



## BOARD OF REGISTRATION AND ELECTIONS APPROVED MINUTES

### Regular MEETING – APRIL 13, 2023

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, April 13, 2023, at 10:00 a.m.

**Please join the meeting from your computer, tablet, or smartphone.  
FGTV YouTube Channel**

<https://www.youtube.com/channel/UCYH7E0jH6HxE-3KTRluH8SQ>

**Presiding:** Honorable Teresa Crawford, Vice Chairperson

**Other Board Members Present:**

Dr. Kathleen Ruth  
Mr. Aaron Johnson  
Mr. Mark Wingate (virtual)

**Absent Board Member:**

Cathy Woolard

#### #1– APPROVAL OF AGENDA

Vice Chair Crawford entertained a motion to approve the agenda. The motion was made by Dr. Ruth, seconded by Mr. Johnson, and carried by a vote of 4-0.

#### #2- COMMUNICATIONS AND PUBLIC RESPONSE

No communications from the public.

### OLD BUSINESS

#### #3– APPROVAL OF MINUTES:

- Regular Meeting –March 16, 2023

Vice Chair Crawford entertained a motion to approve the Regular Meeting minutes of March 16, 2023. The motion was made by Mr. Johnson and was seconded by Dr. Ruth and carried by a unanimous vote of 4-0.

#### #4- MONTHLY OPERATIONS REPORT FOR MARCH 2023

- Update on House District 68 Special Election

**Mr. Eskridge reported:**

- Attended **CERA** (Certified Election Registration Administrator) courses:
  - Ethics in Election & Voter Registration Administration
  - Communications & Public Relations
  - Constitutional Law of Elections
- **Website Review Update:**
- **Audit update:**
- The County Auditor has concluded its review of all inventory and financial items. I will report during next month's meeting on the final report.
- **Internal Operations:**  
 Met with HR to discuss plan of action for implementing divisional KPI measurement options, and coordinate trainings for managers.

**Mrs. Brittan reported on the Absentee Division:**

- **GARVIS** Roundtables and REIF Submissions
- Assisting other Divisions with their duties, when needed
- SOS Meetings to discuss revisions to processes and procedures:
  - GARVIS
  - Poll Pads, changes impacting Early Voting in a positive manner
  - ePulse
- Reviewed and discussed various Legislative bills for impact: Operationally and Financially  
**SB 129 Performance Review Board and changes some of the verbiage on the application**  
**SB 222 explicitly outlines the restrictions to receiving funds for election administration**
- Vote Review Panel notices forwarded to all Municipalities involved in the Special Election
- Researching alternate Automated Ballot Mailing Systems
- Vendors engaged during the month of **March**:
  - Tattnell Ballot Solution, Quadiant, Pitney Bowes and Runbeck
- **March 17, 2023**, Earliest Day to apply for Absentee by Mail for the Special Elections

**Ms. Dickenson reported on Administration Division:**

- Submitted requisitions to establish purchase orders and submitted invoices for payment.
- Processed requisitions for recruitment, separate resigned employees from HR system and provided responses regarding unemployment claims.
- Prepared IGAs for **BRE** Approval

<b>VACANCIES</b>		<b>STATUS OF RECRUITMENT</b>
Registration Officer	Existing Position	Department awaiting register to conduct interviews.
Registration Manager	Existing Position	Register available and preparing for interviewing process.
Administrative Coordinator 1	Existing Position	Department awaiting register to conduct interviews.
Voter Education & Outreach Coordinator, Lead	Existing Position	Register available and preparing for interviewing process.
Executive Assistant	Existing Position	Department awaiting register to conduct interview.
Election Chief	Existing Position	Register available and preparing for interviewing process.

**Dr. Ruth** inquired about the number of applicants for the Election Chief position

**Mr. Eskridge** responded that the **DRE** received a registry of (7) and the **DRE** interviewed (3)

**Dr. Ruth** also inquired about the Registration Manager and Registration Officers position

**Mr. Eskridge** responded that the **DRE** received a registry of (20) and the **DRE** interviewed (8). The registry for the registration officer positions had over 70 applicants and the **DRE** has not determined how many will be interviewed.

