

## INTER-OFFICE MEMORANDUM

**TO:** Fulton County Board of Registration and Elections

**FROM:** Richard L. Barron, Director, Registration and Elections  
Nadine Williams, Elections Chief  
Ralph Jones, Registration Chief  
Brenda McCloud, Administrative Manager

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

**DATE:** March 4, 2021

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### ELECTIONS DIVISION

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

#### **November 2, 2021 General Election**

In preparation for the upcoming November 2, 2021 General Election, the municipalities were contacted with a request to advise needs for a municipal election. We forwarded the participating municipalities an information packet which included the projected budget, proposed advance voting locations, office build survey, call for election templates, and a timeline of documentation due dates. With the upcoming changes in legislation and a possible county wide election, the budget and advance voting locations are subject to change; the municipalities will be forwarded updated information if necessary.

#### **Polling Locations:**

All Election Day precinct facilities have been contacted to confirm availability for the upcoming November 2<sup>nd</sup> Election. The facility reservation forms are to be returned by March 12<sup>th</sup>.

To date, there are two imminent poll location changes:

- 08J Sutton Middle - church location to be proposed (08H to remain at Sutton Middle)
- 06N, 06Q, & 07H Second Ponce De Leon Baptist - currently searching for alternate site

#### **Check In Locations:**

In an effort to decrease the number of precincts assigned to check in locations, to expedite processes and provide space for managers to reconcile any incomplete mandatory recap sheets, additional and larger facilities will be added. A site training session will be held with check in managers at a later date. The following facilities have been secured:

- Frederick Douglas High School – new location
- Chattahoochee High School – new location
- Maynard Jackson High School – to remain
- Paul D. West Middle – to remain
- Liberty Point Elementary – to replace South Annex
- North Springs United Methodist Church – to replace North Annex
- Vickery Mill Elementary – to replace Roswell City Hall

#### **Advance Voting**

Facility reservations for Advance Voting locations are being placed. We are working to ensure locations are evenly distributed throughout the county. A meeting will be held with Happy Faces on March 25<sup>th</sup> to discuss staffing needs.

### **Poll Worker Recruitment & Training**

The Elections Officer position interviews were conducted and a job offer has been tendered to the selected candidate. Once the new hire has been appointed, poll worker recruitment and poll worker training will be reorganized. All areas of training will be reviewed to ensure training is more effective and consistent with Election processes. The County Manager Task Force has volunteered to create a directory of persons interested in working as poll workers; the Task Force has been forwarded the information to create the directory. Poll Technician training will be conducted by the system specialist, in lieu of instructors, to ensure troubleshooting of equipment procedures are better covered in training.

### **Election Preparation Center & Hapeville Annex:**

Supply and equipment inventory are being conducted. Virtual demo presentations were conducted with inventory system vendors. Once the inventory system is purchased staff, will begin data entry of supplies and equipment into the new system and barcoding of equipment and supplies.

### **Mobile Voting Units:**

The mobile voting units are currently housed at Fulton County Central Maintenance. Central Maintenance is conducting repairs and addressing safety concerns from a list provided by the Driver Supervisor. The Communications Department will be assisting with the purchase and installation of curtain rods and privacy curtains at each voting booth.

### **Tasks to Be Performed for Future Reporting Periods:**

- Virtual meeting conducted for election planning, preparation, and processes.
- Evacuation of defective election equipment to Dominion and Know Ink for repair/replacement
- Meeting and review of Elections Division internal processes and procedures
- Organize warehouse spaces
- Select and implement an automated inventory management system
- Create directory of poll workers
- Reorganize check in procedures
- Revise municipal election budget
- Performance evaluations will be conducted

# 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 February 2021. The primary activities upon which we worked in February 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 **12,243**. We received **12,243** voter applications in February. We are processing those applications.

As of February 1, 856,462 (818,722 active and 37,740 inactive) registered voters reside in Fulton County.

**The Historic Overview of Registration Applications for the Months of December/January are as follows:**

<b>Year</b>	<b>January Voter Registration Applications</b>	<b>February Voter Registration Applications</b>
<b>2012</b>	<b>9,263</b>	<b>10,326</b>
<b>2013</b>	<b>6,972</b>	<b>6,082</b>
<b>2014</b>	<b>6,109</b>	<b>6,120</b>
<b>2015</b>	<b>8,850</b>	<b>5,215</b>
<b>2016</b>	<b>6,252</b>	<b>17,327</b>
<b>2017</b>	<b>19,847</b>	<b>18,215</b>
<b>2018</b>	<b>20,796</b>	<b>19,573</b>
<b>2019</b>	<b>23,056</b>	<b>21,441</b>
<b>2020</b>	<b>22,167</b>	<b>35,310</b>
<b>2021</b>	<b>12,243</b>	<b>5,695</b>
<b>Total Applications for 2021</b>		<b>17,938</b>
<b>Total Applications Processed 2021</b>		<b>16,872</b>
<b>Total New Applications for 2021</b>		<b>11,105</b>

