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 – FEBRUARY 2022**

DATE: March 5, 2022

ELECTIONS DIVISION

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

House District 45 Election:
Staff is preparing for the April 5th Special Election. An emergency move of precinct SS19A was rendered by the superintendent, due to the unavailability of the hosting facility. The relocation was advertised in the legal organ and the Registration Division has mailed notice to all affected voters.

Supplies & Logistics - Polling Locations:
Staff is currently conducting inventory and preparing for full usage of the WDS inventory system.
Relocation signs have been redesigned and ordered for the thirteen May 24th polling place change proposals. Please see attached revised BOC map for review. Additional proposals and maps of redistricting changes will be provided, for information purposes, once completed.

Absentee Ballot Drop Boxes:
One absentee drop box will be placed at the Advance Voting location for the April 5th Election. Approved Absentee Ballot Drop Box locations have been posted on the Fulton County Website for the April 5th and May 24th elections. Signage to provide clear guidelines regarding 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, poll working training will begin on March 7th. Recruitment for Election Day workers has commenced. The Voter Education Team will be coordinating recruitment fairs with municipalities that have expressed interest. To date the following municipalities are coordinating recruitment fairs:

- Chattahoochee Hills
- Alpharetta Library
- Milton
- Sandy Springs
-

Following are the recruitment and training totals to date:

ELECTION DAY RECRUITMENT TOTALS AS OF 3.4.2022	Manager	Assistant Managers	Clerks
MAY 24 2022 ELECTION	250	500	1527
01A - 07B	32	56	192
07C - 12S	41	68	246
AP01 - RW04	24	39	143
RW05 - UC031	58	105	211
Total Recruited	155	268	792
Total Needed	95	232	735

TRAINING TOTALS AS OF 3.2.2022	
REGISTERED FOR CLASS TO DATE:	
All Managers/Assistants	247
All Clerk	198
ATTENDED & PASSED TEST TO DATE:	
Managers	Classes start 3/7
Assistant Managers	Classes start 3/7
Clerk	Classes start 3/7

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. Following are the recruitment totals to date:

RECRUITMENT TOTALS AS OF 3.4.2022	Manager	Assistant Managers	Compliance Officer	Clerk	Line Monitor
APRIL 5, 2022 ELECTION					
Sandy Springs Branch Library	1	2	0	3	0
MAY 24 2022 ELECTION	30	60	30	180	30
Adams Park Library	1	2	1	5	1
Alpharetta Library	1	1	1	3	1
Buckhead Library	1	2	1	5	1
C. T. Martin Natatorium and Recreation Center	1	2	1	6	1
Chastain Park Gymnasium	1	2	1	3	1
College Park Library	1	2	1	1	0
East Point Library	1	2	1	2	0
East Roswell Library	1	2	1	2	1
Etris-Darnell Community Recreation	1	1	1	4	1
Evelyn G. Lowery Library at Cascade	0	0	1	0	0
Gladys S. Dennard Library at South Fulton	1	2	1	5	1
High Museum of Arts	0	0	0	0	0
Johns Creek Enviromental Campus	0	0	0	0	0
Metropolitan Library	1	2	1	3	1
Milton Library	1	2	1	3	1
New Beginnings Senior Center	1	1	0	5	1
North Annex	1	0	0	0	0
Northeast Spruill Oaks Library	0	0	0	0	0
Northside Library	0	2	1	4	1
Northwest Branch at Scotts Crossing Library	1	2	0	5	1
Palmetto Libray	1	2	1	0	0
Park Place at NewTown	0	0	1	0	0
Ponce De Leon Library	1	2	1	3	1
Robert E. Fulton Ocee Library	1	1	1	3	1
Roswell Branch Library	1	1	1	4	1
Sandy Springs Branch Library	0	2	0	2	1
South Annex	0	2	1	5	1
Southwest Arts Center	1	2	1	5	1
Welcome All Recreation Center	0	0	0	0	0
Wolf Creek Library	1	1	1	6	0
Total Recruited	21	40	22	84	19
Total Needed	9	20	8	96	11

Election Night Check-In Locations:
No check-in sites will be utilized for the April 5th election, the polling site will be checked in on site.

For the May 24th Election, all nine check-in locations will be utilized.

Following are the check-in staff recruitment totals:

CHECK IN RECRUITMENT TOTALS AS OF 3.2.2022 MAY 24 2022 ELECTION	Manager	Assistant Manager	Workers
	9	9	225
Frederick Douglass High School	1	1	23
Garden Hills Elementary	1	1	20
Holcomb Bridge Middle School	1	1	23
Liberty Point Elementary School	1	1	23
Martin Luther King Middle School	1	1	23
Maynard Jackson High School	1	1	23
North Springs United Methodist Church	1	1	19
Paul D. West Middle School	1	1	23
Vickery Mill Elementary School	1	1	21
Total Recruited	9	9	198
Total Needed	0	0	27

Tasks to Be Performed for Future Reporting Periods:

- Preparation for November 2022 election
- 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 February 2022. The primary activities the VR staff worked on in February were processing voter registration applications, Redistricting, 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 **19,015**. 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 February 28, 2022, there are 841,926 (736,896 active and 105,030 inactive) registered voters residing in Fulton County.