**Mr. A. Johnson** asked about the timeframe for hiring the Election Chief

**Mr. Eskridge** responded that the **DRE** anticipate the Election Chief starting on April 26, 2023 (best case scenario)

**Mr. Johnson** inquired about the IGAs, he mentioned X number was sent out and Y number was returned. Does that mean that other cities are conducting their own elections?

**Mr. Eskridge** responded that some of the cities requested additional time to submit their IGAs

**Mr. Johnson** inquired about conducting Mountain Park's election, noting that I thought we never conducted their elections

**Director Williams** responded that the **DRE** has conducted Mountain Park's election in the past few years

**Director Williams** reported on the Election Division:

- Ballot project was proofed and available as of today
- Pending proposed precinct location change for SC07C was advertised in the legal organ.
- The required advertisement for L&A has been placed in the AJC.
- Website information regarding this election has been posted on the County Website.

**Election Day:**

- Recruiting Poll Workers completed
- Setting training location
- Train Temporary Staff and Poll Workers
- Continuing working on updating Standard Operating Procedures (SOP) for the new GARViS

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE
Poll Manager	7	7
Assistant Manager	14	14
Clerks	26	20
Technician	7	5

**Mrs. Barganier** reported on the Department's Finances:

- Completed the Special Election House District 68 budget for the May 16, 2023, election, and for a possible run-off for June 13, 2023
- Obtained emergency authorization approval from the County Manager for the Special election budget requests
- Continuing to update the NOV and DEC 2023 Municipal Election budgets as we meet with the Elections Department management.
- Continuing to process vendor invoices for payment
- Obtained a temporary services contract with Dover Staffing to provide the necessary temporary employees

2023 BUDGETS AS OF 3/31/23:	TOTAL
Operations Budget- Approved by BOC	<b>\$4.9 Million</b>
Special Election House District 68 Budget MAY 2023	<b>\$639.6 K</b>
Special Election House District 68 Budget for Run-off JUNE 2023, if needed	<b>\$309.8 K</b>
General Election Proposed Municipal Budget NOV 2023	<b>\$5.7 Million</b>
General Run-off Election Proposed Municipal Budget DEC 2023	<b>\$2.45 Million</b>

We have provided the requested data for the internal audit of the Elections department by the Fulton County audit department. We have provided Budget to actual analysis for 2022, vendor contracts, numerous vendor invoices, department standard operating procedures, department budgets, and procurement requests. The audit department expects to issue the draft audit report by April 10, 2023. Then we will have an exit interview with the audit department. Then we will have 10 business days to reply to the audit draft report after the exit interview meeting with the audit department. The auditors have remarked that they are pleased with the responsiveness of the Financial Systems manager to support the audit requests.

**Vice Chair Crawford** asked did payment discrepancies with Dover Staffing resolved

**Mrs. Barganier** responded the **DRE** have not had any issues with supplemental personnel being paid

**Mr. Olomo** reported on Information Systems:

- **Training** – Preparing voting equipment to be used in Advance Voting Training. Preparing voting equipment to be used in Election Day Poll Worker Training.
- **L&A Testing** – Perform L&A Testing and program all equipment for Advance Voting and Election Day Sites. L&A will begin on April 17<sup>th</sup> and end on May 5<sup>th</sup>.
- **Technical Support** – Provide technical support for Advance Voting and Election Day Sites.
- **Election Night** – Closing out advance voting tabulators. Uploading memory cards from each precinct and tabulate. Display results and send reports to the SOS.
- **Post-Election** – Receive in all voting equipment. Conduct final tabulation and prepare reports for certification.

**Cellular Poll Pad Rollout:** The Secretary of State's Office is ready to receive Fulton's current Poll Pads and replace them with new cellular devices. The SOS will be only upgrading the state issued Poll Pads. Any additional Poll Pads purchased will not be upgraded at this time. The Information Systems staff prepared the Poll Pads for pick up. The SOS begin the intake of our old Poll Pads on April 3<sup>rd</sup>.

