



## INTER-OFFICE MEMORANDUM

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

**FROM:** Richard L. Barron, Director, Registration and Elections  
Dwight Brower, Interim Elections Chief  
Ralph Jones, Registration Chief  
Brenda McCloud, Administrative Manager

**RE:** **Monthly Operations Report – September 2020**

**DATE:** October 2, 2020

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### **ELECTIONS DIVISION**

During the month of September, the focus of our efforts were on the following tasks:

- Preparation for and the conduct of absentee in-person and Election Day voting for the September 29<sup>th</sup> Special Election
- Training of the Early Voting, Election Day and Poll Technician Staff for the 5<sup>th</sup> Congressional Special Election
- Conducting of Logic & Accuracy Testing for the 5<sup>th</sup> Congressional Special Election
- Resource planning for November 3, 2020 General & Special Election

#### **5<sup>TH</sup> Congressional Special Election**

The 5<sup>th</sup> Congressional Special Election was conducted during this reporting period. Preparation for early voting operations for the 5<sup>th</sup> Congressional Special Election began during this reporting period. The early voting poll staff for the seven (7) sites for which we will be operating began on Monday, August 24, 2020. The poll technicians received training on Monday, August 31, 2020. We will have one poll technician at each assigned early voting location. We will also coordinate the onsite visit of Election Day poll technicians to one of the established early voting sites to observe operations, ask questions and obtain the perspective of an assigned poll technician relative who have been battlefield tested as to his/her perspective.

#### **Preparation for the November 3, 2020 General and Special Election**

The election database for the November General and Special election was received and proofed by staff during this reporting period. The print file was released for the ordering of emergency and provisional ballots from Fidar following the approval of the database. This election will involve 255 polling locations. It is significant to mention that there will be a Democratic Primary involving 54 polling locations that comprise Georgia State Senate District 39. The equipment allocation for this election has been formulated with logic and accuracy testing scheduled to begin the first day of October. The ballot test deck was received from the ballot printers that allow our EPC staff to validate the scanner's ability to read and scan ballots.

#### **Poll Worker and Poll Technician Training September 29<sup>th</sup> Special Election**

Early voting training was conducted for the staff of seven (7) early voting sites during this reporting period. Poll worker and poll technician training was also conducted for the 94 participating polling venues. Because of the overlapping elections, training was required to commence for the 30 early voting sites and for 255 polling locations participating in the November 3, 2020 General and Special Election. Dominion Voting Solutions conducted the technician component of the training for the poll

technician and staff conducted the poll worker component for the field technician. Our goal is to leverage this resource to assist the poll manager should there be a ground swell of voters at a given poll. The field technicians also received hands-on training making entries into WebEOC for incident reporting for their polls. Inclusive were entries to open the poll, request supplies and equipment, record waiting time, and perform citizen voter surveys using the county assigned iPads.

### **Ballot Proofing and Order:**

The Elections Division staff received the September Special election data structure reports, and ballot proofing and print file reports for review and verification as accurate. The emergency/provisional ballot order was placed with our servicing vendor for 38,449 ballots. The election ballot test deck was received and verified that each precinct ballot could be scanned.

### **Polling Facilities Locations:**

The Elections Divisions has diligently sought, located and coordinated with facility owners for new polling facilities in conjunction with the county's contract vendor (Craig Briscoe). This action was initiated to reduce the overall volume of assigned voters to some of our most populated polling places. These recommended new locations and the basis thereof were presented at the September 4, 2020 special BRE meeting. Several of our polling places are returning to their original location post COVID19 displacements. We caucus with the contract vendor on a weekly basis to discuss vendor progress and other relevant matters. We continue to offer to pay for decontamination of buildings used for polling in order to prevent the spread of COVID.

### **Bandwidth Challenges Elections Preparation Center**

We continue to have challenges with the bandwidth at the EPC. It is from this location that we perform our data files upload for the poll pad devices. Our IT Department coordinated with AT&T for an expanded bandwidth of 1GB. This with multiple access points were supposed to remedy many of the prior challenges we have encountered with slow data communication. There was a modest increase however, it was not sufficient to the extent that it would allow the efficient and timely upload of data files to prepare equipment for distribution to poll managers for Sunday pick-up.

