



## INTER-OFFICE MEMORANDUM

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

**FROM:** Richard L. Barron, Director, Registration and Elections  
Sharon Benjamin, Deputy Elections Chief  
Ralph Jones, Registration Chief  
Brenda McCloud, Administrative Manager

**RE:** **Monthly Operations Report – January 2019**

**DATE:** February 7, 2019

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### **ELECTIONS DIVISION**

This operations report provides information concerning the major activities and tasks performed during the month of January by the Elections Division. The central focus of the Elections Division efforts for this reporting period has been the planning preparation for the upcoming March 19, 2019 Municipal Special Elections.

#### **Personnel Staffing:**

All permanent staff for the Elections Division are onboard except for the Elections Chief, this position currently vacant. Mr. Brower retired from the department as of January 8, 2019. All essential contract workers will be returning to work on February 22, 2019 or shortly thereafter. This limited staff that will return will provide poll staffing, poll worker training and payroll support. Our temporary staffing agency has been alerted by our office our needs for to support two municipalities holding special elections on March 19, 2019.

#### **Staffing Development and Training:**

Sharon Benjamin remains enrolled in Fulton County's Certified Public Manager's (CPM) class. Management staff will be participating in a mandatory SAP-Performance Management course, a new program that the county implemented for supervisors who are responsible for completing performance evaluations.

#### **Election Day Poll and Election Night Worker Support:**

Staffing levels have been determined for poll workers and election night workers designated to support the March 19, 2019 special election. Notice of this election and approved staffing levels have been provided to Election Day poll managers and election night check-in supervisors. The vendor (SCYTL) for online training was notified of this election and the need to have the online training application functional by January 18.

#### **Poll Worker/Staff Training:**

The hands-on component of poll official training for the March 19, 2019 Special Election will commence on February 26, 2019 and the online training began on January 18, 2019. Training class dates have been determined, training venues reserved and the training schedule has been developed.

#### **Poll Worker Payroll:**

We had a small number of Election Day poll worker and election night worker checks that were

produced, mailed but never received by the intended employees. Several checks have been returned to us as undeliverable.

**Early Voting:**

The cities of Atlanta and Hapeville have decided against offering Early Voting for this Special Election on March 19, 2019.

**Election Preparation:**

Equipment quantities required to support the March 19, 2019 Special Election have been determined and published. Staff has vetted equipment and staffing quantities and provided to the EPC, Regional Coordinators and poll managers.

**Candidate Qualifying:**

Candidate qualifying concluded on January 25, 2019 for nonpartisan candidates for City of Atlanta and January 9, 2019 for City of Hapeville.

**Election Equipment:**

A legal hold remains on 694 DRE voting units from the April 18, 2017 and June 20, 2017 6<sup>th</sup> Congressional Special Election and Runoff Special Election. No resolution is on the horizon.

**Polling Facilities/ Polling Place Proposals**

We will be submitting several proposals within the next few months for the BRE approval effective for the November 5, 2019 elections, if approved the projected polling locations will increase from 183 to 206 polling locations.

We are also concurrently reaching out to all polling library facilities to identify early on any facilities that will not be available in November 2019 and the calendar year 2020 due to closures, major construction, change of ownership, etc.

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

- Coordinate/Prepare for resources to support the 2019 Special and Municipal General Election events
- Fill Elections Chief position
- Coordinate and prepare for new election system
- Provide information and testing of the application in Elections Night Results, poll worker Online Training and the SCYTL ENR applications.
- Continued Review /Update procedures for Election Checklists and Check-in Instructions
- Continue to refine audit procedures for election documents originating from the polls
- Continue to promote and schedule professional development training classes
- Set-up SCYTL ENR Reporting Application
- Set-up, establish election related tasks for 2019 November Municipal General and Special Election in TBD project management document.
- Coordinate/obtain training for staff on creating Excel Pivot Tables and Charts.
- Update Elections Division Historical Data Files

# **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 2019. 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 received in 2019 was **23,056**. We received **23,056** voter applications in January. We are processing those applications.

As of January 1, 765,770 (697,517 active and 68,253 inactive) registered voters reside in Fulton County.

