



## 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 –September 2023**

**DATE:** October 2, 2023

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### DEPUTY DIRECTOR PROJECTS

**DATE OF REPORT:** 10.02.2023

**WORK SUMMARY:**

Mr. Patrick Eskridge

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

**Internal Operations:**

- Continuing Development of departmental (COOP)
- Met with the County Manager and the Executive team weekly to discuss of the Proposed **2024** Budget
- Vendor touchpoint for the Absentee By Mail Equipment installation
- Participated in the Fulton County Citizen's University (Led by External Affairs)
- Scheduling & Planning for 2024 Security Coverage

# ABSENTEE DIVISION

**DATE: 9/29/2023**

**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
- Weekly Meetings with Former Absentee Manager (Mariska Bodison)
- Developing Tomorrows Leaders Today

**GARViS**

- REIF Submission (Document scanning & Overseas zip codes)
- Updates 9/28

**Attended**

- Region 3 Meeting**
- Election Night Check In procedures meeting**
- Ballot Proofing**
- Secretary of State Absentee by Mail Training Part I & II**

**Vendors engaged during September 2023**

- Quadient, Tattnall, & HBSolution, Pitney Bowes

**On-going:**

- Forwarding City of Milton's absentee request via email.
- Updating **GARViS Standard Operation Procedures**

**SOS DEADLINE DATES:**

Earliest Day to apply for Absentee by Mail for the November 7<sup>th</sup> Municipal Election

**August 21, 2023**

**DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR NOVEMBER 7<sup>th</sup> 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**

**ABSENTEE BY MAIL STATISTICS: 342**

	23 UOCAVA (overseas/uniformed services)
	20 Provisional
Applications Accepted	<b>277</b>
	37 <b>Received too early</b>
	28 <b>Alpharetta (No election)</b>
Applications Rejected	<b>65</b>

## ADMINISTRATION

**DATE OF REPORT:** October 2, 2023

**PREPARATION FOR ELECTION / WORK SUMMARY:** Ms. Janice Dickenson

Performed routine administrative functions such as:

- Processed requisitions to establish purchase orders to provide good and services.
- Processed and submitted invoices for payment.
- Processed P-Card purchases and T-Card travel / training expenses.
- Prepared monthly reconciliation reports for Purchase Card (P-Card) and Travel Card (T-Card).

Performed various HR functions such as:

- Processed payroll
- Processed requisitions for recruitment
- Processed separated employees from HR system

**PERSONNEL VACANCIES:**

TITLE	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 Supervisor	Existing Position	Requisition submitted to recruit for position. Job Announcement posted.
Courier (Time limited position)	Existing Position	These are temporary positions to end December 31, 2023. Interviews conducted. Onboarded 8 candidates – September 27, 2023. The remaining expected to onboard – October 11, 2023.

**ADVANCE VOTING**

DATE OF REPORT: 10.1.2023

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

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We are currently conducting Advance Voting training classes for the Municipal General and Special Election, and it is going great. The curriculum for the training is structured with Extensive Hands-on experience and I am pleased to report that we have received positive feedback on the new cellular poll pad from AV staff. We are preparing for our first day of Advance Voting which is scheduled to begin on October 16.

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.

Attended:

- Region 3 Meeting
- 2024 Budget preparation
- Secretary of State Webex Election Trainings

Election Date: Municipal Election November 7, 2023

Runoff Date: Municipal Runoff Election December 5, 2023

Advance Voting Locations: We now have 13 AV locations with College Park pending approval for the Municipal General Special Election. College Park staff have been recruited

POSITION NEEDED	QUANTITY	# RECRUITING COMPLETED	# TRAINED
AV Managers	14	14	14
AV Assistant Managers	28	28	28
AV Clerks	56	56	56

