



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Nadine Williams, Director
Patrick Eskridge, Deputy Director
John Ross, Elections Chief
Shamira Marshall, Registration Chief
Sharon Benjamin, Deputy Elections Chief
Janell Barganier, Financial Systems Manager
Mariska Bodison, Absentee Manager
Jodi Brittan, Absentee Supervisor
Janice Dickenson, Administrative Manager
Dominic Olomo, Information Systems Manager
LaShandra Little, Voter Education and Outreach Manager

RE: **Monthly Operations Report –April 2023**

DATE: May 2, 2023

DEPUTY DIRECTOR PROJECTS

DATE OF REPORT: 5.2.2023

WORK SUMMARY:

During the Month of April, I worked on the following items:

Summer Internship Program: Worked with Finance & HR and received approval for three (3) interns. (1) Intern will be assigned to VEO and (2) interns will be assigned to Information Systems. The targeted timeframe will be a start date of June 7th to run through mid-August. We're awaiting posting information from HR, and provide communication upon release of the application link.

Audit update:

The County Auditor has concluded the follow up to the Financial Review. We received positive feedback during our exit conference with the County Auditor, and it was noted that there was a stark contrast of improvement from the initial Audit. Departmental responses were submitted to the County Auditor by the closing deadline.

<https://fultoncountyga.gov/inside-fulton-county/fulton-county-departments/office-of-the-county-auditor/audit-report>

Internal Operations: Met with HR which provided an overview/tutorial for the KPI measurement Success Factors, and scheduled training for managers to utilize Performance evaluations.

Cross-Training Schedule & Local Certification – Working with Director to establish a matrix for permanent staff to cross-train across divisions, as well as obtain the Georgia Registrar Official Certification (GROC) & Georgia Election Official Certification (GEOC), established a completion date of June 30th.

ABSENTEE DIVISION

DATE OF REPORT: 4/28/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

Monitoring all outlets for Absentee request, updating procedures for GARViS and reviewing processes and procedures that impact the Municipal General Election.

ABSENTEE OPERATIONS:

- Weekly Meetings with Mrs. J. Brittan, Absentee Supervisor
- Weekly Meetings with the Division's personnel
- Interviewed/hired supplemental staff
- Assisted other Divisions as needed (DDS applications and SEB investigations)
 - **GARViS** Roundtables
 - REIF Submissions
 - See packet for recent updates
 - Last update: **5/4** Pending update: **5/18**
 - **Provisional** Ballot Overview
 - Transfer of duties

Attended

- Deputy Registrar training
- Live demonstration of Vote by Mail (**VBM**) equipment at the Cobb County Elections Office
- **GARViS** Q&A sessions
- Continued Education: Certified Elections Registration Administrator (**CERA**) and Secretary of State's Certification
 - **MEOC** Municipal Election Official Certification
 - **GEOC** Georgia Election Official Certification
 - **GROC** Georgia Registrar Official Certification
 - **Absentee Division completed SOS' certification**

- Vendors engaged during **April 2023**

- Tattnall Ballot Solution, Quadiant, Runbeck, Fort Orange Press (Vote by Mail presentation)

On-going:

- Review of **GARViS** weekly enhancements/ updates for training material
- Indexing of all scanned documents (electronically storing 2022 Absentee Records)

SOS DEADLINE DATES:

Earliest Day to apply for Absentee by Mail for the May 16 th Special Election	March 17, 2023
DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR MAY 16TH SPECIAL ELECTION AND RUNOFF 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	April 17, 2023
FIRST DAY TO MAIL ABSENTEE BALLOTS FOR SPECIAL ELECTION The board of registrars shall mail or issue official absentee ballots 29 days prior to any Municipal General Election. O.C.G.A. § 21-2-384(a)	April 17, 2023
ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE MAY 16TH SPECIAL ELECTION O.C.G.A. § 21-2-385(d)(1)	April 24, 2023
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	May 5, 2023
Early Processing of Absentee Ballots will commence:	May 8, 2023
All Eligible Military and Overseas Voters (UOCAVAs) that request an absentee ballot during this election cycle, will receive their ballot via mail only. Deadline to return ballots by mail:	May 19th @ 5pm

