



BOARD OF REGISTRATION AND ELECTIONS APPROVED MINUTES

REGULAR MEETING – August 10, 2023

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, August 10, 2023, at 10:10 a.m.

**The meeting was recorded and is available for your review on
FGTV YouTube Channel**

<https://www.youtube.com/channel/UCYH7E0jH6HxE-3KTRluH8SQ>

Board Members Present Patrise Perkins-Hooker, Chairperson
Mrs. Teresa Crawford
Mr. William Michael Heekin
Mr. Aaron Johnson

Absent Board Members
Vacant Seat 8.2023

Chair Perkins-Hooker announced that the meeting was delayed due to technical difficulties with the audio. She reported that this meeting is being recorded in its entirety and it will be available on YouTube (**FGTV**) at the conclusion of the meeting.

Staff Attending: Mrs. Nadine E. Williams, Director; Mr. Patrick Eskridge, Deputy Director; Mr. John Ross, Election Chief; Mrs. Sharon Benjamin, Deputy Election Chief; Mrs. Kathryn Glenn, Registration Manager; Mrs. Jodi Brittian, Absentee Supervisor; Ms. Janice Dickenson, Administrative Manager; Mrs. Janell Barganier, Financial Systems Manager; Ms. LaShandra Little, VEO Manager; Mr. Thomas Johnson, Registration Supervisor; Mr. Corey Henson, Elections Equipment Manager; Mr. James Reese, Production/ Film Manager; Ms. Regina Waller, Communications Division Manager; Mr. Darryl Peek, Mr. Tyree Spencer, Mr. James Artis, Mr. Bennie Marcus, Mr. David Lowman, Supervising County Counsel; Mr. Chad Alexis, Senior Assistant County Counsel;

Guest: Earl Ferguson, Annetta Fisher, Stephanie Miller, Julie Allen, Daniel White

ACRONYMS:

BRE- Board of Registration and Elections
DRE- Department of Registration and Elections
EHOC- Elections Hub and Operations Center
BOC- Board of Commissioners
ABM- Absentee by Mail

BMDs- Ballot Marking Devices
SOS- Secretary of State's
SEB- State Election Board
DDS- Department of Driver Services
CERA- Certified Elections Registration Administrator

#1– APPROVAL OF AGENDA

Chair Perkins-Hooker entertained a motion to amend the agenda to add the Approval of the Amended Intergovernmental Agreement (IGA) with the City of Milton for Leased Equipment as Item # 6. The motion was made by Mr. Heekin, seconded by Mr. Johnson, and carried by a vote of 4-0.

Chair Perkins-Hooker entertained a motion to approve the agenda as amended. The motion was made by Mrs. Crawford, seconded by Mr. Johnson and carried by a vote of 4-0.

#2-COMMUNICATIONS AND PUBLIC RESPONSE

Earl Ferguson expressed his opinion on the use of hand processed ballots and his desire that the county move to use the same versus QR code presentations of the voter's selections.

OLD BUSINESS

#3– APPROVAL OF MINUTES

➤ Regular Meeting –July 13, 2023

Chair Perkins-Hooker entertained a motion to defer voting on the proposed minutes until they are reviewed and edited. The motion was made by Mrs. Crawford and was seconded by Mr. Heekin and carried by a unanimous vote of 4-0.

#4– MONTHLY OPERATIONS REPORT FOR JULY 2023

Director Williams greeted the Board members and thanked the County Manager and the Board of Commissioners for the new facility. Director Williams commended staff on the wonderful job in setting up for the ribbon cutting ceremony.

Deputy Eskridge reported on the activities in **DRE** (Administration Division):

- Continued work toward national certification and attended Certified Elections Registration Administrator (**CERA**) courses:
 - Election Information Access & Security
 - Strategic Planning & Budgeting
- **Absentee by Mail Equipment Replacement:**

- Worked with appropriate parties to prepare request for funding to go before the BOC for approval. BOC approved the vendor and funding for the contract on 8.2.23.
- **Internal Operations:**
 - Focused on packing and moving into the new facility.
 - Developing Continuity of Operations Plans for each division.
 - Establishing an employee recognition for service programs.