## ELECTIONS DIVISION

<b>DATE OF REPORT:</b>	10.1.2023
<b>PREPARATION FOR ELECTION / WORK SUMMARY:</b>	<b>Mr. John Ross</b>
<p>In September the Election division maintained continuous communication with our Secretary of State (SOS) Elections Coordinator and All Municipalities participating in the county's upcoming November 7, 2023 election.</p> <p>Summary of our key activities:</p> <ul style="list-style-type: none"> <li>• Provide a detailed List of Qualified Candidates to SOS.</li> <li>• Received our November 2023 Ballot Proof Package.</li> <li>• Conducted Ballot Proofing for all 24 Ballot Card styles.</li> <li>• Provide Ballot Proofs to Municipalities.</li> <li>• Received Verified Ballot Proofs from Municipalities</li> <li>• Sign-off on Ballot Proofing with the SOS</li> </ul>	
Election Date:	Municipal Election November 7, 2023
Runoff Date:	Municipal Runoff Election December 5, 2023
Verified Ballot Proofs from Municipalities	Atlanta, Chattahoochee Hills, College Park, East Point, Hapeville, Fairburn, Johns Creek, Mountain Park, Roswell, South Fulton, Union City
Municipalities Not Included:	Alpharetta – election cancelled 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			
<b>PREPARATION FOR ELECTION / WORK SUMMARY:</b>			
<b>Recruited all Poll Workers for the November 7, 2023 Election</b>			
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	146	146	77
Assistant Manager	292	292	179
Clerks	1090	1090	785
Technician	146 (inclusive)	146	60

## FINANCE

**DATE OF REPORT:** 09/30/2023

**PREPARATION FOR ELECTION / WORK SUMMARY:** Mrs. Janell Barganier

The Financial Systems Manager has completed 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. We also met with the Fulton Executive in September to discuss the 2024 budgets.

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 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. We will refund to Alpharetta once it is formally requested, as their candidates are unopposed thus no election will be held.

**2023 Budgets:**

Operations Budget- Approved by BOC	<b>\$4.9 Million</b>
Special Election House District 68 Budget MAY 2023- Approved by BOC	<b>\$639.6 K</b>
Special Election House District 68 Budget for Run-off JUNE 2023 - Approved by BOC	<b>\$309.8 K</b>
General Election Municipal Budget NOV 2023	<b>\$5.14 Million</b>
General Run-off Election Municipal Budget DEC 2023	<b>\$2.45 Million</b>

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:

<b>2024 Budgets as of 9/30/2023:</b>	
Operations Budget	<b>\$5.27 Million</b>
Presidential Preference Primary (PPP) MARCH 12, 2024	<b>\$9.7 Million</b>
Presidential Primary MAY 21, 2024	<b>\$8.9 Million</b>
Presidential Primary Run-off JUNE 18, 2024	<b>\$5.1 Million</b>
Presidential General Election NOV 5, 2024	<b>\$12.9 Million</b>
Presidential General Run-off Election DEC 3, 2024	<b>\$5.9 Million</b>

## INFORMATION SYSTEMS

DATE OF REPORT: 10.01.2023

Mr. Derrick Gilstrap

**November 7<sup>th</sup> General Municipal Election:** The Information Systems staff begin preparation for the November 7<sup>th</sup> General Municipal Election. The main items completed for September are listed below.

- **Training** – Completed preparation of all voting equipment that is being used in Advance Voting Training and Election Day Poll Worker Training.
- **Logic & Accuracy Testing** – Performed Logic & Accuracy Testing and programmed all equipment to be used for Advance Voting. Logic & Accuracy testing on voting equipment for Election Day Sites will continue throughout the month October until its completion date of November 2<sup>nd</sup>.
- **Technical Support** – The Information Systems staff will provide technical support for Advance Voting which starts on October 16<sup>th</sup> and ends on November 3<sup>rd</sup>.



## VOTER EDUCATION

**DATE OF REPORT:** September 30, 2023

**PREPARATION FOR ELECTION / WORK SUMMARY:** Ms. LaShandra Little

In September, The Voter Education and Outreach team focused on civic engagement holidays and outreach to senior centers, colleges, universities, and municipalities. The VEO team continued the partnership with all Fulton County Libraries to conduct voter education and outreach. The holidays for September include Disability Voter Rights Week and National Voter Registration Day. We successfully planned 12+ events for these civic holidays and registered over 200 citizens.

