



## INTER-OFFICE MEMORANDUM

**TO:** Fulton County Board of Registration and Elections

**FROM:** Nadine Williams, Director  
 Patrick Eskridge, Deputy Director  
[Vacant](#), Elections Chief  
 Shamira Marshall, Registration Chief  
 Janell Barganier, Financial Systems Manager  
 Mariska Bodison, Absentee Manager  
 Janice Dickenson, Administrative Manager  
 Dominic Olomo, Information Systems Manager  
 LaShandra Little, Voter Education and Outreach Manager

**RE:** **Monthly Operations Report – March 2023**

**DATE:** April 3, 2023

<b>DEPUTY DIRECTOR PROJECTS</b>	
<b>DATE OF REPORT:</b>	4.5.2022
<b>WORK SUMMARY:</b>	
<p>During the Month of March I worked on the following items:            Attended <b>CERA</b> (Certified Election Registration Administrator) courses:</p> <ul style="list-style-type: none"> <li>Ethics in Election &amp; Voter Registration Administration</li> <li>Communications &amp; Public Relations</li> <li>Constitutional Law of Elections</li> </ul> <p><b>Website Review Update:</b>            Met with Communications team to implement notations found from previously conducted review. Discussed plan of action to keep website updated with accurate and current information. The May 16<sup>th</sup> Election updates have been made to the website.</p> <p><b>Audit update:</b>            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.</p> <p><b>Internal Operations:</b> Met with HR to discuss plan of action for implementing divisional KPI measurement options, and coordinate trainings for managers.</p>	

## ABSENTEE DIVISION

**DATE OF REPORT:** 4.1.2023

**PREPARATION FOR ELECTION / WORK SUMMARY:**

The Division is monitoring all outlets for all eligible Absentee request for the Special Election for HD 68, Governor Kemp signed an Executive Order on March 17, 2023. Also, updating guidance for personnel regarding Municipalities that are conducting their own election.

**ABSENTEE OPERATIONS:**

- Weekly Meetings with Mrs. J. Brittian, Absentee Supervisor
  - Weekly Meetings with the Division’s personnel
    - **GARViS** Roundtables
    - Leadership
  - 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
  - Contacted SOS for Election Supplies
  - Researching alternate Automated Ballot Mailing Systems
  - Vendors engaged during the month of **March**:
    - Tattnall Ballot Solution, Quadient, Pitney Bowes and Runbeck
- On-going:**
- Tracking **GARViS** enhancements for training material
  - Indexing of all scanned documents (electronically storing 2022 Absentee Records)

**SOS DEADLINE DATES:**

Earliest Day to apply for Absentee by Mail for the Special Elections	<b>March 17, 2023</b>
<b>DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR MAY 16<sup>TH</sup> SPECIAL ELECTION AND RUNOFF</b> The last day for a person to register and be eligible to vote in the general/special election and runoff shall be at the close of business on the fifth Monday prior to the date of the election. O.C.G.A. §§ 21-2-224; 21-2-501	<b>April 17, 2023</b>
<b>FIRST DAY TO MAIL ABSENTEE BALLOTS FOR SPECIAL ELECTION</b> The board of registrars shall mail or issue official absentee ballots <b>29 days</b> prior to any Municipal General Election. O.C.G.A. § 21-2-384(a)	<b>April 17, 2023</b>
<b>ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE SPECIAL ELECTION</b> O.C.G.A. § 21-2-385(d)(1)	<b>April 24, 2023</b>
Early Processing of Absentee Ballots will commence:	<b>May 8, 2023</b>
<b>All Eligible Military and Overseas Voters (UOCAVAs) that request an absentee ballot during this election cycle, will receive their ballot via mail only.</b> Deadline to return ballots by mail:	<b>May 19, 2023 @ 5pm</b>

**ABSENTEE BY MAIL STATISTICS: 0**

Applications Accepted	<b>0</b>
Duplicate Application	<b>0</b>
Applications Rejected	<b>4</b>

## ADMINISTRATION

**DATE OF REPORT:** March 30, 2023

### PREPARATION FOR ELECTION / WORK SUMMARY:

Performed routine administrative functions such as submitted requisitions to establish purchase orders and submitted invoices for payment.

