



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 December the focus of the Election Division activities were on the following tasks:

Supplies & Logistics:

Equipment pickup for the November 30th Runoff has been completed. Staff is currently completing post-election supply sorting, inventory, and reconciliation.

Polling Locations:

Polling locations for all 2022 election dates have been reserved. Polling location changes for 2022 are being confirmed with plans to present change proposals to BRE at the February 10th meeting. These will include change proposals due to redistricting.

Election Night Check-In Locations:

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

Advance Voting:

The proposed Advance Voting locations, dates, and hours for the May 2022 election will be presented at the January 13th meeting for approval. A location map, dates, and hours is provided for review.

Absentee Ballot Drop Boxes:

The proposed Absentee Ballot Drop Box locations for the May 2022 election will be presented at the January 13th meeting for approval. A location map is provided for review.

Poll Worker Recruitment & Training:

The Election Officer positions have been filled. Both are set to start in January 2022. Continued improvements to recruitment and training will be drafted.

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 December 2021. The primary activities the VR staff worked on in December 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 2021 is **96,045**. We received **5,461** voter applications in December. 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 December 31, 2021, there are **851,089** (757,702 active and 93,387 inactive) registered voters residing in Fulton County.

**The Historic Overview of Registration Applications for November/December are as follows:
(the breakdown covers five years)**

Year	November Voter Registration Applications	December Voter Registration Applications
2017	19,362	18,112
2018	23,471	18,487
2019	18,958	16,334
2020	28,742	23,898
2021	6,904	5,461
Total Applications for 2021		96,045

WORKLOAD STATISTICS FOR: Numbers as January 5, 2022

Please see attached document.

Total Number of Applications That Need Processing		3,906
DDS Applications	1,412	
Online Applications	894	
Paper Applications	1,600	
Total Number of Removals of Fulton County		1,457
Felons	119	
Moved out of State	66	
Duplication	53	
Error	-	
Hearing	-	
Not Verified Deletion	-	
Voter Requested	4	
Transfers out of county	-	
Vital Records	1,215	
Mental Incompetent	-	

REGISTRATION REPORTS:

PREVIOUS CHALLENGE HEARING

On Thursday, December 9th, the Fulton County Board of Registration and Elections held the challenge hearing for 66 electors. The BRE approved the removal of the 66 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 December 15th.

NEW CHALLENGE HEARING

On Tuesday, December 28th, the Fulton County Board of Registration and Elections received a challenge notice. The electors are challenging the residency status of 604 electors in the state of Georgia. The challenge hearing will be held on Thursday, January 13th. The VR Division is tasked with researching the residency status of these electors. After research was done by our office there is now a total of **593** electors being challenged. There will be a status update in the January operations report.

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 December ticket requests:

Reason for Visiting Fulton County VRE	Total Number of Yellow Tickets
Certificate of Registration	13
Temporary Voter ID Card - Applications	66
Register to Vote - Walk-ins	33
Precinct Card Requests	9
Voter Status Issues (Cancellation, Inactive, etc.)	8
3 rd Party/Voter Drives	-
Letter Response	-

Out of County / Out of State Inquiries	1
Voter List/Stats	4
Other	-
TOTAL 134	

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

STANDARD OPERATING PROCEDURES

The Voter Registration Division completed **22** updated standard operating procedures to better streamline operations within the VR division. These SOP's will help align our department to make sure everyone is on the same page.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Notifications of Hearing for Felons
 - 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 February 2021.
- Start preparing for the redistricting process that is proposed to start this month, January 2022.

ADMINISTRATION DIVISION

This report provides specific administration and election tasks performed during the month of December 2021. 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
 Purchasing Meeting – Weekly

Personnel Vacancies and New Positions

Commented [BRL1]: What about Registration Chief?

