



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
Kathryn Glenn, Registration Manager
Corey Henson, Elections Equipment Manager
Janell Barganier, Financial Systems Manager
Jodi Brittan, Absentee Manager
Janice Dickenson, Administrative Manager
Dominic Olomo, Information Systems Manager
Derrick Gilstrap, Election Systems Specialist Supervisor
LaShandra Little, Voter Education and Outreach Manager

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

DATE: September 1, 2023

DEPUTY DIRECTOR PROJECTS

DATE OF REPORT: 9.05.2023

WORK SUMMARY: **Mr. Patrick Eskridge**

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

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.

ABSENTEE DIVISION

DATE: 8/29/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

Mrs. Jodi Brittian

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

ABSENTEE OPERATIONS:

- Weekly Meetings with the Division's personnel
- Assisted with Department of Driver Services (**DDS**) applications and Cop City Petition preparation
- Researched State Elections Board (**SEB**) investigation for November 2020 election
- Interviewed and selected supplemental staff
- Prepared training material for incoming staff

Attended

- Region 3 Meeting**
- 2024 Budget preparation**
- SEB Hearing**

GARViS

- REIF Submission: **GARViS** training environment
- Updates 8/15 & 8/24

Vendors engaged during August 2023

- Quadient, Tattnall, & HBSolution

On-going:

- Forwarding City of Milton's Absentee request via email.
- Review of **GARViS** enhancements/ updates for training material
- Updating **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: 162

Applications Accepted	107
UOCAVA (overseas/uniformed services)	16
Provisional	2
Applications Rejected	37; Received too early

ADMINISTRATION

DATE: 8/23/2023

PREPARATION FOR ELECTION / WORK SUMMARY: Ms. Janice Dickenson

Performed routine administrative functions such as processing requisitions to establish purchase orders; processed 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	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.

ADVANCE VOTING

DATE OF REPORT: 9.1.2023

PREPARATION FOR ELECTION / WORK SUMMARY: Mrs. Sharon Benjamin

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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 18th through October 6th.

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: We now have 13 AV locations because City of Alpharetta will no longer be having a Municipal General Special Election.

POSITION NEEDED	QUANTITY	# RECRUITING COMPLETED	# TRAINED TO DATE
AV Managers	13	13	Not started
AV Assistant Managers	28	28	
AV Clerks	56	56	

ELECTIONS DIVISION	
DATE OF REPORT:	8.31.2023
PREPARATION FOR ELECTION / WORK SUMMARY:	Mr. John Ross
<p>In August the election division maintained continuous communication with all municipalities participating in the county's upcoming November 7, 2023 election, this ensured:</p> <ul style="list-style-type: none"> • 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. <p>The City of Alpharetta communicated:</p> <p>Their General Municipal Election 2023 is canceled, and the official notice will be published in the September 7th issue of the Alpharetta Roswell Herald.</p>	
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

ELECTION DAY			
Today's Date: September 7, 2023			
PREPARATION FOR ELECTION / WORK SUMMARY:			
Recruited all Poll Workers for the November 7, 2023 Election			
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	148	148	Training starts: September 19, 2023
Assistant Manager	296	296	
Clerks	1095	1095	

Technician	148 (inclusive)	148	
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FINANCE	
DATE OF REPORT:	09/01/2023
PREPARATION FOR ELECTION / WORK SUMMARY:	Mrs. Janell Barganier
<p>The Financial Systems Manager has worked diligently on the draft of the 2024 Elections and Operations budgets. The 2024 Elections and Operations budgets were submitted to the Finance department on August 31, 2023.</p> <p>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.</p> <p>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.</p>	
2023 Budgets:	
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

We obtained BOC approval on August 2, 2023 for the 2 temp agencies, Abacus and Dover Staffing, for the staffing to conduct the November and December 2023 elections. We have received the executed temp agency contracts. We have onboarded many of the temporary staff to prepare for the upcoming November and December 2023 elections. The temp agencies are continuing to recruit candidates for the open temporary staff positions.

Below are the proposed 2024 Elections and Operations budgets:

2024 Budgets as of 8/31/2023:	
Operations Budget	\$5.27 Million
Presidential Preference Primary (PPP) MARCH 12, 2024	\$9.7 Million
Presidential Primary MAY 21, 2024	\$8.9 Million
Presidential Primary Run-off JUNE 18, 2024	\$5.1 Million
Presidential General Election NOV 5, 2024	\$12.9 Million
Presidential General Run-off Election DEC 3, 2024	\$5.9 Million

INFORMATION SYSTEMS

DATE: 9/1/2023

PREPARATION FOR ELECTION / WORK SUMMARY:

Mr. Derrick Gilstrap

Secretary of State Health Check: From Monday, August 21st through Thursday, August 24th 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. 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 7th General Election: The Information Systems staff begin preparation for the November 7th 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 program all equipment for Advance Voting and Election Day Sites. L&A will begin on September 11th and end on November 2nd

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 an event activity, 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.

