



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
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 –May 2023**

DATE: May 31, 2023

DEPUTY DIRECTOR PROJECTS

DATE: 5/31/2023

WORK SUMMARY:

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

Summer Internship Program: The posting for applications posted on May 19th -May 26th. We received (50) applications, and are awaiting the release of the registry to conduct interviews.

Absentee By Mail Equipment Replacement: Working with Legal and Staff to finalize the current vendor agreement, and working with Finance and Purchasing to initiate procurement of an advanced absentee by mail system for the 2024 Presidential election cycle.

Internal Operations: Created interview schedule and acted as panelist for over 46 interviews during the month of May. Registration Manager (8) Registration Officer (22) Administrative Coordinator (16)

Cross-Training Schedule & Local Certification – Continuing work towards implementing permanent staff to cross-train across divisions. Managers currently working on training agenda with a deadline of June 9th, 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: 5/23/2023

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 and SEB Investigation research)
 - **GARViS** Roundtables
 - REIF Submissions
 - Updates: 5/4, 5/18 & 5/25
 - **Provisional** Ballot Overview
 - Preparing training material

Attended

- **GARViS** Q&A sessions
- **GA Region 3** Meetings: ongoing
- **Departmental Performance Review Evaluation Training**
- **Budget/ Procurement Meetings**
- Vendors engaged during **May 2023**
 - Tattnall Ballot Solution, Quadient

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 June 13th Special Runoff Election	As soon As possible
DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR MAY 16TH SPECIAL ELECTION AND SPECIAL RUNOFF ELECTION FOR JUNE 13TH 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 RUNOFF ELECTION The superintendent shall, in consultation with the board of registrars or absentee ballot clerk, prepare, obtain, and deliver before the date specified in paragraph (2) of this subsection an adequate supply of official absentee ballots to the board of registrars or absentee ballot clerk for use in the primary or election or as soon as possible prior to a runoff O.C.G.A. § 21-2-384(a)(1)(2)	As soon as possible
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	June 2, 2023
ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE JUNE 13, 2023 SPECIAL RUNOFF ELECTION O.C.G.A. § 21-2-385(d)(1)	June 3, 2023
All Eligible Military and Overseas Voters (UOCAVAs) that request an absentee ballot during this election cycle, will receive their ballot via mail only.	June 16th @ 5pm

ABSENTEE BY MAIL STATISTICS:

Ballots Mailed	5
Ballots Accepted	1
Applications Rejected	1; ineligible electors

ADMINISTRATION

DATE OF REPORT: May 26, 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 Manager	Existing Position	Interviews conducted and selection submitted to HR. Expected to onboard in June.
Registration Officer	Existing Position	Interviews conducted and selection submitted to HR. Expected to onboard in June.
Administrative Coordinator 1	Existing Position	Interviews conducted and selection submitted to HR. Expected to onboard in June.
Executive Assistant	Existing Position	Register available. Reviewing applications to schedule interviews.
Elections Equipment Manager	Existing Position	Requisition processed. Job announcement posted as "Countywide Promotional". Closing May 30, 2023.
Registration Chief	Existing Position	Requisition processed. Job announcement to be posted within the next few weeks.

INTERGOVERNMENTAL AGREEMENTS (IGA) – Municipal 2023 Election

To present for BRE Approval - June 8, 2023 meeting:

- City of Atlanta
- City of Milton ([Lease Equipment IGA](#))

To present for BOC Approval - June 21, 2023 meeting:

- City of Alpharetta, Chattahoochee Hills, College Park, East Point, Fairburn, Hapeville, John's Creek, Mountain Park, Roswell, South Fulton, and Union City. City of Atlanta will be included once approved by BRE.

ADVANCE VOTING

DATE OF REPORT: 6.1.2023

PREPARATION FOR ELECTION / WORK SUMMARY:

We recently concluded the House District 68 election on May 12th and are currently engaged in post-election activities. These activities include reconciliation which is an audit of the EV location operations for compliance with state and county policies and procedures, a review and assessment of the newly implemented Poll Pad voter processing system and a general review of the EV process.

We are fully prepared and ready to conduct The House District 68 runoff election. As part of our continual improvement program, we concluded an in person round table evaluation to gain additional insights from our Advance Voting poll worker team. Information gathered from this session will be further studied and evaluated by the management team. (Summary attached)

House District 68 Special Runoff Election: June 13, 2023.

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We are in the process of planning for the Municipal Election and will be focusing on the following goals.

