



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Nadine Williams, Director
 Patrick Eskridge, Deputy Director
 John Ross, Elections Chief
 Vacant, Registration Chief
 Sharon Benjamin, Deputy Elections Chief
 Corey Henson, Elections Equipment Manager
 Janell Barganier, Financial Systems Manager
 Vacant, 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 –July 2023

DATE: August 2, 2023

DEPUTY DIRECTOR PROJECTS	
DATE OF REPORT:	8.02.2023
WORK SUMMARY:	Patrick Eskridge
<p>During the Month of July, I worked on the following items:</p> <p>Continued progression work toward national certification and attended CERA courses:</p> <ul style="list-style-type: none"> • Election Information Access & Security • Strategic Planning & Budgeting <p>Absentee By Mail Equipment Replacement: Worked with appropriate parties to prepare request to go before the BOC for approval. BOC approved on 8.2.23</p> <ul style="list-style-type: none"> • Continuing to work with the County Attorney to settle prior ABM equipment resolution, met with vendor on 8.3.23 to further discuss next steps. <p>Internal Operations:</p> <ul style="list-style-type: none"> • Focused on packing and moving into the new facility. • Developing Continuity of Operations Plan for each division. • Establishing an employee recognition for service program. 	

ABSENTEE DIVISION

DATE: 7/26/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

Jodi Brittian

Monitoring all outlets for Absentee request, updating procedures for GARViS, reviewing processes and procedures that impact the Municipal General Election and 2024 Election cycle.

ABSENTEE OPERATIONS:

- Weekly Meetings with Ms. Bodison, Absentee Manager
- Weekly Meetings with the Division's personnel
- Assisted other divisions as needed (DDS applications)
- Researched multiple 2020 SEB investigations
- Agreed upon a vendor for Absentee by Mail Equipment

GARViS Roundtables

- REIF Submissions (Region 3 shared spreadsheet)
- Updates: 7/6 and 7/28 (Substantial, resolved several REIF tickets)
- Reviewing updated training material

Attended

- Election Hub Grand opening preparation
- Region 3 Meetings
- 2024 Budget Preparation
- SEB Hearing Preparation (2020 elections)

- Vendors engaged during July 2023
 - Tattnall Ballot Solution, Quadient, HB Solutions

On-going:

- Review of **GARViS** enhancements/ updates for training material
- Absentee by Mail **GARViS Standard Operation Procedures**

SOS DEADLINE DATES:

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
All Eligible Military and Overseas Voters (UOCAVAs) that request an absentee ballot during this election cycle, will receive their ballot via mail only.	November 13th @ 5pm

ABSENTEE BY MAIL STATISTICS:

Applications Accepted	0
Applications Rejected	3; Received too early

ADMINISTRATION

DATE OF REPORT: August 2, 2023

PREPARATION FOR ELECTION / WORK SUMMARY: Janice Dickenson

Performed routine administrative functions such as submitted requisitions to establish purchase orders; processed and submitted invoices for payment. Prepare monthly reconciliation reports for Purchase Card and Travel 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:

TITLE	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.

ADVANCE VOTING

DATE OF REPORT: 8.1.2023

PREPARATION FOR ELECTION / WORK SUMMARY: **Sharon Benjamin**

I am 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		

ELECTIONS DIVISION

DATE OF REPORT: 7.31.2023

PREPARATION FOR ELECTION / WORK SUMMARY:

John Ross

We have reached out to all municipalities regarding contests and/or questions to be placed on the November ballot. To date, all municipalities have submitted contests to be placed on the ballot, and with directions from the Georgia Secretary of State Election Coordinators' ballot information is being inputted in the Build a Contest in GARViS. Contests will be added for the following municipalities:

- Alpharetta
- Atlanta
- Chattahoochee Hills
- College Park
- East Point
- Fairburn
- Hapeville
- Johns Creek
- Mountain Park
- Roswell
- South Fulton
- Union City

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

Election Date: November 7, 2023 – Municipal Elections

Runoff Date: December 5, 2023 – Runoff Elections

ELECTION DAY

Today's Date: August 2, 2023

PREPARATION FOR ELECTION / WORK SUMMARY:

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

Election Date: Municipal Election November 7, 2023

Runoff Date: Municipal Runoff Election December 5, 2023

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		

INFORMATION SYSTEMS

DATE OF REPORT: 08.01.2023

PREPARATION FOR ELECTION / WORK SUMMARY: Dominic Olomo

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 and 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 and conducted compliance and acceptance testing on the server and all workstations and scanners connected to the server. Testing was successful.

REGISTRATION

DATE: August 1, 2023

PREPARATION FOR ELECTION / WORK SUMMARY:

Kathryn Glenn

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 July 2023. The primary activities the VR staff worked on in July were researching street issues, preparing for municipal street audits, redistricting, identifying, and merging duplicate records, and auditing the voter roll.

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

FRONT DESK OPERATIONS

	July 1, 2023	July 31, 2023
Reason for Visiting Voter Registration	Total Number of Yellow Tickets	
CERTIFICATE OF REGISTRATION		3
TEMPORARY VOTER ID CARD – APPLICATIONS		96
REGISTER TO VOTE – WALK-INS		20
PRECINCT CARD REQUESTS		22
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)		2
3 RD PARTY/VOTER DRIVES (APPLICATIONS)		161
LETTER RESPONSE		0
OUT OF COUNTY / OUT OF STATE INQUIRIES		1
VOTER LIST/STATS		1
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS		17
TOTAL:		323

List Maintenance Update

Felons – Registration Department 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 roll. Please advise if the Board would like a list of names with the report.