REGISTRATION

DATE OF REPORT:	September 1, 2023		
PREPARATION FOR ELECTION / WORK SUMMARY:	Mrs. 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 August 2023. The primary activities the VR staff worked on in August were researching street issues, preparing for municipal street audits, redistricting, identifying, and merging duplicate records, and auditing the voter roll.			
REGISTRATION STATISTICS:			
	August 1, 2023		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
FRONT DESK OPERATIONS			
	August 1, 2023		August 31, 2023
Reason for Visiting Voter Registration			Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION			1
TEMPORARY VOTER ID CARD – APPLICATIONS			138
REGISTER TO VOTE – WALK-INS			23
PRECINCT CARD REQUESTS			51
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)			15
3 RD PARTY/VOTER DRIVES (APPLICATIONS)			15
LETTER RESPONSE			0
OUT OF COUNTY / OUT OF STATE INQUIRIES			0
VOTER LIST/STATS			1
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS			16
		TOTAL:	260
List Maintenance Update			
Felon challenge letters mailed – 587 – No Hearings requested			
REIF – Reporting Elections Systems Issue Form – Ticket used to report issues with GARViS			

SUPPLIES & LOGISTICS

DATE OF REPORT	09.05.2023
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PREPARATION FOR ELECTION / WORK SUMMARY:	Mr. Corey Henson
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For August the Supply and Logistics division continued setup and organization of the new Elections Hub and Operations center. This included the organization of supplies and equipment in the correct locations. The division is also 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. The Staff also continued managing and preparing the fleet for the upcoming election.

The Supply and Logistics division also continued to work on signage requirements, Polling site contact updates and Polling site changes for the November 07, 2023, Municipal Election. The staff also started working on Polling site reservations for both Advance Voting and Election Day sites for the upcoming 2024 election cycle. Finally, the Supply and Logistics staff continued assisting with making sure everything was ready at the Elections Hub and Operations Center for the upcoming elections.

SUPPLY & INVENTORY STATISTICS

Email All Polling Sites No Longer Needed	Completed
Email Advance Voting Polling sites 2024 Reservations.	Completed
Email Election Day Polling sites 2024 Reservations.	In Progress

VOTER EDUCATION

DATE OF REPORT: AUGUST 31, 2023

PREPARATION FOR ELECTION / WORK SUMMARY: Ms. LaShandra Little

The month of August was focused on back-to-school outreach events across the county for colleges and universities and continuing the partnership with all Fulton County Libraries conducting voter education and outreach.

The Voter Education and Outreach begin conducting outreach at senior centers to assist with absentee applications and TVIC requests.

The VEO manager conducted outreach to all the municipalities across the county, providing them with collateral pertaining to the upcoming municipal election and inquired if any events were being held where they needed voter education.

The VEO team also continues to conduct Deputy Registrar Training for all new staff members. As well as continue offering training to the public. The VEO manager will conduct an elections class for the Fulton County Citizens University in September and worked on updating all of the election information. The VEO team is also planning for National Voter Registration Day on September 19, 2023, as well as the civic holidays in October- National Voter Education Week and National Vote Early Day. THE VEO manager is also working with civic and grassroots organizations to conduct a voter registration training session in September.

The VEO manager also attends **CERA** certification classes through the election center to complete certification as an Election Official.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	34	195/ Total Active =235
Voter Registration	77	397
Poll Worker Recruitment	0	0
Voter Identification Cards	1	7
Outreach Events	43	159
Absentee Application	37	37
Deputy Registrar Events	3	15
Connections for VEO.	100	500
Event Interactions	1530	54799
Media Inquiries	3	20

