

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 – MARCH 2021**

DATE: April 6, 2021

ELECTIONS DIVISION

During the month of March the focus of the Election Division activities were on the following tasks

November 2, 2021 General Election

With the changes in legislation due to State Bill 202 and a possible county wide election, the advance voting locations are under revision; the municipalities will be forwarded updated information when completed. We have give the municipalities their estimated pro-rata share of election costs basedon the 2019 resolution approved by the BOC that charges cities \$2.96 per registered voter for the Municipal General election if Fulton County holds a simultaneous countywide special election.

Polling Locations:

All Election Day polling sites have been contacted to confirm availability for the upcoming November 2nd Election. We are going to explore a contracts with polling locations that will lock each site into a year long commitment unless certain conditions are met for withdrawal.

To date, three polling location changes are forthcoming:

- 08J - church location to be proposed
- 06N, 06Q, & 07H - currently searching for alternate sites
- 02F1/2 – church location to be proposed

Impact of SB202:

Section 18 - refers to wait line precautions for precincts with more than 2000 voters assigned. In effort to reduce possible wait times, we are continuing to split and find alternate locations for precincts with 5000+ voters assigned. Possible splits and precincts changes will be presented to the board at a later date. Between August and January we had no polling locations that had wait times that would have violated the new provisions of SB 202.

Section 19 - refers to notice of polling place changes; we will ensure polling place change signage is created in the required dimensions and placed in the required timeline.

Check In Locations:

To date the following check in locations have been confirmed. An onsite training session will be held with check in managers at a later date.

- Frederick Douglas High School – new location
- Holcomb Bridge Middle – new location
- Liberty Point Elementary – to replace South Annex
- Maynard Jackson High School – to remain
- North Springs United Methodist Church – to replace North Annex
- Paul D. West Middle – to remain
- Vickery Mill Elementary – to replace Roswell City Hall

Impact of SB202:

If a significant number of Election Day sites are added an additional check in location will be added. Awaiting confirmation from SOS of any new forms or recap sheet requirements before check in training is conducted.

Advance Voting

Facility reservations for Advance Voting locations are being placed. We are working to ensure locations are evenly distributed throughout the county.

Impact of SB202:

We are researching additional Advance Voting sites due to the limitations placed on absentee ballot drop boxes, the compressed timeline for mailing absentee ballots and the prohibition of the mobile voting buses.

Section 28 - refers to Advance Voting location dates and times; we are researching the impact of voting on 2nd and 3rd Saturday and Sunday which will impact poll pad and election preparations conducted on the weekend prior to Election Day. We have sent inquiries to the SOS on regarding this matter.

Absentee Ballot Drop Boxes

We will coordinate with DREAM to remove our 38 absentee ballot drop boxes. We will study how best to distribute the eight ballot drop boxes that will be allowed under SB 202.

Impact of SB202:

Section 26 – we anticipate the use of absentee ballot drop boxes to plummet as they will only be available for use inside early voting locations or at our offices and open only during early voting hours of operation.

Poll Worker Recruitment & Training

Election Officer, new hire, Axiver Harris's first date of employment was on March 31st. He comes to us from the Center for Election Systems at the Secretary of State's office.

A list of work duties and poll worker training implementations has been forwarded to both Election Officers to commence improving the poll worker training and recruitment process. The Election Officers have also been directed to research and reach out to local high schools and colleges regarding student poll worker programs.

Impact of SB 202:

Section 11 – allow residents from adjacent counties to work as poll workers; the recruitment process will be expanded to include these residents. We are going to research proposing increases for poll worker pay as it has been static for more than 10 years. Many new demands are being placed upon poll managers and poll workers, including a need for more in depth training that will require more hours.

Election Preparation Center & Hapeville Annex:

Supply and equipment inventory has been conducted. The purchase of an inventory system is in process. Once purchased, staff will begin data entry of supplies and equipment into the new system and barcoding of equipment and supplies. Fulton County's Purchasing department has been working with the department to facilitate the purchase of an advanced system that meets our needs.

Impact of SB 202:

Staff is currently drafting equipment allocations to ensure we have enough equipment for distribution to training, advance voting, and election day concurrently and if additional Advance Voting and Election Day sites are added.

Mobile Voting Units:

Impact of SB 202

Section 23 – mobile voting units are prohibited under SB 202. Units will be utilized for emergency Election Day use and voter education. The Health Department will utilize the units in April for COVID-19 vaccine projects. The Health Department has hired the experienced election mobile unit drivers to assist.

Tasks to Be Performed for Future Reporting Periods:

- RFP for Business Process Review is being written in partnership with Fulton County Purchasing department. We expect the final language for the RFP to be completed by the third week ending 23 April. Once complete, it will go out for bid. After the bid process is complete and the vendor has been chosen, we will ask for approval from the BOC.
- Virtual meeting conducted for election planning, preparation, and processes.
- Evacuation of defective election equipment to Dominion and Know Ink for repair/replacement
- Meeting and review of Elections Division internal processes and procedures
- Organize warehouse spaces
- Select and implement an automated inventory management system
- Create directory of poll workers
- Reorganize check in procedures
- Revise municipal election budget
- Performance evaluations will be conducted

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 2021. The primary activities upon which we worked in February 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 **26,084**. We received **8,146** voter applications in March. We are processing those applications.

