| Duplication   |       |              |
| Error   | -     |              |
| Hearing   | -     |              |
| Not Verified Deletion   | -     |              |
| Requested   | 5     |              |
| Transfers out of county   | 1,466 |              |
| Vital Records   | 173   |              |
| Mental Incompetent  | -     |              |

\*Numbers will increase in next month's operation report. Credit for Voting has been given and we will begin processing applications this week.

**FRONT DESK OPERATIONS**

Our front desk personnel handle a lot of operations for the VR division. When a voter comes into the office, they fill out a yellow desk ticket that states their reason for visiting. Below is a breakdown of June ticket requests:

| <b>Reason for Visiting Fulton County Voter Registration</b> | <b>Total Number of Yellow Tickets</b> |
|---|---------------------------------------|
| Certificate of Registration                                 | 1                                     |
| Temporary Voter ID Card - Applications                      | 68                                    |
| Register to Vote - Walk-ins                                 | 42                                    |
| Precinct Card Requests                                      | 38                                    |
| Voter Status Issues<br>(Cancellation, Inactive, etc.)       | 14                                    |
| 3 <sup>rd</sup> Party/Voter Drives                          | 24                                    |
| Letter Response   | -                                     |
| Out of County / Out of State Inquiries                      | 13                                    |
| Voter List/Stats  | 2                                     |
| Other   | 122                                   |
|   | <b>TOTAL 324</b>                      |

Other – ranges from voters wanting to challenge other voters, dropping off their absentee ballot/application, or general questions about voter registration.

**REGISTRATION REPORTS:****PERSONNEL/STAFFING**

There are 5 Registration Officer vacancies. Recruitment for vacant positions will begin once these positions are posted. The Registration Manager position was reposted and has since closed. Interviews will be conducted soon.

**TRAININGS/MEETINGS ATTENDED/HELD**

- Redistricting Discussions
- GIS & eNet functions
- Poll Worker Training
- Provisional Training
- Blue Raster Team Meetings

**TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:**

- Continue Street Audits/Maintenance of all streets in Fulton County- Currently working with a 3<sup>rd</sup> party vendor, Blue Raster to identify revisions that need to be made

- Continue List Maintenance Activities
- Continue Review / Update Voter Registration standard operating procedures
- Continue to Perform / Conduct performance counseling sessions
- Respond to State Election Investigations
- Continue Precinct Card Mailings and other Correspondences

Staff Training – In addition to attending State webinars, the new education initiative has begun

## VOTER EDUCATION AND OUTREACH

This report provides specific summary information regarding VEO tasks performed during June 2022. Standard Voter Education and Outreach operations include:

- Educational seminars and lectures.
- Comprehensive demos and training.
- Voter registration activities.
- Assisting in Poll Worker Recruitment
- Deputy Registrar Training

In June, the VEO team was able to do the following:

| Activity                            | Total for the Month | Total for the year |
|-------------------------------------|---------------------|--------------------|
| Deputy Registrar Training           | 24                  | 314                |
| Voter Registration                  | 35                  | 839                |
| Poll Worker Recruitment             | 22                  | 376                |
| Voter Identification Cards Creation | 3                   | 32                 |
| Voter Education and Outreach Events | 25                  | 187                |
| Absentee Application                | 34                  | 82                 |
| Connections for VEO                 | 200                 | 2,036              |
| Event Interactions                  | 750                 | 5,350              |
| Media Inquiries                     | 0                   | 10                 |

In June, The Voter Education and Outreach Manager focused on training the new Voter Education and Outreach Coordinators, following up with seniors on absentee ballot applications, and recruiting poll workers for the election. Lastly, working with municipalities to participate in citywide events to provide voter education and outreach across the county. To date, the team has scheduled at least two events in all Fulton County Cities except for Mountain Park where we hope to hold an event before the November election.

All Voter Education and Outreach Coordinators are fully trained and were able to serve the department on election day by working as poll workers. Since the June 21<sup>st</sup> runoff election, the Voter Education and Outreach team has been updating all documents to reflect all pertinent information about the upcoming November Election. Also, the VEO manager contacted everyone that has held an event with the VEO team this year to plan another event for the November election. And reaching out to more senior centers across the county to plan events after the absentee application window opens in August. Most senior center directors request assistance in helping the seniors fill out the absentee ballot applications.

The VEO team will continue to contact schools, communities, non-profit organizations, and government officials regarding scheduling future events. We are developing ongoing outreach opportunities with various groups to strengthen our impact in the community. The VEO team will also continue working with external affairs to showcase the excellent outreach work across the county.