September was also focused on the partnership with Atlanta Public Schools to host events in each school. The VEO team will focus on the Fulton County High School in October. The VEO Manager continues conducting Deputy Registrar Training for all new staff members and offering training to the public. The VEO manager is also working with teachers at Fulton County High Schools to become Deputy Registrars so they can assist with voter registration drives in their schools.

The VEO manager also conducted the elections overview for the Fulton County Citizens University and assisted in updating election information. The VEO team is also planning for National Voter Education Week, National Vote Early Day, and Election Hero Day, the civic holidays in October and November. As the Voter Registration deadline is October 10 we will continue outreach to ensure we have met our goal of hosting events at all the college campuses before the deadline.

The VEO manager also attended a CERA certification class through the election center to continue the requirements for certification.

The VEO team is continuously planning events and will continue contacting schools, communities, non-profit organizations, and government officials to schedule future events across the county.

### VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	53	303
Voter Registration	336	733
Poll Worker Recruitment	0	0
Voter Identification Cards	1	8
Outreach Events	70	229
Absentee Application	66	103
Deputy Registrar Events	7	23
Connections for VEO.	60	560
Event Interactions	4615	10,094
Media Inquiries	8	30

## September Events

Date	Type of Event	Location
9/2/2023	Voter Education and Outreach	Sunrise at Ivey Ridge, 2950 Old Alabama Rd, Johns Creek, GA 30022
9/2/2023	Fulton Mobile Bus Outreach	Historic Fourth Ward Park 680 Dallas St NE, Atlanta, GA 30308
9/2/2023	Voter Registration Drive	Charles Phillips Park, 4400 Herschel Rd, College Park, GA 30337
9/5/2023	Fulton Mobile Outreach	Adamsville-Collier Heights Library 3424 Martin Luther King Jr. Drive SW, Atlanta, GA 30031
9/5/2023	Voter Education and Outreach	Magnolia Place of Roswell, 655 Mansell Rd, Roswell, GA 30076
9/5/2023	Deputy Registrar Training	virtual - email <a href="mailto:veo@fultoncountyga.gov">veo@fultoncountyga.gov</a> to register
9/6/2023	Voter Education and Outreach	Dogwood Library 1838 Donald Lee Hollowell Pkwy NW Atlanta GA 30318
9/6/2023	Deputy Registrar Training	Fulton County Elections and Operations Center, 5600 Campbellton Fairburn Rd, Fairburn, GA 30213
9/6/2023	Voter Registration Drive	East Point Train Station, 2848 E. Main Street, East Point, GA 30433
9/7/2023	Voter Education and Outreach	Benjamin E. Mays High School, 3450 Benjamin E. Mays Dr SW, Atlanta, GA 30331
9/7/2023	Fulton Mobile Bus Outreach	Clark Atlanta University, 223 James P Brawley Dr SW, Atlanta, GA 30314
9/7/2023	Voter Registration Training for Private Entities	Fulton County Elections and Operations Center, 5600 Campbellton Fairburn Rd, Fairburn, GA 30213
9/7/2023	Voter Education and Outreach	College View Hills Apartments (Basketball Court) 2033 Princeton Ave Apt B College Park, GA 30337
9/8/2023	Deputy Registrar Training	virtual - email <a href="mailto:veo@fultoncountyga.gov">veo@fultoncountyga.gov</a> to register
9/8/2023	Voter Education and Outreach	Maynard Jackson High School, 801 Glenwood Ave SE, Atlanta, GA 30316

