



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Patrick Eskridge, Deputy Director
Nadine Williams, Elections Chief
Shamira Marshall, Registration Manager
Brenda McCloud, Administrative Manager

RE: **Monthly Operations Report – AUGUST 2021**

DATE: September 6, 2021

ELECTIONS DIVISION

During the month of August the focus of the Election Division activities were on the following tasks:

November 2, 2021 General / Municipal Election:

The municipalities have completed qualifying. The candidate information is being forwarded to the SOS as received from the municipalities for ballot building. The call for Election for ESLPOST and TSPLOST has been forwarded to the Daily Report for publishing per election code.

Polling Locations:

Proposed precinct changes to date will be presented to the board at the September board meeting. The proposals will decrease the Election Day polling sites to 257. The polling place change signs are being drafted and will be posted in compliance with the new SB202 guidelines.

Check In Locations:

We are attempting to increase the number of check locations to a total of nine. The increase is an effort to decrease the amount of precincts reporting to one location to expedite the check in and election reporting process. 8 locations are confirmed; 1 location is pending

- Frederick Douglass High School – new location
- Holcomb Bridge Middle – new location
- Liberty Point Elementary – to replace South Annex
- Maynard Jackson High School – to remain
- North Springs United Methodist Church – to replace North Annex
- Paul D. West Middle – to remain
- Vickery Mill Elementary – to replace Roswell City Hall
- Martin Luther King Middle School – new location
- TBD - possible site to be approved by 9/10

Advance Voting:

All municipalities have been advised of the approved Advance Voting locations for the November 2nd election. The advance voting locations have been forwarded to the SOS and the BOC and posted on the county website per SB202 guidelines. Advance Voting training is scheduled to being September 7th.

Absentee Ballot Drop Boxes:

Advance Voting training will include absentee ballot drop box procedures for the eight locations assigned.

Poll Worker Recruitment & Training:

We have worked with the Communications Department to rebrand all Advance Voting and Election Day training materials and presentations, to include training videos regarding form completion and the customer service video. The SOS has approved usage of the Know Ink electronic fee schedule to expedite poll worker payroll, these procedures are included in poll worker training.

Election Preparation Center & Hapeville Annex:

L&A will be conducted at the Election Preparation Center and Hapeville warehouse. The L&A advertisement will run in the AJC and has been posted on the county website per SB202 requirements. Staff is currently drafting procedures regarding chain of custody for all equipment and documents and are drafting COVID -19 protection guidelines. Staff is currently working on implementing various modules in the WDS inventory system to be utilized at check in for the November 2nd Election. A mock election will also be conducted, date pending.

Post-Election Plan Assessment:

	Due Date	Completion Status
Develop an Annual Automated Elections Project Plan		
<ul style="list-style-type: none"> Develop Elections Project Plan for Election Division operations to include warehouse operations, equipment deployment, polling site selection etc. 	2/26	Completed
<ul style="list-style-type: none"> Develop detailed Elections Project Plan for Early Voting operations to include staffing, site selection, recruitment plan, equipment deployment, etc. 	2/26	Completed
Poll Worker Staffing Plan for Election Day Workers		
<ul style="list-style-type: none"> Fully implement and utilize poll worker staffing plan 	2/26	Completed
<ul style="list-style-type: none"> Develop database for poll workers to include those recruited on-line and by the SOS 	2/26	Completed
<ul style="list-style-type: none"> Develop communications plan for poll worker recruitment 	3/31	Completed
<ul style="list-style-type: none"> Develop poll worker assignment process 	3/31	Completed
Implementation of Poll Worker University for Election Day and Early Voting Staff	7/15	Completed
Enhanced Poll Worker and Election Technician Screening Process		
<ul style="list-style-type: none"> Work with temp agencies to further develop and refine screening process of all election workers; submit action plan 	3/31	Completed
Automate Poll Worker AMS Entry and Pay		
<ul style="list-style-type: none"> Investigate a method to automatically populate fields in AMS poll worker data entry; work with HR 	3/31	Completed
<ul style="list-style-type: none"> Contact IT and HR to determine an automated pay option for poll workers 	3/31	Completed
<ul style="list-style-type: none"> Investigate options for outsourcing poll worker pay 	3/31	To remain in-house
Implement Early Voting Staffing Plan		
<ul style="list-style-type: none"> Develop early voting desk procedures 	3/31	Completed
<ul style="list-style-type: none"> Define written early voting recruitment plan 	3/31	Completed
<ul style="list-style-type: none"> Define written early voting recruiting assignment 	3/31	Completed
<ul style="list-style-type: none"> Develop early voting training outline/plan 	3/31	Completed
Document Polling Location Selection Process		
<ul style="list-style-type: none"> Define and submit written procedures on the polling place selection process (document should include eligibility, restrictions and any supporting documents for signature) 	3/15	Completed

