



## BOARD OF REGISTRATION AND ELECTIONS APPROVED MINUTES

### REGULAR MEETING – SEPTEMBER 14, 2023

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, September 14, 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** Mrs. Patrise Perkins-Hooker, Chairperson  
Mrs. Teresa Crawford  
Mr. William Michael Heekin  
Mr. Aaron Johnson

**Absent Board Members**  
*Vacant Seat 8.2023*

**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 Brittan, 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. David Lowman, Supervising County Counsel

**Guest:** Kevin Pearson, Earl Ferguson, Lauren Waits, Annetta Fisher, James Oliver

### **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  
**L&A-** Logic and Accuracy Testing  
**VEO-** Voter Education and Outreach  
**REIF-** Reporting Elections Systems Issue Form

**BMDs-** Ballot Marking Devices  
**SOS-** Secretary of State's  
**SEB-** State Election Board  
**DDS-** Department of Driver Services  
**CERA-** Certified Elections Registration Administrator  
**GARVIS-** Georgia Registered Voter Information System

## #1– APPROVAL OF AGENDA

**Chair Perkins-Hooker** entertained a motion to approve the agenda. The motion was made by **Mr. Heekin**, seconded by **Mrs. Crawford**, 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.

**Lauren Waits** expressed appreciation of this wonderful new facility. She thanked the Board of Registration and Elections as well as the Board of Commissioners and particularly the leadership of Director Williams to getting the department relocated to Elections Central. She stated that she looks forward to working with the department for safe, secure, and accessible elections all the way through 2024 and beyond.

## OLD BUSINESS

### #3– APPROVAL OF MINUTES

- Regular Meeting –July 13, 2023
- Regular Meeting –August 10, 2023

**Chair Perkins-Hooker** entertained a motion to approve the proposed minutes of July 13, 2023 and to hold the proposed minutes of August 10, 2023 until the minutes are reviewed. The motion was made by **Mrs. Crawford** and was seconded by **Mr. Johnson** and carried by a unanimous vote of 4-0.

### #4– MONTHLY OPERATIONS REPORT FOR JULY 2023

**Director Williams** greeted the Board members.

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

- Continued progression work toward national certification and attended Certified Election Registration Administrator (CERA) courses:
  - Implementing New Programs
  - History I – Ancients to 1781
- **Internal Operations:**
  - Developing Continuity Of Operations Plan (**COOP**) for each division.
  - Establishing an employee recognition for service program.

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

- Assisted with Department of Driver Services (**DDS**) applications and **VR** Retention preparation
- Researched State Elections Board (**SEB**) investigation for November 2020 election
- Interviewed and selected supplemental staff

**GARVIS**

- Reporting Elections Systems Issue Form (REIF) Submissions for issues in GARVIS
  - Updates: 8/15 and 8/24
- Vendors engaged during August 2023
  - Tattnall Ballot Solution, Quadient, HB Solutions

Earliest Day to apply for Absentee by Mail for the November 7 <sup>th</sup> Municipal Election	<b>August 21, 2023</b>
<b>DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR NOVEMBER 7<sup>th</sup> MUNICIPAL ELECTION.</b> 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	<b>October 10, 2023</b>
<b>FIRST DAY TO MAIL ABSENTEE BALLOTS FOR MUNICIPAL GENERAL ELECTION</b> 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)	<b>October 16, 2023</b>
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	<b>October 27, 2023</b>
<b>ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE NOVEMBER 7, 2023 GENERAL MUNICIPAL ELECTION</b> O.C.G.A. § 21-2-385(d)(1)	<b>October 16, 2023</b>
<b>ABSENTEE BY MAIL STATISTICS: 199</b>	
Applications Accepted	<b>176</b>
UOCAVA (overseas/uniformed services)	<b>21</b>
Provisional	<b>2</b>
Applications Rejected	<b>37; Received too early</b>

**Mrs. Crawford** asked if the rejected absentee applicants were notified.

**Mrs. Brittian** responded yes; rejection letters were mailed.

**Chair Perkins-Hooker** asked could the **DRE** hold the early applications until the effective date to request a ballot.

**Mrs. Brittian** responded no; the voter must resubmit their request.

**Director Williams** congratulated **Mrs. Jodi Brittian** on her promotion from Absentee Supervisor to the Absentee Manager.

