



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Patrick Eskridge, Deputy Director
Nadine Williams, Elections Chief
Shamira Marshall, Registration Manager
Brenda McCloud, Administrative Manager
LaShandra Little, Voter Education and Outreach Manager
Mariska Bodison, Absentee Manager

RE: **Monthly Operations Report – DECEMBER 2021**

DATE: January 5, 2022

ELECTIONS DIVISION

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

Supplies:

Staff is currently conducting inventory and preparing for full usage of the WDS inventory system.

Logistics - Polling Locations:

13 polling place change proposals will be presented to the BRE at the February 10th meeting. Redistricting is currently being conducted. We do not anticipate any polling place changes that necessitate BRE approval, per redistricting. Proposals and maps of redistricting changes will be provided, for information purposes, once completed by the SOS deadline of February 18th.

Election Night Check-In Locations:

All nine check-in locations will be utilized for the May 2022 election. Facility reservations have been confirmed.

Advance Voting:

Approved Advance Voting locations, dates, and hours for the May 2022 election have been posted on the Fulton County Website. Preparation for recruitment and training are being conducted.

Absentee Ballot Drop Boxes:

Approved Absentee Ballot Drop Box locations have been posted on the Fulton County Website.

Signage to provide clear guidelines on drop box usage are being created as an Advance Voting supply item.

Poll Worker Recruitment & Training:

All training documents are being reviewed for any necessary edits and/or updates.

Recruitment for Election Day workers has commenced. Poll Managers have been emailed to confirm availability for the upcoming election. Recruitment for poll workers emails have been forwarded to Election Day polling site staff and to county employees. We have reached out to all municipalities to conduct recruitment fairs. To date the following fairs have been scheduled:

- City of Chattahoochee Hills – February 22nd – pending
- City of Alpharetta – March 5th

Tasks to Be Performed for Future Reporting Periods:

- Preparation for 2022 elections
- Virtual meeting conducted for election planning, preparation, and processes

REGISTRATION DIVISION

This Monthly Report provides a summary of the critical registration activities, workload levels, and voter registration statistics for the Registration Division of the Fulton County Registration & Elections Department for January 2022. The primary activities the VR staff worked on in January were processing voter registration applications, confirmation notices, researching street issues, municipal street audits, processing registration issues, preparing notices to voter registration applicants, scanning, indexing registration cards, and training.

VOTER REGISTRATION

The total number of voter registration applications we received in 2022 is **5,997**. This number includes voter registration applications received via the Department of Driver Services, the Online Voter Registration portal with the Secretary of State's Office, applications from 3rd party vendors, and applications mailed or dropped off at our office.

As of January 31, 2022, 845,797 (757,650 active and 88,147 inactive) registered voters reside in Fulton County.

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

(the breakdown covers five years)

Year	December Voter Registration Applications	January Voter Registration Applications
2018	18,487	20,796
2019	16,334	23,056
2020	23,898	22,167
2021	5,461	12,243
2022		5,997
Total Applications for 2022		5,997

WORKLOAD STATISTICS FOR: Numbers as February 2, 2022

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		4,962
DDS Applications		1,582
Online Applications		130
Paper Applications		3,000
Confirmation Letters		250

Completed Voter Registration Applications Processed for January		
Total Number of Processed Applications		5,997
Total New Registrations to Fulton County		200
New Registration (1st Time)		200
DDS Applications	194	
Online Applications	5	
Paper Applications	-	
Transferred into Fulton		196
DDS Applications	193	
Online Applications	3	
Paper Applications	-	
Total Number of Changes to Fulton County		3,363
Address Changes Only	1,958	
Name & Address Changes	565	
Duplicate (No Changes)	189	
Name Changes	651	
Total Number of Removals of Fulton County		2,078
Felons	135	
Moved out of State	1,594	
Duplication	-	
Error	-	
Hearing	0	
Not Verified Deletion	0	
Requested	25	
Transfers out of county	126	
Vital Records	198	
Mental Incompetent	0	

FRONT DESK OPERATIONS

Our front desk personnel handles a lot of operations for the VR division. When a voter comes into the office, they fill out a yellow desk ticket that states their reason for visiting. Below is a breakdown of January ticket requests:

Reason for Visiting Fulton County Voter Registration	Total Number of Yellow Tickets
Certificate of Registration	67
Temporary Voter ID Card - Applications	23
Register to Vote - Walk-ins	21
Precinct Card Requests	38
Voter Status Issues (Cancellation, Inactive, etc.)	16
3 rd Party/Voter Drives	25
Letter Response	1
Out of County / Out of State Inquiries	1
Voter List/Stats	-
Other	5
	TOTAL 192

Other – ranges from voters wanting to challenge other voters, dropping off their absentee ballot, or general questions about voter registration.

REGISTRATION REPORTS:

PREVIOUS CHALLENGE HEARING

On Thursday, January 13th, the Fulton County Board of Registration and Elections held the challenge hearing for 539 electors. The BRE approved the removal of the 539 electors and the voters were placed in Cancelled, Moved out of State status. Letters went out to the electors notifying them of this change on January 17th.