Title	Type Positions	Status of Recruitment
Registration Chief	Existing Position	Recruitment in January
Registration Officer	Existing Positions (7)	Will Repost for Recruitment of Positions
Absentee Officer (1)	New Position	Reposted Position
Administrative Manager	Existing Position	Recruitment in January
Administrative Coordinator I	Existing Position	Interviewed applicants – made selection and offer
Elections Systems Asst Supv	Existing Positions (2)	Interviewed applicants – made selections and offers
Elections Systems Specialist	Existing Position	Interview applicants – made selection and offer
Elections Officer	Existing Positions (2)	Interview applicants – made selection and offer

Preparation of 2022 Elections

2022 Qualifying Fees

The 2022 qualifying fees for the local county elected officials were submitted for BOC approval at its regular meeting on January 5, 2022. The qualification period is scheduled for March 7 – 11, 2022. Upon approval, the fees will be submitted to be published in the legal order no later than February 1, 2022 (O.C.G.A. 21-2-131). Qualifying Fee Notice is attached.

2022 Elections Budgets

The Financial Systems Manager is working on finalizing the revisions to the 2022 Elections budgets to be submitted to the Finance Department.

- **Operations Budget** will reflect the same budget amount as the 2021 budget
- **The Elections Budget proposed is \$33,026,729**
 - o **General Primary** - **\$10,475,096**
 - o **General Election** - **\$12,403,864**

- **General Runoff** - **\$ 9,852,568**
- **Capital Projects** – vehicles needed – box truck with lift, cargo vans, and two passenger cars & SUV's - **Have not received a status on vehicle requests**
- **Enhancements** – request for 13 new positions, new voting equipment, forklift, scanners, and new warranties and annual support fees
 - **No personnel was submitted for approval**
 - **ATI Kits – ICX-USB**
 - **Forklift**
 - **Electric Pallet Jack**
- **Hospitality** – request for increase for food services - Was not funded
- **Annual Maintenance List**
 - **Annual Support – WDS Inventory and Tracking System**
 - **Annual Support – Annual Fee (Dominion)**
 - **Quadient Annual Software Support**
- **Travel and Training** – request for increase to accommodate new management positions for certification classes and annual conferences
 - **Was not submitted**

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.

Easy Vote Campaign Finance

- Reminder emails to elected officials and former candidates with a balance to complete campaign finance documents (Campaign Contribution Disclosure Report, Campaign Contribution Disclosure Final Report and Termination Statement, and/or Exemption Affidavit) due on 31 December 2021, with a 5-day grace ending on 7 January 2021.

VOTER EDUCATION AND OUTREACH

Voter Education and Outreach Update

This report provides specific summary information regarding VEO tasks performed during December 2021. 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.
- 2022 Planning
- Deputy Registrar Training

The VEO Team spent the month of December planning for the 2022 election cycle. The team updates the content of all brochures used for Voter Education and Outreach and Deputy Registrar Training. The VEO Manager is collaborating with External Affairs and FGTV to develop collateral for the Voter Education and Outreach team to help enhance the department's brand and footprint, i.e., updating content on the Fulton County Elections and Registration website, creating a plan for the Mobile Bus unit, creating short videos on SB202 Updates and creating a 2022 voter guide. LaShandra Little is still meeting with commissioners to understand their vision and needs from the Voter Education and Outreach team.

The VEO team has continued to work with the Latin American Association and plans to host the first all-Spanish speaking Voter Education and Outreach event in January 2022 for the citizens of Fulton County. The VEO team has also partnered with disABILITY [LINK](#) to host a series of Voter Education events for constituents with disabilities.

Deputy Registrar training has been revamped and will now be a hybrid approach of online and in person. ScytI has developed online training for the department and, and the VEO team will continue to conduct in-person and group training. New Deputy Registrar Training will begin on January 17, 2022.

