## 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
Ralph Jones, Registration Chief
Brenda McCloud, Administrative Manager

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

**DATE:** July 2, 2021

# ELECTIONS DIVISION

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

**November 2, 2021 General / Municipal Election:**
The municipalities' office build surveys and resolutions are being forwarded to CES as received for ballot building. The office build surveys for each municipality has been forwarded to the SOS as requested for election building purposes. Staff has been attending virtual SOS Forums and revising procedures to adhere to any SB202 procedural changes.

**Polling Locations:**
Proposed precinct changes to date will be presented to the board at the July board meeting. The proposal will include nine new locations which will increase Election Day polling sites from 255 locations to 264.

**Check In Locations:**
Training will be conducted when the new inventory system is installed and SB202 forms are finalized by the SOS. The following facilities have been reserved:
- Frederick Douglas High School – new location
- Holcomb Bridge Middle – new location
- Maynard Jackson High School – to remain
- Paul D. West Middle – to remain
- Liberty Point Elementary – to replace South Annex
- North Springs United Methodist Church – to replace North Annex
- Vickery Mill Elementary – to replace Roswell City Hall

**Advance Voting:**
Advance Voting locations will be presented to the board at the July meeting. Staff is currently revising training material to include SB202 procedural changes to include Advance Voting Manager duties regarding the absentee ballot drop boxes.

**Absentee Ballot Drop Boxes:**
We are compiling information from the SOS to ensure Advance Voting Manager training will include the SB202 absentee ballot drop box procedures. We worked with GIS to confirm the 8 boxes selected are evenly distributed as much as possible and made location changes per BRE request. DREAM has removed all absentee ballot drop boxes. The cameras installed will remain for facility use, excluding Chattahoochee Hills which has been removed, per the city's request.

**Poll Worker Recruitment & Training:**
Election Officers are in the process of revising class curriculums to ensure SB202 procedures are included and awaiting SOS guidance on procedures and new forms to finalize. The revision will include suggestions from poll worker roundtables. We will be working with the Communications Department to rebrand all Advance Voting and Election Day training material and presentations. The SOS has approved usage of the Know Ink electronic fee schedule to expedite poll worker payroll, these procedures will be included in poll worker training.

**Election Preparation Center & Hapeville Annex:**
Staff is currently assisting with the numerous ORR request received by searching, sorting, and scanning copies of documents as requested. The WDS inventory system purchase is completed. We will work with the vendor to schedule training for staff and data entry of inventory items.

**Mobile Voting Units:**
We are working with Communications to change the wrapping of the mobile voting units to remove the words "Vote here". Units will be utilized for voter education, Election Day emergency use, if approved, and loaned to other county departments upon request.

**Post-Election Plan Assessment:**

| | Due Date | Completion Status |
|---|---|---|
| **Develop an Annual Automated Elections Project Plan** | | |
| • Develop Elections Project Plan for Election Division operations to include warehouse operations, equipment deployment, polling site selection etc. | 2/26 | Completed |
| • Develop detailed Elections Project Plan for Early Voting operations to include staffing, site selection, recruitment plan, equipment deployment, etc. | 2/26 | Completed |
| **Poll Worker Staffing Plan for Election Day Workers** | | |
| • Fully implement and utilize poll worker staffing plan | 2/26 | Enhancing – pending BOC approval of temp agency |
| • Develop database for poll workers to include those recruited on-line and by the SOS | 2/26 | Enhancing - implementing BRE request |
| • Develop communications plan for poll worker recruitment | 3/31 | Completed |
| • Develop poll worker assignment process | 3/31 | Completed |
| **Implementation of Poll Worker University for Election Day and Early Voting Staff** | 7/15 | In Progress |
| **Enhanced Poll Worker and Election Technician Screening Process** | | |
| • Work with temp agencies to further develop and refine screening process of all election workers; submit action plan | 3/31 | Completed |
| **Automate Poll Worker AMS Entry and Pay** | | |
| • Investigate a method to automatically populate fields in AMS poll worker data entry; work with HR | 3/31 | Completed |
| • Contact IT and HR to determine an automated pay option for poll workers | 3/31 | Completed |
| • Investigate options for outsourcing poll worker pay | 3/31 | To remain in-house |
| **Implement Early Voting Staffing Plan** | | |
| • Develop early voting desk procedures | 3/31 | Completed |
| • Define written early voting recruitment plan | 3/31 | Completed |
| • Define written early voting recruiting assignment | 3/31 | Completed |
| • Develop early voting training outline/plan | 3/31 | Enhancing - pending BOC approval of temp agency |

| | | |
|---|---|---|
| **Document Polling Location Selection Process** | | |
| • Define and submit written procedures on the polling place selection process (document should include eligibility, restrictions and any supporting documents for signature) | 3/15 | Completed |
| **Create an Equipment Inventory and Tracking Process** | | |
| • Investigate inventory tracking system for election equipment | 3/31 | Completed |
| • Inventory all election equipment | 8/30 | In progress |
| **Revise Elections Check-In Lists for Election Equipment Return** | | |
| • Develop written audit procedures and refine checklist for election equipment return on election night | 8/30 | In progress |
| • Secure additional check-in sites | 3/31 | Completed |
| • Develop written process for securing additional check-in sites | 3/31 | Completed |

