



## 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 – March 2020**

**DATE:** April 2, 2020

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### **ELECTIONS DIVISION**

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

- Conducting Early Voting for the Presidential Preference Primary and Special Election
- Training Election Day poll workers
- Preparing for poll worker training for the May election
- Managing Polling Locations
- Conducting Logic and Accuracy Testing on the new voting system for the March election
- Ballot proofing for the May General Primary and PPP/Special Election
- Receiving new equipment and supplies

#### **Conducting Early Voting for the Presidential Preference Primary and Special Election**

Early voting for the March election began on Monday, March 2<sup>nd</sup>, and it continued through Saturday, March 14<sup>th</sup>. Early Voting was interrupted statewide due to concerns from COVID-19. The March 24<sup>th</sup> Presidential Preference Primary and Special Election has been postponed, and the election will now be held with the May 19<sup>th</sup> election. The current plan is to resume early voting on Monday, April 27<sup>th</sup>.

#### **Poll Worker and Early Voting Worker Training**

During the month of March, we held 19 Election Day poll worker training classes. Two of those classes were refresher classes that we were offering to poll workers who already trained. Our plan was to offer several refresher classes leading up to the March 24<sup>th</sup> election in order to provide opportunities for poll workers to have additional hands-on training with the new voting equipment.

Our last poll worker classes were on March 14<sup>th</sup>. We cancelled classes beyond that date due to concerns about COVID-19.

#### **Preparing for Poll Worker Training for the May Election**

We are significantly changing poll worker training in order to promote the health and well-being of our poll workers and training staff in the midst of the coronavirus pandemic.

First, all Clerks who have already been through hands-on training this year will not be required to attend another hands-on class leading up to the May election. Instead, we are currently in the process of creating an online class for them to enroll in. This class will be mandatory for clerks in this category.

Second, we are creating an online class for all Managers and Assistant Managers as well. This will allow us to keep their in-person classes shorter.

Third, we are planning to have 10 or fewer people in all of our hands-on classes for Managers and Assistant Managers. Also, we are making it a goal for all students and instructors to maintain a distance of six feet apart from each other. The small class sizes should make this goal achievable. While we are asking all Managers and Assistant Managers to attend in-person training, we believe that we can create safe training environments by practicing social distancing and maintaining small classes.

Additionally, in order to measure poll workers' concerns about COVID-19, we worked with External Affairs to develop a survey that we sent to all poll workers. As of March 30<sup>th</sup>, we have received 635 responses. Below is a summary of responses. The number of poll workers that selected each response is in parenthesis.

- (472, 74.33%) – I'm 100% committed to being a poll worker in the May 19, 2020 election
- (131, 20.63%) – I am pretty sure I WILL be a poll worker but my decision could change.
- (21, 3.31%) – I do not know whether I will worker on May 19. I have not made up my mind.
- (3, .47%) – I am pretty sure I WILL NOT be a poll worker but my decision could change.
- (8, 1.26%) – I will NOT be a poll worker on May 19.

### **Managing Polling Locations**

We are actively working with our polling locations to ensure that they are committed to working with us in May, and to ensure that we create safe voting environments on Election Day. Five of our senior living facilities have expressed varying levels of concern about being polling locations. Additionally, two churches, Mount Vernon Baptist Church and First Presbyterian Church, have both expressed concerns about being polling locations due to COVID-19. We are working with both churches to find solutions that will allow us to still use both churches while promoting the health of the church staff, their congregation, as well as our voters and poll workers.

### **Conducting Logic and Accuracy Testing on the new voting system for the March election**

We were actively conducting logic and accuracy testing when the decision was made to postpone the March election. At that point, we stopped testing. We are working to select a date to begin the testing for the May election.

### **Ballot Proofing for the May Election**

Our team has been working diligently to proof ballots for the May election. As soon as we have sample ballots, we will post them on our website.

**Receiving New Equipment**

As of the end of March, we have received the following:

2-Unit Equipment Carriers	264
4-Unit Equipment Carriers	66
Ballot Marking Devices	3,003
Ballot Scanners	283
Printers	3,054
UPS (backup battery supplies)	1,662
BMD Transport Cases	3,024
Printer Transport Bags	2,304
UPS Carts	1,529
Blue Privacy Panels	3,058

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

- Begin Early Voting for the May election
- Poll worker training for the May election
- Conduct logic and accuracy testing for the May election

## **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 March 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 **76,899**. We received **19,422** voter applications in March. We are processing those applications.

As of April 1, 812,169 (764,064 active and 48,105 inactive) registered voters reside in Fulton County.

**The Historic Overview of Registration Applications for the Months of February/March are as follows:**

<b>Year</b>	<b>February Voter Registration Applications</b>	<b>March Voter Registration Applications</b>
<b>2012</b>	<b>10,326</b>	<b>11,323</b>
<b>2013</b>	<b>6,082</b>	<b>6,061</b>
<b>2014</b>	<b>6,120</b>	<b>7,627</b>
<b>2015</b>	<b>5,215</b>	<b>6,498</b>
<b>2016</b>	<b>17,327</b>	<b>13,933</b>
<b>2017</b>	<b>18,215</b>	<b>21,425</b>
<b>2018</b>	<b>19,573</b>	<b>24,841</b>
<b>2019</b>	<b>21,441</b>	<b>23,952</b>
<b>2020</b>	<b>35,310</b>	<b>19,422</b>
<b>Total Applications for 2020</b>		
		<b>76,899</b>
<b>Total Applications Processed 2020</b>		
		<b>62,300</b>
<b>Total New Applications for 2020</b>		
		<b>*22,971</b>