**Ms. Dickenson** reported on activities in the Administration Division:

- Performed routine administrative functions such as submitted requisitions to establish purchase orders and submitted invoices for payment.
- Process P-Card purchases and T-Card travel / training expenses. Prepare monthly reconciliation reports for Purchase Card (P-Card) and Travel Card (T-Card).
- Performed various HR functions such as payroll, processed requisitions for recruitment, process separated employees from HR system and provided responses regarding unemployment claims

PERSONNEL VACANCIES:	POSITION TYPE	STATUS OF RECRUITMENT
Registration Officer	Existing Position	Requisition submitted to recruit for position.
Registration Chief	Existing Position	Requisition processed and awaiting register from HR to prepare to interview candidates.
Absentee Manager	Existing Position	Position Filled: <b>Jodi Brittian</b>
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.

**Chair Perkins-Hooker** inquired about any issues with the reconciliation or any impropriety regarding the use of the P-Card/ T-card.

**Ms. Dickenson** responded no to any misuse of county funds

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

We have successfully completed the recruitment of Advance Voting staff for the Municipal General and Special Election. We are preparing for Advance Voting training which is scheduled to begin on September 18<sup>th</sup> through October 6<sup>th</sup>.

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:	<b>Municipal Election November 7, 2023</b>		
Runoff Date:	Municipal Runoff Election December 5, 2023		
Advance Voting Locations:	We now have <u>13</u> AV locations because City of Alpharetta will no longer be having a Municipal General Special Election.		
<b>POSITION NEEDED</b>	<b>QUANTITY</b>	<b># RECRUITING IN PROCESS</b>	<b># TRAINED TO DATE</b>
AV Managers	13		
AV Assistant Managers	28		
AV Clerks	56		

**Chair Perkins-Hooker** asked will the DRE have technicians available for Advance Voting.

**Mrs. Benjamin** responded that the DRE will assign the systems specialist.

**Mrs. Crawford** asked if the techs will be rovers or stationed at each site.

**Director Williams** explained the techs will be stationed at every AV site for the first day and on call thereafter.

**Mr. Heekin** asked about signing up for Advance Voting online and the recruiting process.

**Director Williams** explained that the majority of the previous staff members are returning and both Election Day and Advance Voting is fully staffed.

**Mr. Heekin** asked was the application process updated and functioning online?

**Director Williams** explained the website has been updated and the application process is not live because all recruiting is completed. She explained that the recruiting for 2024 will open in September 2023 for Advance Voting and January 2024 for Election Day.

**Mr. Johnson** asked about the Marta route near EHOC.

**Director Williams** mentioned a recent meeting with Marta’s Representatives to resolve the public transportation issue to the new location.

**Chief Ross** reported on the activities in the Election Division:

In August, the election division maintained continuous communication with all municipalities participating in the county's upcoming November 7, 2023 election, this ensured:

- All contest build submissions were received.
- All contests were correct and submitted to GARVIS.
- All qualified candidate Information was received.
- All qualified candidates' submissions were correct and submitted to GARVIS.

The City of Alpharetta communicated:

Their General Municipal Election 2023 is canceled, and the official notice will be published in the September 7th issue of the Alpharetta Roswell Herald.

Election Date:	Municipal Election November 7, 2023
Runoff Date:	Municipal Runoff Election December 5, 2023
Municipalities Submitted Contest and Qualified Candidates:	Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Hapeville, Fairburn, Johns Creek, Mountain Park, Roswell, South Fulton, Union City
Municipalities Not Included:	Milton – to conduct their own election Palmetto – to conduct their own election Sandy Springs – no election scheduled

**Mr. Johnson** inquired about a Residency Challenge by a candidate.

**Director Williams** explained that it would be referred to the Municipal Clerk.

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

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
Poll Manager	148	148	Training starts: September 19,2023
Assistant Manager	296	296	
Clerks	1095	1095	
Technician	148 (inclusive)	148	

**Mrs. Crawford** inquired about the Alpharetta City Hall location for Poll Worker training.

**Director Williams** responded due to the cancellation of Alpharetta's election; it was removed.

**Mrs. Borganier** reported on the Department's Finances:

- Worked diligently on the draft of the 2024 Elections and operating budgets.
- 2024 Elections and Operations budgets were submitted to the Finance department on August 31, 2023.
- Capital asset budget for 2024 was submitted into the Fulton County capital budget portal on June 30, 2023. We 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.
- We are tracking the 2023 budget to actual costs analysis to ensure we adhere to the budget. We are continuing to process vendor invoices for payment. We have received all payments from the municipalities for the upcoming November 2023 election for a total of \$5.47 Million.