- **660** poll pads were upgraded

**Vice Chair Crawford** asked do we have any other poll pads that the county purchased

**Mr. Olomo** responded yes, 638 poll pads

**Vice Chair Crawford** asked will those poll pads need to be upgraded at some point

**Mr. Olomo** responded yes

**Mr. Johnson** asked about shift work for the poll workers

**Ms. Benjamin** responded not for this Election

**Vice Chair Crawford** asked will shift work roll out during the November elections

**Ms. Benjamin** responded yes

**Ms. Marshall** reported for Voter Registration Division:

- Monitoring and Implementing GARViS enhancements
- Processed voter registration applications
  - Processed registration issues
- Prepared notices to voter registration applicants
- Researched street issues utilizing GIS and a 3<sup>rd</sup> Party vendor
- Preparation for Municipal Street Audits
- Redistricting
- Merging Duplicate Records
- Auditing the voter roll for invalid or business addresses
- Registered Voters **856,980\*** – total
  - **753,887\*** - active
  - **103,093\*** - inactive
  - **18,470\*** voter registration applications
  - Temporary Voter Identification Card (TVIC) **93**
  - Partnered with External Affairs to create an insert for the Challenge Notice

\*Due to enhancements in GARViS statistics are subject to change.

**Vice Chair Crawford** asked about the registration statistics, 34,832 is that including the 18,470

**Ms. Marshall** responded yes ma'am the overall total is 34,832 and in the month of March VR received 18,470.

**Director Williams** reported on Supply and Logistics-Election Division:

- Staff has been recruited and confirmed to support and conduct, supply needs and all deliveries and pickups of voting equipment
- All election day polling facilities and rental vehicles to support the May 16<sup>th</sup> special election have been reserved and confirmed
- One precinct location change will be presented to the BRE.
- Working with Information Systems and the WDS, vendor, in creating the new retention module for our inventory system, this will improve the tracking of our retention stored boxes, and we will start testing this module in the upcoming weeks.
- Setting up for the election central move, we have met with DREAM and completed a walk-through in planning for the keying scheme for election central, this will be provided to the builder once finalized by DREAM.

**Dr. Ruth** inquired will the **DRE** conduct Roundtables of the May Election

**Director Williams** responded yes Roundtables will be conducted for Early Voting and Election Day

**Ms. Little** reported on Voter Education and Outreach Division- Administration Division:

- Worked with external affairs to create collateral for the Special Election for House District 68
- Distributed to all the city clerks and mayors of impacted cities to distribute to their constituents

- scheduling several events within the district to ensure awareness and knowledge of the special election

In preparation for the Municipal Elections:

- worked with External affairs to create and update all voter education and promotional materials and updated the website
- scheduled voter registration drives with Atlanta Public and Fulton County Schools before graduation
- participated in legislative meetings as needed to discuss all bills introduced that impact the elections department
- Conducted deputy registrar training for new and those needing recertification
- Continued contacting schools, community organizations, non-profit organizations, senior centers, government officials, colleges, and universities
- Participated in Elections Center training for election officials
- List of Events: **13**

<b>VOTER EDUCATION ACTIVITIES</b>		
Activity	Total for the Month	Total for the year
Deputy Registrar Training	<b>38</b>	<b>72</b>
Voter Registration	<b>75</b>	<b>100</b>
Poll Worker Recruitment	<b>0</b>	<b>0</b>
Voter Identification Cards	<b>4</b>	<b>6</b>
Outreach Events	<b>15</b>	<b>25</b>
Absentee Application	<b>0</b>	<b>0</b>
Connections for VEO.	<b>50</b>	<b>200</b>
Event Interactions	<b>1018</b>	<b>479</b>
Media Inquiries	<b>2</b>	<b>2</b>

**Mrs. Benjamin** reported on Advance Voting-Election Division:

- Received training on the new cellular poll pads
- we are finalizing the training material which will include the procedural process
- Cellular poll pad and a review of GARViS
- starting training next week Monday, Tuesday, and Wednesdays at the Election Preparation Center
- Early voting start on April 24th
- We continue to prepare for the municipal election

## #5- REGISTRATION UPDATES:

- Review of Challenge Submissions
- **List Maintenance:** GIS, Blue Raster, and Duplicate Voter Audit