SUPPLIES & LOGISTICS

DATE OF REPORT	07.31.2023
PREPARATION FOR ELECTION / WORK SUMMARY:	
Corey Henson	
<p>For July, the Supply and Logistics Division's main task was supporting and organizing the department move. Supply and Logistics staff Successfully palletize and label 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.</p> <p>At the new Election Hub and Operation Center 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.</p> <p>The division also worked on signage requirements, Polling site contact updates, and supply checklist changes for the upcoming November 7, 2023, Municipal elections.</p>	
SUPPLY & INVENTORY STATISTICS	
Phillip Lee Warehouse Move	Completed
Election Preparation Center Move	Completed
Government Center Offices Move	Completed

VOTER EDUCATION

DATE OF REPORT: July 31, 2023

PREPARATION FOR ELECTION / WORK SUMMARY: LaShandra Little

The month of July was focused on back-to-school outreach events across the county. The VEO team utilized Deputy Registrars to assist with multiple back-to-school events.

The VEO team also spent the month of July conducting outreach to all of the Fulton County Libraries to schedule education sessions during August and September; all but three libraries have been confirmed and scheduled.

The Voter Education and Outreach team will begin outreach to senior centers across the county to plan for absentee applications and TVIC requests once applications become available on August 21. The VEO team is also contacting colleges and universities within Fulton County to host voter education events to ensure new students are registered to vote and educated on the upcoming municipal election in November.

The VEO manager will begin outreach to the municipalities across the county once qualifying is over to promote and bring awareness to the election and education to the residents relating to redistricting.

The VEO team continues to assist the registration department in processing DDS applications and scanning voter registration cards. The VEO team also continues to conduct Deputy Registrar Training for all new staff members.

The VEO manager is assisting in planning for the new elections central grand opening and will handle all RSVPs and tours of the facility. The VEO team has updated all collateral material for the Municipal election cycle and will begin utilizing them for upcoming events.

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

July Events

7/4/2023	Voter Education and Outreach	Mountain Park City Hall/City Center, 118 Lakeshore Dr. Roswell, GA 30075
7/8/2023	Voter Education and Outreach	Welcome All Park 4255 Will Lee Rd, Atlanta GA 30349
7/9/2023	Voter Education and Outreach	Grant Park Pavilion 840 Cherokee Ave SE , Atlanta GA 30315
7/10/2023	Voter Education and Outreach	The Mansions at Sandy Springs Assisted Living and Memory Care 7300 Spalding Drive , Sandy Springs GA 30092
7/14/2023	Voter Education and Outreach	Norman Berry Village, 2840 Norman Berry Drive East Point, GA 30344
7/14/2023	Voter Education and Outreach	Union City Ballfields, 5013 Dixie Lake Rd., Union City, GA 30291
7/15/2023	Fulton Mobile Bus Outreach	Hampshire Plaza 2780 Camp Creek Pkwy, College Park, GA 30337
7/15/2023	Voter Education and Outreach	Frederick Douglass High School located at 225 Hamilton E. Holmes Drive NW Atlanta, GA 30318.
7/15/2023	Voter Education and Outreach	Jazz and Seafood, Jess Lucas Park 680 S Central Ave, Hapeville GA 30354
7/15/2023	Voter Registration Drive	Restoration Christian Fellowship Church , 2455 Roosevelt Highway, College Park GA 30337
7/17/2023	Fulton Mobile Bus Outreach	Atlanta Technical College, 1560 Metropolitan Pkwy, SW, Atlanta GA 30310
7/20/2023	Voter Registration Drive	Rice Memorial Presbyterian Church, 1515 Brewer Blvd, Atlanta GA 30310
7/22/2023	Fulton Mobile Bus Outreach	William Walker Recreation Center 2405 Fairburn Rd SW , Atlanta GA 30331
7/22/2023	Fulton Mobile Bus Outreach	Atlanta Technical College, 1560 Metropolitan Pkwy, SW, Atlanta GA 30310
7/25/2023	Voter Registration Drive	Flipper Temple A.M.E Church, 580 Atlanta Student Movement Blvd, Atlanta GA 30314
7/26/2023	Voter Education and Outreach	Friendship Baptist Church 80 Walnut Street, SW Atlanta, Georgia 30314
7/27/2023	Voter Education and Outreach	Martin Luther King Aquatic Center, 110 Hillard St. Southeast Atlanta, Georgia
7/28/2023	Fulton Mobile Bus Outreach	Harriett G. Darnell Senior Facility, 677 Fairburn Road Atlanta, GA 30331

7/28/2023	Voter Education and Outreach	Etris-Darnell Community Center 5285 Lakeside Drive, Union City GA 30291
7/29/2023	Fulton Mobile Bus Outreach	The Gathering Place Community Center, 6280 Bryant Street , Union City GA 30291
7/29/2023	Voter Education and Outreach	The Reverend James Orange Park 1305 Oakland Dr SW , Atlanta GA 30310
7/29/2023	Voter Education and Outreach	Bethany Baptist Church, 1109 McDaniel St. SW Atlanta, GA 30310
7/29/2023	Voter Education and Outreach	Roswell Area Park 10495 Woodstock Rd, Roswell GA 30075
7/29/2023	Voter Education and Outreach	Ben Hill United Methodist Church 2099 Fairburn Rd SW, Atlanta, GA 30331
7/29/2023	Voter Education and Outreach	The Villages at Carver Family YMCA 1600 Pryor Rd , SW Atlanta, GA 30315
7/29/2023	Voter Education and Outreach	Banneker High School (5935 Feldwood Rd, College Park, GA 30349)