



BOARD OF REGISTRATION AND ELECTIONS APPROVED MINUTES

REGULAR MEETING – SEPTEMBER 12, 2024

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, September 12, 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; Mrs. Sharon Benjamin, Deputy Election Chief; Mrs. Jodi Brittan, Absentee Manager; Mrs. Shoshauna Goins, Absentee Supervisor; Mrs. Janell Barganier, 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. Darryl Peek, Mr. Tyree Spencer, Mr. James Artis

Legal: 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=jgSCzIIAmMo>

OLD BUSINESS

#3– APPROVAL OF MINUTES

- **Regular Meeting**-August 8, 2024

Mr. Heekin requested the verbiage on page 8 reflect what was said during the meeting.

Mr. Johnson suggested a friendly amendment.

Minutes updated to reflect.

Chair Allen entertained a motion to approve the proposed minutes to include the amendment. The motion was made by **Ms. Adams** and was seconded by **Vice Chair Johnson** and carried by a unanimous vote of 5-0.

- **Special Meeting**- August 29, 2024

Chair Allen highlighted the edits for the minutes.

Chair Allen entertained a motion to approve the proposed minutes to include the amendments. The motion was made by **Mrs. Crawford** and was seconded by **Vice Chair Johnson** and carried by a unanimous vote of 5-0.

#4- MONTHLY OPERATIONS REPORT FOR July 2024

Director Williams greeted and reported to the BRE:

- The Monitoring Team has been onsite:
 - Ryan Germany and Carter Center Team
- L&A testing underway

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

- Reviewing processes and procedures that impact the November 2024 General Election
- Vendors engaged during **August 2024**
 - Quadiant, Fort Orange Press
- GARVIS Maintenance updates & enhancements
 - 8/20 & 8/26
- Attended: SOS End of Summer Training
- **On-going:**
 - Absentee- Ballot tracking available
 - Review of **GARViS** enhancements/updates for training material
 - Notifying electors' who will receive a provisional ballot, due to incomplete/incorrect request
 - Processing applications received daily

| | |
|--|------------------------------|
| Earliest Day to apply for Absentee by Mail for the November 5 th , 2024, General Election. | AUGUST 19, 2024 |
| FIRST DAY TO MAIL ABSENTEE BALLOTS FOR THE GENERAL ELECTION. 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) | OCTOBER 7, 2024 |
| FIRST DAY TO MAIL/TRANSMIT UOCAVA BALLOTS FOR THE NOVEMBER 5TH, 2024 GENERAL ELECTION 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. | SEPTEMBER 17-21, 2024 |
| Last day to request an Absentee ballot O.C.G.A. § 21-2-381 | OCTOBER 25, 2024 |
| ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE NOVEMBER 5TH, 2024 GENERAL ELECTION O.C.G.A. § 21-2-385(d)(1) | OCTOBER 15, 2024 |
| Eligible Military and Overseas Voters (UOCAVA) Ballots must be received by 5pm. | NOVEMBER 8, 2024 |
| ABSENTEE BY MAIL STATISTICS: | |
| APPLICATIONS ACCEPTED | 16,724 |
| APPLICATIONS REJECTED | 293 |

Mrs. Crawford asked **Mrs. Brittian** to expound on the ballot tracking.

Mrs. Brittian mentioned the SOS will roll out a ballot tracking system that every voter can sign-up for via My Voter Page. This will give the voter updates on their ballot tracking.

Ms. Adams asked about Provisional ballot status.

Mrs. Brittian mentioned that the voter has an opportunity to Cure their application to receive a regular ballot. Also, the voter has an opportunity to Cure their ballot if they received a ballot stamped Provisional.

Vice Chair Johnson asked about Absentee by Mail and receiving absentee ballots via other mailing systems outside of USPS.

Mrs. Brittian explained no rule precluded voters+ from returning/ delivering absentee ballots to the Superintendent.

Ms. Brumbaugh interjected and surmised that the plain language in the rule (183-1-14-.11) would preclude FedEx and UPS from delivering absentee ballots. She noted this new rule is currently the subject of litigation.

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.
- Preparing budget for FY 2025 personnel to include permanent and time limited staff.
- **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 **August 2024 Monthly Operations Report**
- **CAMPAIGN CONTRIBUTION DISCLOSURE REPORT**
 - The next campaign contribution disclosure report was due September 30, 2024, with a grace period deadline on October 7, 2024, for Election Year candidates.

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

- Recruitment and prepared for training
 - Part-Time Shift Program: We have part-time staffing opportunities for clerks and monitors positions to interested applicants.
- preparing for our first day of Advance Voting training which is scheduled to begin on September 3rd.

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| Training to begin Sep 3rd | Managers | Assistant Managers | Clerks | Technician | Line Monitors |
|---------------------------|-----------|--------------------|------------|------------|---------------|
| | <u>37</u> | <u>74</u> | <u>253</u> | <u>36</u> | <u>38</u> |
| total recruited | 35 | 66 | 207 | 0 | 34 |
| recruitment remaining | 2 | 8 | 46 | 36 | 4 |

Ms. Adams asked was the ballot built.