Mrs. Brittian reported on the **Absentee Division:**

- Researched multiple 2020 SEB investigations
- Agreed upon a vendor for Absentee by Mail Equipment

GARViS Roundtables

- REIF Submissions for issues in GARViS
- Updates: 7/6 and 7/28 (She reported that substantial changes were made that resolved several REIF tickets)
- Reviewing updated training material

Attended:

- Election Hub Grand opening preparation
- 2024 Budget Preparation
- SEB Hearing Preparation (2020 elections)
- Vendors engaged during July 2023
 - Tattnall Ballot Solution, Quadient, HB Solutions

Earliest Day to apply for Absentee by Mail for the November 7 th Municipal Election	August 21, 2023
DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR NOVEMBER 7th MUNICIPAL ELECTION. The last day for a person to register and be eligible to vote in the general/special election and runoff shall be at the close of business on the fifth Monday prior to the date of the election. O.C.G.A. §§ 21-2-224; 21-2-501	October 10, 2023
FIRST DAY TO MAIL ABSENTEE BALLOTS FOR MUNICIPAL GENERAL ELECTION The board of registrars shall mail or issue official absentee ballots 22 days prior to any municipal general election. O.C.G.A. § 21-2-384(a)	October 16, 2023
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	October 27, 2023
ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE NOVEMBER 7, 2023 GENERAL MUNICIPAL ELECTION O.C.G.A. § 21-2-385(d)(1)	October 16, 2023
ABSENTEE BY MAIL STATISTICS:	
Applications Accepted	0
Applications Rejected	12; Received too early

Mr. Heekin inquired about the types of systems are involved with Absentee process.

Mrs. Brittian explained that there are two machines inbound and outbound systems. These automated systems build the ballot packet, seal the envelopes and add postage.

Also, once the ballot is returned the system captures images of oath envelopes and sorts the same in precinct order.

Deputy Eskridge reported on behalf of Ms. Dickenson on activities in the Administration Division:

- Performed routine administrative functions such as submitted requisitions to establish purchase orders and submitted invoices for payment.
- Performed various HR functions such as payroll, processed requisitions for recruitment, process separated employees from HR system and provided responses regarding unemployment claims

TITLED VACANCIES	POSITION TYPE	STATUS OF RECRUITMENT
Registration Officer	Existing Position	Currently recruiting to fill two (2) positions.
Registration Chief	Existing Position	Requisition processed and awaiting register from HR to prepare to interview candidates.
Absentee Manager	Existing Position	Requisition submitted to recruit for position.
Courier (Time limited position)	Existing Position	Requisition submitting to recruit for position. Job Announcement posted to recruit 16 positions. These are temporary positions to end December 2023.

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

Late and non-filers reports were submitted to the State Finance Commission. We reported ten (10) non-filers to the State Finance Commission.

Chair Perkins-Hooker inquired about the names of the 10 non-filers

Deputy Eskridge explained that the information will be provided after the meeting.

Chair Perkins-Hooker directed leadership to provide the names and positions of the non-filers in the report.

Mrs. Benjamin reported on activities with Advance Voting/ Early Voting:

She indicated that she was excited that we have moved into our new Elections Hub and Operations Center, and we are in the process of organizing and settling into our new workplace.

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We are in the process of planning for the Municipal Election and will be focusing on the recruitment of AV staff.

Continue Goals: *Review and revise our existing training curriculum. *Develop and produce an updated training manual and related classroom materials. *Introduction of Part-Time shift staffing options. *Perform a comprehensive review of our advance voting process.			
Election Date:	Municipal Election November 7, 2023		
Runoff Date:	Municipal Runoff Election December 5, 2023		
Advance Voting Locations:	14		
POSITION NEEDED	QUANTITY	# RECRUITING IN PROCESS	# TRAINED TO DATE
AV Managers	14		
AV Assistant Managers	28		
AV Clerks	56		

Chair Perkins-Hooker inquired if (14) Advance Voting locations were adequate and have the cities provided any input.

