



# BOARD OF REGISTRATION AND ELECTIONS APPROVED MINUTES

## REGULAR MEETING – AUGUST 8, 2024

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, August 8, 2024, at 11:00 a.m.

**The meeting was recorded and is available for your review on  
FGTV YouTube Channel**

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

**Board Members Present** Ms. Sherri Allen, Chairperson  
Mr. Aaron Johnson, Vice Chairperson  
Mr. William Michael Heekin  
Mrs. Teresa Crawford  
Ms. Julie Adams

**Staff Attending:** Mrs. Nadine E. Williams, Director; Mr. Patrick Eskridge, Deputy Director; Mr. John Ross, Election Chief; Mrs. Sharon Benjamin, Deputy Election Chief; Mrs. Jodi Brittian, Absentee Manager; Mrs. Shoshauna Goins, Absentee Supervisor; Mrs. Kathryn Glenn, Registration Manager; Mrs. Janell Borganier, Financial Systems Manager; Ms. Janice Dickenson, Administrative Manager; Ms. LaShandra Little, VEO Manager; Mr. Thomas Johnson, Registration Supervisor; Mr. Corey Henson, Elections Equipment Manager; Ms. Amber Culver, Administrative Coordinator; Ms. Regina Waller, Division Manager; Mr. James Reese, FGTV Production Manager; Mr. Darryl Peek, Mr. Tyree Spencer, Mr. James Artis

**Legal:** Mr. Chad Alexis, Senior Assistant County Counsel; Ms. Ann Brumbaugh, Special Counsel

### **ACRONYMS:**

**BRE-** Board of Registration and Elections  
**DRE-** Department of Registration and Elections  
**EHOC-** Elections Hub and Operations Center  
**BOC-** Board of Commissioners  
**ABM-** Absentee by Mail  
**L&A-** Logic and Accuracy Testing  
**VEO-** Voter Education and Outreach  
**REIF-** Reporting Elections Systems Issue Form

**BMDs-** Ballot Marking Devices  
**SOS-** Secretary of State's  
**SEB-** State Election Board  
**DDS-** Department of Driver Services  
**CERA-** Certified Elections Registration Administrator  
**GARVIS-** Georgia Registered Voter Information System  
**GAVREO-** Georgia Voter Registration and Elected Officials

## #1– APPROVAL OF AGENDA

**Chair Allen** entertained a motion to approve the agenda as amended. The motion was made by **Mrs. Crawford**, seconded by **Mr. Heekin**, and carried by a unanimous vote of 5-0.

## #2-COMMUNICATIONS AND PUBLIC RESPONSE

Communications from the public were recorded: <https://www.youtube.com/watch?v=0PISQnTIDEU>

## OLD BUSINESS

## #3– APPROVAL OF MINUTES

### ➤ Regular Meeting-July 11, 2024

**Chair Allen** entertained a motion to approve the proposed minutes as presented. The motion was made by **Mrs. Crawford** and was seconded by **Mr. Heekin** and carried by a unanimous vote of 5-0.

**Ms. Adams** requested to change the date the Packet is disseminated to the board.

**Chair Allen** entertained a motion to receive the BRE Drafted Packet **7** days before the BRE Meeting. The motion was made by **Ms. Adams** and was seconded by **Mr. Heekin** and carried by a unanimous vote of 5-0.

## #4- MONTHLY OPERATIONS REPORT FOR July 2024

**Director Williams** greeted and reported to the BRE:

- Legislative Impact submitted to the BRE on June 21<sup>st</sup>
- Preparation for November Elections is ongoing
- Launched Elections Academy

**Deputy Eskridge** reported on the activities of the Deputy Director:

- Worked with Managers to establish 2024 updated SOP's repository.
- Worked with Managers to compile election supply needs for the November election
- Submitted the 2<sup>nd</sup> quarter departmental Key Performance Indicators (KPI's)
- Worked with HR on several personnel updates

