



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

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

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

DATE: February 5, 2020

ELECTIONS DIVISION

January was a very exciting and productive month for the Elections Division. We concentrated our efforts on the following tasks:

- Renovating the Elections Preparation Center to accommodate new equipment
- Receiving new equipment, including ImageCast X Ballot Marking Devices (BMDs), ImageCast Precinct (ICP) Scanners, HP printers, Poll Pads, and equipment carriers
- Preparing the curriculums for poll worker and early voting worker training
- Training our staff to work with the new equipment we have received
- Finalizing early voting locations for the March 2020 Presidential Preference Primary
- Visiting polling locations to determine the best arrangement of the new voting equipment
- Coordinating with other county offices to prepare for upcoming elections

Personnel Update

The Elections Division has brought back 24 temporary personnel to prepare for the upcoming March 2020 Presidential Preference Primary (PPP). Eighteen of those staff members are at the Elections Preparation Center (EPC), and the others are located in our main office.

Renovation of Election Preparation Center

During January, we coordinated with the Department of Real Estate and Asset Management (DREAM) to rearrange our shelving to create more open floor space at the Elections Preparation Center. The open space is needed to accommodate our new voting system and equipment carriers that we plan to use to securely store the equipment. The rearranging of the shelving was completed on January 16th.

Also, we have coordinated with DREAM to increase the electrical capacity of the warehouse area at the EPC. The electrical upgrades will allow our staff to power on, test, and/or charge several hundred ballot marking devices, printers, and scanners at once. Additionally, we are having reels installed in the warehouse ceiling that will provide access to extension cords throughout the floor space. These electrical improvements will continue into February.

Receiving New Equipment

We began receiving new equipment on Tuesday, January 21st. So far, we have received 1,884 BMDs, 283 ICP scanners, 3,054 printers, 662 Poll Pads, 4 central scanners, and we have received our Election Management System. We are still waiting to receive our UPS back-up batteries, as well as the additional equipment we have been allotted.

Preparing the Curriculums for Poll Worker and Early Voting Worker Training

We have been working diligently to learn the new voting system and new procedures. We have utilized information received from the Secretary of State's office, as well as information we have learned through our own hands-on training, to develop the curriculums for poll worker and early voting worker trainings. The curriculum includes opening and closing checklists for the BMDs, ICP ballot scanners, and the Poll Pads.

On Saturday, February 1st, we held a Train the Trainer class where we spent a significant portion of the day teaching class instructors and class assistants about how to train poll workers on the new voting system. Our class instructors returned on Monday, February 3rd, for additional hands-on training. The feedback from the training classes was positive, and our instructors and class assistants are excited to begin training poll workers. Currently, our poll worker training schedule includes 60 classes. Those classes will be taught by various combinations of our trained instructors, class assistants, and full-time staff.

We have also been developing the curriculum for our early voting training, which will begin on Monday, February 10th. As part of our training, we will have a representative from Knowlnk (the company that developed Poll Pad) visit the class to conduct a portion of the training. We will also have a Dominion Voting Systems technician available throughout the training to answer any questions that arise.

Finally, members of our training team trained staff members from the Registration and Administration Divisions on the new voting system during classes on Friday, January 31st, and Saturday, February 1st. We plan to train the remainder of our departmental staff on the new system later in February.

Early Voting Schedule

We have been working to finalize our early voting schedule for the March PPP. We have received confirmation from twelve outreach locations that we will be able to utilize their facilities. That will bring our total number of early voting locations to 33 (21 permanent locations and 12 outreach locations).

Election Day Polling Locations

During January, we visited several polling locations to survey how they could best accommodate the new voting system. Our objective was to ensure that the footprint required for the equipment we allocate to each location does not exceed the space that the location provides. We are confident that our 198 polling locations can accommodate the new voting system from a space perspective.

We also have been contacted a vendor who is working with the Secretary of State's office to survey all polling locations in the state to ensure that each location can accommodate the electrical load that the new voting system demands. After all of our polling locations are surveyed by the vendor, we should be provided a report that details any upgrades that need to be made.

Coordinating with Other County Offices to Prepare for Upcoming Elections

Our department holds regularly-scheduled meetings with many county government entities to ensure we have support to conduct upcoming elections. For example, we meet bi-weekly with the County Manager's team, we meet weekly with the IT Department, and we have been meeting regularly with DREAM to ensure that renovations at the EPC stay on track to complete in a timely manner.

On Thursday, January 23rd, members of the Elections Division met with representatives from the Fulton County Sheriff's Department, the Fulton County Marshals, and the Fulton County Police Department to discuss election night security. A member from the County Manager's team also attended the meeting. The objective of the meeting was to ensure that we will have law enforcement personnel to help us transport memory cards and ballots on election nights from our drop-off locations to the EPC. Each agency provided information about the number of officers they plan to provide at each of our five election night drop-off locations. Additionally, they provided ideas about how we can securely and efficiently transport the memory cards and ballots to the EPC.

