



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Dwight Brower, Interim Elections Chief
Ralph Jones, Registration Chief
Brenda McCloud, Administrative Manager

RE: **Monthly Operations Report – July 2020**

DATE: August 7, 2020

ELECTIONS DIVISION

During the month of July, our efforts were primarily focused on the following tasks:

- Conducting Training for Early Voting and Election Day Poll Officials
- Conducting Election Early Voting Operations for the August 11, 2020 Runoff
- Coordinating Training and Staffing of Early Voting and Election Day Polls
- Performing Logic and Accuracy Testing for the August 11, 2020 Runoff
- Preparing and Assembling Supplies and Equipment for Early Voting and Election Day Polls
- Coordinating with Polling Facilities Management for Equipment Deliveries and Early (3:00 AM) Access
- Coordinating with Staffing Agencies for the Training and Poll Assignments of Poll Technicians, Poll Officials and Line Managers

Conducting Early Voting for the August 11, 2020 Runoff

For the early voting runoff election event, Fulton County is operating a total of 20 early voting sites. There are a total of 348 BMDs and 58 scanners deployed. At the time of this report, more than 29,000 citizens had cast an absentee in person ballot. Early voting will conclude on Friday, August 7, 2020.

Preparation for the August 11, 2020 General Primary Runoff and Nonpartisan Election

There are 175 Election Day polling facilities involved in this runoff election event. In addition to the normal poll staff, there will be two (2) assigned technicians to ready the poll for operations prior to the 7:00 am opening time. There will also be line managers assigned to assist the enforcement of social distancing, ushering senior and elderly voters to the head of the line and providing voter wait TIME. I pad devices will be issued to each poll for the real-time entry of events (equipment failures, voter wait time, supply shortages etc.) into the Election Day incident management center located in Fulton County Emergency Operations Center. Our equipment allocations consist of a total of 625 poll pads, 2,022 BMDs and 250 ballot scanners. A select number of staff will be onsite beginning at 3:00 am to receive and respond to poll issues as they arise.

Managing Polling Locations

The county has hired a contractor to search for and locate alternate and additional polling venues for some of our existing polls that need to be reduced in size and some of our existing polls that are in need of an alternate location. Zoom meetings are held on a weekly basis to determine progress and clarify in questions the vendor or our office might have for vendor recommended alternate facilities.

Preparing for the August 11, 2020 Runoff Elections

Shortly after June 9th, our office began preparations for the August 11th runoffs. During this reporting period, we have worked closely with the County Manager and his team to implement ways for the elections division to better use data to enhance efficiencies in election processes. The most prominent and impactful process improvement will be centered on poll worker payroll operations.

Poll Worker Training

There were several poll official classes conducted during this reporting period. All classes contained a hands-on component requiring students to demonstrate their ability to perform relevant tasks. There was also a request from the county attorney's office to provide a provisional ballot class for local attorneys performing as provisional ballot processing clerks at designated polls.

Poll Technician and Poll Official Training

Dominion Elections Systems conducted ten (10) classes on the opening, set-up, and operations, technical and troubleshooting aspects of the new election system. This class was hosted by Fulton County and the primary audience was the temporary staffing agency personnel that will be providing technical support services at the polls on Election Day.

In June, it was also announced that our office will be partnering with State Farm Arena in order to create one of the best, if not the best, early voting environments in the country. The arena will be able to hold large quantities of equipment in order to process high volumes of voters quickly. We are projecting that the arena can hold 200 BMDs.

Tasks to Be Performed for Future Reporting Periods

- Prepare for the September 29th 5th Congressional Special Election
- Perform Ballot Proofing for Special Election
- Prepare, Advertise and Process Polling Place Changes

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 July 2020. The primary activities upon which we worked in July 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 2020 is **165,715**. We received **27,260** voter applications in June. We are processing those applications.

As of August 1st, 823,940 (779,546 active and 44,394 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of June/July are as follows:

Year	June Voter Registration Applications	July Voter Registration Applications
2012	13,395	21,077
2013	4,992	6,918
2014	18,951	12,444
2015	7,165	9,465
2016	22,335	26,238
2017	23,937	24,350
2018	25,761	28,740
2019	21,165	27,958
2020	28,562	27,260
Total Applications for 2020		165,715
Total Applications Processed 2020		143,297
Total New Applications for 2020		61,406

WORKLOAD STATISTICS FOR JUNE:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		22,418
DDS Applications		14,378
Online Applications		6,373
Paper Applications		1,667
Confirmation Letters		0

Completed Voter Registration Applications Processed for June		
Total Number of Processed Applications		40,805
Total New Registrations to Fulton County		19,141
New Registration (1st Time)		9,437
DDS Applications	5,663	
Online Applications	2,325	
Paper Applications	1,439	
Transferred into Fulton		9,704
DDS Applications	5,859	
Online Applications	3,205	
Paper Applications	640	
Total Number of Changes to Fulton County		21,664
Address Changes Only	11,336	
Name & Address Changes	3,718	
Duplicate (No Changes)	2,153	
Name Changes	4,457	
Total Number of Removals of Fulton County		10,170
Felons	11	
Moved out of State	0	
Duplication	87	
Error	3	
Hearing	0	
Not Verified Deletion	0	
Requested	14	
Transfers out of county	9,466	
Vital Records	589	
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 July Hearing 0.

