



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 – MAY 2021**

DATE: June 4, 2021

ELECTIONS DIVISION

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

November 2, 2021 General / Municipal Election:

The budget has been revised to include the Atlanta Public Schools and Fulton County Schools ESPLOST election cost contribution. The municipalities' office build surveys and resolutions are being forwarded to CES as received for ballot building. Staff has been attending virtual SOS Forums to be informed of SB202 procedural changes.

Polling Locations:

We are in the process of securing alternate locations for polling precincts with active voters over 5000 and for locations that have declined usage. All proposed sites will be presented to the board at the July board meeting.

Check In Locations:

Training will be conducted when the new inventory system is installed and SB202 forms are finalized by the SOS. The following facilities have been reserved:

- Frederick Douglas High School – new location
- Holcomb Bridge Middle – 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 map of proposed locations and voting hours will be presented to the board at the June meeting for a vote at the July meeting.

Absentee Ballot Drop Boxes:

We are compiling information from the SOS to ensure Advance Voting Manager training will include the SB202 absentee ballot drop box procedures. We have worked with GIS to confirm the 8 boxes selected are evenly distributed. A map of the proposed locations will be presented to the board at the June meeting for a vote.

Poll Worker Recruitment & Training:

Election Officers are in the process of revising class curriculums to ensure SB202 procedures are included and awaiting SOS guidance on procedures and new forms to finalize. We will be working with the Communications Department to rebrand all Advance Voting and Election Day training material and presentations. A virtual demo was held with Know Ink to implement electronic fee schedules and procedures to expedite poll worker payroll.

Election Preparation Center & Hapeville Annex:

Supply and equipment inventory is being conducted. Staff is currently placing orders for equipment and supplies to ensure there are no equipment need overlaps with advance voting, training, and Election Day needs. With the pending ballot inspection, exterior cameras have been installed at the Election Preparation Center for staff safety.

Mobile Voting Units:

SB202 has made the units obsolete. Units we be utilized for voter education, Election Day emergency use, if approved, and loaned to other county departments upon request. We have contacted the bus vendor who will be working with the Communications Department to edit the bus wrapping to remove the wording “vote here”.

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	Enhancing
<ul style="list-style-type: none"> Develop database for poll workers to include those recruited on-line and by the SOS 	2/26	Enhancing
<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	Enhancing
Implementation of Poll Worker University for Election Day and Early Voting Staff		
	7/15	In Progress
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 inhouse
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	Enhancing
Document Polling Location Selection Process		
<ul style="list-style-type: none"> Define and submit written procedures on the polling place selection process (document 	3/15	Completed

should include eligibility, restrictions and any supporting documents for signature)		
Create an Equipment Inventory and Tracking Process		
<ul style="list-style-type: none"> Investigate inventory tracking system for election equipment 	3/31	Completed
<ul style="list-style-type: none"> Inventory all election equipment 	TBD	Enhancing
Revise Elections Check-In Lists for Election Equipment Return		
<ul style="list-style-type: none"> Develop written audit procedures and refine checklist for election equipment return on election night 	TBD	Awaiting inventory system to complete
<ul style="list-style-type: none"> Secure additional check-in sites 	3/31	Completed
<ul style="list-style-type: none"> Develop written process for securing additional check-in sites 	3/31	Completed

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
- Organize warehouse spaces
- Implement an automated inventory management system
- Create directory of poll workers
- Reorganize check in procedures

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 May 2021. The primary activities upon which we worked in May 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 **39,198**. We received **6,363** voter applications in May. We are processing those applications.

As of June 1, 857,544 (820,643 active and 36,901 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of April/May are as follows:

Year	April Voter Registration Applications	May Voter Registration Applications
2012	11,571	8,254
2013	5,724	6,063
2014	5,374	12,633
2015	5,608	6,229
2016	19,704	17,385
2017	19,036	21,888
2018	26,124	25,049
2019	22,716	24,754
2020	10,875	22,119
2021	6,751	6,363
Total Applications for 2021		32,835
Total Applications Processed 2021		32,246
Total New Applications for 2021		

WORKLOAD STATISTICS FOR May:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		589
DDS Applications		313
Online Applications		76
Paper Applications		200
Confirmation Letters		0

