



## 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 – October 2019**

**DATE:** November 4, 2019

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### **ELECTIONS DIVISION**

During October, we focused our efforts on a variety of tasks including, but not limited to, the following:

- Conducting the October 15<sup>th</sup> Runoff Elections
- Administering early voting for the October runoff elections and the November Municipal Elections
- Conducting poll worker training for the November elections
- Completing Logic and Accuracy testing for the November elections
- Preparing election supplies for upcoming elections

#### **October 15<sup>th</sup> Runoff Elections**

October 15<sup>th</sup> was the Runoff Election Day for the Fulton County Board of Commissioners (BOC) District 6 contest and the Atlanta Board of Education (APS) District 2 contest. A total of 113 precincts and 59 polling locations were involved in the elections. The BOC District 6 Election had a turnout of 3.6% and the APS 2 election had a turnout of 1.7%. In total, 3,968 voters cast ballots in person on Election Day.

#### **Preparation for the November 5, 2019 Municipal Elections**

We will hold Election Day for ten municipalities on November 5<sup>th</sup>. The election will include 161 precincts and 77 polling locations. We trained over 500 poll workers for the elections over the course of 49 classes. Additionally, we prepared about 845 DREs and 296 ExpressPoll poll books for use on Election Day.

#### **Early Voting**

Early Voting for the October runoff elections was conducted from October 7<sup>th</sup> through October 11<sup>th</sup>. We had 1,445 voters cast ballots across our five early voting locations.

Early voting began for the Municipal Elections on Tuesday, October 15<sup>th</sup>, at ten locations throughout the county, and it concluded on Friday, November 1<sup>st</sup>. We trained 64 early voting staff to work in the field. We had 10,561 voters cast ballots. The location with the highest turnout was the East Roswell Library with 1,931. Interestingly, Wolf Creek Library's highest-turnout day was October 15<sup>th</sup>, which was also the day that the runoff was being held at the library. Wolf Creek had 173 voters that day.

### **Election Day Poll Worker Training**

For the November elections, we trained over 500 poll workers, including 77 managers. We held 49 in-person training classes at four locations around the county to prepare for the November elections.

### **Logic and Accuracy Testing**

Logic and Accuracy Testing for the October Runoffs and the November Municipal Elections began on Thursday, October 3<sup>rd</sup>. We prepared and tested over 450 DREs and over 190 ExpressPolls for the runoff elections. We prepared and tested about 845 DREs and 296 ExpressPolls for the November Municipal Elections.

### **Election Security**

We are coordinating with the Fulton County Police Department, the Fulton County Sheriff's Department, and the Fulton County Marshalls to plan for transporting election night results for the November elections. We will utilize the assistance of all three agencies during our November and December elections in order to securely transport DRE memory cards from our drop-off locations to our Elections Preparation Center. We will utilize the following three drop-off locations: Roswell City Hall, Paul D. West Middle School, and the South Fulton Service Center.

### **New Voting System Update**

Three staff members of the Elections Division attended at two-day training on the new Dominion ICX Ballot Marking Device and the ImageCast Precinct Scanner. The training was held on October 8<sup>th</sup>-9<sup>th</sup> at the Secretary of State's election warehouse. The Secretary of State is still working to schedule training on the new poll book.

On Monday, October 21<sup>st</sup>, members of the Elections Division met with Election Works, a vendor who is under consideration to develop an equipment carrier / vote center to use with the new voting system. We received one carrier prototype that we used to test whether the carriers will work to our benefit.

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

- Conduct November Municipal Elections
- Conduct early voting for Municipal Runoff Elections
- Conduct ballot proofing for the Municipal Runoff Elections
- Conduct Logic and Accuracy testing for Municipal Runoff Elections

# **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 October 2019. 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 2019 is **307,643**. We received **47,097** voter applications in October. We are processing those applications.

As of November 1, 838,839 (747,918 active and 90,921 inactive) registered voters reside in Fulton County. This is a record for Fulton County.

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

<b>Year</b>	<b>September Voter Registration Applications</b>	<b>October Voter Registration Applications</b>
<b>2011</b>	<b>7,543</b>	<b>9,245</b>
<b>2012</b>	<b>25,191</b>	<b>45,320</b>
<b>2013</b>	<b>10,600</b>	<b>8,079</b>
<b>2014</b>	<b>19,693</b>	<b>18,428</b>
<b>2015</b>	<b>13,139</b>	<b>12,322</b>
<b>2016</b>	<b>37,268</b>	<b>58,727</b>
<b>2017</b>	<b>23,361</b>	<b>24,528</b>
<b>2018</b>	<b>37,803</b>	<b>58,711</b>
<b>2019</b>	<b>45,476</b>	<b>47,097</b>
<b>Total Applications for 2019</b>		<b>307,643</b>

**WORKLOAD STATISTICS FOR OCTOBER:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		7,437
DDS Applications		5,978
Online Applications		459
Paper Applications		1,000
Confirmation Letters		0

<b>Completed Voter Registration Applications Processed for October</b>		
<b>Total Number of Processed Applications</b>		61,108
<b>Total New Registrations to Fulton County</b>		16,318
<b>New Registration (1<sup>st</sup> Time)</b>		11,782
DDS Applications	4,143	
Online Applications	675	
Paper Applications	6,964	
<b>Transferred into Fulton</b>		4,536
DDS Applications	2,563	
Online Applications	529	
Paper Applications	1,424	
<b>Total Number of Changes to Fulton County</b>		44,790
Address Changes Only	7,149	
Name & Address Changes	1,770	
Duplicate (No Changes)	3,013	
Name Changes	2,471	
Other Changes	30,387	
<b>Total Number of Removals of Fulton County</b>		7,593
Felons	2,995	
Moved out of State	9	
Duplication	671	
Error	3	
Hearing	0	
Not Verified Deletion	201	
Requested	14	
Transfers out of county	3,285	
Vital Records	415	
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>
2	2	8

We issued 164 TVICs. We sold 3 voter list CD's.