ABSENTEE BY MAIL STATISTICS:

Applications Accepted	5
Applications Rejected	7; ineligible electors or too late
Total Applications	12
Ballots Accepted	4
Ballots Rejected	0
Total ballots	4

ADMINISTRATION		
DATE: APRIL 28, 2023		
PREPARATION FOR ELECTION / WORK SUMMARY:		
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, separate resigned employees from HR system and provided responses regarding unemployment claims.		
PERSONNEL VACANCIES:	POSITION TYPE	STATUS OF RECRUITMENT
Registration Officers	Existing Position	Department currently conducting interviews.
Registration Manager	Existing Position	Interviews conducted and selection submitted to HR. Expected to onboard in May.
Administrative Coordinator 1	Existing Position	Register available; reviewing applications to schedule interviews.
Voter Education & Outreach Coordinator, Lead	Existing Position	Interviews conducted and selected candidate submitted to HR. Employee onboarded May 25, 2023.
Executive Assistant	Existing Position	Register available; reviewing applications to schedule interviews.
Election Chief	Existing Position	Interviews conducted and selected candidate submitted to HR.
INTERGOVERNMENTAL AGREEMENTS (IGAs):		
Municipal General 2023 Election		
Requesting BRE Approval - May 11, 2023 Meeting for the following Cities: City of Alpharetta and College Park		
Approved by the BRE April 13 th meeting and will request BOC Approval in June 2023: Chattahoochee Hills, East Point, Fairburn, Hapeville, John's Creek, Mountain Park, Roswell, South Fulton, and Union City.		
Alpharetta and College Park will be included once approved by BRE .		

ADVANCE VOTING

DATE: 4.30.2023

PREPARATION FOR ELECTION / WORK SUMMARY:

Staff has been trained for the Special Election for House District 68 in the Georgia House of Representatives. After 3 days of training, participants reported via survey feedback evaluation and anecdotally that they found the new processing systems to be more efficient and less error prone than the previous ENet system. Early Voting began on April 24th. To date, it has been a slow turn out but the voter's response to the new cellular poll pad is positive. We intend to schedule a zoom round table to gain additional feedback from our Advance Voting poll worker team at the completion of this Advance Voting election cycle.

We have completed the following necessary goals to successfully conduct the HD 68 election:

- 1) Review and revise our existing training curriculum.
- 2) Rapidly realign elements of the training curriculum to incorporate utilizing the cellular poll pad and the newly adopted GARViS. (Georgia Registered Voter Information System)
- 3) Develop and produce a training manual and related classroom materials.
- 4) Develop and implement a real-time EV Location monitoring and review system, including hourly reconciliation and activity reporting. This allows us to rapidly identify errors, weaknesses or other failures occurring as a result of less-than-optimal procedures or processes and apply timely corrective measures.

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 Election Date: House District 68, May 16, 2023
 House District 68 Special Runoff Election: June 13, 2023

Election Date:	Municipal Election November 7, 2023		
Runoff Date:	Municipal Runoff Election December 5, 2023		
Advance Voting Locations:	TBD		
POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
EV Managers	TBD		
EV Assistant Managers	TBD		
Compliance Officer	TBD		
Technicians	TBD		
Clerks	TBD		

ELECTIONS

DATE OF REPORT: 5/1/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

There are no concerns regarding the House District 68 Special Election.

Election Date: May 16, 2023 House District 68

Runoff Date: June 13, 2023 House District 68

House District 68 – May 16th Election:

Portions of:

- Fairburn
- Union City
- South Fulton

Election Date: November 7, 2023 – Municipal Elections

Runoff Date: December 5, 2023 – Runoff Elections

Municipalities for
November 2023 Election:

All Municipalities minus:

- Milton – self conducted
- Palmetto – self conducted
- Sandy Springs – no election to be held

*Awaiting IGA from the City of Atlanta

Precincts Location Changes for the
November 2023 Election:

- Amount to be determined
- Proposed polling location changes to be completed by 5/6
- Location changes will be advertised in the legal organ by 5/15
- Presented to the **BRE** for approval on 6/8

ELECTION DAY

DATE OF REPORT: 5/1/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

Preparing for May 16, 2023 Election: Recruiting Poll Workers, Train Temporary Staff and Poll Workers and continuing working on updating Standard Operating Procedures (SOP).

