



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
 Kathryn Glenn, Registration Manager
 Sharon Benjamin, Deputy Elections Chief
 Janell Borganier, 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 – June 2023

DATE: July 1, 2023

DEPUTY DIRECTOR PROJECTS	
DATE: 7.03.2023	
WORK SUMMARY:	
<p>During the Month of June, I worked on the following items:</p> <p>Summer Internship Program: We selected and onboarded (3) Interns. Two are assigned to the Information Systems Division, and one to Voter Education & Outreach. Interns began on June 21st .</p> <p>Absentee By Mail Equipment Replacement: We have worked with County Finance and have been approved for funding to proceed with procurement of the needed ABM equipment, will work with Purchasing to complete the county guided processes to procure with selected vendor.</p> <p>Cross-Training Schedule & Local Certification – Completed department wide Cross-Training from June 26th – June 30th. All staff received training in the areas of Election Day Operations, Absentee By Mail Processing, Conducting Logic & Accuracy procedures, Advance Voting Operations, & Registration/Registrar duties & procedures. All Staff is required to complete the Statewide Election Official Certifications, results will be reported in July/ August due to new hires.</p>	

ABSENTEE DIVISION

DATE: 6/26/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

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)
- SEB Investigations

GARViS Updates:

- REIF Submissions: Multiple DDS & Overseas mailing address
- Updates: **6/15** (largest enhancement since February launch)
- Latest update: **6/27**
- **Provisional Ballot Overview**
 - Finalizing training material

Attended

- **Election Central Grand Opening Preparation**
- **Departmentwide Cross training:** June 26-30th
- **GAVREO Region 3 Meetings**
- **2024 Presidential Budget Meeting**
- Vendors engaged during **June 2023**
 - Tattnall Ballot Solution, Quadient, Fort Press Orange, and HBSolution

On-going:

- Review of **GARViS** enhancements/ updates for training material
- Absentee by Mail **GARViS Standard Operation Procedures**
- Indexing-all scanned documents (electronically storing 2022 Absentee Records)

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: 6

Applications Accepted **5**

Applications Rejected **1; ineligible electors**

ADMINISTRATION

DATE OF REPORT: June 3, 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, process separated employees from HR system and provided responses regarding unemployment claims.

PERSONNEL VACANCIES:

TITLE	POSITION TYPE	STATUS OF RECRUITMENT
Registration Officer	Existing Position	Employees onboarded June 21, 2023. One candidate expected to onboard in July.
Administrative Coordinator 1	Existing Position	Employee onboard June 21, 2023.
Executive Assistant	Existing Position	Interviews conducted and selection submitted to HR.
Elections Equipment Manager	Existing Position	Interviews conducted and selection submitted to HR.
Registration Chief	Existing Position	Requisition processed and currently awaiting registry from HR to prepare to interview candidates.

INTERGOVERNMENTAL AGREEMENTS (IGA)

The following were approved by BOC at the June 21, 2023 meeting:

- City of Alpharetta, Atlanta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, John's Creek, Mountain Park, Roswell, South Fulton, and Union City.
- City of Milton – Lease of equipment to conduct Municipal Elections

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

The campaign contribution disclosure reports for all candidates are due on June 30, 2023, with a grace period deadline on July 10, 2023.

All late and non-filers will be reported to the State Finance Commission.

ADVANCE VOTING

DATE OF REPORT:	7.1.2023
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PREPARATION FOR ELECTION / WORK SUMMARY:

The House District 68 run-off election was successfully implemented for advance voting. Currently we are engaged in a post-election analysis to determine where enhancements are needed and to continue to review past performance for opportunity to improve our processes and make sure we stay in compliance with State and County policies.

As part of our effort to continue improving the advance voting process, a round table meeting was convened with the Advance Voting poll worker team to assess the performance of the new cellular poll pad processing system. All information gathered from this meeting will be evaluated by the management team.

I have completed the following:
 Secretary of State local Certifications
 * **GEOC**_ Georgia Election Official Certification
 * **GROC**_ Georgia Registrar Official Certification

On June 26 to June 30. I attended and was a presenter at the Divisional Cross Training which was very educational and informative.