**Mrs. Brittian** reported on the activities in the Absentee Division:

- Reviewing processes and procedures that impact the November 2024 General Election
- Vendors engaged during **July 2024**
  - Quadient, Fort Orange Press
- GARVIS Maintenance updates & enhancements
  - 7/26

**On-going:**

- Review of **GARViS** enhancements/updates for training material

Earliest Day to apply for Absentee by Mail for the November 5th, 2024 General Election.	<b>AUGUST 19, 2024</b>
<b>FIRST DAY TO MAIL ABSENTEE BALLOTS FOR THE GENERAL ELECTION.</b> The board of registrars shall mail or issue official absentee ballots no more than 29 days, but not less than 25 days prior to any general primary election. O.C.G.A. § 21-2-384(a)(2)	<b>OCTOBER 7, 2024</b>
<b>FIRST DAY TO MAIL/TRANSMIT UOCAVA BALLOTS FOR THE NOVEMBER 5<sup>TH</sup>, 2024 GENERAL ELECTION</b> The board of registrars shall mail or issue official absentee ballots no more than 49 days, but not less than 45 days prior to any federal primary or election O.C.G.A. § 21-2-384(a) *Instant runoff ballots must also be included in UOCAVA ballot packet.	<b>SEPTEMBER 17, 2024</b>
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	<b>OCTOBER 25, 2024</b>
<b>ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE NOVEMBER 5<sup>TH</sup>, 2024 GENERAL ELECTION</b> O.C.G.A. § 21-2-385(d)(1)	<b>OCTOBER 15, 2024</b>

**Mr. Johnson** asked about a ballot tracking system that the Secretary of State’s office (SOS) intends to rollout.

**Mrs. Brittian** responded that the SOS has not informed Fulton County of the implementation of a tracking system.

**Director Williams** informed the BRE that the DRE is in discussion with an outside vendor that will have the ability to track Absentee ballots, the board will be informed once finalized.

**Ms. Dickenson** reported on activities in the Administration Division:

Performed routine administrative functions:

- Process P-Card purchases and T-Card travel / training expenses.
- Performed various HR functions:
  - Processed bi-weekly payroll
  - Procuring goods & services
  - Processed and made payment for Travel Card expenses
  - Processed requisitions for recruitment.
  - **Personnel Vacancies:** <https://www.fultoncountyga.gov/inside-fulton-county/fulton-county-departments/registration-and-elections/registration-and-elections-board/previous-meetings>
    - Listed on page **3** of the **July 2024 Monthly Operations Report**
  - **CAMPAIGN CONTRIBUTION DISCLOSURE REPORT**

- Late and non-flier report for June 30, 2024, filing period was submitted to the State Ethics Commission.
- The next campaign contribution disclosure report was due September 30, 2024, with a grace period deadline on October 7, 2024, for Election Year candidates.

**Ms. Adams** asked if the time-limited positions are temporary.

**Director Williams** explained that Fulton’s Human Resource Department (HR) hired those personnel, but it is a temporary position.

**Ms. Adams** asked how the DRE is ensuring the temp agencies are compliant with staff being US citizens.

**Director Williams** responded that all agencies are aware of the law and every employee must show proof of citizenship, permanent and temporary employees.

**Chair Allen** asked why the Registration Chief and Registration officer position has been placed on hold.

**Director Williams** commended **Mrs. Glenn** on managing the Registration Division. She explained that the DRE has been busy all year and she plans to recruit in 2025.

**Chair Allen** asked what is the Election Systems Specialist’s position responsibility.

**Director Williams** explained that the position is responsible for voting equipment, logic and accuracy testing, tabulation, cellphones, and laptops.

**Mrs. Benjamin** reported on activities with Advance Voting/ Early Voting:

- Recruitment and Preparing for training
- Attended:  
Election Center and took Course 40 for Renewal of my Certified Election Registration Administrator (CERA) Certification.

