



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 2019**

DATE: April 5, 2019

ELECTIONS DIVISION

This operations report concerns activities and tasks performed during March. A major focus was the conduct of the Special Municipal Elections for the cities of Atlanta and Hapeville. Additionally, we began preparing for the April 16th Special Runoff Election for the City of Atlanta's Council District 3 contest. We also began making preparations for a potential Atlanta Public School election that may occur later this year.

Personnel Staffing:

We have our full complement of permanent staff. All supplemental staff have been preparing for April's Special Runoff Election.

Staffing Development and Training:

Sharon Benjamin remains enrolled in Fulton County's Certified Public Manager's (CPM) class.

Election Day Poll Worker and Election Night Worker Support:

Staffing levels have been determined for poll workers and election night workers designated to support the April 16th Special Runoff Election. Notice of this election and approved staffing levels have been provided to Election Day poll managers and election night check-in supervisors.

Poll Worker/Staff Training:

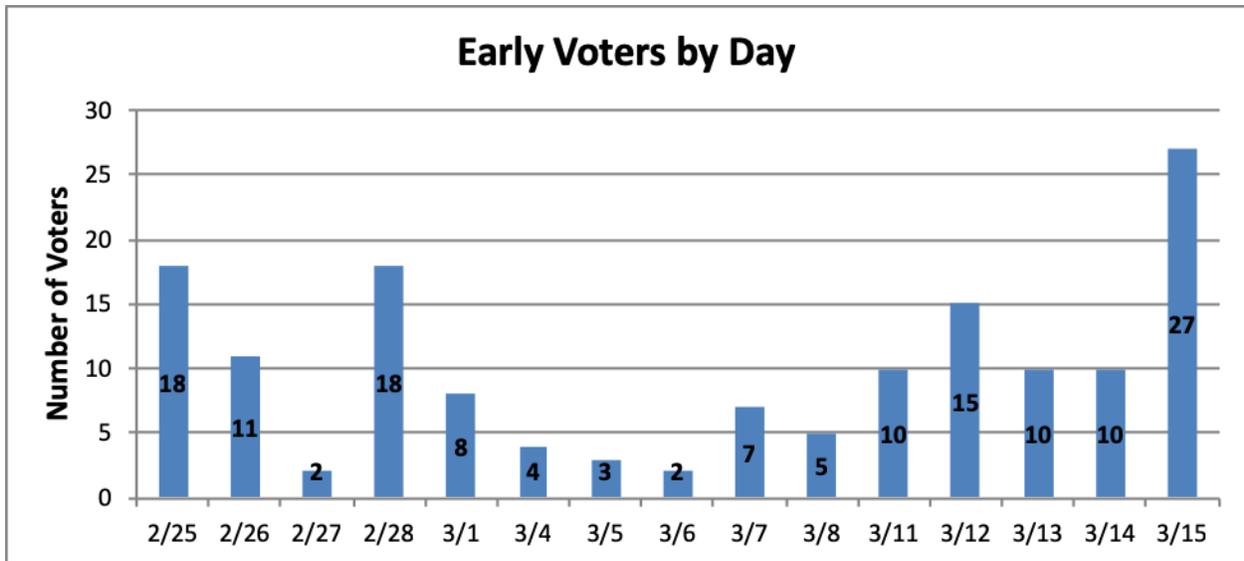
All poll workers completed the required training for the March Special Elections by Saturday, March 16th. No additional training is required for the April runoff.

A tentative training schedule has been developed for the Atlanta Public School System's Special Election, which could potentially be held later this year. We have notified the necessary training venues that we may have another election upcoming.

Additionally, we have begun discussions to modify training by incorporating more hands-on learning activities and by considering alternative ways to target the needs of poll workers based on their Election Day positions and specific roles.

Early Voting:

Early Voting for the March Special Elections concluded on Friday, March 15th. We had a total of 150 people cast ballots during the early voting period. The following chart displays turnout by day.



Early voting for the April Special Runoff Election will be at the Government Center. It will begin on Monday, April 8th and continue through Friday, April 12th. It will be from 8:30 am to 6:00 pm each day.

Election Preparation:

We have determined equipment quantities for each precinct involved in the April Special Runoff Election. That information has been distributed and verified by multiple staff members.

Sample Ballots:

The composite sample ballot was posted to the SOS FTP site for retrieval on Monday, April 1st, and it has since been posted at our office and on our website.

Election Equipment:

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

We received information from the Secretary of State’s office regarding the tentative timeline for allocating equipment to counties. Our staff has used that information to prepare for receiving and implementing the equipment. We should receive enough units of each equipment type prior to the November 2019 elections to use them for early voting and absentee voting. We are anticipating that we will need to deploy our current equipment to Election Day polling locations in November.

Polling Facilities/ Polling Place Proposals

We have been actively searching for new polling locations and conducting site visits. We will continue submitting polling location proposals to increase the number of locations over the next few months. We anticipate that the number of polling locations will increase from 183 to about 206 if the proposals are approved.

Also, we are reaching out to all libraries to identify facilities that will be unavailable in 2019 and/or 2020 due to closures, major construction, change of ownership, etc.

IT Coordination Meeting:

We met weekly with IT to coordinate efforts for the March Special Elections. We began weekly

meetings on April 2nd to prepare for the Special Runoff Election.