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We are in the process of planning for the Municipal Election and will be focusing on the following 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:	To be approved		
POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	# TRAINED TO DATE
AV Managers	TBD		
AV Assistant Managers	TBD		
AV Clerks	TBD		

ADVANCE VOTING ROUNDTABLE FEEDBACK HIGHLIGHTS

The evaluation and assessment of the new Cellular poll pad was conducted during a roundtable discussion, with the current advance voting staff as they conducted the Fulton County House District 68 run-off election.

- * AV staff was very pleased with the new Cellular poll pad process which curtailed the possibility of erroneously processing a voter, due to the new method of scanning photo I D"s on the Cellular poll pad.
- *The timing for processing a voter was also conducted. This revealed approximately 1.5 to 2 minutes from the entrance to the exit of the voter, which includes accessing the CELLULAR POLL PAD, BMD, and SCANNER. This processing time was due to less paper handling as the voter was able to confirm their information by signing on the Cellular poll pad.
- *Staff made suggestions that enhancement needs to be added, i.e., if a person registered late, they would like to access the voter in the cellular poll pad.

*The group agreed that the Cellular poll pad were very favorable and provided efficient processing abilities.

ELECTIONS DIVISION	
DATE OF REPORT	6.30.2023
PREPARATION FOR ELECTION / WORK SUMMARY:	
There are no concerns regarding House District 68 Special the Election Runoff.	
Election Date:	November 7, 2023 – Municipal Elections
Runoff Date:	December 5, 2023 – Runoff Elections
Municipalities for November 2023 Election:	All Municipalities minus: <ul style="list-style-type: none"> • Milton – self conducted • Palmetto – self conducted • Sandy Springs – no election to be held All IGA have been received City of Milton – Equipment Lease IGA
City of Milton – Equipment Lease IGA	All listed Equipment’s Transferred to City of Milton on June 30, 2023. <ul style="list-style-type: none"> • 30 privacy screens and • 14 poll pads (with printers)
Precincts Location Changes for the November 2023 Election:	<ul style="list-style-type: none"> • 57 - to presented to the BRE for approval on 7/13

SUPPLIES & LOGISTICS	
DATE OF REPORT	6.30.2023
PREPARATION FOR ELECTION / WORK SUMMARY:	
<p>For June, the Supplies and Logistics division completed support for the HD 68 Special Election Runoff. All voting equipment and supply items have been retrieved from all polling locations used. The division staff also assisted the registration division in searching for several VR applications, while actively preparing for the department move, by palletizing and organizing both storage warehouses (EPC and Phillips Lee)</p> <p>All racking has been transferred from the EPC warehouse and have be installed in the new election central warehouse space.</p>	
SUPPLY & INVENTORY STATISTICS	
Racking Relocation	June 27 th to June 30 th
Phillip Lee Warehouse Move Date	June 10 th to June 17 th
Election Preparation Center Move Date	June 18 th to June 20 th

POLL WORKER REPORT CARD SUMMARY

May 16, 2023, General Election
June 13, 2023, General Runoff Election

Following the Fulton election's general procedure, poll workers' job performance at the end of the elections, is to be measured, evaluated, and reported to them as their Report Card. The poll workers' report card summary's goal rests on enhancing the procedure consisting of how the poll workers' job has been performed. The said procedure consists as follows:

- The poll workers' paperwork and critical items must be turned in at the check-in location.
- On the next day, the reconciliation team first gathers the poll workers' paperwork and then performs outstandingly in the way of verifying if the critical items are properly placed in the correct bag.
- The reconciliation team proceeds to (carries out) the separation of the recap sheets from the various polling locations.
- The reconciliation team packs the recap sheets for distribution to the Secretary of State, Clerk of Superior Court, and Superintendent for retention
- The evaluation of poll workers is performed based on how their completion of recap sheets and critical items is done.

The criteria upon which the poll workers' evaluation was performed, namely the Recaps Sheets and the Critical Items, listed below:

CRITICAL ITEMS
BMD PRINTED BALLOT SUITCASE
PROVISIONAL BALLOT ORANGE BAG
UNSCANNED BALLOT GREEN BAG
POLL PAD SUITCASES
CHALLENGED BALLOT BAG
CHECK-IN BINDER

The chart indicates out of 7 Poll Places, the percentages of items done properly.