9/8/2023	Voter Registration Drive	Georgia Insitute of Technolgy, 711 Marietta St, Atlanta, GA 30332
9/9/2023	Fulton Mobile Outreach	Ebenezer Baptist Church 101 Jackson St NE, Atlanta, GA 30312
9/9/2023	Voter Education and Outreach	Vicars Community Center 838 Cascade Avenue SW, Atlanta, GA 30311
9/9/2023	Voter Education and Outreach	Tracey Wyatt Recreation Center 2300 Godby Road, College Park, GA 30349
9/9/2023	Fulton Mobile Outreach	Stonecreek Church 13540 GA-9, Milton GA 30004
9/11/2023	Voter Education and Outreach	St. George Village 11350 Woodstock Road, Roswell, GA 30075
9/11/2023	Voter Education and Outreach	Therrell High School, 3099 Panther Trail SW, Atlanta, GA 30311
9/12/2023	Deputy Registrar Training	Fulton County Elections and Operations Center, 5600 Campbellton Fairburn Rd, Fairburn, GA 30213
9/12/2023	Voter Education and Outreach	Booker T. Washington High School, 45 Whitehouse Dr SW, Atlanta, GA 30314
9/12/2023	Voter Education and Outreach	Martin Luther King Jr, Library 409 John Wesley Dobbs Avenue NE, Atlanta, GA 30312
9/12/2023	Voter Education and Outreach	Central Library, One Margaret Mitchell SQ, NW Atlanta, GA 30303
9/12/2023	Fulton Mobile Outreach	Wayfield Foods Inc (3435 Roosevelt Hwy, Atlanta, GA 30349)
9/12/2023	Deputy Registrar Training	virtual - email <a href="mailto:veo@fultoncountyga.gov">veo@fultoncountyga.gov</a> to register
9/14/2023	Voter Education and Outreach w/TVIC	Sanford Estates Gracious Retirement Living - Roswell 500 Walton Way Roswell GA 30076
9/14/2023	Voter Education and Outreach	Carver Early College, 55 McDonough Blvd SE, Atlanta, GA 30315
9/14/2023	Voter Education and Outreach	Alpharetta Library 10 Park Plaza, Alpharetta, GA 30009

9/15/2023	Voter Education and Outreach	Happy Days Weekend, Jess Lucas Park 680 S Central Ave, Hapeville, GA 30354
9/15/2023	Voter Education and Outreach	Chattahoochee Hills City Hall- 6505 Rico Road, Chattahoochee Hills 30268
9/16/2023	Voter Education and Outreach	Calvary Temple Missionary Baptist Church, 700 Cooper Street Atlanta GA,30315
9/16/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
9/17/2023	Voter Education and Outreach	Arise Church Atlanta 2636 Fairburn Rd, SW Atlanta GA 30331
9/18/2023	Voter Education and Outreach	Frederick Douglass High School, 225 Hamilton E. Holmes Dr. NW, Atlanta, GA 30318
9/19/2023	National Voter Registration Day	Booker T. Washington High School, 45 Whitehouse Dr SW, Atlanta, GA 30314
9/19/2023	National Voter Registration Day	Northwest Library at Scotts Crossing, 2489 Perry Boulevard, NW Atlanta, GA 30318
9/19/2023	National Voter Registration Day	Milton Library 855 Mayfield Rd. Milton GA 30009
9/19/2023	National Voter Registration Day	North Atlanta High School, 4111 Northside Pkwy NW, Atlanta, GA 30327
9/19/2023	National Voter Registration Day	Clark Atlanta University, 223 James P Brawley Dr SW, Atlanta, GA 30314
9/19/2023	National Voter Registration Day	Eden Fresh Market 3465 Main Street College Park, GA 30337
9/19/2023	National Voter Registration Day	MARTA North Springs Station (7010 Peachtree Dunwoody Rd, Atlanta, GA 30328)
9/19/2023	National Voter Registration Day	MARTA Five Points Station (Forsyth St SW, Atlanta, GA 30303)
9/19/2023	National Voter Registration Day	MARTA College Park Station (3800 Main St, College Park, GA 30337)
9/20/2023	Voter Education and Outreach	Ocee Library 5090 Abbotts Bridge Rd, Johns Creek, GA 30005