As of April 1, 859,594 (822,206 active and 37,388 inactive) registered voters reside in Fulton County.

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

Year	February Voter Registration Applications	March Voter Registration Applications
2012	10,326	11,323
2013	6,082	6,061
2014	6,120	7,627
2015	5,215	6,498
2016	17,327	13,933
2017	18,215	21,425
2018	19,573	24,841
2019	21,441	23,952
2020	35,310	19,422
2021	5,695	8,146
Total Applications for 2021		26,084
Total Applications Processed 2021		24,815
Total New Applications for 2021		15,122

WORKLOAD STATISTICS FOR March:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		1,269
DDS Applications		1,269
Online Applications		0
Paper Applications		0
Confirmation Letters		0

Completed Voter Registration Applications Processed for March		
Total Number of Processed Applications		7,573
Total New Registrations to Fulton County		4,017
New Registration (1st Time)		1,582
DDS Applications	1,371	
Online Applications	157	
Paper Applications	54	
Transferred into Fulton		2,435
DDS Applications	1,970	
Online Applications	175	
Paper Applications	290	
Total Number of Changes to Fulton County		3,556
Address Changes Only	2,295	
Name & Address Changes	361	
Duplicate (No Changes)	356	
Name Changes	544	
Total Number of Removals of Fulton County		5,021
Felons	406	
Moved out of State	3	
Duplication	397	
Error	7	
Hearing	0	
Not Verified Deletion	0	
Requested	15	
Transfers out of county	3,458	
Vital Records	735	
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 April Hearing 0.

We mailed 255 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:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
0	0	0

We issued 62 TVICs. We sold 0 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 16 permanent employees and 3 managers currently. We have 4 supplemental workers. They will be processing voter registration applications and indexing absentee and voter registration applications. Ms. Coman, the Registration Manager has submitted her letter of resignation. Her last day April 16, 2021.

MUNICIPAL VOTER FILE

We have sent each municipality a voter list for their examination of their voters. We asked the municipalities to verify that the voter addresses are in their municipality. The deadline to receive changes is July 2, 2021.

STREET FILE AUDITS

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UGA ABSENTEE BALLOT SIGNATURE MATCH STUDY

The SOS with the help of UGA researchers have been selected to conduct an absentee ballot signature match from the November General Election. Fulton has to submit 557 randomly selected absentee ballot envelopes by Friday, April 16th. These envelopes will be scanned to the SOS for their auditing purpose.

POSSIBLE JUNE 2020 PRIMARYETT1 0 2ril 16RIMAen6L(2)-3(3)-3(1)-3(.)-3(4418 2)-5riT1 /F1 12BTN DO

determination if these voters were actual double voters. We have to report our findings to the SOS office by April 30th. Below is a chart on the number of possible double voters.

<u>ELECTION</u>	<u>FULTON</u>	<u>STATWIDE</u>
JUNE 2020 PRIMARY IN PERSON	13	162
JUNE 2020 PRIMARY BY MAIL	235	881
JUNE 2020 PRIMARY TOTAL	248	1043
AUGUST 2020 RUNOFF IN PERSON	85	278
AUGUST 2020 RUNOFF BY MAIL	1	16
AUGUST 2020 RUNOFF TOTAL	86	295

IMPACT OF SB 202

- Absentee ballots must be printed on security paper that incorporates authentication features. [very expensive]
- The period to apply for a mail in ballot currently begins 180 days before Election Day and ends 4 days before. This reduces the application period so that it begins 78 days before and ends 11 days before.
- Photo ID requirement for a mail in ballot application
- Clarifying existing policy that those in jails must be able to request necessary personal effects to enable them to make a request for an absentee ballot.
- Repeals signature match for mail in ballot applications
- Bans SOS, counties, and other government entities from sending absentee ballot applications without a voter's request.
- Limits those who can pre-fill a ballot application for a voter to an authorized relative or a person signing as assisting an illiterate or disabled voter
- Limits those who can handle or return an absentee ballot application
- Adds a misdemeanor for anyone other than the elector, "a person signing as assisting an illiterate or physically disabled elector with his or her application, a common carrier charged with returning the ballot application, an absentee ballot clerk, a registrar, or a law enforcement officer in the course of an investigation" to handle or return an absentee ballot application.
- If anybody besides the SOS sends an application for an absentee ballot to a voter, they must include a disclaimer that the document is not a ballot and is not being sent by a government entity. Text and design are specified
- Restricting the ability of any person or entity to send mail in ballot applications other than the SOS, superintendents, boards of registrars, or absentee ballot clerk
- Extends the period a hospitalized person can request a ballot from five days to ten days. The request should be processed immediately and the ballot delivered by board of registrars or Absentee Ballot Clerk
- Requires voters to print identification number from Georgia Drivers License or State ID on outer envelope. If voter does not have either Georgia Drivers License or State ID, voter can indicate by checking a box and include the last four digits of Social Security Number. Stipulates the envelope should be designed so as to hide identifying information. Also states that it's illegal to open the envelope for any purpose other than removing the ballot