RECAP SHEETS-7 Precincts					
Scanner/Ballot Box Recap Form	Touch Screen Recap	Poll Pad Recap Sheet	Ballot Recap Sheet		
98%	100%	100%	100%		
CRITICAL ITEMS- 7 Precincts					
PROVISIONAL BALLOT ORANGE BAG	BMD BALLOTS	Unused Emergency/Provisional Ballots	Chain of Custody Ballots/Memory Cards	Memory Card Return	Check-In Binder
98%	100%	100%	100%	100%	100%

RESOLUTION:

Poll workers for whom the Paperwork/Critical Items completion appeared to be challenging, have been subject to an additional training requirement; especially, the attendance of the Poll Worker University Kiosk; their eligibility and qualification to be a part of the next election of poll workers' job depend on their successful completion of the above-mentioned training.

FINANCE

DATE OF REPORT: 07/03/2023

Reporter: Janell Barganier

PREPARATION FOR ELECTION / WORK SUMMARY:

The Financial Systems Manager has started to work on the draft of the 2024 Elections and operating budgets. We are meeting with the Elections management team to discuss the draft of the 2024 elections budgets. Our 2024 operating and elections budgets are due to the Finance department on August 31, 2023.

Our 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 have updated the various 2023 elections budgets. We are tracking the budget to actual costs analysis for the May 16, 2023, Special Election and the June 13, 2023, Run-off Election to ensure we adhere to the budget. We are continuing to process vendor invoices for payment. We are processing the cash receipts as they are received from the municipalities to pay for the November 2023 Municipal election. We have received payments from 3 municipalities: Fairburn, Union City, and South Fulton for a total of \$622K.

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

The statewide temporary staffing contract was renewed for the State of Georgia in late May 2023 which covers the period of July 1, 2023 to December 31, 2023. We provided the Temporary staffing Excel files for Purchasing to conduct the formal bids for the temp agencies for staffing of the November and December 2023 elections. We expect Purchasing to provide the temp agency bids during early July and we will then review the temp agency bids and recommend the temp agency chosen to the Board.

INFORMATION SYSTEMS

DATE OF REPORT: 07/01/2023

HD68 Special Runoff Election: The Information Systems staff conducted Logic and Accuracy Testing on voting equipment for the HD68 Special election, provided technical support during Advance Voting and Election Day, and successfully tabulated and reported the election results.

Election Central Move: The Information Systems staff will be organizing and staging voter equipment and other critical assets at the Phillip Lee warehouse and Elections Preparation Center for the move to Election Central. As the voting equipment and critical assets are delivered at Election Central, the items will be received and scanned into our inventory system and placed in its proper location. There will be 5 temporary employees coming on board to assist with the move on Wednesday, July 5th. The move to Election Central will begin on Monday, July 10th.

REGISTRATION DIVISION			
DATE OF REPORT:		July 5, 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 June 2023. The primary activities the VR staff worked on in June 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:			
June 1, 2023		June 30, 2023	
VOTER REGISTRATION APPLICATIONS RECEIVED		1,530	
ACTIVE VOTERS		764,733	
INACTIVE VOTERS		102,191	
TOTAL OF REGISTERED VOTERS		866,924	
APPLICATIONS TO BE PROCESSED		31,844	
NEW REGISTRATIONS TO FULTON COUNTY		320	
TRANSFERS TO FULTON COUNTY		8,272	
TRANSFERS FROM FULTON COUNTY		195	
REMOVALS FROM FULTON COUNTY		363	
FRONT DESK OPERATIONS			
June 1, 2023		June 30, 2023	
Reason for Visiting Voter Registration			Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION			-
TEMPORARY VOTER ID CARD – APPLICATIONS			1
REGISTER TO VOTE – WALK-INS			56
PRECINCT CARD REQUESTS			24
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)			16
3 RD PARTY/VOTER DRIVES (APPLICATIONS)			5
LETTER RESPONSE			-
OUT OF COUNTY / OUT OF STATE INQUIRIES			
VOTER LIST/STATS			
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS			1
TOTAL:			103
List Maintenance Update			
Our GIS department and a 3 rd party vendor performed a full audit of our voter rolls. We received the findings and begun to work towards resolving.			

VOTER EDUCATION

DATE OF REPORT: June 30, 2023

PREPARATION FOR ELECTION / WORK SUMMARY:

The VEO Manager continuously conducts deputy registrar training for new and those needing recertification. The VEO manager and team are contacting the colleges and universities in the Fulton County area to plan campus outreach events when schools begin in August/September.