9/20/2023	Voter Education and Outreach	Central Library, One Margaret Mitchell SQ, NW Atlanta, GA 30303
9/21/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
9/21/2023	Voter Registration Drive	Rice Memorial Presbyterian Church, 1515 Brewer Blvd, Atlanta, GA 30310
9/21/2023	Voter Education and Outreach	Overture Buckhead South 658 Lindbergh Dr. NE, Atlanta, GA 30324
9/23/2023	Fulton Mobile Bus Outreach	Hunter Hill First Baptist Church 166 Edwards St NW, Atlanta, GA 30314
9/23/2023	Voter Education and Outreach	Wilkerson Mill-Farris Park (8095 Wilkerson Mill Rd, Palmetto, GA 30268)
9/24/2023	Voter Education and Outreach	677 11th Street NW, Atlanta, GA
9/25/2023	Mobile Bus Outreach	1807 Memorial Dr SE, Atlanta, GA 30317
9/25/2023	Voter Education and Outreach	Dogwood Neighborhood Senior Center 1953 Donald Lee Hollowell Pkwy NW Atlanta GA 30318
9/25/2023	Voter Education and Outreach	The Gladys S. Dennard Library at South Fulton (4055 Flat Shoals Road, Union City, GA 30291)
9/26/2023	Voter Registration Drive	Morehouse College, Ray Charles Performing Arts Center, 900 West End Ave, SW Atlanta, GA 30310
9/26/2023	Voter Education and Outreach	Metropolitan Library 1332 Metropolitan Parkway, Atlanta, GA 30310
9/26/2023	Deputy Registrar Training	virtual - email veo@fultoncountyga.gov to register
9/27/2023	Voter Education and Outreach	Sandy Springs Library 395 Mount Vernon Hwy NE, Sandy Springs, GA 30328
9/28/2023	Voter Education and Outreach	Hapeville Neighborhood Senior Center 527 King Arnold St. Hapeville GA 30354
9/28/2023	Voter Education and Outreach	Camp Truitt Neighborhood Senior Center 4320 Herschel Road, College Park, GA 30337
9/28/2023	Voter Education and Outreach	1311 E Cleveland Ave East Point, GA 30344

9/28/2023	Voter Education and Outreach	5600 Campbellton Fairburn Rd, Union City, GA 30213
9/29/2023	Voter Education and Outreach w/ TVIC	Overture Buckhead South (658 Lindbergh Dr. NE, Atlanta, GA 30324)
9/30/2023	Fulton Mobile Outreach	Welcome All Park Multipurpose Facility, 4255 Will Lee Rd, South Fulton, GA 30349
9/30/2023	Voter Education and Outreach	17225 Little Fawn Pkwy, Chattahoochee Hills, GA 30268
9/30/2023	Voter Education and Outreach	Joan P. Gardner Library at Ponce de Leon, 980 Ponce de Leon Ave. NE, Atlanta, GA 30306

## VOTER REGISTRATION DIVISION

**DATE OF REPORT:** October 2, 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 September 2023. The primary activities the VR staff worked on in September were researching street issues, conducting for municipal street audits, redistricting, identifying, and merging duplicate records, processing Felon records and auditing the voter roll.

### REGISTRATION STATISTICS:

September 1, 2023	September 30, 2023
VOTER REGISTRATION APPLICATIONS RECEIVED	3,351
ACTIVE VOTERS	757,220
INACTIVE VOTERS	108,623
TOTAL OF REGISTERED VOTERS	865,843
APPLICATIONS TO BE PROCESSED	1,888
NEW REGISTRATIONS TO FULTON COUNTY	5,012
TRANSFERS TO FULTON COUNTY	5,797
TRANSFERS FROM FULTON COUNTY	451
REMOVALS FROM FULTON COUNTY	1,327

### FRONT DESK OPERATIONS

September 1, 2023	September 30, 2023
Reason for Visiting Voter Registration	Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION	0
TEMPORARY VOTER ID CARD – APPLICATIONS	95
REGISTER TO VOTE – WALK-INS	24
PRECINCT CARD REQUESTS	88
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)	21
3 <sup>RD</sup> PARTY/VOTER DRIVES (APPLICATIONS)	0
LETTER RESPONSE	0
OUT OF COUNTY / OUT OF STATE INQUIRIES	2
VOTER LIST/STATS	3
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS	15
<b>TOTAL:</b>	<b>245</b>

### List Maintenance Update

Felon challenge letters mailed – **3,319** – 1 Hearing requested and cancelled -paperwork provided to restore rights in lieu of hearing.