Create an Equipment Inventory and Tracking Process		
• Investigate inventory tracking system for election equipment	3/31	Completed
• Inventory all election equipment	8/30	Completed
Revise Elections Check-In Lists for Election Equipment Return		
• Develop written audit procedures and refine checklist for election equipment return on election night	8/30	Completed
• Secure additional check-in sites	3/31	Completed
• Develop written process for securing additional check-in sites	3/31	Completed

Poll Worker Recruitment

PRECINCTS 1 -12 (CITY)		
	Total Needed	Recruited to Date
Dual Manager	40	39
Chief Manager	82	82
Asst Mgr(s)	244	204
Clerk(s)	488	488
Provisional Technicians	122	0
ELECTION NIGHT WORKERS - CITY		
<i>Maynard Jackson / Douglass HS / Paul D. West / MLK Middle</i>		
	Total Needed	Recruited to Date
Check-in Manager	4	3
Check-in Asst Manager	4	
Check-in Workers	100	

PRECINCTS AP-UC (COUNTY)		
	Total Needed	Recruited to Date
Dual Manager	45	33
Chief Manager	90	69
Asst Mgr(s)	270	178
Clerk(s)	540	521
Provisional Technicians	135	0
ELECTION NIGHT WORKERS - COUNTY		
<i>North Spring UM / Holcombe Bridge Middle / Vickery Mill Elem / Liberty Elem</i>		
	Total Needed	Recruited to Date
Check-in Manager	4	2
Check-in Asst Manager	4	
Check-in Workers	100	

ADVANCE VOTING	Total Needed	Recruited to Date
Advance Voting - Manager	24	16
Advance Voting - Asst. Mgr	48	23
Advance Voting Line Monitors	24	24
Technicians - AV	24	24
Compliance Officer	24	15
Advance Voting - Clerk	96	40
Security AV Sites	24	24

HAPPY FACES	Total Needed	Recruited to Date
Election Day Security	257	160
Election Day Technicians	257	0
Election Day Line Monitors	57	0
Check In Security	72	55

Tasks to Be Performed for Future Reporting Periods:

- Confirming Achieve IT work duties are on task
- Virtual meeting conducted for election planning, preparation, and processes
- Meeting and review of Elections Division internal processes and procedures
- Reorganize check in procedures
- Meetings with Task Force regarding creation of Election Central

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 2021. The primary activities upon which we worked in July 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 2021 is **64,758**. We received **8,875** voter applications in August. We are processing those applications.

As of September 3, 2021 849,513 (824,319 active and 25,194 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of July/August 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
2021	8,174	8,875
Total Applications for 2021		64,758
Total Applications Processed 2021		64,420
Total New Applications for 2021		23,262

WORKLOAD STATISTICS FOR August:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		338
DDS Applications		88
Online Applications		0
Paper Applications		200
Confirmation Letters		50

Completed Voter Registration Applications Processed for August			
Total Number of Processed Applications		8,875	
Total New Registrations to Fulton County		5,442	
New Registration (1st Time)		2,808	
DDS Applications	2,064		
Online Applications	271		
Paper Applications	473		
Transferred into Fulton		2,634	
DDS Applications	2,206		
Online Applications	156		
Paper Applications	272		
Total Number of Changes to Fulton County		3,433	
Address Changes Only	2,502		
Name & Address Changes	330		
Duplicate (No Changes)	286		
Name Changes	315		
Total Number of Removals of Fulton County		3,741	
Felons	72		
Moved out of State	46		
Duplication	224		
Error	7		
Hearing	0		
Not Verified Deletion	0		
Requested	13		
Transfers out of county	2,634		
Vital Records	745		
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 189 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	0

We issued 106 TVICs. We sold 3 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 15 permanent employees and one managers currently. Ralph Jones resigned as of August 6, 2021. The Registration Chief position posted, interviews were conducted, and then a selection was made. The new Registration Chief, Holly Smith, will be onboard on September 15th. She comes to us from the Georgia Transparency and Campaign Finance Commission. We have 2 Registration Officer vacant positions, and interviews will be conducted on Wednesday, September 8th, 2021. The Registration Supervisor position is vacant, and it needs to be posted.

NGE PROCESS FROM SOS

Voters that were in Inactive status and had no contact through two general election cycles were removed from the voter list. This process is referred to as NGE. As an example, a voter that was Inactive as of July 1, 2017, and did not vote in the remainder of 2017, 2018, 2019 and 2020 was a part of this removal process. There were 11,712 voters removed from the rolls on July 28, 2021 as a part of this process. The notices were mailed to voters directly from SOS. (Spreadsheet attached for the list of voters).

