



## 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 – May 2019**

**DATE:** June 7, 2019

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### **ELECTIONS DIVISION**

Throughout the month of May, we focused our efforts on a variety of tasks including, but not limited to, the following:

- Development of our poll worker training curriculum
- Scheduling of poll worker classes
- Early voting planning for upcoming 2019 elections
- Polling location management
- Budgeting for upcoming elections

#### **Personnel Staffing:**

We have our full complement of permanent staff. We will bring back supplemental staff in July for the Board of Commissioners (BOC) District 6 election and the Atlanta Public Schools (APS) District 2 election.

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

Sharon Benjamin completed her capstone project for Fulton County's Certified Public Manager's (CPM) class. She will graduate on June 28<sup>th</sup>. Her capstone project focused on using auditors to ensure proper procedures are followed on Election Days.

#### **Poll Worker Training:**

We are in the process of changing poll worker training to include less online training and more hands-on activities. Last month, we consulted with a similar jurisdiction, Orange County, Florida, to gain ideas about how to improve our training curriculum. Additionally, we worked with one of our vendors, Scytl, to restructure our online curriculum.

In the future, every poll worker will be required to complete an online portion that should take about thirty minutes. Additionally, every worker must attend mandatory hands-on training. Poll Managers will attend a four hour class, Assistant Managers will attend a three hour class, and Clerks will attend a two hour class.

#### **Early Voting:**

Our staff has been working to secure early voting sites for the September and November elections later this year. We plan to have three early voting sites in September and October for the BOC and

APS elections.

**Election Preparation:**

We are preparing the September and November elections. We have been communicating frequently with city/municipal clerks and APS to ensure everyone is aware of pertinent election details. We will be sending election agreements and cost estimates to city/municipal clerks in June.

Additionally, we are holding two elections informational workshops for city/municipal clerks in July. One workshop will be at the Betty Hannah Educational Complex in Fairburn on July 16<sup>th</sup>, and the other will be at Roswell City Hall on July 17<sup>th</sup>. These meetings will be an opportunity for us to discuss important election details with clerks. The workshops will also be a great opportunity for clerks to ask any questions they have.

**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 Special Election Runoff. No resolution is on the horizon.

Given the number of elections we could have from September through December, as well as the volume of equipment that would be required to administer those elections, we have been discussing our equipment options for upcoming elections. We are working with the Secretary of State's office to reassess whether we would make a good pilot county for the new voting system.

**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.

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

- Prepare for 2019 Municipal General Elections.
- Prepare for the APS Special Election.
- 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 May 2019. The primary activities upon which we worked in May 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 **115,919**. We received **24,754** voter applications in May. We are processing those applications.

As of June 1, 789,539 (724,591 active and 64,948 inactive) registered voters reside in Fulton County.

**The Historic Overview of Registration Applications for the Months of April/May are as follows:**

<b>Year</b>	<b>April Voter Registration Applications</b>	<b>May Voter Registration Applications</b>
<b>2011</b>	<b>5,834</b>	<b>6,724</b>
<b>2012</b>	<b>11,571</b>	<b>8,254</b>
<b>2013</b>	<b>5,724</b>	<b>6,063</b>
<b>2014</b>	<b>5,374</b>	<b>12,633</b>
<b>2015</b>	<b>5,608</b>	<b>6,229</b>
<b>2016</b>	<b>19,704</b>	<b>17,385</b>
<b>2017</b>	<b>19,036</b>	<b>21,888</b>
<b>2018</b>	<b>26,124</b>	<b>25,049</b>
<b>2019</b>	<b>22,716</b>	<b>24,754</b>
<b>Total Applications for 2019</b>		<b>115,919</b>

**WORKLOAD STATISTICS FOR MAY:**

<b>Voter Registration Applications Needed to be Processed</b>		
Total Applications needed to be processed		26,549
DDS Applications		23,701
Online Applications		48
Paper Applications		2,800

<b>Completed Voter Registration Applications Processed for April</b>		
<b>Total Number of Processed Applications</b>		<b>17,544</b>
<b>Total New Registrations to Fulton County</b>		<b>6,506</b>
<b>New Registration (1<sup>st</sup> Time)</b>		4,340
DDS Applications	1,340	
Online Applications	153	
Paper Applications	2,847	
<b>Transferred into Fulton</b>		2,166
DDS Applications	1,311	
Online Applications	170	
Paper Applications	685	
<b>Total Number of Changes to Fulton County</b>		<b>11,038</b>
Address Changes Only	2,838	
Name & Address Changes	893	
Duplicate (No Changes)	1,086	
Name Changes	827	
Other Changes	5,394	
<b>Total Number of Removals of Fulton County</b>		<b>8,602</b>
Felons	0	
Moved out of State	0	
Duplication	288	
Error	0	
Hearing	0	
Not Verified Deletion	5	
Requested	8	
Transfers out of county	7,862	
Vital Records	439	
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 June Hearing 0.