Completed Voter Registration Applications Processed for May		
Total Number of Processed Applications		6,749
Total New Registrations to Fulton County		3,712
New Registration (1st Time)		1,608
DDS Applications	1,440	
Online Applications	103	
Paper Applications	65	
Transferred into Fulton		2,114
DDS Applications	1,796	
Online Applications	76	
Paper Applications	242	
Total Number of Changes to Fulton County		3,037
Address Changes Only	2,167	
Name & Address Changes	273	
Duplicate (No Changes)	244	
Name Changes	353	
Total Number of Removals of Fulton County		5,904
Felons	238	
Moved out of State	17	
Duplication	108	
Error	6	
Hearing	1,216	
Not Verified Deletion	0	
Requested	6	
Transfers out of county	1,896	
Vital Records	2,417	
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 May Hearing 0.

We mailed 90 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 May:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
0	0	0

We issued 73 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 15 permanent employees and 2 managers currently. We have conducted interviews for the Registration Manager and have made a selection. An offer letter has been sent to our selected candidate. One of our Registration Officer have resigned. We will start conducting interviews soon. We have 3 supplemental workers. They will be processing voter registration applications and indexing absentee and voter registration applications.

MUNICIPAL VOTER FILE

We have sent each municipality a voter list for their examination of their voters. We asked the municipalities to verify that the voter addresses are in their municipality. The deadline to receive changes is July 2, 2021.

POSSIBLE JANUARY 2021 ELECTION DOUBLE VOTERS

The SOS office generated a report that identified 21 possible double voters during the January 2021 Election. Each of these voters voted in-person on election day and have voted by mail absentee ballot. We are reviewing the list of voters to determination if these voters were actual double voters. We have sent the documents to SOS.

NGE TRAINING PRESENTATION FROM SOS

Voters that are in Inactive status and have no contact through two general election cycles are then subject to be removed from the voter list. This process is referred to as NGE. As an example, a voter that is Inactive as of July 1, 2017, and does not vote in the remainder of 2017, 2018, 2019 and 2020 is eligible for this process. Notices will be mailed to all voters on this list of inactive voters. The notice can be used by the voter to update their address and mail back to prevent being removed. If the voter does not complete and return the form within 40 days and has not made contact, the voter will be moved to Cancelled Status for reason of NGE. Once the clock ends, all records that have not been updated will be cancelled. Any voter cancelled that is an eligible voter can re-register to vote. Any activity that updates the last contact date on the voter's record will remove that record from the NGE process and stop the clock for that voter. The list of

affected voters will be posted on the SOS website and on Firefly. As soon as it is available the SOS will notify everyone.

UNDELIVERABLE NCOA LETTER FROM SOS

On December 15, 2020, the SOS office mailed letters to voters identified as filing a National Change of Address notice with the United States Post Office indicating that they currently live out-of-state and requested an absentee ballot for the January 5, 2021 Runoff Election in the State of Georgia. The letter was sent as a reminder to the voter that they must be a current resident of Georgia in order to vote. About 2000 letters were returned undeliverable. These letters were mailed to the corresponding counties. The notice should be kept for your mail retention purposes.

ACHIEVE-IT PLAN POST ASSESSMENT

OPERATIONAL			
	Due Date	Staff Assignment	Completion Status
<ul style="list-style-type: none"> Develop Elections Project Plan for Registration Division operations 	2/26/21	Ralph	Completed
<ul style="list-style-type: none"> Develop detailed Elections Project Plan for Absentee Ballot processing to include, opening, processing, data entry, tabulation, location, etc. 	2/26/21		
Provide Absentee Ballot Security Transport Document Absentee Ballot and Signature Verification Process	We are transferring the absentee procedures to the Deputy Director for approval and changes. We are awaiting the SOS for some of the details instructions for procedures.		

- Style of envelope (We have to create a new absentee envelope that will fit the SOS). How do we hide the secrecy of envelope but still able to process the ballot without opening.
- We are waiting on the new design of the absentee application from SOS to update the procedures.
- Duplication Panel procedures not developed. Have not developed procedures using the party appointments based on SB 202
- There are specific documents for rejection an absentee applications the SOS has to create. Rejected applications and translated into a provisional ballot. Waiting on some instruction
- Trying to cement on capturing the Absentee Daily numbers.

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 May 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
Municipal Election Review – Budget, Contract & Timeline
Purchasing Meeting – Weekly

Elections Budgets

The Finance Department, the Purchasing Department and the Strategy Executive team are still working closely with the department regarding the 2021 election budgets and staying on track with grant expenses.