Director Williams mentioned the locations were based on budget restraints and cities could opt to pay additional fees to have additional sites. The City of Roswell opted to pay for an additional location.

Chief Ross reported on the activities in the Election Division:

- To date, all municipalities have submitted contests to be placed on the ballot
- Ballot information is being inputted in the Build a Contest in GARViS. Contests will be added for the following municipalities:

<ul style="list-style-type: none"> □ Alpharetta □ Atlanta □ Chattahoochee Hills □ College Park □ East Point □ Fairburn 	<ul style="list-style-type: none"> □ Hapeville □ Johns Creek □ Mountain Park □ Roswell □ South Fulton □ Union City
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- Only one municipality has submitted a request for a question to be placed on the November ballot:
 - **City of College Park Senior and Disabled Residents Homestead Exemption Referendum**
- Elections will be held for all municipalities minus:
 - **Milton** – self conducted
 - **Palmetto** – self conducted
 - **Sandy Springs** – no election to be held

Chief Ross mentioned that Mountain Park needed more time to determine if their ballot would include a question/ referendum.

Mrs. Crawford inquired about Mountain Park needing additional time to confirm if they are adding a Question on the ballot and how would that affect the **DRE**.

Chief Ross answered that Mountain Park's Annual meeting is on August 28th and giving them additional time will not negatively impact the **DRE**. The deadline to submit the ballot to SOS is September 8, 2023.

Chief Ross reported on the planning activities for Election Day (Elections Division):

- Currently working on new Poll Worker Portal.
- Working on Information to be sent to Poll Managers relating to Recruitment.
- Finishing up preparations for the Grand Opening by setting the Election Day Training Room/Kiosk.

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
Poll Manager	158	Recruitment not started as of yet	Training not started as of yet
Assistant Manager	316		
Clerks	1026		
Technician	158		

Chair Perkins-Hooker asked when will training and recruitment begin.

Director Williams mentioned that recruitment has already started and training will begin in September, the schedule will be forwarded to all members.

Chair Perkins-Hooker expressed her concerns with Election Day training.

Director Williams commented on the implementation of enhanced training and procedures for Election Day and Advanced Voting. The **DRE** will be adding compliance officers in the field at every site to ensure process and procedures are being followed.

Mrs. Barganier reported on the Department's Finances:

- Worked diligently on the draft of the 2024 Elections and operating budgets.
- 2024 operating and elections budgets are due to the Finance department on August 31, 2023.
- Submitted the capital asset budget for 2024 into the Fulton County capital budget portal on June 30, 2023.
- Requested vehicles for the 2024 elections that would help us to reduce our transportation costs over the long term as purchasing vehicles vs. the rental of vehicles is less costly. Hopefully, the Fulton County budget committee will approve vehicle purchases for the Elections department.

- Updated the various 2023 elections budgets.
- Tracked the budget to actual costs analysis to ensure we adhere to the budget.
- Processed vendor invoices for payment.
- Processed the cash receipts from municipalities paying for the November 2023 Municipal Elections. City of 's payment is pending.
- Payments have been received from most municipalities for a total of \$2.4 million

2023 Budgets as of 6/30/2023:	
Operations Budget- Approved by BOC	\$4.9 Million
Special Election House District 68 Budget MAY 2023- Approved by BOC	\$639.6 K
Special Election House District 68 Budget for Run-off JUNE 2023 - Approved by BOC	\$309.8 K
General Election Municipal Budget NOV 2023	\$5.47 Million
General Run-off Election Municipal Budget DEC 2023	\$2.45 Million

- On August 2, 2023, the BOC approved contracts for the 2 temp agencies: Abacus and Dover Staffing, for the staffing needed to conduct the November and December 2023 elections.

Chair Perkins-Hooker outlined the directive from the July 13th **BRE** meeting for the Board to receive a copy of the drafted budget prior to it being approved by the **BOC**.