NEW CHALLENGE HEARING

Late January, the Fulton County Board of Registration and Elections received 3 challenge notices. The electors are challenging the residency status of 539 electors in the state of Georgia. The challenge hearing will be held on Thursday, February 10th. The VR Division is tasked with researching the residency status of these electors. There will be a status update in the March operations report.

NATIONAL CHANGE OF ADDRESS FROM SOS (NCOA)

The Secretary of State's office receives a list of voters who have changed their address with the United States Postal Service (USPS). Using this list, confirmation notices for voters who appear to have moved outside of their current county were printed and sent to our office. On January 4th our office mailed the NCOA confirmation notices required by SOS. These voters will receive a 40 day timeline to respond. The 40-day clock on the NCOA notices will expire on Sunday, February 13, 2022. The following week the voters that did not respond will need to be updated in eNet. We have received 544 voter responses.

REDISTRICTING UPDATE

The Secretary of State's Office has given us the deadline of February 18th. We have been working with different entities to receive any State or Local line changes. We have begun updating the streets inside of Fulton to match the changes received to date. So far we have received State House, Congressional and Senate Districts in addition to the county school board. We are awaiting the updated County Commission Districts and City of Atlanta Schoolboard.

PERSONNEL/STAFFING

We have a total of 10 permanent employees in the VR Division. The vacant Registration Officer positions posted, and interviews will be conducted Monday, February 7th and Wednesday, February 9th.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Redistricting: Deadline for Completion February 18th
- Continue Municipal Street Audits of all municipalities in Fulton County
- Continue List Maintenance Activities
- Continue Review / Update Voter Registration procedures
- Continue Indexing and 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 – There will be a new education initiative coming to the VR department in March 2022.

ADMINISTRATION DIVISION

This report provides specific administration and election tasks performed during the month of January 2022. Standard operations and activities from the Administrative Division include personnel, payroll, procurement, finance, travel and training coordination, support to the Board of R&E and the Registration and Elections Divisions.

Zoom Meetings Attended

Department Supervisor's Meeting - Weekly
County Manager's Strategy Team – Weekly
Budget Meetings

Personnel Vacancies and New Positions

Title	Type Positions	Status of Recruitment
Registration Officer	Existing Positions (8)	Will Repost for Recruitment of Positions
Absentee Officer (1)	Existing Position	Preparing for Interviews
Elections Systems Specialist	Existing Position	Preparing for Interviews
Administrative Specialist	Existing Position	Preparing for Interviews
Registration Chief	Existing Position	Interviewed and made selection
Administrative Manager	Existing Position	Preparing for Interviews

Preparation of 2022 Elections

2022 Qualification of Candidates

The qualification period is scheduled for 9:00 AM, March 7 – Noon, March 11, 2022. The nonpartisan offices of State Court Judge, Magistrate Judge and Board of Education Members will qualify in our office. The partisan offices of Board of Commissioners will qualify at their party's executive committee office.

2021 Election Budgets

- Managing and tracking invoices and balances of staffing expenses against budget.
- Managing and tracking invoices for rental of poll facilities.
- Managing, tracking and reporting procurement activities that require a purchase order.
- Submitting invoices received to Accounts Payable timely.

VOTER EDUCATION AND OUTREACH

This report provides specific summary information regarding VEO tasks performed during January 2022. Standard Voter Education and Outreach operations include:

- Educational seminars and lectures.
- Intensive reviews of the new SB202 legislation.
- Comprehensive demos and training.
- Voter registration activities.
- Assisting in Poll Worker Recruitment
- Deputy Registrar Training

In January, the VEO team was able to do the following:

- Train 65 new Deputy Registrars
- Register 35 citizens to vote
- Host 10 events
- Make connections with 200 organizations, companies, municipalities, and elected officials to plan for Voter Education events
- Received three media inquiries on Voter Education and Outreach events with the Mobile Bus Unit

The VEO Team began implementing the 2022 Voter Education and Outreach Plan in January. LaShandra Little, VEO Manager, hosted meetings with several mayors and municipalities to schedule future outreach events. She also met with the External Affairs team to ensure there is collateral for the Voter Education and Outreach team to help enhance the department's brand and footprint. LaShandra worked on updating the content on the Fulton County Elections and Registration website to include 2022 updates and the 2022 Qualifying information for candidates. Fulton Voter App implemented an electronic event request form and worked to create a plan to utilize the Mobile Bus unit. LaShandra Little is still meeting with commissioners to understand their vision and needs from the Voter Education and Outreach team.

The VEO team has partnered with Georgia State University to host bimonthly voter education and outreach events through the end of April 2022 to promote civic engagement on the campus. The team is in conversations with other Metro Atlanta Universities to host events on their campus, i.e., Georgia Tech, Clark Atlanta University, Oglethorpe University, Morehouse College, and Atlanta Technical College. After the last Elections Board Meeting, a request was made for the VEO team to assist in educating seniors about the Absentee Ballot application. LaShandra has contacted Fulton County Senior Services and each center within the county. All senior centers reopen on February 14, 2022, and the VEO team will be able to drop off flyers and other important Voter information for posting. The VEO team is also meeting with the Carter Center to host several voter education events leading up to and through the primaries and general election educating citizens on election updates.