## Tasks to Be Performed for Future Reporting Periods:

- Confirming Achieve IT work duties are on task
- Virtual meeting conducted for election planning, preparation, and processes
- Meeting and review of Elections Division internal processes and procedures
- Organize warehouse spaces
- Implement an automated inventory management system
- Create directory of poll workers
- Reorganize check in procedures
- Meetings with Task Force regarding creation of Election Central

# 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 June 2021. The primary activities upon which we worked in June 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 2021 is **47,709**.  We received **8,511** voter applications in June. We are processing those applications.

As of July 1st, 857,612 (820,750 active and 36,862 inactive) registered voters reside in Fulton County.

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

| Year | May Voter Registration Applications | June Voter Registration Applications |
|---|---|---|
| 2012 | 8,254 | 13,395 |
| 2013 | 6,063 | 4,992 |
| 2014 | 12,633 | 18,951 |
| 2015 | 6,229 | 7,165 |
| 2016 | 17,385 | 22,335 |
| 2017 | 21,888 | 23,937 |
| 2018 | 25,049 | 25,761 |
| 2019 | 24,754 | 21,165 |
| 2020 | 22,119 | 28,562 |
| 2021 | 6,363 | 8,511 |
| | | |
| Total Applications for 2021 | | 47,709 |
| Total Applications Processed 2021 | | 42,570 |
| Total New Applications for 2021 | | 10,976 |

## WORKLOAD STATISTICS FOR June:

| Voter Registration Applications Needed to be Processed | |
|---|---|
| Total Applications needed to be processed | 5,139 |
| DDS Applications | 4,339 |
| Online Applications | 0 |
| Paper Applications | 800 |
| Confirmation Letters | 0 |

| Completed Voter Registration Applications Processed for June | | | |
|---|---|---|---|
| Total Number of Processed Applications | | | 4,789 |
| Total New Registrations to Fulton County | | | 3,005 |
| **New Registration (1st Time)** | | 1,369 | |
| DDS Applications | 858 | | |
| Online Applications | 153 | | |
| Paper Applications | 358 | | |
| **Transferred into Fulton** | | 1,736 | |
| DDS Applications | 1,359 | | |
| Online Applications | 113 | | |
| Paper Applications | 264 | | |
| | | | |
| **Total Number of Changes to Fulton County** | | | 1,784 |
| Address Changes Only | 1,350 | | |
| Name & Address Changes | 193 | | |
| Duplicate (No Changes) | 123 | | |
| Name Changes | 118 | | |
| | | | |
| **Total Number of Removals of Fulton County** | | | 2,403 |
| Felons | 102 | | |
| Moved out of State | 7 | | |
| Duplication | 133 | | |
| Error | 0 | | |
| Hearing | 0 | | |
| Not Verified Deletion | 2 | | |
| Requested | 7 | | |
| Transfers out of county | 1,480 | | |
| Vital Records | 672 | | |
| 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 79 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 May:**

| Deputy Registrars Trained | Deputy Registrar Classes | Deputy Registrar Drives |
|---|---|---|
| 0 | 0 | 0 |
| | | |

We issued 70 TVICs. We sold 1 voter list CD's.

## PERSONNEL/STAFFING:
We have a total of 15 permanent employees and 3 managers currently.  Our new Registration Manager is Shamira Marshall.  We have 2 Registrar Officers vacant position because of the promotion of Shamira Marshall and the resignation of Sante Askin.  We will start conducting interviews soon.

## MUNICIPAL VOTER FILE
We have sent each municipality a voter list for their examination of their voters.  We asked the municipalities to verify that the voter addresses are in their municipality.  The deadline to receive changes was July 2, 2021.  We have extended the deadline to July 16, 2021.  We have received Chattahoochee Hills, Johns Creek and Sandy Springs.

## NGE TRAINING PRESENTATION FROM SOS
Voters that are in Inactive status and have no contact through two general election cycles are then subject to be removed from the voter list.  This process is referred to as NGE  As an example, a voter that is Inactive as of July 1, 2017, and does not vote in the remainder of 2017, 2018, 2019 and 2020 is eligible for this process.  Notices will be mailed to all voters on this list of inactive voters.  The notice can be used by the voter to update their address and mail back to prevent being removed.  If the voter does not complete and return the form within 40 days and has not made contact, the voter will be moved to Cancelled Status for reason of NGE.  Once the clock ends, all records that have not been updated will be cancelled.  Any voter cancelled that is an eligible voter can re-register to vote.  Any activity that updates the last contact date on the voter's record will remove that record from the NGE process and stop the clock for that voter.  The list of affected voters will be posted on the SOS website and on Firefly. As soon as it is available the SOS will notify everyone.