Tasks to Be Performed for Future Reporting Periods:

- Prepare for the April Special Runoff Election for the City of Atlanta Council District 3 contest.
- Prepare for the 2019 Special and Municipal General Elections.
- Prepare for potential Atlanta Public School Special Election.
- Prepare for the new election system.
- Research, discuss, and develop ways to improve poll worker training.
- Continue searching for new polling locations and conducting site visits.
- Review and update election night check-in procedures.
- Research, discuss, and develop ways to improve election night reporting times.
- Review and update, if necessary, election security procedures

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 2019. The primary activities upon which we worked in March 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 **68,449**. We received **23,952** voter applications in March. We are processing those applications.

As of April 1, 791,589 (725,256 active and 66,333 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
2011	7,064	6,649
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	21,427	23,952
Total Applications for 2019		68,449

WORKLOAD STATISTICS FOR MARCH:

Applications needed to be processed:	18,785
DDS Application s	14,499
Online Applications	1,086
Paper Applications	3,200
Total New Registration to Fulton	21,460
New registration	10,827
Transferred into Fulton	10,533
Total Removals of Fulton	1,674
Felons	0
Moved out of State	0
Duplication	42
Error	0
Hearing	0
Not Verified Deletion	1
Requested	0
Transfers out of county:	1,281
Vital Records	350
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 79.

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 114 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We have hired 3 new permanent employees giving us a total of 10 employees and 2 managers. They are Thomas Johnson II, Charrise Walker and Jodi Brodnax. These individuals were supplemental workers from Happy Faces. In addition to our permanent employees, we have added two supplemental workers employees from Happy Faces. They are Darrick Harris and Sonja Huston. We have 4 supplemental workers. The total staff is 14 employees and 2 managers.

PROVISIONAL OUTER ENVELOPE CHANGE

We changed the Provisional Outer Envelope for our department. The change is on the back of the envelope, which is usually blank. In order to assist with faster processing when performing provisional research, the voter completes the back of the envelope. We will use the existing envelope that we are issued by the Secretary of State and add the new information on the back of that one. This process was very successful. Sante Askin came up with this idea.

TELEPHONE ANSWERING GUIDE

This guide was created by Mallory Magwood. The telephone answering guide is a tool to give information and telephone tips for each specific election. We use it as a training guide and information for staff when answering the telephone and poll worker questions on election day. This resource has voting statistics, how to research voters, provisional quick tips, absentee ballot information and telephone customer service.

VRAG CONFERENCE

Ralph Jones represented Fulton County at the VRAG Conference. At the conference, House Bill 316 was discussed. This bill authorizes new voting equipment, updates election practices and procedures for provisional and absentee ballots, audits and voter assistance. It improves list maintenances practices by authorizing SOS to join the Election Registration Information Center (ERIC), and also by changing NO Contact confirmation from 3 to 5 years.

SHOE BOX PROJECT

This project is an outreach opportunity for the Registration and Election Division. It is headed by Sante Askin. We are requested to bring toiletries and shoe boxes which are decorated. The prize is \$100. In the past, we have collected over 50 shoe boxes. Inside the shoe boxes are toothpaste, toothbrush, soap, deodorant, socks and other hygiene products. The shoe boxes will be distributed to homeless men, women and children. This event is sponsored by the Fulton County Employees' Association and United Way. Deadline for the shoe boxes is April 25, 2019.

DATA ENTRY

Last month we had over 70 thousand registration applications to enter. The staff has cut that number down to less than 15 thousand. All staff in the department participated in the data entry, but Wandrea Moss was a stand out. She processed more the 10 thousand applications by herself. Kudos to Ms. Moss.

LEADERSHIP TRAINING

With the hiring of 3 new employees, Mrs. Coman felt a need to train our staff on being a leader. Pamela Coman will create a leadership training program, especially for the three new employees, but all staff are welcome to attend. This training will give tips and strategies on how to be a leader and how to lead projects.

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 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.

Cost of Living Adjustment (COLA) – July 5, 2019

The BOC approved for all County employees to receive a 3% COLA in their paycheck on July 5, 2019. The COLA will be given to all permanent positions filled by June 12, 2019.

Legislation Update

Attached for your review is the legislation update for week 11, submitted from the Department of External Affairs – HB 316, HB 656 and SB 251 with a printout of the status history.

A New Digital Tool

The County Manager’s office and the Human Resources Department will launch in April, a new digital tool called, H.E.²R.O.S. (Human Resources Employee Engagement & Recognition Operating System). This system is designed to enhance employee and supervisor engagement in areas of goal setting, continuous feedback, coaching, and quarterly meetings. Managers and staff have attended a mandatory information session.

2019 Election Update

The following chart is a list of scheduled 2019 Municipal General Elections:

November 5, 2019 General Election - Runoff, December 3, 2019

Municipalities	Offices	Runoff
Alpharetta	Mayor & City Council Districts 4, 5 & 6	N/A
College Park	Mayor & Council Wards 1 & 3	Runoff
East Point	City Council Wards A, B, C & D	Runoff
Fairburn	City Council At-Large	N/A
Hapeville	Mayor & Alderman at Large	N/A
Johns Creek	City Council Posts 2, 4, & 6	Runoff
Milton	City Council Districts 1, 2, & 3 Post 2	Runoff
Roswell	Court Judge, City Council Posts 1, 2 & 3	Runoff
South Fulton	City Council Districts 1, 3, 5 & 7	Runoff
Union City	Council Member (vote for 2)	N/A

Preparation of IGA and Budget for Special APS Election

Staff drafted the contract agreement for review and approval and assisted with preparing the projected costs to conduct the special election and runoff.

Filing of Personal Financial Disclosure Statement (PFDS)

Email reminders have been sent to all local county elected officials notifying them that for non-election years, they are required to file the State of Georgia Personal Financial Disclosure Statement not before January 1 or after July 1, 2019. No grace period exists and candidates and elected officials are fine for not filing or late filing