- Requires voter to sign an oath stating they completed their ballot in secret, that no one else has seen it except (i) authorized helpers, (ii) the elector's child under 18 years old, or (iii) any child under 12 years old, and that they have not let an unauthorized person deliver or return their ballot. (includes wording of proposed oath)
- Creates Ranked Choice Voting for overseas citizens and military
- Eliminates signature match for voters who provide Georgia Drivers License or State ID number. Stipulates signature match for any voter providing the last four of social security number.
- If the information on the ID does not match voter registration information, the absentee ballot will be rejected.
- Beginning the third Monday prior to the election at 8:00 AM, the election superintendent is authorized to open the absentee ballots that have been verified for the purpose of scanning (but not tabulating) the absentee ballots. At least three persons (registrars, deputy registrars, poll workers, or absentee ballot clerks) must be present. Tally or tabulation is prohibited until polls close on Election Day. Counties must notify the Secretary of State at least seven days prior of their intent before beginning the process.
- The scanning process is open to the public but only employees are allowed to touch or otherwise handle the ballots. Anyone involved in processing and scanning ballots will swear an oath similar to that of poll workers
- County executive committees or state executive committees where no county executive committee exists of each political party has the right to designate two persons to act as monitors for the process. Independent and non-partisan candidates may appoint one monitor to observe the process. Monitors are prohibited from interfering with the process, bring in any recording devices including cell phones, engaging in campaigning activity, etc.
- The SEB will promulgate rules requiring
 - Reconciliation procedures
 - Prompt scanning of ballots after mail in ballot envelopes are opened
 - Secrecy of election results before polls close on Election Day
 - Other protections to protect the integrity of the process set forth in this section
- Counties can begin opening and counting mail in ballots as early as the third Monday before Election Day
- The Secretary of State is authorized to inspect information contained in absentee ballot applications, absentee ballots, and/or absentee ballot envelopes any time in a twenty-four month period following election at his or her discretion.
- If a voter goes to the wrong polling place, they can only cast a provisional ballot if it's after 5pm on Election Day and they sign a statement saying that they're unable to vote at their correct polling place before polls close and why
- Provisional ballots cast out of precinct will only be counted if the voter voted on Election Day, between 5pm and the regular closing time, and provided a sworn statement as required by Section 34 of this bill. The ballot and sworn statement will be sent to the SoS and will be reviewed by the SEB
- As soon as possible after polls close, and no later than 10pm on the day of the primary, election, or runoff, the superintendent will report to the SoS and publicly post
 - The number of ballots cast on Election Day, including provisional ballots
 - The number of ballots cast during early voting
 - The number of mail in ballots received by the deadline

- The superintendent will then compare the total number of ballots reported in the primary or runoff election minus any rejected/uncured absentee ballots, uncounted provisional ballots, and any other uncounted ballots, with the total number of ballots cast. They will report the results of the comparison, along with any explanatory materials, to the SoS. Any discrepancies will be fully investigated and reported to SoS
- When a ballot must be duplicated because it's torn, bent, or for some other reason can't be put through the tabulation machine, the superintendent must order a duplication panel to duplicate the ballot instead of simply doing it themselves, which is the current practice.
- Sets out the composition of the duplication panel for partisan and for nonpartisan elections
- Each duplicate ballot must be assigned a number that will connect it to the original ballot
- Moving the deadline for certification of elections from the second Friday after Election Day to the Monday after, shortening the time period for certification by 4 days
- Only mail in ballots received by the end of Election Day will be counted (except military overseas votes)
- Making it a felony to take someone's mail in ballot for delivery or return to the Board of Elections
- Voting Code/procedures will further be amended by allowing for scanned ballot images to be public records subject to disclosure

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 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.

Zoom Meetings Attended

Department Supervisor's Meeting - Weekly
County Manager's Strategy Team - Weekly
Finance - Budget & Grant Review and Updates - Weekly
Municipal Election Review – Budget, Contract & Timeline

Elections Budgets

Staff has been working daily on processing outstanding invoices 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 2020 election expenses.

2021 Election Preparation Update

The budget for the 2021 municipal elections and countywide special SPLOST election has been prepared. The intergovernmental agreement with the flat rate contribution costs to the municipalities is being prepared to submit the first of April 2021.

Personnel Vacancies and Recruitment

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

Elections Officer	New funded position	Selection recommended and approved	Employee started 3/30/2021
Deputy Director – R&E	New funded position	H.R. to post job announcement	Position posting for additional 2 weeks
Voter Education & Outreach Manager	New funded position	Title of Position changed	H.R. to process classification for recruitment

2021 Audit Plan

The Fulton County Audit Department is conducting an internal financial review audit of the department, requesting information for election budgets, procurements, contracts and standard operating procedures. Brenda McCloud is coordinating the responses for the department.

2021 Legislative Bill 202

Find an Omnibus Summary of SB 202 for your review from ACCG.