August Events

Date	Type of Event	Location
8/1/2023	Fulton Mobile Bus Outreach	College Park City Hall 3667 Main Street, College Park, GA 30337
8/1/2023	Fulton Mobile Bus Outreach	LA Fitness (6385 Old National Hwy, Atlanta, GA 30349)
8/2/2023	Voter Education and Outreach	Washington Park Branch (1116 Martin Luther King, Jr., Dr, Atlanta, GA 30314)
8/4/2023	Voter Education and Outreach	4900 Delano Road, South Fulton, GA 30349
8/5/2023	Fulton Mobile Bus Outreach	50 Peyton Place, SW Atlanta, GA 30311
8/8/2023	Voter Education and Outreach	Peachtree Public Library (1315 Peachtree St NE Ste 100, Atlanta, GA 30309)
8/8/2023	Voter Education and Outreach	Hapeville Branch Library (525 King Arnold St, Hapeville, GA 30354)
8/9/2023	Voter Education and Outreach	Northside Library 3295 Northside Parkway NW Atlanta GA 30327
8/10/2023	Voter Education and Outreach w/ TVIC	Vitality Living Milton 2925 Webb Rd, Milton GA 30004
8/11/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
8/12/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
8/12/2023	Voter Education and Outreach	Joan P. Garner Library, 980 Ponce de Leon Avenue NE, Atlanta, GA 30306
8/14/2023	Voter Education and Outreach	Palmetto Library 9111 Cascade Palmetto Highway, Palmetto, GA 30268
8/15/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
8/16/2023	Voter Education and Outreach	Terraces at Peachtree Hills Place, 229 Peachtree Hills Avenue NE, Atlanta, GA 30305
8/17/2023	Voter Education and Outreach	Cottonwood Estates Gracious Retirement 255 Vaughan Drive, Alpharetta, GA 30009

8/17/2023	Voter Registration Drive	Rice Memorial Presbyterian Church, 1515 Brewer Blvd, Atlanta, GA 30310
8/18/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
8/18/2023	Voter Registration Drive	Booker T. Washington High School, 45 Whitehouse Dr SW, Atlanta, GA 30314
8/19/2023	Voter Education and Outreach	Wings and Strings, Jess Lucas Park 680 S Central Ave, Hapeville, GA 30354
8/21/2023	Fulton Mobile Bus Outreach	Wheat Street Towers 375 Auburn Ave. NE Atlanta, GA. 30312
8/21/2023	Voter Education and Outreach	Louise Watley at Southeast Library 1463 Pryor Road, Atlanta, GA 30315
8/22/2023	Voter Education and Outreach	Crabapple Neighborhood Senior Center 12624 Broadwell Rd. Alpharetta, GA 30004
8/22/2023	Voter Education and Outreach	Palmetto Park Senior Living 519 Perkins Road, Palmetto, GA 30268
8/22/2023	Voter Education and Outreach	The Mansions at Sandy Springs 7300 Spalding Drive, Sandy Springs, GA 30092
8/22/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
8/23/2023	Voter Education and Outreach	Alpharetta Library 10 Park Plaza, Alpharetta, GA 30009
8/23/2023	Fulton Mobile Bus Outreach	Fairburn Library 60 Valley View Drive, Fairburn, GA 30213
8/25/2023	Fulton Mobile Outreach	Burdette Park, 2945 Burdett Rd, South Fulton Ga, 30349
8/25/2023	Deputy Registrar Training	5600 Campbellton Fairburn Rd, Fairburn, GA 30213
8/26/2023	Voter Education and Outreach	Evelyn G Lowery Library Cascade 3665 Cascade Road SW, South Fulton, GA 30331
8/26/2023	Fulton Mobile Bus Outreach	Mt Olive Baptist Church, 2174 Martin Luther King Jr. Dr. Atlanta 30310
8/26/2023	Voter Education and Outreach	Wolf Creek Library 3100 Enon Road, South Fulton, GA 30349

8/26/2023	Voter Education and Outreach	Bear Creek Nature Center, 6300 Cochran Mill Road, Chattahoochee Hills, GA, 30268
8/28/2023	Voter Education and Outreach	College Park Library (3647 Main St, College Park, GA 30337)
8/28/2023	Voter Education and Outreach	East Point Library 2757 Main Street East Point GA 30344
8/29/2023	Voter Education and Outreach	Roswell Public Library (115 Norcross St, Roswell, GA 30075)
8/29/2023	Voter Education and Outreach	Sunrise at Ivey Ridge, 2950 Old Alabama Rd, Johns Creek, GA 30022
8/29/2023	Fulton Mobile Bus Outreach	Clark Atlanta University, 223 James P Brawley Dr SW, Atlanta, GA 30314
8/30/2023	Voter Education and Outreach	Historic Roswell Place 75 Magnolia Street, Roswell, GA 30075
8/30/2023	Voter Education and Outreach	Helene S Mills Senior Center 515 John Wesley Dobbs Ave NE, Atlanta, GA 30312
8/31/2023	Voter Education and Outreach	West End Library 525 Peeples Street SW Atlanta GA 30310
8/31/2023	Voter Education and Outreach	Vickery Rose Retirement Resort (295 E Crossville Rd, Roswell, GA 30075)