Mr. Gilstrap reported on the activities in the Information Systems (Elections Division):

- **Election Central Move:** All voting equipment was securely moved from our Election Preparation Center and Phillip Lee Warehouse to Election Central. The Information Systems staff scanned all voter equipment and other critical assets from the Phillip Lee warehouse and Elections Preparation Center and our inventory system was used as the tracking device from its current location to the new warehouse. As the voting equipment and critical assets were delivered at Election Central, the items were received, scanned, and placed in its distinct location using the inventory system.
- **Server Relocation:** The election management server and all its workstations were relocated from the Election Preparation Center to the Election Central Warehouse accompanied by a Fulton County Police escort. It was placed in its secured location which is the see-through server cage in the elections warehouse. The server was then connected and is properly working.
- **SOS Server Testing:** The Secretary of State Center for Election Systems reported to the new warehouse to conduct compliance and acceptance testing on the server and all workstations and scanners connected to the server. Testing was successful.

Chair Perkins-Hooker asked **Mr. Gilstrap** about whether there were any Dominion machine or software issues that would inhibit their ability to count all of our ballots and votes correctly.

Mr. Gilstrap answered there are no concerns.

Chair Perkins-Hooker asked has the Secretary of State's (**SOS**) office been onsite to check all of the Dominion equipment,

Mr. Gilstrap answered the **SOS** was onsite to check the SERVER and they will return in 2 weeks to conduct a Logic and Accuracy Audit.

Mrs. Glenn reported on the activities of the Voter Registration Division:

The primary activities the VR staff worked on in July:

- Researching street issues
- Preparing for municipal street audits, redistricting, identifying, and merging duplicate registration records
- Auditing the voter roll for invalid or business addresses

REGISTRATION STATISTICS:	
July 1, 2023	July 31, 2023
VOTER REGISTRATION APPLICATIONS RECEIVED	1,351
ACTIVE VOTERS	770,216
INACTIVE VOTERS	101,683
TOTAL OF REGISTERED VOTERS	871,899
APPLICATIONS TO BE PROCESSED	26,756
NEW REGISTRATIONS TO FULTON COUNTY	740
TRANSFERS TO FULTON COUNTY	7,438
TRANSFERS FROM FULTON COUNTY	232
REMOVALS FROM FULTON COUNTY	238

- **Felons** – Registration Division will present the number of Felons processed during the month starting with the August report. The Board does not have to vote on the removal only hold hearings for any persons requesting a hearing before being removed from the voter rolls.

Mrs. Glenn asked the BRE if wanted a list of names or the number of Felons

Chair Perkins-Hooker responded that the number of Felons would be sufficient.

Chair Perkins-Hooker directed **Mrs. Glenn** to forward the drafted letter to the county attorneys to ensure the letter meets statutory requirements.

Mr. Heekin asked for an overview of our engagement with the Department of Drivers Services (DDS).

Mrs. Glenn responded that each time a citizen goes to the Department of Driver Services to apply or renew their license they are automatically registered to vote. That information is fed through to the voter registration system at the SOS and staff makes all the updates to the voter's record when this registration is received from the SOS.

Chair Perkins-Hooker commended the staff on the significant reduction of the number of DDS applications to be processed.

Mr. Henson reported on the activities of Supplies and Logistics (Election Division):

- Supported and organized the Department's move
- Successfully palletized and labeled all the supplies at both election warehouses and provided support for the government center move plan
- All required furniture and equipment, at all exited locations, were successfully scheduled for surplus pickup by the division
- At the new Election Hub and Operation Center (**EHOC**) the division staff has actively worked to unpack and organize all the warehouse space and inventory items, while also assisting all divisions with their unpacking process

SUPPLY & INVENTORY STATISTICS	
Phillip Lee Warehouse Move	Completed
Election Preparation Center Move	Completed
Government Center Offices Move	Completed

Chair Perkins-Hooker commended the staff on a seamless move to the Election Hub.