**DEPUTY REGISTRAR ACTIVITIES**

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

<b>Deputy Registrars Trained</b>	<b>Deputy Registrar Classes</b>	<b>Deputy Registrar Drives</b>
12	1	0

We issued 89 TVICs. We sold 1 voter list CD's.

**PERSONNEL/STAFFING:**

We have a total of 10 permanent employees and 2 managers currently.

**GROC CERTIFICATION:**

Registration Division has 3 new employees who have started their GROC Certification process. GROC is Georgia Registrar Official Certification. Employees have to finished 8 online modules and pass each module test with a score of at least 80%. Certification is based on election law, registration basics, administrating oaths, absentee procedures and others. They should be completed by July.

**Confirmation Cards**

The Secretary of State has printed our confirmation cards and we have mailed them on June 10. This confirmation run is the NCOA (National Change of Address). NCOA is based on a change of address at the Post Office that is different from the voter's residence address. Two type of NCOA confirmations leave our office in the mail. The first one is because the voter made a change of address at the Post Office and that address is outside of Fulton County. A confirmation is sent and if the voter doesn't reply within 40 days their status will be updated to Inactive. Secondly, the voter made a change of address at the Post Office and the address is within Fulton County. If the voter doesn't respond, the Secretary of State will send the county a list of the non-updated voters, so we can change them to their new address. These voters will not be updated to Inactive status. We mailed 56,553 confirmations. The total mailed for those outside of Fulton was 33,988 confirmations and for those within Fulton the sum was 23,565 mailed.

**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 May 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.

## **Citizen's University Presentation**

Fulton County Citizen's University is an annual program that provides an opportunity for citizens to enroll and receive an overview of operations from select departments. Registration and Elections is one of the few departments that have always been selected to participate during the past 10 years. A presentation was provided to 40 citizens on May 9, 2019, by the director and managers from each division.

## **2019 Elections Update**

**Close-out of Atlanta BOE D2 Special Election:** Preparing close out and refund of election costs from the March & April Atlanta BOE Special Election and Runoff.

Staff worked with Elections Chief on the following:

- Prepared Notice of Qualifying Fee for BOC District 6 Special Election for Board of Commission approval. Notice was published in the legal organ on May 20 & 28, 2019.
- Finalized the IGA and projected budgets for the APS District 2 Special Election and BOC District 6 Special Election on September 17, 2019 and Runoff on October 15, 2019.
- Prepared Qualifying Information Packet for BOC District 6 Special Election (packet attached for your information).
- Notification letter to municipal clerks, confirming the conduct of its General Municipal Election on November 5, 2019, and preparing municipal budgets.

## **Updated List of 2019 November General & Special Municipal Elections**

See Attached List.

## **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. There is no grace period and are fined for not filing or late filing. **We will send another reminder in June.**

## **Meeting with External Affairs Regarding Campaign Strategies**

There was a meeting with Ms. Jessica Corbitt, Ms. April Majors, Director Barron and Brenda McCloud to discuss ideas for a 2019-2020 plan of action for the Voter Education and Outreach team and strategies for challenging expectations with the new voting equipment.

External Affairs will assist the department with attending NPU meetings, community and tax meetings, visiting senior centers, providing demonstrations of new voter equipment at each city hall and others. They will also assist our department with various advertisements, show and tell items with new county logo, media relations coverage and demographic issues with private colleges.

### **Secretary Brad Raffensperger**

On May 28, 2019, Mr. Raffensperger, Georgia's Secretary of State, visited the department to meet the management team and staff members. Secretary Raffensperger addressed the department and answered questions on what's next for the State of Georgia and voting. Although, the visit was brief Secretary Raffensperger ensured the department he will visit again soon.

### **2019 Legislative Session – Board of Registration and Elections**

Attached find a 2019 final legislative report from External Affairs on May 31, 2019, of bills that impact registration and elections.