

## 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 – January 2021**

**DATE:** February 3, 2021

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### **ELECTIONS DIVISION**

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

- Recovery of equipment and supplies from the January 5, 2021 Runoff Election
- Processed poll worker payroll for January 5, 2021 Runoff Election
- Reconciliation of Election Day documents from the January 5, 2021 Runoff Election
- Reconciliation of Advance Voting documents from the January 5, 2021 Runoff Election
- Sorting supplies and conducting inventory from the January 5, 2021 Election

#### **January 5, 2021 US Senate and Public Service Commission Runoff Elections**

The January 5, 2021 US Senate and Public Service Commission Runoff Elections were conducted during this reporting period. There were a total of 384 precincts and 254 Election Day polling locations operated. There were a total of 34 advance voting sites (including mobile voting precincts).

Voting at all sites were brisk throughout the voting period.

#### **Poll Worker and Poll Technician Training January 5, 2021 Runoff Election**

The Elections Officer position has been posted and interviews will be conducted. 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. A directory of persons interested in working as poll workers will be established to streamline poll worker recruitment.

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

The warehouse staff has migrated equipment recovered from the Runoff Election into the Hapeville Annex as well as the Election Preparation Center. The four unit carriers are housed at the Hapeville facility. The two unit carriers, poll pad devices, and supplies are housed at the English Street location. We are working with DREAM and providing logistical information in the planning phases a centralized location acquisition.

#### **Poll Managers Supply Pick-up and Check-in:**

We are diligently working with county staff and are assisting in the design and creation of an automated program that provides realtime visibility of when poll runners and poll managers have arrived at the election night check-in center. We are using the WebEOC applicrybe revi7g-y2 102.74 Tm[

square footage. These changes will allow a decrease in number of precincts assigned to a check in location and provide space for managers to sit and reconcile any incomplete mandatory recaps sheets and forms.

### **Mobile Voting Units:**

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

### **Virtual Meetings and Training:**

The staff participated in a number of virtual meetings this reporting period that included but not limited to daily Fulton County's Office of Strategic Planning elections planning, preparation and processes as well as departmental staff.

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

- Payroll Processing for participating citizen poll workers, line managers and election night workers
- Evacuation of defective election equipment to Dominion for repair/replacement
- Initiate a call for municipal election support required by municipal clerks and their offices to be filled
- Perform pre-planning for the November 2, 2021 Municipal General and Special Election
- Generate prorated and individual cost data for municipal elections based on desired elections services
- Sorting, audit, assembly and the delivery of post-election documents to Georgia Secretary of State, Clerk of Superior Court and Superintendent
- Review the Elections Division internal processes and procedures
- Relocation of two polling sites, which have declined usage for future Elections.
- Organize warehouse spaces
- Select and 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 January 2021. The primary activities upon which we worked in December 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 January. We are processing those applications.

As of February 1<sup>st</sup>, 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>December Voter Registration Applications</b>	<b>January Voter Registration Applications</b>
<b>2012</b>	<b>13,853</b>	<b>9,263</b>
<b>2013</b>	<b>4,914</b>	<b>6,972</b>
<b>2014</b>	<b>14,305</b>	<b>6,109</b>
<b>2015</b>	<b>6,908</b>	<b>8,850</b>
<b>2016</b>	<b>20,187</b>	<b>6,252</b>
<b>2017</b>	<b>18,112</b>	<b>19,847</b>
<b>2018</b>	<b>18,487</b>	<b>20,796</b>
<b>2019</b>	<b>16,334</b>	<b>23,056</b>
<b>2020</b>	<b>23,898</b>	<b>22,167</b>
<b>2021</b>		<b>12,243</b>
<b>Total Applications for 2021</b>		<b>12,243</b>
<b>Total Applications Processed 2021</b>		<b>3,184</b>
<b>Total New Applications for 2021</b>		<b>1,547</b>

**WORKLOAD STATISTICS FOR January:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		21,271
DDS Applications		16,915
Online Applications		2,856
Paper Applications		1,500
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for January</b>		
<b>Total Number of Processed Applications</b>		
<b>Total New Registrations to Fulton County</b>		1,547
<b>New Registration (1<sup>st</sup> Time)</b>		693
DDS Applications	355	
Online Applications	237	
Paper Applications	104	
<b>Transferred into Fulton</b>		854
DDS Applications	458	
Online Applications	157	
Paper Applications	239	
<b>Total Number of Changes to Fulton County</b>		
		1,637
Address Changes Only	805	
Name & Address Changes	212	
Duplicate (No Changes)	203	
Name Changes	417	
<b>Total Number of Removals of Fulton County</b>		
		4,887
Felons	194	
Moved out of State	2	
Duplication	874	
Error	52	
Hearing	0	
Not Verified Deletion	354	
Requested	28	
Transfers out of county	2,948	
Vital Records	435	
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 December Hearing 0.

We mailed 637 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 January:

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

We issued 130 TVICs. We sold 0 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 date 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 appraisals. 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 then do 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 January 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.

## Elections Budgets

Staff has been working daily on managing 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 election 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 will be submitted to the Campaign Finance Commission.

Also, there were several candidates that filed their Campaign Termination Report that was due on December 31, 2020.

## Personnel Vacancies and Recruitment

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

Registration Officer	To fill vacant position due to resignation	Interviews held –	Position filled effective 2.3.2021
Election Systems Specialist	To fill vacant position due to promotion	Interviews held	Position filled effective 1.20.2021
Elections Officer	New funded position	Recruitment ongoing	Recruitment ongoing
Elections Systems Assistant Supervisor	New funded position	Interviews held	Position filled effective 1.20.2021
Deputy R&E Director	New funded position	Position Description submitted to H.R.	H.R. to submit draft classification to director for approval
Voter Education & Outreach Specialist	New funding position	Position Description submitted to H.R	H.R. to submit draft classification to director for approval

## 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