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

- 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. We have onboarded many of the temporary staff to prepare for the upcoming November and December 2023 elections.

<b>2024 Budgets as of 8/31/2023:</b>	
Operations Budget	<b>\$5.27 Million</b>
Presidential Preference Primary (PPP) MARCH 12, 2024	<b>\$9.7 Million</b>

Presidential Primary MAY 21, 2024	<b>\$8.9</b> Million
Presidential Primary Run-off JUNE 18, 2024	<b>\$5.1</b> Million
Presidential General Election NOV 5, 2024	<b>\$12.9</b> Million
Presidential General Run-off Election DEC 3, 2024	<b>\$5.9</b> Million

**Mrs. Crawford** inquired about cost savings due to the consolidations of polling precincts.

**Director Williams** answered that the BRE will received an informative memo outlining cost increases and cost savings in the DRE.

**Chair Perkins-Hooker** inquired about any contingencies for the 15 cities in the 2024 budget and what was the budget based on.

**Director Williams** explained that any added election will be in conjunction with the Statewide election and it will be at no cost to that city. She explained the budget was based on projected high voter turnout.

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

- **Secretary of State Health Check:**

From Monday, August 21<sup>st</sup> through Thursday, August 24<sup>th</sup> the Secretary of State Center for Election Systems performed a health check, which consisted of a test of our Election Management Server, high speed scanners, and a random selection of our BMD touchscreen devices and ICP scanners. The testing was successful.

- **Poll Pad Update:**

In preparation for the November election cycle and 2024, We conducted iOS update to version 16.6 and the Poll Pad application updates to version 3.4.1. The Information Systems staff completed both updates on all our Poll Pads.

- **November 7<sup>th</sup> General Election:**

The Information Systems staff begin preparation for the November 7<sup>th</sup> General Election. The main items in preparation for September are listed below.

- **Training** – Preparing voting equipment to be used in Advance Voting Training. Preparing voting equipment to be used in Election Day Poll Worker Training.
- **L&A Testing** – Perform L&A Testing and programed all equipment for Advance Voting and Election Day Sites. L&A will begin on September 11<sup>th</sup> and end on November 2<sup>nd</sup>

**MS and EI-ISAC (Information Sharing and Analysis Center) annual conference** - The Information Systems Manager attended the annual conference. The Information Systems Manager actively participated in event activities, such as Election breakout session, service review and networking discussion.

**General Municipal Election Project Plan**

The November 07, 2023, General Municipal elections project plan was planned and developed by the Information Systems intern, Ms. Sheridan Bates. All division managers have been assigned tasks for the upcoming election.

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

The primary activities the VR staff worked on in August:

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

<b>REGISTRATION STATISTICS:</b>			
	August 1, 2023	Thru	August 31, 2023
VOTER REGISTRATION APPLICATIONS RECEIVED			1,116
ACTIVE VOTERS			779,696
INACTIVE VOTERS			100,878
TOTAL OF REGISTERED VOTERS			880,574
APPLICATIONS TO BE PROCESSED			4,501
NEW REGISTRATIONS TO FULTON COUNTY			4,668
TRANSFERS TO FULTON COUNTY			13,527
TRANSFERS FROM FULTON COUNTY			565
REMOVALS FROM FULTON COUNTY			23,500
<b>List Maintenance Update</b>			
Felon challenge letters mailed – 587 – No Hearings requested			
REIF – Reporting Elections Systems Issue Form – Ticket used to report issues with GARViS			

**Mrs. Crawford** asked have the precinct cards been mailed.

**Mrs. Glenn** answered no; we are verifying the cards with our GIS system before mailing. She explained the county has 30 days before the election to mail precinct cards.

**Mr. Johnson** inquired about the list maintenance conducted by SOS by removing over 190,000 from the Georgia’s voter rolls and how did that purge impact Fulton County.

**Mrs. Glenn** responded that the total to be removed from Fulton County was 23,500.

**Mrs. Glenn** indicated that some of the data on the GARViS dashboard reflects statistics from other counties within the state. She explained that a REIF ticket was submitted to SOS.

**Chair Perkins-Hooker** provided clarity on the VR statistics. She commended VR and DRE on the work accomplished on the dashboard.