We mailed 247 letters to voters who are suspected felons. If they do not respond, they will be removed from the voting rolls.

DEPUTY REGISTRAR ACTIVITIES

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

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
0	0	0

We issued 0 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 15 permanent employees and 3 managers currently. Staff member Phillip Anderson has retired. We will be hiring a new Registration Officer soon. Also, one staff member on maternity leave. We have ten supplemental workers. We hired 32 supplemental workers to staff our new call center.

Secretary of State Report

The State Election Board approved the early scanning of absentee ballot. This will give us an opportunity to scan our ballots a week prior to the General Primary Runoff and General Elections.

The State Election Board approved the use of absentee ballot boxes. We are planning to have 20 absentee ballot boxes across the county. These boxes will be for voters to drop off their absentee ballot. The last day to drop off a ballot in the ballot box will be Election Day August 11, 2020 at 7:00 p.m. The ballot boxes originally had to be checked everyday, but the State Election Board said that it could be checked every 3 days until the week of the election. At that time, the ballot box should be checked daily.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Notifications of Hearing for Felons
- 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 June 2020. 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.

2020 PPP/Primary/Nonpartisan/Special Election

Received priority support from the Purchasing and Finance Departments with preparing, processing and receiving purchase orders for the following: additional COVID PPE supplies; processed payment for water, rental of tents and chairs provided at several polling sites; certified winners and runoff candidates in State's electionNet and Campaign Finance Commission systems.

Assisted Voter Registration

The Administration staff had consistently assisted the Voter Registration Division with printing absentee ballots for mail, duplication and scanning returned ballots for tabulation.

Campaign Contribution Disclosure Report (CCDR) – April 2020

The next reporting period due for candidates was June 30, 2020, with a grace period deadline of July 7, 2020.

All current public officials and candidates for the Primary Election were required to file their CCDR. We will report any Late or Non-filers in the July operations.

Voter Education and Outreach (VEO)

Since the Global Pandemic ,**COVID-19**, the VEO team has consistently answered calls and inquiries ranging from demonstration requests to information presentation requests on the absentee ballot process. We have informed groups that we are suspending live demonstrations of the new voting equipment until further notice.

Mr. Kelvin Jones, VEO Lead/Trainer has prepared the following report:

The team has consistently maintained a cleansing protocol due to the nature of the machine (touchscreen). Going forward with the CDC guidelines for sanitizing equipment, we will further implement the following methods internally: the machines are to be completely sanitized several times a week when not in use and daily when in use.

The machines are to be cleaned on site every time and computer stylus pens are to be used by all voters. If a voter refuses to use the stylus pen, then they will be asked to wear gloves.

1. All contact lists are in the process of being updated and written communication is being prepared with information regarding our new policies concerning demonstrations (6ft social distancing, voters

using the stylus pen instead of their fingers on the BMD and encouraging voters to wear a face covering).

2. The VEO team is being re-trained on presentations and how to review and fully understand voting by party in the Primary, Primary Runoff and General Election. We are emphasizing the absentee voting process because we may have to conduct community information sessions due to the high interest in voting by mail.
3. All of our cancelled events for the last several months are being rescheduled. Groups may be interested in doing both (info sessions and demos).

We are also in the process of re-training our staff on all aspects of the new voting system, as well as, train them on how to conduct ballot by mail and in-person on video to ensure voters are properly informed voters how to vote both ways.

Alternative Processes

We are exploring multiple options to reach out to educate the public. We will vigorously pursue options that will protect the team as well as voters in the community. We are planning to explore different forms of media. The primary option would be to simply send out a training video that we had produced by the Department of External Affairs. This video will demonstrate the Dominion Voting system.

We are pursuing the production of a video that explains the vote by mail process. This will layout the process of requesting an application for an absentee ballot and then it will explain the steps that must be completed by a registered voter to complete the process. This includes deadlines and timelines for turnaround to get the applications back to us, so that the voter can receive their actual ballot.

This could be for the leadership of an organization or it could be for the organization as a whole. This could be held in a meeting place for their group. Again, if all safety concerns can be met, we will consider live onsite demonstrations.