



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Dwight Brower, Interim Elections Chief
Ralph Jones, Registration Chief
Brenda McCloud, Administrative Manager

RE: **Monthly Operations Report – August 2020**

DATE: September 4, 2020

ELECTIONS DIVISION

During the month of August 2020, the focus of our efforts were on the following tasks:

- Conduct of the August 11th General Primary Runoff Election
- Delivery and recovery of election equipment from 174 polling locations
- Training of the Early Voting Staff for the 5th Congressional Special Election
- Conducting of Logic & Accuracy Testing for the 5th Congressional Special Election
- Resource planning for September 29th Special Election

Preparation for the September 29th Early Voting Congressional Special Election

Preparation for early voting operations for the 5th Congressional Special Election began during this reporting period. The early voting poll staff for the seven (7) sites for which we will be operating began on Monday, August 24, 2020. The poll technicians received training on Monday, August 31, 2020. We will have one poll technician at each assigned early voting location. We will also coordinate the onsite visit of Election Day poll technicians to one of the established early voting sites to observe operations, ask questions and obtain the perspective of an assigned poll technician relative who have been battlefield tested as to his/her perspective.

Preparation for the September 29, 2020, 5th Congressional Special Election

For the September 29th Special Election event one ballot combination exists involving 94 polling place locations. The quantities of polling pads and Ballot Marking Devices (BMDs) required to support this special election is 336 and 1,056 respectively. There will be 971 poll workers and 94 poll technicians assigned and working in the polls supporting this election event.

Poll Worker and Poll Technician Training September 29th Special Election

Coordination for training venues were completed during this reporting period. Due to a number of competing activities for the EPC training room, training will occur at the Helene Mill Senior Center located on John Dobbs Avenue. Dominion Voting will instruct the poll technician training for the 94 poll technicians involve. The poll technicians will also receive poll clerk training so as to leverage this resource should the poll manager needs another set of hands. To absorb the increase in polling places and the resulting poll staff, we will increase the size of our instructor cadre.

Ballot Proofing and Order:

The Elections Division staff received the September Special election data structure reports, and ballot proofing and print file reports for review and verification as accurate. The emergency/provisional ballot order was placed with our servicing vendor for 38,449 ballots. The election ballot test deck was received and verification made to ensure that each precinct ballot could be scanned.

Polling Facilities Locations

The Elections Divisions has diligently sought, located and coordinated with facility owners for new polling facilities in conjunction with the county's contract vendor (Craig Briscoe). This action was initiated to reduce the overall volume of assigned voters to some of our most populated polling places. These recommended new locations and the basis thereof were presented at the September 4, 2020 special BRE meeting. Several of our polling places are returning to their original location post COVID19 displacements. We caucus with the contract vendor on a weekly basis to discuss vendor progress and other relevant matters. We continue to offer to pay for decontamination of buildings used for polling in order to prevent the spread of COVID.

Bandwidth Challenges Elections Preparation Center

We continue to have challenges with the bandwidth at the EPC. It is from this location that we perform our data files upload for the poll pad devices. Our IT Department coordinated with AT&T for an expanded bandwidth of 1GB. This with multiple access points were supposed to remedy many of the prior challenges we have encountered with an extremely slow bulk file update. There was a modest increase; however, it was insufficient to the extent that it would allow the efficient and timely upload of data files to prepare equipment for distribution to poll managers for Sunday pick-up.

This has been a persistent and nagging problem! The IT Director will require all of the pertinent players (AT&T, Fulton County IT, KnowInk and department representatives) to participate in an onsite test at the EPC so as to isolate problem and test to determine whether the issue with low bandwidth is the county's faulty switch, AT&T's faulty 1GB install, KnowInk's cache box or the Meraki devices.

The plan is to insert each of the above components into the network sequentially with bandwidth readings taken before the insertion and following the component insertion to determine if the issue is hardware related. We are pondering the procurement of a cache box to enhance the time expended to download iOS software upgrades as well as voter registration and election update files.