NO CONTACT CONFIRMATION CARDS

We received notices that were mailed on August 2, 2021 as part of the No Contact list maintenance process. These notices were sent to voters who have not had any type of contact with the election offices in at least 5 calendar years (O.C.G.A. 21-2-234). If a voter is mailed a No Contact notice, they must respond within 30 days to avoid being moved to inactive status.

There are 185,666 voters on the No Contact list statewide. Fulton has 32,460 voters on the list.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Notifications of Hearing for Felons
- 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 2021. 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.

Award for Fulton County Registration and Elections

At the 2021 Georgia Association of Voter Registrars and Election Officials (GAVREO) statewide conference in Jekyll Island, GA Fulton County was nominated for the Phoenix Award, voted on by election directors in Georgia. Chosen by its peers throughout Georgia, Fulton County was recognized for its dedicated service, devotion, and commitment to elections and voters in Fulton County. To be recognized by its election fellow election directors for our good work is an incredible honor.

Zoom Meetings Attended

Department Supervisor’s Meeting - Weekly
 County Manager’s Strategy Team - Weekly
 Finance Meeting - Weekly
 Purchasing Meeting – Weekly

Standard Operating Procedures (SOPs)

The Administration Division staff has provided a list of their SOPs and is currently updating existing procedures and developing new procedures to include the purpose, scope of work, responsibilities and accountability measures.

Personnel Vacancies and New Positions

Title	Type Positions	Status of Recruitment
Registration Officer	Existing Positions (2)	Received Qualified List Preparing for interviews, September 8
Registration Chief	Existing Position	Interviewed Applicants Made Selection & Offer, Holly Smith
Absentee Ballot Manager, Supervisor and Officers (4)	New Positions and New Division	Received Qualified List Preparing for Interviews Absentee Manager Selected, Mariska Bodison
Financial Systems Manager	New Position	Received Qualified List Preparing for interviews
Voter Education Manager	New Position	Received Qualified List Conducted 1 st round of interviews will schedule final round Sept. 7-10
Information Systems Manager	New Position	Received Qualified List Preparing for Interviews, Interviews September 8-10

Municipal Contract Agreements

The 13 municipal contract agreements approved by the Board of Registration and Elections were submitted for Board of Commission approval at its Regular Meeting on September 1, 2021. Once approved, an original, executed document will be submitted to the municipal clerks.

Union City has canceled its election for November.

Preparation of 2022 Budgets

Staff has started preparing the following for the 2022 Budgets that will close on September 3, 2021:

- **Operations Budget** that reflect the same budget amount as the 2021 budget
- **Capital Projects** – vehicles needed – box truck with lift, cargo vans, and two passenger cars & SUV's
- **Enhancements** – request for 13 new positions, new voting equipment, forklift, and scanners
- **Maintenance List** of existing and new annual warranties, licenses and fees

2021 Election Budgets

Managing and tracking invoices and balances of staffing expenses against budget.
Managing, tracking and reporting procurement activities that require a purchase order.
Submitting invoices received to Accounts Payable timely.

Voter Education and Outreach Update

August 16 – August 25 we filled the team's VEO Coordinators' positions, and scheduled interviews for the VEO Manager to be held on September 3rd. Since filling the coordinator positions the team has attended the following events and scheduled the listed events for next following months:

8-20-21: we have the SRG Senior Living Community @1pm contact /Tonya Fisher

8-28/29-21: we have the Fulton County VAX up Concert @6pm contact /Jessica Corbitt

Upcoming:

9-2-21: The Atlanta League of women voters @6pm contact /Gloria Jenkins

9-13-21 The Northside Presbyterian church @1pm/April Pilgrim

9-18 -21 Liberty community Services /Cascade @12:30 pm

9-19-21 Community affairs team of Northside Presbyterian Church @2pm

9-22-21 Arthur M. Blank Foundation Event at the Mercedes Benz Stadium @9am

9-26-21 The Northside Presbyterian Lecture series @2pm

October 3rd final Lecture series Northside Presbyterian @1pm

The VEO plan has been submitted for final approval to the County Manager's team with recommended revisions and edits, and was reviewed with the County Manager's team on August 31st. The finalized plan will be uploaded to Achievetl upon approval.

The team has begun on working on a "need to know" document for SB 202, that we will submit to External Affairs for creation of VEO collateral. We have received approval for a VEO zoom account specific for the VEO team, that will allow for virtual outreach capabilities, with a bandwidth to host up to 500 attendees per meeting. Also the team is creating a presentation for these virtual zoom events.