**Ms. Marshall** reported:

We just wanted to let the public know that we are currently creating a process for challenge submissions, we will work on that and have updates on our website by the end of this month

Voter List Maintenance update:

- duplicates record as of March 8<sup>th</sup> we receive a quantity of 1,098 on our dashboard so we did work diligently on those and as of April 12<sup>th</sup> we had them they were down to 39.
- GIS Department to do an audit of the voter rolls and there's a summary provided of the findings as of March 28<sup>th</sup>
- reviewing and finalizing those changes we have a completion date of May 12<sup>th</sup> okay
- working with our GIS department so they can assist us with doing a scheduled routine review
- bi-weekly so that we are aware of those updates
- Met with The Blue Raster on yesterday we have them reviewing the voter rolls the project is on schedule and we estimate to have the results from Blue Raster on April 30<sup>th</sup> and they're currently just revising their parcel layers helping us to identify

- homeless shelter addresses
- any non-residential addresses commercial or business addresses and invalid addresses

**Ms. Marshall** mentioned that GARViS does not identify them at the beginning of the process but once we enter them into the system as invalid Commercial Business or shelter then it helps us maintain the voter rolls

**Dr. Ruth** recommended changes to language in the Challenge notice

## **#6- APPROVAL OF ADDITIONAL ADVANCE VOTING LOCATION FOR THE SPECIAL ELECTION, MAY 16, 2023**

House of Representative; **District 68**

- **South Fulton Service Center (South Annex)**, *if needed*
- Proposed Dates: **April 24- May 12, 2023**
  - Monday- Friday: **9am-6pm**
  - Mandatory Weekend: April 29-30<sup>th</sup> and May 6-7<sup>th</sup>  
Saturday: **9am-6pm** and Sunday: **12pm-5pm**

**Director Williams** requested approval to open the South Annex if needed we don't predict that we will need an additional location, but we want prior approval; if necessary. All additional personnel will be trained and prepared to open

**Vice Chair Crawford entertained a motion to approve the Advance Voting location and hours, as listed. The motion was made by Mr. Johnson and was seconded by Dr. Ruth and carried by a unanimous vote of 4-0.**

## **NEW BUSINESS**

### **#7- 2023 LEGISLATIVE UPDATE**

**Ms. Campbell**, Legislative Assistant, of the External Affairs Department reported on the 2023 Legislative Session:

### **2023 Legislative Session Overview**

- The 2023 Legislative Session adjourned Sine Die on Wednesday, March 29.
- Governor Brian P. Kemp has 40 days from Sine Die (Monday, May 8) to review bills and exercise his veto power.
- Bills that did not pass can be reconsidered during the 2024 Legislative Session.

Passed Legislation	
Bill #/Author	Description
<b>SB 129 Elections; time off for employees to advance vote   Sen. Ricky Williams (25<sup>th</sup>)</b>  <i>Effective: July 1, 2023</i>	This omnibus bill allows the State Election Board to appoint members of county boards of elections, or county boards of elections and registration to performance review boards; Clarifies the language that must be included on any absentee ballot application that is mailed to an elector by a nongovernmental entity; Requires employers, upon reasonable notice, to provide time off for employees to vote during the period of advance voting; Extends the time limit from 10:00 p.m. to 11:59 p.m. for specified reporting requirements for election superintendents following the close of the polls on the day of an election and Requires audits of at least one statewide contest after all primary, runoff and special elections.
<b>SB 222 Elections; all costs and expenses relating to election administration paid with lawfully appropriate public funds   Sen. Max Burns (23<sup>rd</sup>)</b>  <i>Effective: July 1, 2023</i>	This bill prohibits local governments or election officials from accepting contributions or donations for the purpose of conducting elections; this preemption does not apply to the donation or use of voting locations, services provided by individuals without remuneration, or goods that have a value of less than \$500. The bill prohibits election superintendents, local governments, and boards of registrars from accepting grants or gifts related to conducting elections from any entity other than the State of Georgia or the federal government. Violation of this Code section shall constitute a felony, and upon conviction shall be punished by imprisonment for not less than one year and by a fine of not less than \$10,000. The bill also establishes the State Election Board as a separate and distinct budget unit in the state budget, attached to the Office of the Secretary of State for administrative purposes only and provides for appointment of an executive director of the State Election Board.
<b>SR 214 State Election Board Chair   Sen. Frank Ginn (47<sup>th</sup>)</b>  <i>Effective: March 27, 2023</i>	This resolution called for the nomination and election of the chairperson of the State Election Board by the General Assembly on Monday, March 27, 2023, at 11:00 a.m.