## RECALL PETITION FOR MAYOR KEISHA BOTTOMS
We have received a recall petition for the City of Atlanta Mayor Keisha Bottom.  Foris Webb III, the municipal clerk sent over the petition on July 1, 2021.  We will be finished researching the petition by July 8, 2021

## ACHIEVE-IT PLAN POST ASSESSMENT

| OPERATIONAL | | | |
|---|---|---|---|
| | Due Date | Staff Assignment | Completion Status |
| • Develop Elections Project Plan for Registration Division operations | 2/26/21 | Ralph | Completed |
| • Develop detailed Elections Project Plan for Absentee Ballot processing to include, opening, processing, data entry, tabulation, location, etc. | 2/26/21 | Ralph | Completed |
| **Provide Absentee Ballot Security Transport** **Document Absentee Ballot and Signature Verification Process** | We are transferring the absentee procedures to the Deputy Director for approval and changes.  We are awaiting the SOS for some of the details instructions for procedures. | | |

## TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:
- Notifications of Hearing for Felons
- Coordinating Deputy Voter Registration Drives as Requested
- 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 2021. 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.

## Zoom Meetings Attended
Department Supervisor's Meeting - Weekly
County Manager's Strategy Team - Weekly
Municipal Election Review – Budget, Contract & Timeline
Finance Meeting - Weekly
Purchasing Meeting – Weekly

## Elections Budgets

The Finance Department, the Purchasing Department and the Strategy Executive team are still working closely with the department regarding the 2021 election budgets and staying on track with grant expenses, where the deadline was June 30, 2021.

The funds for the county T-SPLOST has been approved by the Board of Commissioners and transferred into the department's operations funding line.

## 2021 Election Preparation Update

Eleven of thirteen municipal contracts have been received for BRE approval at its August 2021 Meeting.

## 2021 Audit Plan

The Fulton County Audit Department is at the conclusion of conducting an internal financial review audit of the department, requesting information for election budgets, procurements, contracts and standard operating procedures. Brenda McCloud is coordinating the responses for the department.

## Voter Education and Outreach Update

A Voter Education & Outreach plan has been drafted and submitted at the last BRE meeting. It has also been shared with Public Relations staff, in order to expand the areas of the plan that deal with messaging, branding, and advertisement. Once we have collaboratively built out these areas. We will submit the plan to the County Manager's office for review. Staff is currently researching upcoming public events that we can potentially participate as the county continues to open fully. We are setting up future dates as we continue to receive requests via the website and incoming calls.

## Open Records Request

| ORR | Request Date | Closed Date | Summary of Request | Status |
|---|---|---|---|---|
| 3810-2021 | 6/1/2021 | 6/4/2021 | I'm requesting copies of or access to any security camera footage (both interior and exterior) from the Fulton County Election Preparation Center, 1365 English Street, Atlanta 30318, from 8 a.m. to 8 p.m. on Saturday, May 29, 2021 | Exemption Denial |
| 3824-2021 | 6/2/2021 | 6/7/2021 | I request information regarding the methodology of absentee ballot drop box locations in Fulton County, Georgia under the Georgia Open Records Law OCGA §50-18-70. We respectfully request to be provided with electronic copies of each of the following documents, files, or images, as soon as they become available. The timeframe of this request will be for drop boxes in the November 2020 Election and January 2021 Runoff. | Complete Records Released |
| 3900-2021 | 6/3/2021 | 6/16/2021 | We would like to obtain a copy of the digital pictures of the 144 thousand absentee ballots from the 2020 presidential election. Please let us know the cost of the copies of the ballots. | No Agreement to pay Withdrawn |
| 3935-2021 | 6/6/2021 | 6/16/2021 | Images of absentee ballots for 2020 election. I think the election was fair and NOT riff with fraud. I am interested in the data to learn more about how elections and how votes are counted. | No Agreement to pay Withdrawn |
| 3984-2021 | 6/8/2021 | 6/17/2021 | I'd like to get the ballot images that the AJC obtained.  What's the process & cost for doing that?  If you're not the right contact, can you point us in the right direction? I'd like the same records. | Requester Agreed to Pay Complete Records Released |
| 3988-2021 | 6/8/2021 | 6/21/2021 | CNN would like to obtain the low resolution copies of ballots that are available from the 2020 general election. Since the AJC has already requested these ballots, we are hoping they could be available in a timely manner please? | Requester Agreed to Pay Complete Records Released |
| 4005 -2021 | 6/8/2021 | 6/11/2021 | Voting history (which elections voted in) for DERRICK DAMECO BLASSINGAME ATLANTA, GA, 30308 | Complete Records Released |
| 4017-2021 | 6/8/2021 | 6/22/2021 | I would like to request electronic copies of everything that was provided to David Cross or Garland Favorito in their records request. These include batch counts and original ballots organized by batch that were counted by hand during the recount, I believe. | No Agreement to pay Withdrawn |
| 4029-2021 | 6/9/2021 | 6/17/2021 | I would like a copy of the address match file that is used to match addresses within Fulton county to the corresponding voter precinct of that address. | Completed Records Released |
| 4137-2021 | 6/13/2021 | 6/17/2021 | Electronic copies of Photographs of all ballots from the 2020 presidential election. | No Agreement to pay Withdrawn |
| 4227-2021 | 6/16/2021 | 6/21/2021 | Hello I am wanting to access the records for the voter turnout results of the 2020 elections by demographic of Fairburn, Georgia. | Completed Records Released |
| 4228-2021 | 6/16/2021 | 6/21/2021 | 2020 general elections to specifically find out this information: The number of people who are registered to vote in the city The number of Latinos who are registered The number of Latinos that voted registered The number of Latinos that voted | Completed Records Released |
| 4253-2021 | 6/17/2021 | 6/28/2021 | I'd like to request the Fulton County ballot images that were used in the GA Secretary of States Risk Limiting Audit of the 2020 Election. | No Records Exist |
| 4265-2021 | 6/17/2021 | 6/24/2021 | I would like the voter history (date of registration, party affiliation, party changes, elections participated in, etc.) of ROBERT BRADFORD KAPLE Alpharetta, GA. | Completed Records Released |