The VEO team is reaching out to every municipality in Fulton County, schools, communities, non-profit organizations, and government officials regarding scheduling future events. We are developing ongoing outreach opportunities with various groups to strengthen our impact in the community further. As the COVID-19 numbers have recently increased across the county, the VEO team is working on scheduling and rescheduling previously planned in-person events converting them to a virtual format.

Commented [BRL2]: Is this correct. A wingding was the first letter so I made a guess.

December 2021 Events

EVENT / DATE	ORGANIZATION	LOCATION
Planning Meeting for Latin American Outreach December 2, 2021 2:00pm – 4:00pm	Latin American Association The LAA – Latin Diverse Project	Virtual Event Zoom
Senior Education and Outreach December 9, 2021 10:30 am – 12:00 pm	QLS Meadows	Onsite Event 3060 Continental Colony Parkway S.W
Planning Meeting for Latin American Outreach December 12, 2021 2:00pm – 4:00pm	Latin American Association The LAA – Latin Diverse Project	Virtual Event Zoom
Planning Meeting Carter Center Outreach Event December 14, 2021 2:00pm – 3:00pm	Carter Center Community Affairs Dept.	Virtual Event Zoom

ABSENTEE DIVISION

O.C.G.A. § 21-2-381

(G) Any elector meeting criteria of advance age or disability specified by rule or regulation of the State Election Board or any elector who is entitled to vote by absentee ballot under the federal Uniformed and Overseas Citizens Absentee Voting Act, 42 U.S.C. Section 1973ff, et seq., as amended, may request in writing on one application a ballot for a presidential preference **PRIMARY** held pursuant to Article 5 of this chapter and for a primary as well as for any runoffs resulting therefrom and for the election for which such primary shall nominate candidates as well as any runoffs resulting therefrom. If not so requested by such person, a separate and distinct application shall be required for each primary, run-off primary, election, and run-off election. Except as otherwise provided in this subparagraph, a separate and distinct application for an absentee ballot shall always be required for any special election or special primary.

SB 202 (Passed March 25, 2021)

Section 25

Prohibits any Registrars from sending unsolicited absentee applications to any Elector.

SOS/Superintendents/ Board of Registrars/other government entity is NOT allowed to send applications to electors without elector request, Application forms available on County & SOS's website.

For many years the Department was able to reach our elderly/ disabled electors by sending them an application with no regards to a request for an application; however, in accordance with Senate Bill (SB) 202, Section 25 that is no longer permissible.

November 30, 2021 General / Municipal Election:

- Certified the General Municipal Runoff Election
- Weekly meetings with IT regarding Departmental needs
- Weekly meetings with the County Manager Executive Team
- Follow-up with HBSolution
- Met with Image One (Rocketfile)
- Follow-up with Bluecrest
- Weekly Meetings with Mrs. Brittan, Absentee Supervisor
- Weekly Meetings with Mr. Eskridge, Deputy Director
- 2022 Preparation Plan for Personnel and Division

SCANNING, INDEXING, & RETENTION:

All documents from the **November 30th**, General Municipal Runoff Election have been submitted to the Clerk of Superior Court, in accordance with O.C.G.A 21-2

Personnel are being retrained on scanning and indexing:

- Standard Operating Procedure (**SOP**) provided to personnel
- Scanning & Indexing Absentee Applications 2021
- Absentee Election records retained electronically

RECRUITMENT & TRAINING

DECEMBER 2021

Updating personnel on all procedural items.

CERTIFICATION AND CONTINUAL LEARNING:

- 🚩 Georgia Election Official Certification (**GEOC**)
- 🚩 Georgia Registrar Official Certification (**GROC**)
- 🚩 Municipal Election Official Certification (**MEOC**)

These courses for certification are independent training; however, personnel were assigned deadlines

for completion.

- ✚ Series of Q&A Sessions on the Absentee process and procedure
- ✚ Review, formulate & Implement (new or improving the process)

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 to monitor the daily applications and processing metrics
- Continue Q&As on SB 202 & the updated election code
- Compiling training material for current & future personnel