Director Williams responded that we are currently ballot proofing, we should sign off on our ballot project by Friday.

Ms. Adams asked about candidates being able to proof their race on the ballot per the new legislation.

Director Williams explained that legislation does not take effect until January 2025, the DRE thinks it's a good practice and the DRE has already implemented this into practice.

Ms. Adams asked about incumbent races on the federal races ballot.

Director Williams responded that CES build the ballot in accordance with OCGA 21-2-285, that dictates how the names are positioned on the ballot for all 159 counties.

Mrs. Crawford asked who is assigned to recruit the technician.

Director Williams identified Abacus Corporation as the temporary staffing agency.

Vice Chair Johnson inquired about security plan due to the increased concerns regarding Elections.

Director Williams outlined the DRE's effort to mitigate those concerns:

- Police Partnership with heavy engagement
- Each AV locations and Election Day will have security
- Meeting with a vendor to discuss the alert badges
- Signage that encourages the public to notify the DRE of any concerning activities

Mrs. Adams expressed that she has safety concerns and asked did anyone experience being assaulted in 2020.

Director Williams mentioned that during the 2020 Election the assaults were verbal from what she recalls.

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

Chair Allen asked **Ms. Brumbaugh** does any of the Approved SEB rules impact Advance Voting.

Ms. Brumbaugh gave a brief overview of the rules. She added the rule on Absentee drop box surveillance will apply to AV.

Vice Chair Johnson stated the county already has 24-hour surveillance capability

Director Williams outlined the surveillance cycle:

- In 2020, 30-40 drop boxes were outside opened and with 24-hours surveillance
- 2021, SB 202 passed changing the number of drop boxes allowed in each county
 - (1 drop box per 100,000K active voters)
- Removing the drop boxes from outside with a camera to inside with no camera
- Since 2021, drop boxes are only used during Advance Voting
- Currently no surveillance
- Pending: re-installing cameras to surveil an empty box

Director Williams on behalf of Chief Ross reported on the activities in the Election Division and Election Day:

- Formulate all signage requirements for the November 5, 2024, General Election.
- Maintaining Contest entry in GARVIS for the November General Election
- Received and Coordinate Proofing of the General Election Ballot Project.
- Formulate Letters of Instruction for Advance Voting, Election Day poll managers, and Election Check-in managers.

ELECTION DAY OPERATIONS

- Recruitment of Poll Clerks with priority given to poll workers who worked the previous 2024 elections. The deadline for these poll workers to respond is September 6th
- Training is scheduled to begin on September 24, 2024
- All training locations have been solidified for the November Election training
- successfully formulated the updated Poll Worker Manual, ensuring it is ready for distribution to all poll workers
- Total Breakdown of Poll Workers: Listed on page 5 of August 2024 Monthly Operations Report

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 August 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 old ballot paper has been boxed, labeled, and palletized for destruction
- Advance Voting Training**
- Team completed voting equipment which will be used in Advance Voting Training from September 3rd – October 5th.

Ms. Adams asked when the ballot paper be destroyed prior to the upcoming election

Director Williams responded that if a vendor is available the paper will be destroyed, she will update the board once it's scheduled.

Ms. Adams mentioned the cyber incident in Fulton and asked about a back-up server.

Director Williams responded that any attack would require SOS involvement.

Ms. Adams asked about the security of this building and do the DRE need anything additional.

Director Williams outlined safety measures:

- Heighten security presence
- Alarm sensors on the door

Vice Chair asked the estimated cost of the paper being destroyed.

Director Williams responded the cost of the obsolete paper will cost approximately \$357,000. This is due to the surplus of paper in stock.

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

- Completed the organization of the Supply and Packing warehouse racking after the new racks were installed.
- Began preparation of the Advance Voting Supply Boxes for the upcoming November 5, 2024, General Election.
- Began preparation of the Election Day Black Supply Boxes for the upcoming November 5, 2024, General Election.
- Started preparation of the Election Day Blue Manager Binders for the upcoming November 5, 2024, General Election.
- Started preparation of the Delivery and Pickup Schedule for the upcoming November 5, 2024, General Election.
- 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.