Tasks to Be Performed for Future Reporting Periods

- Begin Logic and Accuracy (L&A) Testing (testing begins on Monday, February 10th)
- Conduct poll worker training
- Conduct early voting training
- Continue receiving equipment
- Continue renovations at the EPC
- Continue training departmental staff

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 2020. 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 2020 is **22,167**. We received **22,167** voter applications in January. We are processing those applications.

As of February 1, 806,224 (756,256 active and 49,968 inactive) registered voters reside in Fulton County.

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

Year	December Voter Registration Applications	January Voter Registration Applications
2012	13,853	9,263
2013	4,914	6,972
2014	14,305	6,109
2015	6,908	8,850
2016	20,187	6,252
2017	18,112	19,847
2018	18,487	20,796
2019	16,334	23,056
2020		22,167
Total Applications for 2020		22,167
Total Applications Processed 2020		38,047
Total New Applications for 2020		*16,203

***Includes** 22,492 that we need to process from last month.

WORKLOAD STATISTICS FOR JANUARY:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		6,933
DDS Applications		5,734
Online Applications		299
Paper Applications		900
Confirmation Letters		0

Completed Voter Registration Applications Processed for January		
Total Number of Processed Applications		38,047
Total New Registrations to Fulton County		16,203
New Registration (1st Time)		8159
DDS Applications	6,015	
Online Applications	714	
Paper Applications	1,430	
Transferred into Fulton		8,044
DDS Applications	6,732	
Online Applications	838	
Paper Applications	474	
Total Number of Changes to Fulton County		21,844
Address Changes Only	8,156	
Name & Address Changes	2,282	
Duplicate (No Changes)	2,014	
Name Changes	2,722	
Other Changes	6,670	
Total Number of Removals of Fulton County		8,559
Felons	658	
Moved out of State	0	
Duplication	512	
Error	0	
Hearing	0	
Not Verified Deletion	15	
Requested	10	
Transfers out of county	6,842	
Vital Records	522	
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 February Hearing 0.

We mailed 409 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:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
18	2	2

We issued 188 TVICs. We sold 2 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 14 permanent employees and 3 managers currently. We have 2 openings for Registration Officer. We will fill these positions in February. We have ten supplemental workers.

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 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 Legislation Report

Attached you will find an overview of several House and Senate bills on elections that was prepared by the Department of External Affairs.

2020 Election Preparation

Qualifying Information Packet for 2020 Candidates

The Qualifying Information Packet will be provided to you for your information. This information was sent to the chair of executive committees, copies prepared for distribution to incumbents and interested candidates and a one-page summary placed on the web.

Campaign Contribution Disclosure Report (CCDR)

The first filing of the year was due on January 31, 2020 for non-election year officials and election year candidates. The grace period is February 7, 2020. A courtesy reminder was sent by email. The filing officer will send a late and non-filer report to Campaign Finance Commission 10 days after grace period, if applicable.

Voter Education and Outreach (VEO)

The Administrative Manager has been meeting with the VEO Team on a constant basis to review processes with voter registration, filling out applications, House Bill 316 sections and the new voting equipment.

The VEO Team worked over the holidays to deliver services to the public. Several state reps and senators requested demonstrations during the holiday season that we accommodated. We had over 25 events.

The following are outreach events the VEO team was invited to attend in January 2020:

Holsey Temple Church Atlanta GA.	01/04/2020	The VEO team provided demonstrations of new voting equipment and addressed various questions.
South Fulton Police Dept. Commissioner Joe Carn City of South Fulton	01/16/2020	Held demonstration on new voting equipment.
Ben Hill UMC Church Atlanta	1/18/2020	VEO Team informed voters of the upcoming elections, assisted with registration applications and absentee ballot applications.

VR Office @ North Annex 7741 Roswell Road	1/15/2020	VEO Demonstrations Internal Staff Training
Cornerstone Baptist Church Atlanta	1/18/2020	VEO Demonstrations for members
Commissioner Joe Carn Flat Shoals Library Union city	1/23/2020	VEO Demonstrations for the community at-large.
Morehouse College	1/23/2020	Demonstrations of the new voting system and voter education
City Hall Atlanta	1/22/2020	Demonstrations of the new voting system and voter education
Councilperson Gumbs Meeting Wolf Creek Library South Fulton	1/27/2020	Demonstrations of the new voting system and voter education/upcoming elections
Commissioner Ellis Office and Library Director Milton Library	1/24/2020	We were invited to conduct demonstrations at the Milton Library but did not receive good follow up on the event. We attended and the organizers were not on site... we went ahead and made an announcement in the facility and still served the citizens who were on site.
Restoration Church College Park Commissioner Joe Carn Town Hall Meeting World Changers Youth Fellowship Hall College Park	1/28/2020	Demonstrations of the New Voting System
College Park City Hall College Park	1/29/2020	Demonstrations of the new voting system and voter education
Commissioner Carn The Lakes at Cedar Grove Fairburn	1/30/2020	Demonstrations of the new voting system and voter education
NPU Mays Atlanta	1/31/2020	Demonstrations of the new voting system and voter education