INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Joseph "Blake" Evans, Elections Chief
Ralph Jones, Registration Chief
Brenda McCloud, Administrative Manager

RE: Monthly Operations Report – June 2020

DATE: July 3, 2020

ELECTIONS DIVISION

During the month of June, we concentrated our efforts on the following tasks:

- Conducting Election Day voting for the June 9th Election
- Conducting Early Voting for the June 9th Election
- Managing polling locations in the midst of COVID-19
- Preparing for the August 11, 2020 Runoff Elections
- Conducting a Pilot Risk-Limiting Audit in Partnership with the Secretary of State's Office

Conducting Election Day Voting for the June 9th elections
For the June 9th election, Fulton County had 164 Election Day polling locations open for voting. All locations had a minimum of 10 ballot marking devices (BMDs). Polls at all locations were extended until 9:00pm. In total, over 100,000 voters cast ballots on Election Day.

Conducting Early Voting for the June 9th elections
Early voting for the June 9th elections began on Monday, May 18th at 5 early voting locations. In response to high demand for early voting, we adjusted equipment allocations at all 5 locations by adding more ballot marking devices. We also added additional check-in stations at C.T. Martin Natatorium and Recreation Center as well as the South Fulton Annex. On Wednesday, May 20, we started opening all early voting sites at 7:00am.

We added Wolf Creek Library as an early voting site on Wednesday, May 27th, and we also added College Park Library and Roswell Library as locations on Monday, June 1st.

In total, over 30,000 voters cast ballots during early voting.

Managing Polling Locations
Since the June 9th election, we have begun to contact many polling locations that were closed due to COVID to inquire about their interest in serving as locations later this year. We have offered to pay for decontamination of buildings in order to prevent the spread of COVID.

Preparing for the August 11, 2020 Runoff Elections
Shortly after June 9th, our office began preparations for the August 11th runoffs. As part of those preparations, we have been working closely with the County Manager and his team to determine ways for us to better use data to improve future processes. We have also met on multiple occasions with members of Chairman Pitts' task force in order to provide ideas about how to improve processes.

Our team has developed schedules for in-person trainings for both early voting and Election Day poll workers. For Election Day, we have hired multiple individuals to create a training development team. That team is reviewing all training materials and making improvements. The team is comprised of people with experience managing polling locations and training poll workers in Fulton and beyond. We are also incorporating a customer service segment into future training classes.

Early voting training has already begun. All workers who will be staffing our 19 early voting locations in July are required to go through in-person training to ensure they can process voters in a timely manner.

In June, it was also announced that our office will be partnering with State Farm Arena in order to create one of the best, if not the best, early voting environments in the country. The arena will be able to hold large quantities of equipment in order to process high volumes of voters quickly. We are projecting that the arena can hold 200 BMDs.

Conducting a Pilot Risk-Limiting Audit in Partnership with the Secretary of State's Office
On Monday, June 28th, our office partnered with the Secretary of State's Office to conduct a pilot risk-limiting audit of the Presidential Preference Primary. The audit was guided by voting integrity experts from VotingWorks, a company that has conducted risk-limiting audits around the nation. The pilot was in preparation for all counties in Georgia having to conduct some type of paper audit in November.

Tasks to Be Performed for Future Reporting Periods
- ☐ Begin Logic and Accuracy Testing for Runoffs
- ☐ Conduct Early Voting for Runoffs
- ☐ Continue Preparation for Runoffs

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 June 2020. The primary activities upon which we worked in June 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 **138,455**. We received **28,563** voter applications in June. We are processing those applications.

As of July 1st, 815,939 (770,179 active and 45,760 inactive) registered voters reside in Fulton County.