### June 2022 Events

| <b>Date</b>     | <b>Event</b>                                | <b>Requestor</b>                         | <b>Location</b>  |
|-----------------|---|--|--|
| <b>6/1/2022</b> | <b>Voter Education and Outreach</b>         | <b>Columbia Senior Residences at MLK</b> | <b>125 Logan St SE, Atlanta, GA 30312</b>  |
| <b>6/1/2022</b> | <b>Voter Education and Outreach</b>         | <b>Alpharetta Library</b>                | <b>Alpharetta Branch Library, 10 Park Plaza, Alpharetta, Ga, 30009</b>                           |
| <b>6/2/2022</b> | <b>Voter Education and Outreach w/ TVIC</b> | <b>BRIGHTON GARDENS OF BUCKHEAD</b>      | <b>BRIGHTON GARDENS OF BUCKHEAD 3088 LENOX RD. NE 30324</b>                                      |
| <b>6/4/2022</b> | <b>Deputy Registrar Training</b>            | <b>Voter Education and Outreach</b>      | <b>Virtual email <a href="mailto:veo@fultoncountyga.gov">veo@fultoncountyga.gov</a> for link</b> |
| <b>6/7/2022</b> | <b>Deputy Registrar Training</b>            | <b>Fulton County VEO</b>                 | <b>North Service Center, 7741 Roswell Rd, NE Suite 251, Sandy Springs, GA 30350 rm 212</b>       |
| <b>6/8/2022</b> | <b>Voter Education and Outreach w/TVIC</b>  | <b>The Piedmont at Buckhead</b>          | <b>650 Phipps Blvd NE, Atlanta, GA 30326</b>   |

|                  |   |  |   |
|------------------|---|--|---|
| <b>6/9/2022</b>  | <b>Voter Education and Outreach w/TVIC</b>      | <b>Quality Living Services, Inc.</b>                               | <b>Quality Living Services, Inc. 4001 Danforth Road, SW Atlanta, Georgia 30331</b>                  |
| <b>6/9/2022</b>  | <b>Fulton County Mobile Bus Voter Education</b> | <b>Herndon Square Senior Living</b>                                | <b>1015 Donald Lee Hollowell Pkwy, Atlanta, GA 30318</b>  |
| <b>6/14/2022</b> | <b>Voter Education and Outreach</b>             | <b>The Official Historic Collier Heights Community Association</b> | <b>Atlanta Berean Seventh-Day Adventist Church, 291 Hamilton E Holmes Dr NW, Atlanta, GA 30318</b>  |
| <b>6/14/2022</b> | <b>Deputy Registrar Training</b>                | <b>Fulton County VEO</b>   | <b>South Fulton Service Center, 5600 Stonewall Tell Rd., South Fulton GA 30349</b>                  |
| <b>6/14/2022</b> | <b>Voter Education and Outreach</b>             | <b>GALEO</b>   | <b>Entrance of DMV at the South Service Center, 5600 Stonewall Tell Rd # 114, Atlanta, GA 30349</b> |
| <b>6/15/2022</b> | <b>Voter Education and Outreach</b>             | <b>Oak Street Health</b>   | <b>Columbia Senior Residences at MLK Village, 125 Logan St, Atlanta GA, 30312</b>                   |
| <b>6/17/2022</b> | <b>Voter Education and Outreach</b>             | <b>City of Hapeville</b>   | <b>Movie Under the Stars Jess Lucas Park 680 S Central Ave, Hapeville, GA 30354</b>                 |

|                  |   |  |  |
|------------------|---|--|--|
| <b>6/17/2022</b> | <b>Voter Education and Outreach</b>             | <b>Juneteenth Atlanta Festival Committee</b> | <b>Centennial Olympic Park, 265 Park Ave W NW, Atlanta, GA 30313</b>                             |
| <b>6/18/2022</b> | <b>Voter Education and Outreach</b>             | <b>Juneteenth Atlanta Festival Committee</b> | <b>Centennial Olympic Park, 265 Park Ave W NW, Atlanta, GA 30313</b>                             |
| <b>6/18/2022</b> | <b>Voter Registration Drive</b>                 | <b>College Park Citizens Association</b>     | <b>2200 Godby Road, College Park, GA 30337</b>   |
| <b>6/18/2022</b> | <b>Fulton County Mobile Bus Voter Education</b> | <b>NAACP- Atlanta Branch</b>                 | <b>2757 East Point Street, East Point, GA 30344</b>  |
| <b>6/19/2022</b> | <b>Voter Education and Outreach</b>             | <b>Juneteenth Atlanta Festival Committee</b> | <b>Centennial Olympic Park, 265 Park Ave W NW, Atlanta, GA 30313</b>                             |
| <b>6/19/2022</b> | <b>Voter Education and Outreach</b>             | <b>REALCLASSE INC</b>                        | <b>JUNETEENTH KICKBALL CLASSIC PERKERSON PARK 770 Deckner Avenue Southwest Atlanta, GA 30310</b> |
| <b>6/19/2022</b> | <b>Voter Registration Drive</b>                 | <b>Deputy Registrar</b>                      | <b>The Church of the Incarnation, 2407 Cascade Road, SW, Atlanta, GA 30311</b>                   |
| <b>6/23/2022</b> | <b>Voter Education and Outreach</b>             | <b>Lutheran Senior Community</b>             | <b>Lutheran Senior Community 727 Juniper St NE, Atlanta, GA 30308</b>                            |
| <b>6/27/2022</b> | <b>Voter Education and Outreach</b>             | <b>Porsche Foxx</b>                          | <b>1115 Ralph David Abernathy SW Atlanta GA</b>  |

|                  |                                     |                                   |   |
|------------------|-------------------------------------|-----------------------------------|---|
| <b>6/28/2022</b> | <b>Voter Education and Outreach</b> | <b>GALEO</b>                      | <b>Entrance of DMV at the South Service Center, 5600 Stonewall Tell Rd # 114, Atlanta, GA 30349</b> |
| <b>6/30/2022</b> | <b>Voter Education and Outreach</b> | <b>Black Leadership Coalition</b> | <b>Virtual</b>  |