Various organizations have contacted the VEO team to conduct outreach at back-to-school events to assist with voter registration and promotion of the upcoming election cycle. The VEO team plans to participate and utilize deputy registrars to ensure coverage for the back-to-school events.

The VEO team assists the registration department in processing DDS applications and scanning voter registration cards. The VEO team participated in cross-training of all divisions and conducted 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 Manager is working with the external affairs department to finalize all collateral materials for the November municipal election and also ordering promotional items and educational resources for outreach events. The VEO Manager worked with all the municipalities to create a one-page handout of all the election races that will be up for election in November.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	27	158/ Total Active =278
Voter Registration	24	255
Poll Worker Recruitment	0	0
Voter Identification Cards	0	6
Outreach Events	26	90
Absentee Application	0	0
Deputy Registrar Events	3	8
Connections for VEO.	50	350
Event Interactions	1150	3629
Media Inquiries	5	12

JUNE EVENTS

Date	Type of Event	Location
6/1/2023	Fulton Mobile Bus Outreach	East Point Library 2757 Main Street East Point, GA 30344
6/2/2023	Voter Education and Outreach	Southwest Arts Center (915 New Hope Rd SW, Atlanta, GA 30331)
6/3/2023	Fulton Mobile Bus Outreach	Burdette Park 2945 Burdett Rd, Atlanta, GA 30349
6/5/2023	Voter Education and Outreach	St. George Village 11350 Woodstock Rd, Roswell, GA 30075
6/6/2023	Voter Education and Outreach w/ TVIC	DaVita Old National Dialysis 5615 Old National Highway South Fulton, GA 30349
6/7/2023	Voter Education and Outreach w/ TVIC	Davita Tri County Dialysis 2540 Flat Shoals Road, Atlanta, GA 30349
6/9/2023	Deputy Registrar Training	virtual email veo@fultoncountyga.gov for link
6/10/2023	Fulton Mobile Bus Outreach	Alpharetta Community Center 175 Roswell Street Alpharetta, GA 30009
6/15/2023	Deputy Registrar Training	virtual email veo@fultoncountyga.gov for link
6/16/2023	Voter Education and Outreach	Chattahoochee Hills City Hall- 6505 Rico Road, Chattahoochee Hills 30268
6/16/2023	Voter Education and Outreach	Movie Under the Stars, Jess Lucas Park 680 S Central Ave, Hapeville, GA 30354
6/17/2023	Mobile Bus Outreach	Johns Creek Juneteenth Celebration, Newtown Park 3150 Old Alabama Rd, Johns Creek, Georgia 30022
6/17/2023	Voter Education and Outreach	Dixie Hills First Baptist Church 1995 Morehouse Drive NW, Atlanta, GA 30314
6/17/2023	Voter Education and Outreach	Union City Juneteenth Celebration Highway 29 Battlefields 5047 Union Street, Union City, GA 30291
6/17/2023	Mobile Bus Outreach	Downtown Commons 2757 E Point St, Atlanta, Georgia 30344
6/18/2023	Voter Education and Outreach	Juneteenth Celebration, The City Green, 1 Galambos Way, Sandy Springs, GA 30328
6/18/2023	Voter Education and Outreach	Wolf Creek Amphitheater, 3025 Merk Rd SW, Atlanta, GA 30349
6/19/2023	Voter Education and Outreach	Amazon, 5705 Highway 92, Fairburn, Georgia 30213
6/19/2023	Voter Education and Outreach	Amazon, 7055 Campbellton Rd, Atlanta, Georgia 30331
6/19/2023	Voter Education and Outreach	Amazon, 6020 Shiloh Rd, Alpharetta, Georgia 30005
6/22/2023	Deputy Registrar Training	130 Peachtree Street, Atlanta, GA 30303
6/22/2023	Voter Education and Outreach	Ashwood Meadows Gracious Retirement Living 11190 Medlock Bridge Rd, Johns Creek, GA 30097
6/23/2023	Deputy Registrar Training	5600 Stonewall Tell Rd. South Fulton GA 303049
6/24/2023	Fulton Mobile Bus Outreach	320 NW Broad St. Parking Lot. Fairburn, GA, 30213
6/24/2023	Deputy Registrar Training	virtual email veo@fultoncountyga.gov for link