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Election Date:	General Election November 5, 2024
Runoff Date:	Runoff Election December 3, 2024

**Ms. Adams** mentioned concerns with Advance Voting recruiting and the long hours required by staff

**Mrs. Benjamin** responded that she was not aware of any concerns. She explained that part-time shift is available to staff, but they must work consecutive days (Mon, Tues, and Wed).

**Director Williams** added that we offered part-time shifts and most of the AV employees decline the option.

**Chief Ross** reported on the activities in the Election Division and Election Day:

- Re-verified Polling Locations Reservations for the November General Election.
- Restructuring of AIP Polling Sites Layout.
- Coordinate with municipalities regarding contests for the November General Election Ballot.
- Maintaining and Adding Contest in GARVIS for the November General Election

## ELECTION DAY OPERATIONS

- Updated SOPs for Recruitment and Payroll.
- Confirmed Training Sites for Election Day Training for the November Elections. Recruiting starts August 14 and Training starts September 24, 2024.
- Total Breakdown of Poll Workers: Listed on page **5** of **July 2024 Monthly Operations Report**

**Vice Chair Johnson** asked where citizens can find the recruitment information.

**Chief Ross** responded that the information is on the website.

<https://www.fultoncountyga.gov/inside-fulton-county/fulton-county-departments/registration-and-elections/become-a-poll-worker>

**Director Williams** added that on August 1<sup>st</sup> was National Poll Worker Recruitment Day and External Affairs sent a mass media release on that date.

**Mr. Heekin** and **Mrs. Crawford** requested the training schedule.

**Chief Ross** replied that he will forward to the Board.

**Chair Allen** asked for **Chief Ross** to explain the restructuring of AIP polling sites layout.

**Chief Ross** explained that the team work with the head librarian their focus was on maximizing space and accessibility in smaller facilities.

- Adams Park Library
- Alpharetta Library
- East Roswell Library
- Louise Watley Library

**Director Williams** added the restructuring assist with maximizing usage, accessibility, and handicap accessibility. She commended the Team on completing this task. She mentioned that the system specialist added privacy screens to ensure ballot secrecy at those locations.

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

- 2024 Elections and Operations budgets \$34 Million for 4 Elections
- Managed the two temporary staffing agencies to facilitate the temporary employees
- Requesting billing reports
- Temporary staffing contracts renewed: July 1- December 31, 2024
- Reviewing budget Actual expenses for the March, May and June cycles
- Continuing to process invoices from March, May, and June Elections
- Following up with vendors to timely submit invoices
- Current Breakdown of Elections and Operations Budgets: Listed on page 6 of July 2024 Monthly Operations Report

**Mr. Gilstrap** reported on the activities in the Information Systems (Elections Division):

- **Old Ballot Paper Removal and Destruction Project:**
- Effective July 1, 2024, according to recently passed House Bill 974, all ballot paper used in Georgia elections, requires a visible watermark on all ballots.
- The Information Systems Team started removing all obsolete ballot paper from all voting carriers.
- This includes taking all old ballot paper out of each printer in the carriers and removing all extra reams of ballot paper stored in the carriers.
- The removal project is scheduled to be complete on August 30, 2024. Once all obsolete ballot paper is removed, the ballot paper will be destroyed.
- The new watermark ballot paper is expected to be shipped out and delivered by the end of August.

**Vice Chair Johnson** inquired about the watermark ballot paper that the State of Georgia has mandated all counties use. Does the new paper have a distinguishing mark

**Mr. Gilstrap** responded that the DRE does not know what the paper looks like.

**Director Williams** added that we do not know what the paper looks like, but we are removing and isolating the obsolete paper by boxing and labeling as destroyed.

**Ms. Adams** asked how are we destroying ballots.

**Vice Chair Johnson** clarified that the DRE is destroying blank ballot paper not ballots.

**Director Williams** added that the obsolete paper will be destroyed by a Shredd vendor onsite. She mentioned that additional documents will be shredded that have reached the **24**-month retention period except for 2020 documents that remain due to pending litigation.