The focus for February will be to finalize a date for the first all-Spanish speaking Voter Education Virtual event in collaboration with the Latin American Association. Assist in coordinating poll worker recruitment fairs, conducting voter registration drives, training Deputy Registrars, and continuing to host outreach events. The VEO team will continue to work with external affairs on submitting press releases for upcoming events to promote the activities for the Elections and Registration Department. Serving as legislative liaisons for the Elections and Registration Department, LaShandra Little and Kelvin Jones will continue to follow and monitor all legislation impacting elections.

The VEO team continuously contacts schools, communities, non-profit organizations, and government officials regarding scheduling future events. We are developing ongoing outreach opportunities with various groups to further strengthen our impact in the community. As the COVID-19 numbers have recently increased across the county, the VEO team is working on scheduling more virtual events.

January 2022 Events

Date	Type of Event	Organization	Location	Time
1/6/2022	Voter Education	disABILITY LINK	1901 Montreal Road, Ste. 102 Tucker, GA 30084	<u>11:00 am - 1:00 PM</u>
1/6/2022	Community Outreach	Senior Caucus	Virtual	<u>6:30 pm - 8:00 pm</u>
1/19/2022	Voter Education	Georgia State University	Downtown Campus	<u>10:00 am - 1:00 PM</u>
1/20/2022	Voter Outreach Planning Meeting	Georgia State University	Virtual	<u>1:00 PM - 2:00 PM</u>
1/26/2022	Voter Education	Georgia State University	Downtown Campus	<u>11:00 am - 1:00 PM</u>
1/27/2022	Fulton County Mobile Bus Voter	Georgia State University	3775 Brookside Pkwy, Alpharetta,	<u>9:00 am - 3:00 pm</u>

	Education		GA 30022	
1/29/2022	Deputy Registrar Training	South Metro Democratic Women's Council	Virtual	<u>10:00 a.m. - 12:00 p.m.</u>
1/30/2022	Fulton County Mobile Bus Voter Education	A Senior Debut for the Class of 2022	2575 Dodson Drive, East Point, GA 30344	<u>2:30 pm - 4:00 pm</u>

ABSENTEE DIVISION

May 24, 2022, General Primary Election:

- Weekly meetings with IT regarding Departmental needs
- Weekly meetings with the County Manager Executive Team
- Weekly Meetings for the Division
- Weekly Meetings with Mrs. Brittan, Absentee Supervisor
- Weekly Meetings with Mr. Eskridge, Deputy Director
- 2022 Preparation Plan for Personnel and Division
- Submitted Quotes from HBSolution
- Follow-up with Image One (Rocketfile)
- Follow-up with Bluecrest
- Series of Meetings with SOS Personnel on GARVIS
- Webinar with **DOJ**: Election Threats Task Force Update

DOJ Election Threats Task Force Update:

On January 26, 2022, The Department of Justice hosted a meeting to provide an update on the Election Threats Task Force's work to identify and obtain funding for security for election workers, officials, and staff in response to threats. Department leadership and representatives of the Task Force will reinforce the Department's continuing commitment to combating threats to the election community and will provide details regarding security funding.

Panelist:

Attorney General Merrick Garland
Deputy Attorney General Lisa Monaco
Associate Attorney General Vanita Gupta
FBI Director Christopher Wray
CERA Executive Director Tim Mattice
And a host of other officials

SCANNING, INDEXING, & RETENTION:

Personnel was trained, all personnel currently scanning and indexing.

RECRUITMENT & TRAINING

- ✚ Review, formulate & Implement (new or improving the process)
- ✚ Redistricting Training
- ✚ Travel and Training
- ✚ Purchasing Refresher

- ✚ **Personnel:** Series of Q&A Sessions on the Absentee process and procedure

JANUARY- FEBRUARY 2022

- ✚ **Bi-weekly Meetings**
- ✚ Training manual will be available from the HR Department for personal, professional development and required courses
 - Classes will vary
- ✚ 1- Supplemental Personnel onboarding
- ✚ Updating the County website to reflect current information **completed**

MARCH - APRIL 2022

✚ **Weekly Meetings (Virtual and In-person)**

✚ **March 7, 2022**

O.C.G.A. 21-2- 381(a)(1)(A)

Earliest day to apply for an absentee ballot for the May General Primary Election

✚ **April 5, 2022**

O.C.G.A. § 21-2-384(a)

Earliest day for UOCAVA registrar to mail an absentee ballot for the General Primary/Non-Partisan/Special Election

*Rank choice runoff ballots will be included in the UOCAVA ballot packets

✚ **April 25, 2022**

O.C.G.A. § 21-2-384(a)(2)

Earliest day for a registrar to mail an absentee ballot for the General Primary/Non-Partisan/Special Election

Tasks to Be Performed for Future Reporting Periods:

- Virtual meeting conducted for election planning, preparation, and processes
- Meeting and reviewing internal processes and procedures
- Mail immediate correspondence to electors submitting early Absentee application
- Continue Q&As on SB 202 & the updated election code
- Updating training material for current & future personnel