Virtual Meetings:

The staff participated in a number of virtual meetings this reporting period that included but not limited to elections planning, preparation and processes. Additionally, we participated in weekly meetings discussing/evaluating the progress of those on locating new polling facilities.

Tasks to Be Performed for Future Reporting Periods

- Concurrent Preparation for September 29th & November 3, 2020
- Participation in Department wide PC Refresh
- Ballot Proofing, election database structure and contents review and verification
- Supply packing and delivery of election equipment in support of September Special Election
- Poll Worker and Poll Technician Training

REGISTRATION DIVISION

This monthly report provides a summary of the critical registration activities, workload levels and voter statistics for the Registration Division of the Fulton County Registration & Elections Department for August 2020. The primary activities upon which we worked in August were processing voter registration applications, confirmation notices, researching street issues, municipal voter/street audits as well as voter registration applicant processing problems, preparing notices to voter registration applicants, scanning, indexing registration cards, and training.

VOTER REGISTRATION

The total number of voter registration applications we have received in 2020 is **198,655**. We received **32,940** voter applications in August. We are processing those applications.

As of September 1, 833,070 (789,519 active and 43,551 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of June/July are as follows:

| Year | July Voter Registration Applications | August Voter Registration Applications |
|--|---|---|
| 2012 | 21,077 | 15,138 |
| 2013 | 6,918 | 5,347 |
| 2014 | 12,444 | 15,177 |
| 2015 | 9,465 | 8,872 |
| 2016 | 26,238 | 22,984 |
| 2017 | 24,350 | 24,354 |
| 2018 | 28,740 | 31,575 |
| 2019 | 27,958 | 50,028 |
| 2020 | 27,260 | 32,940 |
| Total Applications for 2020 | | 198,655 |
| Total Applications Processed 2020 | | 176,349 |
| Total New Applications for 2020 | | 67,119 |

WORKLOAD STATISTICS FOR August:

| Voter Registration Applications Needed to be Processed | | |
|---|--|--------|
| Total Applications needed to be processed | | 22,306 |
| DDS Applications | | 9,669 |
| Online Applications | | 7,738 |
| Paper Applications | | 4,899 |
| Confirmation Letters | | 0 |

| Completed Voter Registration Applications Processed for June | | |
|---|-------|--------|
| Total Number of Processed Applications | | 25,968 |
| Total New Registrations to Fulton County | | 11,204 |
| New Registration (1st Time) | | 5,713 |
| DDS Applications | 3,663 | |
| Online Applications | 1,307 | |
| Paper Applications | 743 | |
| Transferred into Fulton | | 5,491 |
| DDS Applications | 3,557 | |
| Online Applications | 1,524 | |
| Paper Applications | 410 | |
| Total Number of Changes to Fulton County | | 14,764 |
| Address Changes Only | 7,643 | |
| Name & Address Changes | 2,563 | |
| Duplicate (No Changes) | 1,519 | |
| Name Changes | 3,021 | |
| Total Number of Removals of Fulton County | | 2,,674 |
| Felons | 296 | |
| Moved out of State | 0 | |
| Duplication | 223 | |
| Error | 0 | |
| Hearing | 0 | |
| Not Verified Deletion | 0 | |
| Requested | 11 | |
| Transfers out of county | 1,732 | |
| Vital Records | 412 | |
| Mental Incompetent | 0 | |
| Inactive to Deletion | 0 | |

REGISTRATION REPORTS:

FELON LIST

State law requires counties to review felon reports and to conduct hearings for those voters with matching data that raises questions regarding their eligibility to vote in accordance with O.G.C.A 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

Number scheduled for August Hearing 0.

We mailed 611 letters to voters who are suspected felons. If they do not respond, they will be removed from the voting rolls.