**Chair Allen** asked how the DRE administratively records the items destroyed.

**Director Williams** explained that the Election Chief has a transmittal form per pallet that has the contents and the number of boxes being destroyed.

**Chair Allen** advised the Madam Director to have 2 people sign-off on the documentation regarding shredding.

**Director Williams** agreed.

**Mrs. Glenn** reported on the activities of the Voter Registration Division:

- Supported Advance Voting and Election Day Poll Workers
- Processed returned mail
- List maintenance activities included cancelling felons, deceased voters, merging duplicate records and voter cancellation requests in GARViS (Georgia Registered Voter Information System) and continuously auditing the voter roll.
- Mailed 11,237 NCOA out of county and NCOA out of state notices
- Current Breakdown of Front Desk Operations: Listed on page 8 of **July 2024 Monthly Operations Report**

<b>REGISTRATION STATISTICS:</b>			
July 1, 2024		July 31, 2024	
VOTER REGISTRATION APPLICATIONS RECEIVED		26,395	
ACTIVE VOTERS		744,448	
INACTIVE VOTERS		130,540	
TOTAL OF REGISTERED VOTERS		874,988	
APPLICATIONS TO BE PROCESSED		24,625	
NEW REGISTRATIONS TO FULTON COUNTY		3,429	
TRANSFERS TO FULTON COUNTY		15,239	
TRANSFERS FROM FULTON COUNTY		2,623	
REMOVALS FROM FULTON COUNTY		734	

<b>List Maintenance Update</b>	
175- Felon Challenge Letters mailed 358- ERIC-Deceased 39- Moved Out of State 1- NGE 4 – Voter request 0 – Not verified 0- Deceased other	

**Ms. Adams** asked about list maintenance, in response to a complaint about a deceased voter still on the voter roll.

**Mrs. Glenn** explained that deceased voter’s information is received from Vital Records statistics on the dashboard. She mentioned voters can be canceled using an obituary.

**Ms. Crawford** asked about list maintenance and removing voters within the 90-day period of an election.

**Mrs. Glenn** explained that there is various reason a voter can be canceled up to election day.

- Notice of Death
- Notice of Felons
- Voter's Request

**Mr. Heekin** mentioned that current total of registered voters are 110% of the Citizen Voting Age Population (CVAP), which is down from 113% from the previous month. **Mr. Heekin** asked about registration application processed.

**Mrs. Glenn** clarified the statistics.

**Director Williams** commented on CVAP:

Regarding the voter population of voters over 18 years of age versus what is registered, we provided the board that information. Mr. Heekin asked the question, we contacted our Intergovernmental Affairs Department and the GIS Department to give us all the information possible so we can confirm the data. That number is not correct we have the numbers from our voter rolls and the Census information. Any further investigation you would like to do would have to go through the Census. Again, that information is not correct our number of registered voters does not surpass the population.

**Mr. Henson** reported on the activities of the Supplies and Logistics Division:

- Completed a full inventory of the supplies in the Election Warehouse for the upcoming November 2024 General Election.
- Created supply orders for any items that will be needed for the November 2024 election.
- Prepared the election warehouse for the installation of new racking.
- Organized all the supplies counted in the warehouse inventory in preparation for the upcoming November election.
- Updated all the Supply and Logistics Division's Standard Operating Procedures to make sure all the Standard Operating Procedures were up to date with the current procedures of the division.
- Performed visits at potential polling locations to verify if the facility would be acceptable for use as a polling location.
- Continued to update and verify contact details for the facilities that are used as polling locations.
- Reorganized the Supply and Packing cage at the elections warehouse for more efficient storing of supplies used during elections.