- 1) Review and revise our existing training curriculum.
- 2) Develop and produce an updated training manual and related classroom materials.
- 3) Introduction of Part-Time shift staffing options.
- 4) Perform a comprehensive review of our early 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
EV Managers	TBD		
EV Assistant Managers	TBD		
Compliance Officer	TBD		
Technicians	TBD		
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 election.

* EV 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 3.5 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 to the advance voting option to Cellular Poll Pad in order to search for voter's information.

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

ELECTIONS	
DATE: 5.31.2023	
PREPARATION FOR ELECTION / WORK SUMMARY:	
There are no concerns regarding the House District 68 Special Election	
Runoff Date:	June 13, 2023 House District 68
House District 68:	Portions of: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Milton – self conducted • Palmetto – self conducted • Sandy Springs – no election to be held Awaiting IGA from the City of Atlanta City of Milton – Equipment Lease IGA
Precincts Location Changes for the November 2023 Election:	<ul style="list-style-type: none"> • 12 - to presented to the BRE for approval on 6/8 • Additional changes to be presented at the July BRE meeting

ELECTION DAY	
06/2/2023	
PREPARATION FOR ELECTION / WORK SUMMARY:	
Preparing for June 13, 2023 Election: All Poll Managers along with their team will return for the Run-off Election: A Zoom was scheduled on May 25 th to close out the May 16, 2023 Election, and an additional Zoom has been scheduled to discuss the June 13, 2023 Run-off Election and any low hanging fruit. Poll Worker Training is not required for the Run-off Election, but the Kiosk is available for any Poll Worker who needs additional training.	
Election Date:	June 13, 2023
Runoff Date:	Special Runoff Election June 13, 2023

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	
Poll Manager	7	7	
Assistant Manager	14	14	
Clerks	23	23	
Technician	7	7	

FINANCE	
DATE OF REPORT:	06/01/2023
PREPARATION FOR ELECTION / WORK SUMMARY:	
<p>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 and the June 13, 2023 Special Run-off 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.</p>	
2023 Budgets as of 5/31/23:	
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 Special Run-off election in June 2023. We have a temporary staffing services contract with Dover Staffing to provide the necessary temporary employees for the special elections.

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 then provided the Temporary staffing Excel files for the bids to start for the temp agencies for staffing for the period of July 1, 2023 to December 31, 2023.

INFORMATION SYSTEMS

DATE OF REPORT: 05.27.2023

HD68 Special Election: System Specialist conducted Logic and accuracy on voting equipment for the HD68 Special election, provided technical support during Advance voting and election day, and successfully tabulated and reported the election result.

Cyber Security Analyst Seminar: Information Systems manager attended a week Cyber security seminar organized by the Department of Homeland Security.

Election Infrastructure Information Sharing and Analysis Center (EI-ISAC) – Information Systems attended meetings and webinars organized by MS and EI-ISAC.

Poll Worker Management System: We received approval for the new Poll Worker management system from the County manager's office, and the system workflow was presented to the director and election management staff for feedback.

June 13th Special Runoff Election: The Information Systems staff begin preparation for the June 13th Special Runoff Election. The main items in preparation are listed below.

- **L&A Testing** – Perform L&A Testing and program all equipment for Advance Voting and Election Day Sites. L&A will begin on May 30th.
- **Technical Support** – Provide technical support for Advance Voting and Election Day Sites.
- **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.

REGISTRATION

DATE OF REPORT: June 1, 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 May 2023. The primary activities the VR staff worked on in May 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:

May 1, 2023	May 31, 2023
VOTER REGISTRATION APPLICATIONS RECEIVED	1,530
ACTIVE VOTERS	760,197
INACTIVE VOTERS	102,819
TOTAL OF REGISTERED VOTERS	863,016
APPLICATIONS TO BE PROCESSED	31,844
NEW REGISTRATIONS TO FULTON COUNTY	*
TRANSFERS TO FULTON COUNTY	1,804
TRANSFERS FROM FULTON COUNTY	104
REMOVALS FROM FULTON COUNTY	*

FRONT DESK OPERATIONS

May 1, 2023	May 31, 2023	Total Number of Yellow Tickets
Reason for Visiting Voter Registration		
CERTIFICATE OF REGISTRATION		-
TEMPORARY VOTER ID CARD – APPLICATIONS		107
REGISTER TO VOTE – WALK-INS		31
PRECINCT CARD REQUESTS		20
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)		18
3 RD PARTY/VOTER DRIVES (APPLICATIONS)		656
LETTER RESPONSE		-
OUT OF COUNTY / OUT OF STATE INQUIRIES		6
VOTER LIST/STATS		1
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS		21
TOTAL:		270

List Maintenance Update

Our GIS department and a 3rd party vendor performed a full audit of our voter rolls. We received and reviewed all the findings and the Division will resolve all findings in accordance with the Election Code.