The Historic Overview of Registration Applications for January/February are as follows:
 (the breakdown covers five years)

Year	January Voter Registration Applications	February Voter Registration Applications
2018	20,796	19,573
2019	23,056	21,441
2020	22,167	35,310
2021	12,243	5,695
2022	5,997	13,018
Total Applications for 2022		19,015

WORKLOAD STATISTICS FOR: Numbers as March 4, 2022

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		**4,349**
DDS Applications		1,156
Online Applications		43
Paper Applications		2,400
Confirmation Letters		750

Completed Voter Registration Applications Processed for February		
Total Number of Processed Applications		**13,018**
Total New Registrations to Fulton County		**7,021**
New Registration (1ˢᵗ Time)	**4,805**	
DDS Applications	3,779	
Online Applications	301	
Paper Applications	725	
Transferred into Fulton	**2,216**	
DDS Applications	1,928	
Online Applications	124	
Paper Applications	164	
Total Number of Changes to Fulton County		**3,882**
Address Changes Only	2,593	
Name & Address Changes	503	
Duplicate (No Changes)	184	
Name Changes	602	
Total Number of Removals of Fulton County		**7,964**
Felons	87	
Moved out of State	5,124	
Duplication	18	
Error	-	
Hearing	-	
Not Verified Deletion	-	
Requested	58	
Transfers out of county	2,115	
Vital Records	562	
Mental Incompetent	-	

FRONT DESK OPERATIONS

Our front desk personnel handle 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	27
Temporary Voter ID Card – Applications	94
Register to Vote – Walk-ins	9
Precinct Card Requests	39
Voter Status Issues (Cancellation, Inactive, etc.)	6
3rd Party/Voter Drives	4
Letter Response	–
Out of County / Out of State Inquiries	–
Voter List/Stats	–
Other	10
	TOTALS 189

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

REGISTRATION REPORTS:

REDISTRICTING UPDATE

We have completed the Redistricting process. The Secretary of State's Office introduced a new Redistricting Quality Assurance Tool. We will use this tool to QC the data input into eNet. A Redistricting manual is being prepared displaying all district changes and maps.

PERSONNEL/STAFFING

All Registration Officer positions have been filled. The Registration Manager position will be posted soon. Recruitment for Supplemental staff with begin March 16th with ARK Staffing Agency.

TRAININGS ATTENDED
- NCOA Training
- GARViS Demo Webinar
- GARViS Train the Trainer
- Redistricting Quality Assurance Tool Webinar- 2 Parts

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Continue Municipal Street Audits of all municipalities in Fulton County
- Continue List Maintenance Activities
- Continue Review / Update Voter Registration procedures
- Continue to Perform / Conduct performance counseling sessions
- Respond to State Election Investigations
- Continue Precinct Card Mailings and other Correspondences
- Staff Training – In addition to attending State webinars, the new education initiative has begun.

ADMINISTRATION DIVISION

This report provides specific administration and election tasks performed during the month of February 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
Temp Agency Kickoff 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.

2022 Election Budgets

- Managing and tracking invoices and balances of staffing expenses against budget.
- 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 February 2022. Standard Voter Education and Outreach operations include:
- Educational seminars and lectures.
- Comprehensive demos and training.
- Voter registration activities.
- Assisting in Poll Worker Recruitment
- Deputy Registrar Training

In February, the VEO team was able to do the following:
- Train 65 new Deputy Registrars for a total of 130 for the year
- Register 36 citizens to vote
- Host 15 events
- Recruit 20 poll workers
- Make connections with 125 organizations, companies, municipalities, and elected officials to plan for Voter Education events
- Received one media inquiry on Voter Education and Outreach events with the Mobile Bus Unit

The VEO Team continues to implement the 2022 Voter Education and Outreach Plan. In February, the VEO Manager has reached out to municipalities within Fulton County to host poll worker Recruitment fairs/voter outreach events. To date, Chattahoochee Hills, Milton, Alpharetta, Sandy Springs, Fairburn, South Fulton, East Point, Hapeville, and College Park have committed to the VEO team hosting events in their cities. The VEO Manager has been in constant contact with external affairs to update content on the website, provide social media content, order collateral, respond to media inquiries and develop advertising material for events. FGTV also shot a video with the VEO team posted on the Fulton County Youtube Channel.