Election Date: Special Election May 16, 2023

Runoff Date: Special Runoff Election June 13, 2023

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
Poll Manager	7	7	7
Assistant Manager	14	14	12
Clerks	26	26	23
Technician	7	7	6

FINANCE

DATE OF REPORT: 4/30/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

The Financial Systems Manager has updated the various 2023 elections budgets. We are tracking the budget to actual costs analysis for the May 16, 2023 special election to ensure we adhere to the budget. Also, we are continuing to update the NOV and DEC 2023 Municipal Election budgets as we meet with the Elections Department management. We are continuing to process vendor invoices for payment.

2023 Budgets as of 4/30/23:

Total

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, if needed- Approved by BOC

\$309.8 K

General Election Proposed Municipal Budget NOV 2023

\$5.7 Million

General Run-off Election Proposed Municipal Budget DEC 2023

\$2.45 Million

We have received the BOC approval and have been given the funding necessary for the Special Election House District 68 Budget for May 2023, and the budget for the possible Run-off Special election in JUNE 2023. We have a temporary staffing services contract with Dover Staffing to provide the necessary temporary employees. We have met with Dover Staffing and have completed the onboarding of the temporary employees to work the Special Election for House District 68.

We have provided the requested data for the internal audit of the Elections department by the Fulton County Audit Department. We have provided Budget to actual analysis for 2022, vendor contracts, numerous vendor invoices, department standard operating procedures, department budgets, and procurement requests. The draft audit report was issued.

INFORMATION SYSTEMS

DATE OF REPORT: 5/2/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

May 16th Special Election: The Information Systems staff continues to prepare for the May 16th Special Election. The main items in preparation are listed below.

- **Training** – Completed voting equipment and setup equipment used in Advance Voting Training from April 17 – April 20. Completed voting equipment used in Election Day Poll Worker Training which started on April 24th.
- **L&A Testing** – Completed L&A Testing and program all equipment for Advance Voting. Voting equipment was delivered to Advance Voting site on April 20th. Started and continue to conduct L&A Testing and program all equipment for Election Day. Voting equipment will be delivered to the Election Day sites on May 15th. Conduct L&A testing and complete updates on all Poll Pads used on Election Day and have these Poll Pads completed by May 13th.
- **Technical Support** – Started and continue to provide technical support for Advance Voting. Preparing to provide technical support for Election Day Sites.
- **Sunday Pick Up** – Provide Poll Pads, seals, precinct supply bags, and precinct binders for Poll Manager on Election Day.
- **Election Night** – Closing out advance voting tabulators. Uploading memory cards from each precinct and tabulate. Display results and send reports to the SOS.
- **Post-Election** – Receive in all voting equipment. Conduct final tabulation and prepare reports for certification.

Cellular Poll Pad Rollout: The Secretary of State's Office picked up all of Fulton's Poll Pads purchased by the state and replaced them with new cellular devices. Any additional Poll Pads purchased by the county was not upgraded at this time. The Information Systems staff assisted in the pickup of the old Poll Pads and the receiving of the new Poll Pads. The rollout was completed on April 19th.

Poll Pad Printers: Purchased 50 Poll Pad Printers. These printers were delivered on April 19th. Currently, we are using 6 of the Printers with the new Poll Pads at our Advance Voting Site, which works in conjunction with the Secretary of State's new voter registration system, GARVIS to look up a voter and print out an Advance in Person voter application receipt for each voter who checks in to vote.