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

Year	May Voter Registration Applications	June Voter Registration Applications
2012	8,254	13,395
2013	6,063	4,992
2014	12,633	18,951
2015	6,229	7,165
2016	17,385	22,335
2017	21,888	23,937
2018	25,049	25,761
2019	24,754	21,165
2020	22,119	28,562
Total Applications for 2020		138,455
Total Applications Processed 2020		100,319
Total New Applications for 2020		42,265

WORKLOAD STATISTICS FOR JUNE:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		44,143
DDS Applications		25,994
Online Applications		16,995
Paper Applications		1,154
Confirmation Letters		0

Completed Voter Registration Applications Processed for June		
Total Number of Processed Applications		5,163
Total New Registrations to Fulton County		2,849
New Registration (1st Time)	1,315	
DDS Applications	992	
Online Applications	238	
Paper Applications	155	
Transferred into Fulton	1,534	
DDS Applications	1,703	
Online Applications	177	
Paper Applications	284	
Total Number of Changes to Fulton County		2,314
Address Changes Only	1,228	
Name & Address Changes	255	
Duplicate (No Changes)	421	
Name Changes	410	
Total Number of Removals of Fulton County		1,165
Felons	181	
Moved out of State	0	
Duplication	133	
Error	0	
Hearing	0	
Not Verified Deletion	0	
Requested	8	
Transfers out of county	110	
Vital Records	733	
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 June Hearing 0.

We mailed 205 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 0 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:
We have a total of 16 permanent employees and 3 managers currently. We have hired 2 Registration Officers. We have ten supplemental workers. We hired 32 supplemental workers to staff our new call center.

We give our condolences to Pamela Coman on the passing of her mother.

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

The State Election Board approved the use of absentee ballot boxes. We are planning to have 20 absentee ballot boxes across the county. These boxes will be for voters to drop off their absentee ballot. The last day to drop off a ballot in the ballot box will be Election Day August 11, 2020 at 7:00 p.m. The ballot boxes originally had to be checked everyday, but the State Election Board said that it could be checked every 3 days until the week of the election. At that time, the ballot box should be checked daily.

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 June 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.

2020 PPP/Primary/Nonpartisan/Special Election

Received priority support from the Purchasing and Finance Departments with preparing, processing and receiving purchase orders for the following: additional COVID PPE supplies; processed payment for water, rental of tents and chairs provided at several polling sites; certified winners and runoff candidates in State's electionNet and Campaign Finance Commission systems.

Assisted Voter Registration

The Administration staff had consistently assisted the Voter Registration Division with printing absentee ballots for mail, duplication and scanning returned ballots for tabulation.

Campaign Contribution Disclosure Report (CCDR) – April 2020
The next reporting period due for candidates was June 30, 2020, with a grace period deadline of July 7, 2020.

All current public officials and candidates for the Primary Election were required to file their CCDR. We will report any Late or Non-filers in the July operations.

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. We have informed groups that we are suspending live demos of the new voting equipment until further notice.

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

The team has consistently maintained a cleansing protocol due to the nature of the machine (touchscreen). Going forward with the COVID 19 guidelines for sanitizing equipment, we will further implement the following methods: Internally, the machines are to be completely sanitized several times a week when not in use and daily when in use.

The machines are to also be cleaned on site every time and computer stylus pens are to be used by all voters. If a voter refuses to use the stylus pen, then they will be asked to wear gloves.

1. All contact lists are in the process of being updated and written communication is being prepared with information regarding our new policies concerning demonstrations (6ft social distancing, voters using the stylus pen instead of their fingers on the BMD and encouraging voters to wear a face covering).

2. The VEO team is being re-trained on presentations and how to review and fully understand voting by party in the Primary, Primary Runoff and General Election. We are emphasizing the absentee voting process because we may have to conduct community information sessions due to the high interest in voting by mail.

3. All of our cancelled events for the last several months are being rescheduled. Groups may be interested in doing both (info sessions and demos).

We are also in the process of re-training our staff on all aspects of the new voting system, as well as, train them on how to conduct ballot by mail and in-person on video to ensure voters are properly informed voters how to vote both ways.

Alternative Processes

We are exploring multiple options to reach out to educate the public. We will vigorously pursue options that will protect the team as well as voters in the community. We are planning to explore different forms of media. The primary option would be to simply send out a training video that we had produced by the Department of External Affairs. This video will demonstrate the Dominion Voting system.

We are pursuing the production of a video that explains the vote by mail process. This will layout the process of requesting an application for an absentee ballot and then it will explain the steps that must be completed by a registered voter to complete the process. This includes deadlines and timelines for turnaround to get the applications back to us, so that the voter can receive their actual ballot.

This could be for the leadership of an organization or it could be for the organization as a whole. This could be held in a meeting place for their group. Again, if all safety concerns can be met, we will consider live onsite demonstrations.