**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: 5.31.2023

PREPARATION FOR ELECTION / WORK SUMMARY:

For May, the Supplies and Logistics division worked on the organization and preparation of supplies for the June 13, 2023, special election runoff. All election day locations have been updated and confirmed for the runoff date, also all election day voting equipment will be delivered on June 12th and Picked up On June 14th, and we have confirmed the South Annex Advance for Poll Manager Sunday Pickup and Election Night Drop off.

The Division also has been working to locate various S.O.S investigation requested documents, and actively assisting the Registration Division with the unloading and clearing out the Lektriever units (massive file cabinet) located at the EPC.

SUPPLY & INVENTORY STATISTICS

Poll Manager Sunday Pickup	June 11, 2023 (9 am to 2 pm @ South Annex)
Poll Manager Election Night Drop off	June 13, 2023(South Annex)

VOTER EDUCATION

DATE OF REPORT: May 31, 2023

PREPARATION FOR ELECTION / WORK SUMMARY:

The VEO team begin contacting municipalities to plan events for the upcoming November Municipal election. VEO also will be planning municipal poll worker recruitment fairs.

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

The VEO team is assisting the Registration Division in processing DDS applications and scanning voter registration cards. The VEO team has planned several awareness events in the District 68 area to bring awareness to the Special Runoff Election. The VEO manager communicated about the Runoff to all the Municipalities impacted and the Fulton County Commissioners over the area in an effort to have them send out the materials to their constituents to bring more awareness to the Special Runoff Election.

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.

VOTER EDUCATION ACTIVITIES		
Activity	Total for the Month	Year Total
Deputy Registrar Training	22	131/ Total Active =251
Voter Registration	51	231
Poll Worker Recruitment	0	0
Voter Identification Cards	0	6
Outreach Events	18	63
Absentee Application	0	0
Deputy Registrar Events	3	8
Connections for VEO.	50	300
Event Interactions	1000	2479
Media Inquiries	2	6
MAY EVENTS		
Date	Type of Event	Location
5/1/2023	Voter Education and Outreach	RoamLenox 3535 Peachtree Rd NE #320, Atlanta, GA 30326
5/3/2023	Voter Education and Outreach	Crabapple Neighborhood Senior Center 12624 Broadwell Rd. Alpharetta, GA 30004
5/6/2023	Fulton County Mobile Bus Voter Education	South Fulton Service Center 5600 Stonewall Tell Rd, South Fulton, GA 30349.
5/6/2023	Voter Education and Outreach	Reimagined Joy Festival, 2148 Newnan Street, East Point, GA 30344
5/11/2023	Deputy Registrar Training	Virtual email veo@fultoncountygga.gov to sign up
5/12/2023	Deputy Registrar Training	Virtual email veo@fultoncountygga.gov to sign up
5/13/2023	Voter Education and Outreach	Barrett Park in College Park 2001 Walker Street, College Park 30337
5/13/2023	Deputy Registrar Training	Virtual email veo@fultoncountygga.gov to sign up
5/17/2023	Deputy Registrar Training	Virtual email veo@fultoncountygga.gov to sign up
5/18/2023	Deputy Registrar Training	Virtual email veo@fultoncountygga.gov to sign up
5/19/2023	Voter Education and Outreach	Booker T. Washington High School, 45 Whitehouse Dr. SW, Atlanta, GA 30314
5/20/2023	Fulton County Mobile Bus Voter Education	Welcome All Park 4255 Will Lee Rd, South Fulton, GA 30349
5/20/2023	Fulton County Mobile Bus Voter Education	City of Johns Creek City Hall 11360 Lakefield Drive, Johns Creek, GA 30097

5/22/2023	Deputy Registrar Training	Virtual email veo@fultoncountyga.gov to sign up
5/24/2023	Voter Education and Outreach	The Dorothy C. Benson Senior Multipurpose 6500 Vernon Woods Dr. NE, Sandy Springs, GA 30328
5/25/2025	Voter Education and Outreach	Overtime Elite 361 17th Street NW Atlanta GA 30363
5/27/2023	Fulton Mobile Bus Outreach	National Center for Civil and Human Rights 100 Ivan Allen Jr. Boulevard Atlanta, GA 30313