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## Within the Secretary of State’s Fiscal Year 2024 Budget ([HB 19](#))

1. \$513,018 to establish the State Election Board as a separate entity administratively attached to the Secretary of State’s Office (321.100):
  - 321.1 Increase funds for two investigators, one administrative assistant, and one executive director. \$427,010
  - 321.2 Increase funds for operations. \$4,508
  - 321.3 Increase funds for board per diem and travel expenses. \$6,500
  - 321.4 Increase funds for the design of a website and ancillary services. \$25,000
  - 321.5 Increase funds for projected needs related to administrative hearings and third party analysis. \$50,000
2. \$550,000 for a data plan contract for Poll Pads (316.6):
  - Increase funds for one-time funding to assist with onboarding local election entities to a data plan contract.
3. \$2 million for election equipment replacement (376.531):
  - BOND: \$2,000,000 in principal for 5 years at 6.25%: Purchase replacement elections equipment.

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Failed Legislation	
Bill #/Author	Description
<a href="#">HB 17</a> Elections; sealing of ballots in secure containers   Rep. Alan Powell (33 <sup>rd</sup> )	This bill provides requirements for the storage, handling, and security of specified election materials including provisional ballots, tabulated ballots, ballot drop boxes, absentee ballots collected from ballot drop boxes, and all other absentee ballots. The bill prohibits the handling of voted ballots without a poll official being present and allows for public notice of logic and accuracy testing for ballot marking devices to be posted on a website or in a newspaper. Regarding mail-in absentee ballot requests, the bill requires the issuance and mailing of absentee ballots within three days of request receipt.
<a href="#">SB 114</a> City of Buckhead City; incorporate   Sen. Randy Robertson (29 <sup>th</sup> )	This bill creates the City of Buckhead City out of current City of Atlanta boundaries. The bill provides details regarding the city charter, city council and pay, proposed boundaries and more. If passed, voters will decide by referendum in November 2024.  <i>Position of Fulton County Board of Commissioners: <b>OPPOSE</b></i>
<a href="#">SB 221</a> Elections; Absentee Ballot Applications, Paper Ballots, and More   Sen. Max Burns (23 <sup>rd</sup> )	This omnibus bill includes requirements related to the following but is not limited to: prohibit non-U.S. citizens from working in county election offices; use of paper ballots; expansion of residents to challenge the eligibility of other voters; digital ballot images to be displayed online; mandate audits after both primary and general elections; homeless voter registration; and elimination of absentee drop boxes.

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## Special Thanks/Questions

Thanks to all members of the Board of Registration and Elections and Department of Registration and Elections staff for a successful 2023 Legislative Session!

### Questions?

Ms. Campbell expressed gratitude to the BRE and the DRE. Highlighting participation in discussions or hearings Madam Chair Cathy Woolard, Director Williams, and LaShandra Little.

### #8-APPROVAL OF INTERGOVERNMENTAL AGREEMENTS:

- **City of-** Chattahoochee Hills, East Point, Fairburn, Hapeville, Johns Creek, Mountain Park, South Fulton, Union City

Vice Chair Crawford entertained a motion to approve the Intergovernmental Government Agreements as listed. The motion was made by Mr. Johnson and was seconded by Dr. Ruth and carried by a unanimous vote of 4-0.

## ADJOURNMENT

Vice Chair Crawford entertained a motion to adjourn. Mr. Johnson moved to adjourn the meeting. Dr. Ruth seconded the motion. Collectively, the Board agreed to adjourn at 10:42 a.m.

The meeting adjourned.

Prepared by:

**Mariska Bodison**, Absentee Manager