| | | | | |
|---|---|---|---|---|
| 4285-2021 | 6/18/2021 | 6/24/2021 | With regard to the 19,000 absentee ballots for which the drop box transfer forms are missing, the number was derived from the documentation Fulton County previously provided in person on May 03, 2021, via a thumb drive. | Completed<br>Records Released |
| 4297-2021 | 6/20/2021 | 6/24/2021 | I am requesting all ballot images for the November 3, 2020 general election. Please include advance, absentee by mail, Election Day and provisional ballot images. | <span style="color:red">No Agreement to pay</span><br>Withdrawn |
| 4298-2021 | 6/21/2021 | Open | I am requesting copies of the video recordings created by security cameras used to surveil all ballot drop boxes in Fulton County for the November 2020 Election | Waiting for Acceptance of Payment |
| 4366-2021 | 6/22/2021 | 6/24/2021 | Voter Registration Applications: I am requesting copies of voter registration applications/affidavits of the following (listed below):<br>• Harold Lloyd Earls IV:<br>• Rachel Katherine Earls | Completed<br>Records Released |
| 4371-2021 | 6/22/2021 | 6/28/201 | Digital images of the approximately 145,000 Fulton County Absentee By Mail ballots cast in the November 2020 election. If the files are too large to send electronically please mail a physical copy (e.g. USB stick or CD). | <span style="color:red">No Agreement to pay</span><br>Withdrawn |
| 4378-2021 | 6/22/2021 | Open | 1) Responding to your question regarding how The Georgia Star News derived at 19,000 absentee ballots for the 385 missing drop box transfer forms;<br>and<br>2) Requesting the 385 drop box transfer forms that Fulton County has yet to provide in response to our multiple open records requests. Georgia Public Broadcasting (GPB) News reported that they had received the same | In progress |
| 4415-2021 | 6/23/2021 | Open | Please provide chain of custody documentation for all absentee ballots - those collected from drop boxes and received via U.S.P.S. - for the entire duration of voting in the November 03, 2020, general election that documents any and all movements after the initial transfer by the collection team to the registrar/designee to any and all other facilities where those absentee ballots were processed, scanned, adjudicated or otherwise handled or stored, including but not limited to the Fulton County Government Centers, Fulton County Service Centers, EPC (Elections Preparation Center), Georgia World Congress Center, State Farm Arena and back to EPC. | In progress |
| 4513-2021 | 6/28/2021 | open | I received a letter dated June 22, 2021 from Pamela Coman stating that your "office has received information that [I am] currently serving a felony sentence," and that I would be removed from the voter rolls. See attachment.<br>I am hereby requesting:<br>1) copies of all documents you received related to the alleged felony sentence; 2) copies of all documents identifying the individual(s) or entity(ies) who provided such documents or information to your office; and<br>3) copies of all correspondence to and from the individual(s) or entity(ies) who provided such documents or information to your office. | In progress |
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Please Note:

This report does not capture the request for emails/ communications