**Ms. Little** reported on the activities of Voter Education and Outreach:

- Focused on updating training guides, standard operating procedures, and PowerPoint presentations

- Reached out to all Principals in Atlanta Public Schools and Fulton County Schools to make an introduction to the Voter Education and outreach program
- Conducted Deputy Registrar Training for citizens that want to host voter registration drives
- Partnership with External Affairs regarding collateral material for the 2024 election cycle for outreach events
- Coordinated with Leadership to implement the Election Academy
- Breakdown of Voter Education Activities and Events: Listed on pages 11-15 of the July 2024 Monthly Operations Report

**Mrs. Crawford** asked when was the Election Academy event. She suggested the Board attend the Academy session.

**Chair Allen** echoed **Mrs. Crawford's** suggestion.

#### **#5- UPDATE ON APPROVED ADVANCE VOTING LOCATIONS:**

- November 5, 2024-General, Special Nonpartisan Election

**Director Williams** updated the Board on location

**Chair Allen** asked if the DRE contacted Gwinnett Tech- Alpharetta about being an outreach site.

**Director Williams** responded that previously but not during this election. She will have staff contact Gwinnett Tech to inquire.

**Chair Allen** entertained a motion to approve the Advance Voting Locations. The motion was made by **Vice Chair Johnson** and was seconded by **Mrs. Crawford** and carried by a vote of 4-0; Abstention **Allen**.

Collectively, the Board decided to approve the items individually.

**Chair Allen** entertained a motion to approve the changes to the Advance Voting Locations. The motion was made by **Vice Chair Johnson** and was seconded by **Mrs. Crawford** and carried by a unanimous vote of 5-0.

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## NEW BUSINESS

### #6- REVIEW THE SECRETARY OF STATE'S PROCESS TO VOTER REGISTRATION CANCELLATIONS

Robust discussion: <https://www.youtube.com/watch?v=0PISQnTIDEU>

Timestamp: 1:06- 1:25

**Mrs. Glenn** reported:

This is a portal to submit request to cancel you cannot cancel a registration by using the portal. All requests have to be approved by my department. Because it's new and we have been operating under the deadline to complete all the petitions for the independent candidates, we have not started processing any of those cancellation requests. They have made additional security enhancements to the cancellation request system. It is a request it does not cancel someone's voter registration; we still have to approve that.

**Vice Chair Johnson** asked whether the SOS provide any guidance on the process.

**Mrs. Glenn** stated that the DRE didn't know it existed and there was a training today at 10:30am. She did meet with SOS's personnel to discuss security enhancements prior to this meeting.

**Vice Chair Johnson** mentioned that the SOS launched a portal last week and 9 days later decide to train counties.

**Vice Chair Johnson** provided a scenario that could impact a voter that encounter a person attempting to fraudulently use this portal.

**Mrs. Glenn** outlined what is needed to complete the request or you will be locked out:

- ID information
- SSN
- DOB
- Once the request is processed, the voter will receive a notice of cancellation in the USPS mail

**Mrs. Glenn** concluded that any wrongful cancellation can be corrected.

**Director Williams** explained that SOP's will be updated to reflect this new portal, and all personnel will be properly trained on the procedures.

**Ms. Adams** asked if the DRE has any Challenges.

**Mrs. Glenn** answered no, not since December 2023.

**Ms. Adams** asked was the new Challenges Procedure posted on the website.

**Director Williams** responded she will research that.

No, the document needs to be updated.

## EXECUTIVE SESSION

**Chair Allen** entertained a motion to close the regular session and convene into executive session to discuss litigation matters. The motion was made by **Vice Chair Johnson**, seconded by **Mrs. Crawford** and carried by a unanimous vote of 5-0.

After executive session, **Chair Allen** entertained a motion to reconvene from executive session. The motion was made by **Mrs. Crawford**, seconded by **Mr. Heekin** and carried by a unanimous vote of 5-0.

## ADJOURNMENT

There being no further business, **Chair Allen** entertained a motion to adjourn. **Vice Chair Johnson** moved to adjourn the meeting. **Mrs. Crawford** seconded the motion. There being no further business on the agenda, the Board adjourned the meeting at 1:39 p.m.

The meeting adjourned.

Prepared by:

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**Mariska Bodison**, Board Secretary