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

<b>Year</b>	<b>December Voter Registration Applications</b>	<b>January Voter Registration Applications</b>
<b>2011</b>	<b>8,052</b>	<b>8,179</b>
<b>2012</b>	<b>13,853</b>	<b>9,263</b>
<b>2013</b>	<b>4,914</b>	<b>6,972</b>
<b>2014</b>	<b>14,305</b>	<b>6,109</b>
<b>2015</b>	<b>6,908</b>	<b>8,850</b>
<b>2016</b>	<b>20,187</b>	<b>6,252</b>
<b>2017</b>	<b>18,112</b>	<b>19,847</b>
<b>2018</b>	<b>18,487</b>	<b>20,796</b>
<b>2019</b>		<b>23,056</b>
<b>Total Applications for 2019</b>		<b>23,056</b>

**WORKLOAD STATISTICS FOR JANUARY:**

Applications needed to be processed:	73,050
DDS Application s	61,728
Online Applications	9,022
Paper Applications	2,300
Total New Registration to Fulton	3,475
New registration	1,800
Transferred into Fulton	1,675
Total Removals of Fulton	10,742
Felons	1,320
Moved out of State	1,829
Duplication	212
Error	0
Hearing	0
Not Verified Deletion	582
Requested	0
Transfers out of county:	6,509
Vital Records	290
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 January Hearing 19.

**DEPUTY REGISTRAR ACTIVITIES**

The Registration Division completed the following Voter Education Activities for the Month of January:

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

We issued 181 TVICs. We sold 1 voter list CD's.

**PERSONNEL/STAFFING:**

We have eight permanent staff not including management. We no longer have the supplemental staff from Happy Faces. We had a Registration Officer resign for a promotional opportunity elsewhere, and the BOC approved two additional permanent positions to help us with the increase in voter registration applications.

We will be working with Human Resources in order to fill those three positions before the end of February.

### **ROCKET FILE UPGRADE**

The vendor was able to connect to the server. The upgrade was successful and is installed on the computers of all registration division staff.

### **TVIC UPGRADE**

The Temporary Voter ID Card (TVIC) computer received an upgrade at the Government Center. The North and South Annexes are in line to receive the upgrade.

### **EASY VOTE MEETING**

We meet with Easy Vote to discuss some additional enhancements that we need in terms of processing provisional ballots. The vendor will be contacting us in 3 weeks to go over the reporting features and then will submit an estimated cost to develop such a program.

### **PROVISIONAL OUTER ENVELOPE CHANGE**

We are changing the Provisional Outer Envelope for our department. The change will take place on the back of the envelope only, which is usually blank. In order to speed the process when performing provisional research, the voter will complete the back of the envelope. We will use the existing envelope issued by the Secretary of State, and then add the new information to the back of that one.

### **STATE FILE AUTOMATION**

A request has been made to the IT Department to develop automation of the daily file that we pull from the Secretary of State's Office each day.

### **CUSTOMER SERVICE COUNTER IN VOTER REGISTRATION**

We submitted a request to repaint or to replace the counter. The paint is coming off and we need it to look presentable to our customers.

### **NEW LIASION AT SOS**

The Secretary of State assigned a new liaison to Fulton County. The previous contact was Melanie Frechette and the new person is Leigh Combs.

### **RESPONSE TO PUBLIC COMMENTS**

During public comment last month someone expressed a concern over the timing of mailing absentee ballots. We certified the General Election late because of a recount. We received the final ballot from the Secretary of State just before Thanksgiving. Absentee ballots were mailed on Wednesday, the day prior to Thanksgiving. It is difficult to mail a the ballot to California over a four-day holiday weekend and receive it back from the voter in such a tight time frame. The Day of Mourning for the death of President Bush also closed the Post Office during that time.

**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



**Filing of Campaign Contribution Disclosure Report – December 31, 2018**

All elected officials, 2018 election year and non-election year, as well as losing candidates that have a balance on their campaign account, were required to file the December 31, 2018 report with the grace period of January 7, 2019.

Staff emailed reminders to everyone and after January 7, a late report will be prepared and submitted to State Ethics within five days.