The VEO team has implemented a monthly training schedule for Deputy Registrar in person and virtual for all Fulton County Citizens that want to train to conduct voter registration drives. LaShandra has been working with the VEO Team Lead to update all training materials to reflect the most accurate information for the 2022 election cycle
and create training in categories vs. a one-size-fits-all method. Training will be broken down by age and classification. The VEO team was trained on TVIC equipment and will be able to begin printing voter identification cards for those citizens that need them during outreach events. Also, the VEO manager has been holding training with the team to ensure they are up to date on poll worker recruitment information and are abreast of all current issues and topics.

The focus for March is to develop SOPs for the VEO team for events, presentations, and training. We will also focus on broadening our reach in North Fulton County. Also, LaShandra is working with Morehouse College to host a series of deputy

registrar training on the campus to increase civic engagement. The VEO team will also host a VEO Day at the State Capital on March 21, 2022.

As the Legislative Liaison for the Department, LaShandra will keep the leadership team aware of all legislation impacting elections in collaboration with external affairs. The VEO team will continue to contact 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.

February 2022 Events

2/1/2022	**Fulton County Mobile Bus Voter Education**	**Georgia State University**	**55 Gilmer St SE, Atlanta, GA 30303**
2/2/2022	**Fulton County Mobile Bus Voter Education**	**Georgia State University**	**3775 Brookside Pkwy, Alpharetta, GA 30022**
2/3/2022	**Fulton County Mobile Bus Voter Education**	**disABILITY LINK**	**1901 Montreal Road, Ste. 102 Tucker, GA 30084**
2/9/2022	**Mobile Bus Voter Education**	**Georgia State University**	**55 Gilmer St SE, Atlanta, GA 30303**
2/15/2022	**Fulton County Mobile Bus Voter Education**	**Georgia State University**	**55 Gilmer St SE, Atlanta, GA 30303**
2/17/2022	**Fulton County Mobile Bus Voter Education**	**Georgia State University**	**3775 Brookside Pkwy, Alpharetta, GA 30022**

2/18/2022	Voter Registration Drive	Fulton County Deputy Registrar	East Point Train Station, 28248 East Main Street, East Point, GA 30344
2/22/2022	Fulton County Mobile Bus, Voter Education and Poll Worker Recruitment	City of Chattahoochee Hills	6505 Rico Road, Chattahoochee Hills, Georgia 30268
2/23/2022	Deputy Registrar Training	Atlanta Suburban Alumnae Chapter, Delta Sigma Theta	Virtual
2/23/2022	Fulton County Mobile Bus Voter Education	Georgia State University	55 Gilmer St SE, Atlanta, GA 30303
2/25/2022	Voter Registration Drive	Fulton County Deputy Registrar	Jencare Senior Medical Center, 2084 Headland Dr, East Point GA 30344
2/26/2022	Deputy Registrar Training	Nu Lamda Omega, Alpha Kappa Alpha	Virtual

ABSENTEE DIVISION

May 24, 2022 General Primary/ Special Election:

- Preparation for Special Election for House District 45, **April 5, 2022**
- Weekly meetings with IT regarding Departmental needs
- Weekly meetings with the County Manager Executive Team
- Series of meetings Bluecrest
- Follow-Up with USDR
- Series of Meetings with Quadient
- Series of Meetings with SOS' Personnel on GARVIS (New Voter Registration System)
- Weekly Meetings with Division's personnel
- Weekly Meetings with Mrs. Brittian, Absentee Supervisor
- Weekly Meetings with Mr. Eskridge, Deputy Director
- Preparation Plan for Personnel and 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.

SCANNING, INDEXING, & RETENTION:

Personnel completed.

APRIL'S SPECIAL ELECTION ABSENTEE BY MAIL STATISTICS:

APPS PROCESSED	2
UOCAVA APPS PROCESSED	0
APPS REJECTED	0
DUPLICATIONS	0
TOTALS	2

MAY'S GENERAL PRIMARY ELECTION ABSENTEE BY MAIL STATISTICS:

UOCAVA APPS PROCESSED	55
APPS REJECTED	77
DUPLICATIONS	0
TOTALS	132

RECRUITMENT & TRAINING

- Review, formulate & Implement (new or improving the process)
- Redistricting Training

- Rank Choice Voting Training for UOCAVA Electors
  - South Carolina
  - Louisiana
- GARVIS Training
  - Implementation Date: March 14, 2022 (Go Live)
- Virtual Workshop: The Joint Election Officials Liaison Committee (JEOLC)
- Election Center Special Workshop: Lesson Learned

FEBRUARY 2022

- Preparation for Special Election for House District 45, **April 5, 2022**
- Impacted Precincts:
  - **SS19A and SS22**
  - Sherwood Event Hall 8610 Roswell Road #200
- First day to Mailout Absentee Ballots: **March 7, 2022** for Special Election
- Accepting Uniformed and Overseas Citizen Absentee Voting Act (UOCAVA) Absentee Ballot Requests for General Primary Election

MARCH - APRIL 2022

- 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 updated election code
- Updating training material for current & future personnel