A Request for Election Funding (Soundings) has been prepared and submitted to the Budget Manager in the Finance Department for BOC approval of funding needed to conduct the countywide T-SPLOST special election. In addition to request salaries for nine (9) new positions for the remainder of 2021, and plans to request salaries for 11 new positions in 2022.

2021 Election Preparation Update

The budget for the 2021 municipal elections and countywide special SPLOST election has been prepared. The intergovernmental agreement with the flat rate contribution costs to the municipalities was submitted to the city clerks in April 2021. The timeline to receive the documents and check has been extended to June.

The IGA for the Boards of Education special November 2, 2021 e-SPLOST election has been prepared and approved by the County Attorney's office.

Personnel Vacancies and Recruitment

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

Deputy Director – R&E	New funded position		Employee selected and started 5/26/2021
Voter Education & Outreach Manager	New funded position	Title of Position changed	H.R. to process new classification for recruitment
Registration Manager	Vacant Position due to resignation		Employee selected to start 6/9/2021

2021 Audit Plan

The Fulton County Audit Department is conducting an internal financial review audit of the department, requesting information for election budgets, procurements, contracts and standard operating procedures. Brenda McCloud is coordinating the responses for the department.

Voter Education and Outreach Update

The previous draft has been reviewed and served as a point of reference and structural guide, in order to begin a comprehensive action plan for the VEO team. A new draft is being constructed and will be submitted for review for the upcoming BRE meeting on June 17th.

ORR	Request Date	Closed Date	Summary of Request	Status
3069-2021	5/3/2021	5/13/2021	Request information regarding The Center for Technology and Civic Life in Fulton County, Georgia	Complete Records Released
3152-2021	5/5/2021	5/21/2021	Access to and the ability to inspect all absentee ballot oath envelopes in the November 2020 Election and the January Runoff; and more	Electronically Withdrawn due to not accepting to pay
3175-2021	5/6/2021	5/13/2021	Please also provide us with the affidavit that Ryan Graham signed to nullify his mail ballot application that allowed him to vote in-person.	No Records Exist
3226-2021	5/7/2021	5/10/2021	Please provide an electronic copy of all Cast Vote Records from the Dominion "EMS Tally and Reporting" system,	Duplicate Request Complete Records Released
3327-2021	5/11/2021	5/13/2021	All current or former voter registration and voting history records, including change of party affiliation, residency, and/or voter activity status for Bryan Wayne Clowdus	No Records Exist
3388-2021	5/13/2021	5/25/2021	Request, all scanned images of the yellow outer envelopes (the envelopes with a bar code on them that were scanned) from all Absentee Mail -In Votes that were received by Fulton County	No Records Exist
3389-2021	5/13/2021	5/18/2021	Copy of the report from the Fulton Election Management System server (run on the County level after uploading all information up to the Elections Division) and more	Waiting for Acceptance of Payment- Paid on 6/4- Compiling Request
3414-2021	5/14/2021	5/28/2021	We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings	Complete Records Released
3465-2021	5/17/2021	6/2/2021	Chain of custody ballot transfer forms for absentee ballots deposited in drop boxes in Fulton County for the November 3 election.	Time Extension Complete Records Released
3579-2021	5/21/2021	5/25/2021	Fulton County Board of Elections on the number of voting machines that were assigned by precinct in general elections in 2014-2020, plus the June 2020 primary and the January Senate runoff.	Complete Records Released
3623-2021	5/24/2021	6/3/2021	copy of the ballot images that Fulton County sent to the plaintiffs in response to the attached Court	Waiting for Acceptance of Payment. Complete Records Released
3639-2021	5/25/2021	6/3/2021	election-related training that the County has used from 2017 to the present to train poll workers – whether the documents were created by the County or the Georgia Secretary of	Time Extension Complete Records Released
3644-2021	5/25/2021	6/1/2021	Scanned ballot images from the November 2020 presidential election, which have already been created and provided in Favorito v. Cooney	Waiting for Acceptance of Payment. Complete Records Released
3716-2021	5/27/2021	6/2/2021	All Fulton County ballot images from the General Election held on Nov. 3, 2020.	Waiting for Acceptance of Payment. Complete Records Released

Please Note:

This report does not capture the request for emails or surveillance recording request.

3389 is the only ORR that is pending from May the requester paid on 6/4/2021