This has been a persistent and nagging problem! The IT Director will require all of the pertinent players (AT&T, Fulton County IT, KNOWINK and department representatives) to participate in an onsite test at the EPC so as to isolate problem and test to determine whether the issue with low bandwidth is the county's faulty switch, AT&T's faulty 1GB install, KNOWINK's cache box or the Meraki devices.

The plan is to insert each of the above components into the network sequentially with bandwidth readings taken before the insertion and following the component insertion to determine if the issue is hardware related. We are pondering the procurement of a cache box to enhance the time expended to download iOS software upgrades as well as voter registration and election update files.

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

The staff participated in a number of virtual meetings this reporting period that included but not limited to elections planning, preparation and processes. Select staff also participated in a Risk Limited Auditing (RLA) webinar hosted by the SOS.

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

- Conduct of L&A Testing for November 3, 2020 General and Special Election
- Preparation for the November 3, 2020 General and Special Election
- Participation in Department wide PC Refresh
- Supply packing and delivery of election equipment in support of the November 3, 2020 General Election

Conduct of Poll Worker and Poll Technician Training

# **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 September 2020. The primary activities upon which we worked in September 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 **238,227**. We received **39,572** voter applications in September. We are processing those applications.

As of October 1, 838,626 (796,890 active and 41,636 inactive) registered voters reside in Fulton County.

**The Historic Overview of Registration Applications for the Months of August/September are as follows:**

<b>Year</b>	<b>August Voter Registration Applications</b>	<b>September Voter Registration Applications</b>
<b>2012</b>	<b>15,138</b>	<b>25,191</b>
<b>2013</b>	<b>5,347</b>	<b>10,600</b>
<b>2014</b>	<b>15,177</b>	<b>19,693</b>
<b>2015</b>	<b>8,872</b>	<b>13,139</b>
<b>2016</b>	<b>22,984</b>	<b>37,268</b>
<b>2017</b>	<b>24,354</b>	<b>23,361</b>
<b>2018</b>	<b>31,575</b>	<b>37,803</b>
<b>2019</b>	<b>50,028</b>	<b>45,476</b>
<b>2020</b>	<b>32,940</b>	<b>39,572</b>
<b>Total Applications for 2020</b>		<b>238,227</b>
<b>Total Applications Processed 2020</b>		<b>201,713</b>
<b>Total New Applications for 2020</b>		<b>97,191</b>

**WORKLOAD STATISTICS FOR September:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		36,514
DDS Applications		11,649
Online Applications		19,266
Paper Applications		5,599
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for September</b>		
<b>Total Number of Processed Applications</b>		41,217
<b>Total New Registrations to Fulton County</b>		20,072
<b>New Registration (1<sup>st</sup> Time)</b>	11,777	
DDS Applications	2,591	
Online Applications	2,666	
Paper Applications	3,222	
<b>Transferred into Fulton</b>	8,295	
DDS Applications	3,387	
Online Applications	3,541	
Paper Applications	1,367	
<b>Total Number of Changes to Fulton County</b>		21,145
Address Changes Only	9,172	
Name & Address Changes	3,858	
Duplicate (No Changes)	3,007	
Name Changes	5,108	
<b>Total Number of Removals of Fulton County</b>		12,677
Felons	542	
Moved out of State	0	
Duplication	321	
Error	2	
Hearing	0	
Not Verified Deletion	45	
Requested	43	
Transfers out of county	10,636	
Vital Records	1,088	
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 October Hearing 0.

We mailed 432 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 September:**

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
0	0	2

We issued 63 TVICs. We sold 0 voter list CD's.

### **PERSONNEL/STAFFING:**

We have a total of 15 permanent employees and 3 managers currently. We have hired Sonya Huston to replace the retired Phillip Anderson. Jodi Brittian is back from maternity leave. We had one employee to resigned, Tyrell Golden. We have ten supplemental workers. We hired 32 supplemental workers to staff our new call center.