**PERSONNEL/STAFFING:**

We have a total of 10 permanent employees and 2 managers currently. We have six supplemental workers who started on July 24, 2019. They have gone through a newly revised three-day training schedule. We added four more supplemental staff on September 18, 2019. We have a total of 10 supplemental workers.

**WebEOC Training**

The staff received training in the Web EOC in regard to Election Day. Their software has been updated and the new features of the software were demonstrated.

**Inactive to Delete**

Confirmation Notices will be mailed to voters by the Secretary of State on Wednesday, November 6, 2019. If a voter fails to make contact with the office, the voter will be removed from the roll. These voters have been on Inactive status since November 2016, as none have voted, signed a petition or updated their address with our office. Before the November 2016 election, a confirmation card was mailed to the voter, also. The office never received any responses from the voter before they were moved from Active status to Inactive status. Fulton County has 45,525 voters who meet this category.

**Telephone Answering Guide**

The Telephone Answering Guide has been updated and will be used for the upcoming election. The Guide will be distributed during the Web EOC Training to make sure that everyone understands and each person will have their own copy to review in advance.

**Interviews for New Positions**

The interviews for the new positions have been scheduled for November 18<sup>th</sup> – November 20<sup>th</sup>. We will be interviewing for the Voter Registration Supervisor position and also six

Registration Officers. We will have three people on the interview panel for all positions.

### **Deputy Registrar Classes Online**

We received a suggestion from someone who was interested in taking the Deputy Registrar Class that we post the schedule for the classes on line. This is suggestion that we will be implemented.

### **SAP Training**

SAP Training took place for managers in the month of October. This is a mandatory training class for Success Factors. Ralph Jones and Pamela Coman attended on Monday, October 28, 2019. This training will assist managers to move forward with a new web based software put in place to create and track goals of the staff. Most will be aligned with our Key Performance Indicators (KPI's), while other goals are important to the overall success of the department outside of the KPI's.

### **CENSUS 2020**

The 2020 Census Municipal Strategy Work Session took place on Thursday, October 24, 2019 at Atlanta Technical College. Stakeholders were present and a panel discussion ensued on the topics and strategies that are in place and can be used by others. Pamela Coman attended from our office and the Voter Education and Outreach Team was present, as well. People will be able to reply online, by phone or by mail. March of 2020 is when everything will begin.

### **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 October 2019. 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.

## **2019 Mid-year Budget Soundings Request**

The director and management team met with Fulton County's H.R. consultants to confirm titles, grades and salaries of 13 new positions that were approved by the BOC on October 16, 2019.

<b>Positions</b>	<b>Division</b>
Registration Officer Supervisor	Voter Registration Division
Registration Officer (6 positions)	
Voter Education Coordinator, Lead	Administration Division
Administrative Specialist	
Election Systems Assistant Supervisor	Elections Division
Election Systems Specialist (2 positions)	
Records and Document Coordinator	

## **2019 Elections Update**

Staff certified the results from the Special Board of Commission District 6 Runoff Election on October 15, 2019, in the State's eNet system and with the State Ethics and Finance Commission. The state will process official documents for the winner.

The department's budget manager established accounting lines for each of the 10 municipal elections being held on November 5, 2019 and runoff elections on December 5, 2019. For the Atlanta Board of Education Special Election and all other municipal elections, we have 90 days to reconcile and refund any monies not used.

## **2020 Budget Hearing**

The department's budget hearing was on October 10, 2019 at the Arts Center on Fulton Industrial Boulevard. Four other departments were in attendance to give presentations.

## **2020 Election Preparation**

The management staff met with the executive team of Happy Faces' Personnel Group, to review 2020 positions needed and any changes required. The request to renew the contract was submitted to Purchasing for Board of Commission approval.

## **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 following are outreach events the VEO team was invited to attend in October:

<b>FCS Wellness Festival Atlanta, GA</b>	10/5/19	This was a wellness event the team was invited to attend. Answered questions regarding upcoming 2020 elections, voter registration and new voting equipment.
Fulton County Democratic Party Meeting College Park, GA	10/10/19	VEO team member and Mr. Barron attended meeting to provide demonstration of new voting equipment and addressed various questions.
Grady High School Atlanta, GA	10/11/19	Held voter registration drive for students.
Action Ministries – Women’s Community Kitchen Atlanta, GA	10/17/19	An emergency assistance center is held in the church to provide community services. The VEO team spoke to the citizens and answered questions about voting.
Community Concerns, Inc. Atlanta, GA	10/19/19	The team was invited to speak to the citizens, assisted with absentee applications and answered questions.
The Council on Aging, Inc. Atlanta, GA	10/22/19	Invited to attend a community event by Commissioner Natalie Hall’s office. Areas of concern were Medicaid, voting issues, health and housing.
Shepherd Center, Noble Learning Resource Center Atlanta, GA	10/23/19	VEO team provided information handouts, answered questions about the new voting equipment and the disability voting process. Registered voters online.
Mayor’s Office of Cultural Affairs – Elevate Summit Atlanta, GA	10/26/19	This event was a mixture of art entertainment, politics and culture. Registered voters and answered questions on upcoming elections and new voting equipment.
Fulton County Registration and Elections Department- Suite 2186	10/30/19	At the request of a few Commissioners, The VEO Team provided the Commissioners with an overview of the new voting equipment in the Department.