**WORKLOAD STATISTICS FOR MARCH:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		14,599
DDS Applications		11,578
Online Applications		1,821
Paper Applications		1,200
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for March</b>		
<b>Total Number of Processed Applications</b>		23,080
<b>Total New Registrations to Fulton County</b>		6,768
<b>New Registration (1<sup>st</sup> Time)</b>		4101
DDS Applications	842	
Online Applications	1135	
Paper Applications	2124	
<b>Transferred into Fulton</b>		2667
DDS Applications	997	
Online Applications	1170	
Paper Applications	500	
<b>Total Number of Changes to Fulton County</b>		16312
Address Changes Only		
Name & Address Changes		
Duplicate (No Changes)		
Name Changes		
Other Changes		
<b>Total Number of Removals of Fulton County</b>		3886
Felons	525	
Moved out of State	0	
Duplication	897	
Error	0	
Hearing	0	
Not Verified Deletion	63	
Requested	7	
Transfers out of county	1941	
Vital Records	453	
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 March 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 March:**

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

We issued 68 TVICs. We sold 2 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.

**Absentee by Mail Report**

The Secretary of State has mailed all active voters an absentee application. Once the voter fills out the absentee application, staff will process request into Election. Secretary of State will send the ballot to the voter.

**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 March 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 Election Preparations**

Received priority support from the Purchasing and Finance Departments with preparing, processing and submitting the following item for Board of Commission approval: **Two Mobile Voting Units.**

### **Qualifying of Candidates**

The Administration staff assisted the Elections Division with qualifying candidates for the Republican and Non Partisan offices, and the Georgia Soil & Water Supervisor position on March 2 – 6, 2020, for the General Primary Election on May 19, 2020.

Because the election superintendent qualified the county Republican candidates, we were responsible for providing 25% of the total qualifying fees received to the Georgia Republican Party. There were two candidates that qualified for Board of Commission District 2 (\$1,050.00 each).

One challenge we had was that no one qualified for the County Surveyor position. After consulting with our County Attorney staff, they assisted with preparing a request to the Judge of Probate Court, per O.C.G.A. 36-7-3, to appoint a person to serve as the county surveyor until a successor is duly elected.

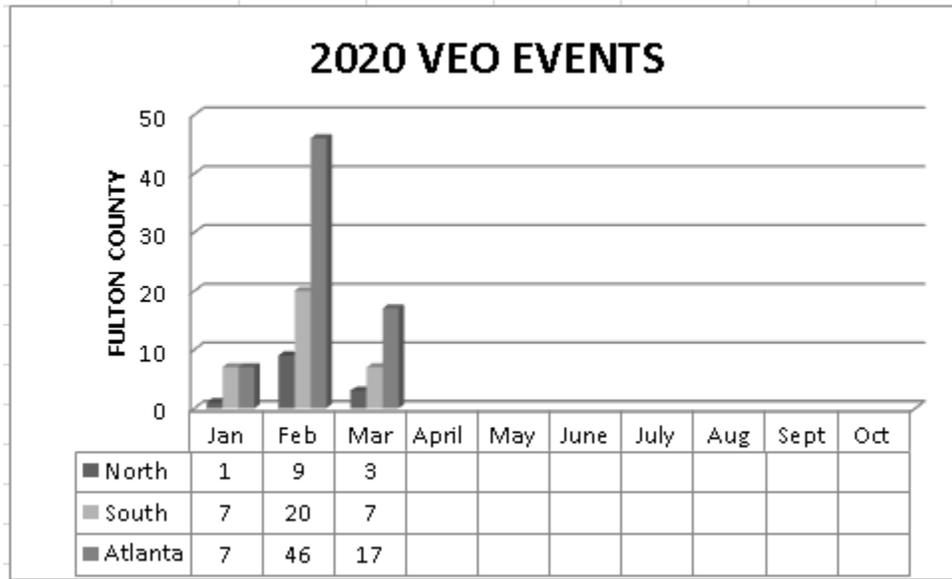
### **Special Election Contracts**

After approval from both the Board of R&E and BOC, to conduct special elections for the City of Atlanta (March 24, 2020), and the Georgia Soil & Water Conservation Commission (November 3, 2020), an executed contract was submitted to both entities.

### **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 questions and answers on the new voting equipment.

The following is a chart that indicates the areas of Fulton County the VEO team has attended and participated and a list of those events up to March 10, 2020. Approximately forty demonstrations were cancelled due COVID-19:



<b>NORTH FULTON</b>		
Roswell Rotary Club	Dorothy C. Benson Senior Center	City of Roswell
<b>ATLANTA</b>		
Lakewood Christian Manor	Silver Leaf Baptist Church	Greater Piney Baptist Church
Brighton Gardens Buckhead	Butler Street Baptist Church	Senator Orrock, @ The VICARS
LINKS Organization Sloppy Floyd Building	Commissioner Carn C.T. Martin Recreation Center	City of Atlanta – West End Mall
Morris Brown College	Mount Ephraim Baptist Church	Bethlehem Baptist Church
Continental Colony Community Association	Westside Community Church	Mercy Housing @ College Town
Rosel Fann Recreation Center	Cathedral Park Towers	
<b>SOUTH FULTON</b>		
Commissioner Carn & Councilwoman Foster Chatt Hills	East Point Mallalieu United Methodist Church	City of South Fulton Parks & Recreation Cultural Arts Center
Welcome All Park	Elite Seniors	St. John AME Church
Bowden Multipurpose Center		