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

- Setup and organization of the new Elections Hub and Operations center.
- Organization of supplies and equipment in the correct locations.
- Actively preparing for the upcoming November 07, 2023, Municipal Election by verifying the inventory of required materials and ordering any supplies that will be needed continued managing and preparing the fleet for the upcoming election.
- Work on signage requirements, Polling site contact updates and Polling site changes working on Polling site reservations for both Advance Voting and Election Day sites for the upcoming 2024 election cycle.

- Staff continued assisting with making sure everything was ready at the Elections Hub and Operations Center for the upcoming elections.

**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.
- Conducted an elections class for the Fulton County Citizens University in September and worked on updating all the election information.
- The VEO team is also planning:
  - National Voter Registration Day on September 19, 2023
  - Civic holidays in October- National Voter Education Week and National Vote Early Day
- THE VEO manager working with civic and grassroots organizations to conduct a voter registration training session in September.
- August Events: **43**

**Chair Perkins-Hooker** mentioned the upcoming Town Hall by Commissioner Thorne in Alpharetta that she is attending today.

**Mr. Johnson** asked about the activities plan for National Voter Registration Day.

**Ms. Little** answered the VEO has approximately **10** activities planned:

- Clark Atlanta University
- North Atlanta High School
- Washington High School
- Partnership with Marta
  - North Springs train station, College Park train station, and Five Point train station
- Partnership with the Libraries
  - Milton library and Northwest Spruill Library

**Mr. Heekin** asked about receiving the VEO events in advance.

**Ms. Little** referred **Mr. Heekin** to the [fultonelections.com](http://fultonelections.com) and click on the VEO tile for updated information.

**Ms. Waller** informed the BRE that they can be added to a distribution list to receive all media releases.

**Chair Perkins-Hooker** asked **Director Williams** to provide an update on operations.

**Director Williams** expressed that our team is strong and working together to get everything prepared for the upcoming election and to make sure all voters are accounted for

## NEW BUSINESS

### #5-RESIDENCY- CHALLENGE HEARING

- Challenger: Thriptee Bhaskar

**Chair Perkins-Hooker** asked Attorney Lowman was the challenge submission sufficient.

**Mr. Lowman** advised that the challenge submission was not in proper form. He suggested that the DRE contact the challenger and explain the requirements for a proper challenge.

**Mrs. Glenn** withdrew the challenge submission.

### #6-APPROVAL OF PROPOSED POLLING PLACE CHANGE

- Cleveland Ave Library to Rosel Fann Recreation Center

**Director Williams** explained that the Cleveland Ave Library was initially approved by the Board but the Library is closed due to fire damage until further notice; therefore, the DRE proposed to move the location to the Rosel Fann Recreation Center.

**Chair Perkins-Hooker** entertained a motion to approve the proposed polling place change. The motion was made by **Mr. Heekin** and was seconded by **Mr. Johnson** and carried by a unanimous vote of 4-0.

### #7-ELECTION OF THE BOARD OF REGISTRATION AND ELECTIONS' (BRE) VICE CHAIRPERSON

- **Term Expiration:** June 30, 2024

**Chair Perkins-Hooker** proposed **Mr. Heekin** as the Vice Chairperson.

**Chair Perkins-Hooker** entertained a motion to elect the new Vice Chairperson, **Mr. Michael Heekin**. The motion was made by **Mr. Johnson** and was seconded by **Mrs. Crawford** and carried by a unanimous vote of 4-0.

### #8- RESCIND PERSONNEL ACTION FROM AUGUST 10, 2023

**Chair Perkins-Hooker** entertained a motion to rescind the action at the BRE meeting on August 10, 2023 regarding personnel matters and a recommendation to increase the salary of the Executive Director. The motion was made by **Mr. Johnson** and was seconded by **Mrs. Crawford** and carried by a unanimous vote of 4-0.

## #9- UPDATE OF THE CITY OF ALPHARETTA'S ELECTION

**Director Williams** announced that all the Qualifying candidates in the City of Alpharetta are unopposed; therefore, the election was cancelled.

<b>EXECUTIVE SESSION</b>
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The Board did not convene into Executive Session.

<b>ADJOURNMENT</b>
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**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 11:24 a.m.

The meeting adjourned.

Prepared by:

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**Mariska Bodison**, Board Secretary