Mr. Thomas on behalf of 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
- Staff continued the verification of signatures on the petitions of 3 independent candidates for president
- Current Breakdown of Front Desk Operations: Listed on page **10** of **August 2024 Monthly Operations Report**

| REGISTRATION STATISTICS: | | | |
|---|--|-----------------|--|
| August 1, 2024 | | August 31, 2024 | |
| VOTER REGISTRATION APPLICATIONS RECEIVED | | 34,381 | |
| ACTIVE VOTERS | | 726,865 | |
| INACTIVE VOTERS | | 156,142 | |
| TOTAL OF REGISTERED VOTERS | | 883,007 | |
| APPLICATIONS TO BE PROCESSED | | 17,028 | |
| NEW REGISTRATIONS TO FULTON COUNTY | | 7,619 | |
| TRANSFERS TO FULTON COUNTY | | 15,233 | |
| TRANSFERS FROM FULTON COUNTY | | 2,783 | |
| REMOVALS FROM FULTON COUNTY | | 1,659 | |
| List Maintenance Update | | | |
| 257- Felon Challenge Letters mailed / 473 - ERIC-Deceased / VCR Portal- 191/ 18- NGE / 3 – Voter request / 0 – Not verified / 156- Deceased other / 559 – Duplicates / ERIC Cross State - 1 | | | |

Mrs. Crawford asked about the pending registration.

Mr. T. Johnson explained that the Registration Division is currently diligently working to process all pending application.

Ms. Adams asked about statistical data on military and overseas voters that request Absentee ballots.

Mrs. Brittian explained there is no report to pull but it will be a manual process to provide raw numbers.

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
- Hosting the Election Academy Monthly
- Breakdown of Voter Education Activities and Events: Listed on pages **11-21** of the **August 2024 Monthly Operations Report**

Mr. Heekin commended **Ms. Little** on Election Academy.

Mr. Johnson commended the VEO team on all their hard work.

#5- APPROVAL OF ADDITIONAL ADVANCE VOTING LOCATIONS:

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

Timestamp: 1:26- 1:39

- November 5, 2024-General, Special Nonpartisan Election
- Adding Government Center as a new location
- Extending the outreach site, Flipper Temple, to be operational all 3 weeks

Director Williams explained the concerns that arose regarding AV coverage:

- Outcry for more locations in the 30314 area
- Communications with the Pastor of Flipper Temple (current 2-day outreach location)
 - Pastor agreed to 3 weeks of operations

Chair Allen mentioned that she received several calls and email with concerns regarding Advance Voting in the 30314 area.

Chair Allen asked were there in any budgetary concerns with the AV additions.

Director Williams explained that once approved by the BRE. The BOC would need to approve the funding allocation to the contract modification.

Chair Allen asked are **Ms. Brumbaugh** are there any legal concerns regarding these additions.

Ms. Brumbaugh cited 21-2-385 (d)(3) with regards to Advance voting locations being posted within 14 days. She said if the board desired to move forward they could.

Ms. Adams asked the cost to add the 2 voting locations

Director Williams explained that these funds are being pulled out of the original allocated funds for election.

Mrs. Barganier provided the cost for 2 locations to include OT and weekends, will be approximately \$200,000.

Director Williams mentioned that the election budget may increase after the DRE has had an opportunity to review the newly adopted rules.

Vice Chair Johnson provided clarity regarding using the Government Center and why we're using Flipper Temple.

Director Williams added that the DRE is only able to use Flipper Temple Church because it serves as an Election Day location unless you are a government building or an Election Day location the DRE is prohibited from using your facility.

Ms. Adams expressed concerns of cost and suggested reducing 2 Advance Voting location to fund the additions.

Director Williams stated she would not recommend reducing due to the anticipated high voter turnout this election cycle.

Ms. Adams stated she is voting no due to cost, nothing against the location.

Chair Allen entertained a motion to approve the additional Advance Voting Locations The motion was made by **Vice Chair Johnson** and was seconded by **Mrs. Crawford** and carried by a vote of 4-1; Nay **Adams**.

NEW BUSINESS

#6- REVIEW OF OPEN RECORDS REQUEST

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

Timestamp: 1:40- 1:57

Ms. Brumbaugh cited § 50-18-72.

Ms. Brumbaugh provided a brief overview of open records, responsiveness, and possible criminal and civil penalties.

Mr. Heekin recommended that the BRE member should not attempt to circumvent the process of Open Records Request (ORR).

Chair Allen cited § 21-2-225:

This information informs the public of what information is accessible for any request seeking your voter records with some exceptions.

Ms. Adams inquired about an ORR she submitted and how the cost is outlined.

Ms. Brumbaugh mentioned that she can review to see how the cost is outlined to the requester.

Chair Allen commented that she does not receive breakdowns in cost when she pays for ORR in her profession.

Ms. Adams mentioned that one of her ORRs was the numbered list of voters and she receive no responsive records as a response.

Mr. Heekin requested a document similar to the Tabulation timeline from **Director Williams** regarding post-election activities.

Director Williams was clarifying what **Mr. Heekin** was requesting. She suggested Mr. Heekin do a walk-through like Ms. Adams of Reconciliation Process.

Mr. Heekin mentioned he's more interested in the tabulations process not the duties.

Director Williams responded they all do, all the post-election processes lead to tabulation and complete canvassing of votes.

Director Williams agreed to draft a document and **Mr. Heekin** can determine, if that's what he's seeking.

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 1:03 p.m.

The meeting adjourned.

Prepared by:

Mariska Bodison, Board Secretary