DEPUTY REGISTRAR ACTIVITIES

The Registration Division completed the following Voter Education Activities for the Month of August:

| Deputy Registrars Trained | Deputy Registrar Classes | Deputy Registrar Drives |
|----------------------------------|---------------------------------|--------------------------------|
| 0 | 0 | 2 |
| | | |

We issued 63 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 15 permanent employees and 3 managers currently. We have interviewed and selected one person to replace the retired Phillip Anderson. The person is coming on soon. We have 1 staff member on maternity leave also. We have ten supplemental workers. We hired 32 supplemental workers to staff our new call center.

Secretary of State Report

The State Election Board approved the early scanning of absentee ballots. This will give us an opportunity to scan our ballots a week prior to the General Primary Runoff and General Elections.

Absentee by Mail

Runbeck will mail our initial absentee ballots out by September 19th for the General Election. They will be allowed to mail the remaining ballots until October 16. We are waiting on more sturdy printers to arrive before taking on the task of mailing absentee ballots. Once the printers arrive, we will take on the task of mailing the absentee ballot and relieve Runbeck of that responsibility. We expect the printers to arrive in late September or early October. The 700 series printers that State gave to counties for ballot by mail printing were meant for the purpose of printing ballots at the precinct level rather than being printers that can produce thousands per day for ballot by mail. We ordered 900 series printers from Oki Data.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Notifications of Hearing for Felons

- Coordinating Deputy Voter Registration Drives as Requested
- Continue List Maintenance Activities
- Continue Review / Update Voter Registration procedures
- Continue Indexing, Scanning Voter Registration Applications
- Continue to Perform / Conduct performance counseling sessions
- Respond to State Election Investigations
- Continue Precinct Card Mailings and other Correspondences
- Staff Training

ADMINISTRATION DIVISION

This report provides specific administration and election tasks performed during the month of August 2020. Standard operations and activities from the Administrative Division include: personnel, payroll, procurement, finance, travel and training coordination and support to the Board of R&E and Registration and Elections Divisions.

Department Personnel Actions

Handled the processing of recruitment to fill the vacancies for the positions of Elections Chief, Voter Registration Officer and Elections Equipment Manager.

2020 Primary/Nonpartisan Runoff Election Update

Staff certified the official and complete election results of winners in ElectioNet from the August 11, 2020 Runoff Election.

Campaign Contribution Disclosure Report (CCDR) – August 2020

The next reporting period due for Runoff candidates was August 5, 2020 (6 days before Primary Runoff), with a grace period deadline of August 7, 2020. The following chart indicates late and non-filers for that period.

| Name | Position | Filing Status |
|---------------|---------------------|----------------------|
| Ted Jackson | Sheriff – Incumbent | Late |
| Patrick Labat | Sheriff – Candidate | Not Filed |

Voter Education and Outreach (VEO)

Since the COVID-19 shutdown, the VEO team lead has consistently answered calls and inquiries ranging from demonstration requests to information presentation requests on the absentee ballot process.

Mr. Kelvin Jones, VEO Lead/Trainer has prepared the following report:

We have conducted our first round of Zoom Meetings. They have been received very well. We conduct daily meetings to ensure we convey the proper messaging on behalf of the Fulton County Elections Department. The team has experienced rapid growth due to implementing an ambitious outreach initiative setting a goal of making at least 500 phone calls a week.

Event presentation for the month of August 2020:

| Event | Location |
|--------------------------------------|-----------------|
| League of Women Voters of Atlanta | Zoom |
| Voter Action Think Tank | Zoom |
| St. Peter Missionary Baptist Church | Zoom |
| Westside Future Fund | Zoom |
| City of Alpharetta | Zoom |
| Big Bethel – Social Action Committee | Zoom |
| New Life Presbyterian Church | Zoom |
| Metro Atlanta Chapter – SSUNAA, Inc. | Greenbriar Mall |
| Ben Hill United Methodist Church | Zoom |
| Big Bethel – Social Action Committee | Zoom |