REGISTRATION

DATE OF REPORT: May 4, 2023

PREPARATION FOR ELECTION / WORK SUMMARY:

This Monthly Report provides a summary of the critical registration activities, workload levels, and voter registration statistics for the Registration Division of the Fulton County Registration & Elections Department for April 2023. The primary activities the VR staff worked on in April were researching street issues, preparing for municipal street audits, redistricting, identifying, and merging duplicate records, and auditing the voter roll for invalid or business addresses.

REGISTRATION STATISTICS:

April 1, 2023	April 30, 2023
VOTER REGISTRATION APPLICATIONS RECEIVED	12,291
ACTIVE VOTERS	758,811
INACTIVE VOTERS	103,242
TOTAL OF REGISTERED VOTERS	862,053
APPLICATIONS TO BE PROCESSED	38,656
NEW REGISTRATIONS TO FULTON COUNTY	*
TRANSFERS TO FULTON COUNTY	1,233
TRANSFERS FROM FULTON COUNTY	1,977
REMOVALS FROM FULTON COUNTY	*

FRONT DESK OPERATIONS

April 1, 2023	April 30, 2023
Reason for Visiting Voter Registration	Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION	1
TEMPORARY VOTER ID CARD – APPLICATIONS	78
REGISTER TO VOTE – WALK-INS	46
PRECINCT CARD REQUESTS	22
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)	10
3 RD PARTY/VOTER DRIVES (APPLICATIONS)	87
LETTER RESPONSE	-
OUT OF COUNTY / OUT OF STATE INQUIRIES	-
VOTER LIST/STATS	3
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS	26
TOTAL:	273

List Maintenance Update

Our GIS department and a 3rd party vendor performed a full audit of our voter rolls. We received the findings and begun to work towards resolving. Please see attachment for list maintenance updates.

*We have experienced an incremental implementation with the GARViS system, which has resulted in significant lag time to receive reports.

SUPPLIES & LOGISTICS

DATE OF REPORT **5.2.2023**

PREPARATION FOR ELECTION / WORK SUMMARY:

Currently, the Supplies and Logistics division is working on the preparation of supplies for the May 16, 2023, special election, we are also actively supporting the current advance voting location daily. We have been actively retrieving all Retention Boxes for storage and all boxes ready for secure destruction from each division. All May 16th Special Election polling site's voting equipment will be delivered on May 15th and Picked up On May 17th, also we have confirmed the South Annex Advance Voting room for Poll Manager Sunday Pickup and Election Night Drop off.

We have been in communications with the Beltmann Relocation Group, and they have confirmed their availability for the July 10, 2023 warehouse move date start, our proposed Move schedule draft has been submitted to Beltmann and is pending their input. The new retention module for our inventory system test will be carried out after the special election date.

SUPPLY & INVENTORY STATISTICS

Poll Manager Sunday Pickup	May 14, 2023 (8 am to 2 pm @ South Annex)
Poll Manager Election Night Drop off	May 16, 2023 (South Annex)
Election Central Move Date	Starting on July 10, 2023

VOTER EDUCATION

DATE OF REPORT: **May 1, 2023**

PREPARATION FOR ELECTION / WORK SUMMARY:

The VEO team ensured events and awareness of the Special Election in **District 68** by contacting the municipalities and dropping election information at heavy traffic areas throughout the district in preparation for early voting.

The VEO team continues working with Atlanta Public and Fulton County Schools to host voter registration drives before graduation. The VEO manager participates in legislative meetings as needed to discuss all bills introduced that impact the elections department. The VEO Manager continues conducting deputy registrar training for new and those needing recertification.

In May, the VEO team will begin contacting municipalities to confirm events for education and awareness of the November election. The VEO team will also start planning municipal poll worker recruitment fairs. We continue contacting schools, community organizations, non-profit organizations, senior centers, government officials, colleges, and universities.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Total for the year
Deputy Registrar Training	37	109
Voter Registration	81	181
Poll Worker Recruitment	0	0

Voter Identification Cards	0	6
Outreach Events	20	45
Absentee Application	0	0
Connections for VEO.	50	250
Event Interactions	1000	1479
Media Inquiries	0	4