**WORKLOAD STATISTICS FOR February:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		1,066
DDS Applications		569
Online Applications		397
Paper Applications		100
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for February</b>		
<b>Total Number of Processed Applications</b>		
<b>Total New Registrations to Fulton County</b>		10,558
<b>New Registration (1<sup>st</sup> Time)</b>	4,904	
DDS Applications	3,680	
Online Applications	368	
Paper Applications	856	
<b>Transferred into Fulton</b>	5,654	
DDS Applications	4500	
Online Applications	570	
Paper Applications	584	
<b>Total Number of Changes to Fulton County</b>		
		13,423
Address Changes Only	7,233	
Name & Address Changes	1,887	
Duplicate (No Changes)	1,348	
Name Changes	2,955	
<b>Total Number of Removals of Fulton County</b>		
		4,678
Felons	235	
Moved out of State	0	
Duplication	1,018	
Error	41	
Hearing	0	
Not Verified Deletion	0	
Requested	6	
Transfers out of county	3,270	
Vital Records	1,008	
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 March Hearing 0.

We mailed 348 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 February:

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
0	0	0

We issued 87 TVICs. We sold 1 voter list CD's.

**PERSONNEL/STAFFING:**

We have a total of 16 permanent employees and 3 managers currently. We have filled our opening for the Registration Officer position. Shamira Marshall's first day of work was February 3, 2021. We have 5 supplemental workers. They will be processing voter registration applications and indexing absentee and voter registration applications.

**PERFORMANCE APPRAISALS**

We will be conducting performance appraisal. Supervisors will be creating plans for each employee. Staff will meet with their supervisor to discuss their expectations and plan. Our goal is to meet in March and assessments in July and December.

**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 February 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.

## **Zoom Meetings Attended**

Department Supervisor's Meeting - Weekly  
County Manager's Strategy Team - Weekly  
Human Resource Liaison Updates - Monthly  
Finance - Budget & Grant Review and Updates - Weekly  
Purchasing - Review and Updates – Weekly  
Project Management Training  
Municipal Election Review – Budget, Contract & Timeline

## **Elections Budgets**

Staff has been working daily on processing outstanding invoices and tracking expenditures of the 2020 elections' and grants' budgets.

The Finance Department, the Purchasing Department and the Strategy Executive team are still working closely with the department for reconciling 2020-21 election cycle expenses.

## **Campaign Contribution Disclosure Report (CCDR)**

The end-of-year CCDR report was due on December 31, 2020, with a grace period of January 8, 2021. Reminders were emailed to all public officials and candidates that had fund balances in their campaign accounts.

<b>Elected Official</b>	<b>Office</b>	<b>Date Filed</b>
Natalie Hall	BOC, District 4	Not Filed
Khadijah Abdur-Rahman	BOC, District 6	Not Filed
Patrick Labat	Sheriff	1/22/2021
Cassandra Kirk	Chief Magistrate Judge	1/22/2021

A late and non-filer report was submitted to the Campaign Finance Commission.

## **Personnel Vacancies and Recruitment**

The following vacant positions were open for recruitment, interviews and selections:

Elections Officer	New funded position	Interviews held	Selection recommended and approved
Deputy Director – R&E	New funded position	Position has been classified	H.R. to post job announcement
Voter Education & Outreach Specialist	New funding position	Position Description submitted to H.R	H.R. to process classification for recruitment

## **Legislative Update**

Find attached for your review from External Affairs is an Overview of bills that directly impact Fulton County's services list below:

**HB 59** Instant Runoffs for Overseas Voting

**HB 62** Prohibit counties from accepting grants from private parties

**HB 64** Manner of handling the death of a candidate prior to a NP election

**HB 65** Elections for Consolidated Governments

**HB 77** Electors may vote in any precinct

**HB 101** Restrictions of voting rights for judicially incompetent persons

**HB 113** Same day registration and voting

**HB 121** Electors list maintenance activities

**HB 132** Written operating procedures

**SB 26** Mandate absentee ballot drop boxes at every advance voting location

**SB 29** Require photocopy of ID for absentee ballot

**SB 35** Poll Workers may serve outside the county where they live or work

**SB 37** Elect the president by National Popular Vote

**SB 38** Allow electors to request absentee ballots for all future elections

**SB 39** All convicted felons (controlled substances) to vote before completion of sentence

**SB 40** Begin tabulating absentee ballots earlier