Ms. Little reported on the activities of Voter Education and Outreach (Administration Division):

- Focused on back-to-school outreach events across the county
- Conducted Deputy Registrar training for new voting registrars and those needing recertification
- Contacted the colleges and universities in the Fulton County area to plan campus outreach events when schools begin in August/September
- Assisted the registration department in processing DDS applications and scanning voter registration cards
- Assisted with the planning for the new Election Hub grand opening and handled all RSVPs and tours of the facility
- Ordered promotional items and educational resources for outreach events
- Worked with all municipalities to create a one-page handout of all the races that will be up for election in November

▪ July Events: **26**

VOTER EDUCATION ACTIVITIES		
Activity	Total for the Month	Year Total
Deputy Registrar Training	3	161/ Total Active =281
Voter Registration	65	320
Poll Worker Recruitment	0	0
Voter Identification Cards	0	6
Outreach Events	26	116
Absentee Application	0	0
Deputy Registrar Events	4	12
Connections for VEO.	50	400
Event Interactions	1700	5329
Media Inquiries	5	20

Chair Perkins-Hooker announced the DRE is committed to providing Voter Education and Outreach services throughout the county. Please contact the DRE to schedule a Voter Education event if you desire to have one in your area.

Mr. Heekin inquired about the information in the packet regarding the BUZZ.

Director Williams explained that the BUZZ is a communication platform from the Secretary of State’s (SOS) office that allows SOS and counties statewide to communicate with one another.

Mr. Heekin inquired about the Business Address Tool that will flag the listed addresses.

Mrs. Glenn responded that this feature is new in GARViS, the business addresses are inputted in the system manually to create the ability to flag the business addresses.

NEW BUSINESS

#5-APPROVAL OF ADVANCE VOTING CHANGES:

- East Point First Mallalieu UM Church
- South Fulton Service Center replacing Election Hub and Operations Center (EHOC)

Director Williams explained that the East Point library was initially approved by the Board but the Library is undergoing renovations; therefore, the DRE proposed to move the location to East Point First Mallalieu Church.

Director Williams explained the Election Hub and Operations Center (EHOC) was initially approved by the Board but due to a lack of access to public transportation, the Advance Voting will remain at the South Fulton Annex.

Chair Perkins-Hooker entertained a motion to approve the Advance Voting changes. The motion was made by **Mr. Johnson** and was seconded by **Mrs. Crawford** and carried by a unanimous vote of 4-0.

#6-APPROVAL OF AMENDED INTERGOVERNMENTAL AGREEMENT (IGA)

➤ CITY OF MILTON: LEASED EQUIPMENT

Chair Perkins-Hooker communicated that the County Attorney's Office will prepare the correct final version of the agreement and present the final version to the Board of Commissioners.

Chair Perkins-Hooker entertained a motion to amend the IGA with the City of Milton to lease additional equipment at no cost. The motion was made by **Mr. Johnson** and was seconded by **Mr. Heekin** and carried by a unanimous vote of 4-0.

EXECUTIVE SESSION

Chair Perkins-Hooker entertained a motion to close the regular session and convene into executive session to discuss personnel and litigation matters. The motion was made by **Mrs. Crawford**, seconded by **Mr. Johnson** and carried by a unanimous vote of 4-0.

After executive session, **Chair Perkins-Hooker** entertained a motion to reconvene from executive session. The motion was made by **Mr. Johnson**, seconded by **Mr. Heekin** and carried by a unanimous vote of 4-0.

Regular Session:

Chair Perkins-Hooker entertained a motion to request a 3% increase be included in the Executive Director (Nadine Williams) proposed salary for the 2024 budget. The motion was made by **Mrs. Crawford** and was seconded by **Mr. Heekin** and carried by a unanimous vote of 4-0.

Chair Perkins-Hooker entertained a motion to request a stipend increase for the Board of Registration and Elections (BRE) to \$600 for the Chair and \$500 for all other board members. The motion was made by **Mr. Heekin** and was seconded by **Mr. Johnson** and carried by a unanimous vote of 4-0.

ADJOURNMENT

Chair Perkins-Hooker entertained a motion to adjourn. **Mr. Johnson** moved to adjourn the meeting. **Mrs. Crawford** seconded the motion. There being no further business on the agenda, the Board adjourned the meeting at 11:35 a.m.

The meeting adjourned.

Prepared by:

Mariska Bodison, Board Secretary