APRIL EVENTS

Date	Type of Event	Location
4/3/2023	Voter Education and Outreach	Northeast Spruill Oaks Library 9560 Spruill Rd, Johns Creek, GA 30022
4/6/2023	Deputy Registrar Training / Voter Education	C.T. Martin Natatorium and Recreation Center 3201 MLK Jr Dr. SW, Atlanta, GA 30311
4/11/2023	Voter Education and Outreach	Tri-Cities High School 2575 Harris St, East Point, GA 30344
4/11/2023	Voter Education and Outreach	Roswell Library 115 Norcross Street Roswell, GA 30075
4/13/2023	Fulton Mobile Bus Outreach	Atlanta Technical College, 1560 Metropolitan Pkwy, SW, Atlanta, GA 30310
4/15/2023	Voter Education and Outreach	2 Acts Church, 7915 Fayetteville Rd, Fairburn, Georgia 30213
4/17/2023	Voter Education and Outreach	Dogwood Neighborhood Senior Center 1953 Donald Lee Hollowell Pkwy. Atlanta, GA 30318
4/17/2023	Voter Education and Outreach	Banneker High School, 5935 Feldwood Rd, Union City, GA 30349
4/18/2023	Voter Registration Drive	Therrell High School, 3099 Panther Trail SW, Atlanta, GA 30311
4/19/2023	Deputy Registrar Training	Virtual
4/21/2023	Voter Education and Outreach	Frankie Arnold Stage and Courtyard, 15 W. Broad Street, Fairburn, GA 30213
4/22/2023	Fulton Mobile Bus Outreach	Grown Folks Cafe Parking Area, 5495 Old National Hwy, South Fulton, GA 30349

4/24/2023	Voter Education and Outreach	Buckhead Library, 269 Buckhead Ave NE Atlanta GA 30305
4/24/2023	Deputy Registrar Training	Virtual
4/25/2023	Voter Education and Outreach	New Horizons Neighborhood Senior Center 745 Orr St NW, Atlanta, GA 30314
4/25/2023	Fulton Mobile Bus Outreach	ADAMS PARK LIBRARY 2231 Campbellton Rd SW, Atlanta, GA 30311
4/25/2023	Voter Registration Drive	Therrell High School, 3099 Panther Trail SW, Atlanta, GA 30311
4/28/2023	Fulton Mobile Bus Outreach	Union City Food Truck Friday, Highway 29 Battlefields 5047 Union Street Union City GA 30291
4/29/2023	Voter Education and Outreach	3435 Roosevelt Hwy #10, Atlanta, GA 30349
4/29/2023	Voter Education and Outreach	Inman Park Festival

UPCOMING MAY EVENTS

Date	Type of Event	Location
5/1/2023	The Georgia Council for International Visitors	Roam Lenox, 3535 Peachtree Rd NE #320, Atlanta, GA 30326
5/3/2023	Crabapple Neighborhood Senior Center	Crabapple Neighborhood Senior Center 12624 Broadwell Rd. Alpharetta, GA 30004
5/4/2023	Auburn Neighborhood Senior Center	Auburn Neighborhood Senior Center, 300 Edgewood Ave, Se Atlanta, GA 30312
5/6/2023	Fulton County Commissioner	South Fulton Service Center, 5600 Stonewall Tell Rd, South Fulton, GA 30349.
5/13/2023	Alpha Kappa Alpha Sorority, Incorporated - Pi Alpha Omega Chapter	Atlanta Metropolitan State College, 1630 Metropolitan Pkwy SW Atlanta, GA 30310

5/19/2023	Atlanta Public Schools	Booker T. Washington High School, 45 Whitehouse Dr. SW, Atlanta, GA 30314
5/20/2023	Fulton County Commissioner	Welcome All Park, 4255 Will Lee Rd, South Fulton, GA 30349
5/20/2023	City of Johns Creek Touch A Truck	City of Johns Creek City Hall, 11360 Lakefield Drive , Johns Creek, GA 30097
5/27/2023	National Center for Civil and Human Rights	National Center for Civil and Human Rights, 100 Ivan Allen Jr. Boulevard Atlanta, GA 30313