### **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.

### **Absentee by Mail**

Runbeck will mail our initial absentee ballots out by September 19<sup>th</sup> for the General Election. They will be allowed to mail the remaining ballots until October 16. We have received our more sturdy printers to take on the task of mailing absentee ballots. The SOS has provided a link to the voter to have their ballot track during the election. The link is <https://georgia.ballottrax.net/voter/>

### **Call Center 2**

We have created another call center. This call center has been staffed with 24 Fulton county employees helping us to answer calls and data entry. Most of them were employed at the Library.

**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 September 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.

## **Department Personnel Actions**

Handled the processing of recruitment to fill the vacancy for the position of Elections Equipment Manager to replace Nadine Williams.

## **2021 Budget Preparation**

A virtual budget workshop was conducted by the Finance Department for the 2021 budget, which will be the same as the 2020 operations budget. Funds for a special countywide election will be requested as an enhancement. In addition, four new permanent positions will be added to the department that will bring the total of personnel from 34 to 38 (Deputy R&E Director, Elections Officer, Voter Education and Outreach Coordinator and Elections System Assistant Supervisor).

## **Campaign Contribution Disclosure Report (CCDR) – September 2020**

The reporting period was due for November General candidates was September 30, 2020, with a grace period deadline of October 7, 2020. The following chart indicates late and non-filers for that period.

## **Voter Education and Outreach (VEO)**

Since the COVID-19 shutdown, the VEO team has consistently answered calls and inquiries ranging from demonstration requests to information presentation requests on the absentee ballot process.

Event presentations for the month of September 2020:

<b>Event</b>	<b>Location</b>
Morris Brown College	Zoom
Sable Chase Neighborhood Association	Zoom
Auburn Neighborhood Senior Center	Zoom
New Springfield Baptist Church	In-Person
NPU-P	Zoom
Peachtree Hills Place	In-Person Demo
St. Paul's Episcopal Church	Zoom
Community Food Giveaway	In-Person
Spread the Word Church Ministry	Zoom
The Lutheran Church of Atonement	Zoom
Peachtree Hills Place	In-Person
Inman Park Neighborhood	Zoom
Common Cause Georgia	Zoom
The Gathering Spot ATL (The Vote Circle)	Zoom

Wells Fargo Support Team	Webinar
The City of Atlanta Elevate Festival Cultural Affairs	In-Person

The VEO team has also conducted a series of town hall style meetings with the Fulton County External Affairs Department. These events are designed to further educate the public on all issues relating to the election. From each presentation, Zoom or in-person, the team spent a large amount of time responding to concerns about absentee voting in preparation for the Special Congressional District 5 Election on September 29, 2020.

Our VEO team continually strive to re-establish relationships that been forged prior to the COVID-19 pandemic. Our success is very encouraging and we expect it to grow.

**Director’s Review**

**Topic of Voter Intimidation:**

This has been highlighted nationally in recent weeks as a concern for voters voting in this upcoming election. We are working with the Chief Operating Officer, Anna Roach, as well as Alton Adams, to formulate a plan to have security officers at each Election Day site. In addition, we have security officers for each early voting site. This is now a major concern for our office as we prepare to ensure all voters experience a fair, efficient, and effective election process. I will also add the ability to vote safely at their early voting locations or assigned polling precinct on Election Day. The Department has contacted resources to provide law enforcement in each polling locations with strict guidelines for this election.

Per O.C.G.A. 21-2-414, you cannot campaign within a 150 feet of the polling locations and the assigned officer has been instructed to contact the local authority on individuals or groups that are in violation excessively. Any voter feeling threaten should inform the officer on site and if that does not yield results to contact us at 404-612-7020.

**PLEASE NOTE, THAT VOTER INTIMIDATION IS A CRIME!**

**18 U.S. Code § 594.Intimidation of voters**

Whoever intimidates, threatens, coerces, or attempts to intimidate, threaten, or coerce, any other person for the purpose of interfering with the right of such other person to vote or to vote as he may choose, or of causing such other person to vote for, or not to vote for, any candidate for the office of President, Vice President, Presidential elector, Member of the Senate, Member of the House of Representatives, Delegate from the District of Columbia, or Resident Commissioner, at any election held solely or in part for the purpose of electing such candidate, shall be fined under this title or imprisoned not more than one year, or both.