Performed various HR functions such as payroll, processed requisitions for recruitment, separate resigned employees from HR system and provided responses regarding unemployment claims.

### PERSONNEL VACANCIES:

TITLE	POSITION TYPE	STATUS OF RECRUITMENT
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.

### INTERGOVERNMENTAL AGREEMENTS (IGA) – Municipal 2023 Election

Provided Intergovernmental agreements to the following Cities:  
 Alpharetta, Atlanta, Chattahoochee Hills, College Park, Fairburn, Hapeville, John’s Creek, Mountain Park, Roswell, South Fulton, and Union City

Municipalities Approved and Submitted IGAs:  
 Fairburn, John’s Creek, Mountain Park, South Fulton, and Union City.

Pending BRE and BOC Approval.

## ADVANCE VOTING

4.4.2023

### PREPARATION FOR ELECTION / WORK SUMMARY:

Currently we are preparing to conduct the Special Election for US Representative, District 68 and the Municipal Election, including reserving dates for municipal elections. Staff has been recruited for the HD 68 special election. In addition, the Advance Voting poll worker Training Calendar has been completed.

To successfully conduct these elections, we, at a minimum, must accomplish the following objectives:

- 1) Comprehensively review our current training curriculum.
- 2) Align the curriculum with the newly implemented GARVIS.
- 3) Develop suitable training manuals and classroom materials.
- 4) Develop and implement a real-time in poll monitoring and review system to rapidly identify and report any weaknesses or failures in the GARVIS system or procedures so that timely corrective measures may be applied.

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Election Date: House District 68, May 16, 2023

House District 68 Special Runoff Election: June 13, 2023

Election Date:	Municipal Election November 7, 2023		
Runoff Date:	Municipal Runoff Election December 5, 2023		
Advance Voting Locations:	TBD		
<b>POSITION NEEDED</b>	<b>QUANTITY</b>	<b># RECRUITED TO DATE</b>	<b># TRAINED TO DATE</b>

## ELECTIONS

4.1.2023

### PREPARATION FOR ELECTION / WORK SUMMARY:

Preparation for the House District 68 Election is taking place. The 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 Date:	May 16, 2023 House District 68
Runoff Date:	June 13, 2023 House District 68
Precincts in Upcoming Election:	Portions of: <ul style="list-style-type: none"> <li>• Fairburn</li> <li>• Union City</li> <li>• South Fulton</li> </ul>
Proposed Precinct Location Changes:	SC07C To be presented at April 4, 2023 BRE Meeting

## ELECTION DAY

4/05/2023

### PREPARATION FOR ELECTION / WORK SUMMARY:

Preparing for May 16, 2023 Election: Recruiting Poll Workers, Setting training location; Train Temporary Staff and Poll Workers: Continuing working on updating Standard Operating Procedures (SOP).

Election Date:	Special Election May 16, 2023		
Runoff Date:	Special Runoff Election June 13, 2023		
POSITION NEEDED	QUANTITY	# RECRUITED DATE	# TRAINED DATE
Poll Manager	7	7	
Assistant Manager	14	14	
Clerks	26	20	
Technician	7	5	

## FINANCE

**DATE OF REPORT:** 3/31/2023

### PREPARATION FOR ELECTION / WORK SUMMARY:

The Financial Systems Manager has completed the Special Election House District 68 budget for the May 16, 2023 election, and for a possible run-off for June 13, 2023. We have obtained emergency authorization approval from the County Manager for the Special election budget requests. Also, we are continuing to update the NOV and DEC 2023 Municipal Election budgets as we meet with the Elections Department management. We are continuing to process vendor invoices for payment.

<b>2023 Budgets as of 3/31/23:</b>	
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 worked to complete the Special Election House District 68 Budget for May 2023, and the budget for the possible run-off special election in JUNE 2023. We have obtained a temporary services contract with Dover Staffing to provide the necessary temporary employees. We have met with Dover Staffing to work on starting the recruitment and onboarding of the temporary employees to work the Special Election for House District 68.

We are awaiting the completion of the IGA's from the municipalities that are due back before or by March 31, 2023. We have not received all of the IGA's back from the municipalities. Once we have confirmation from the municipalities that are having elections and they have provided agreement for Fulton County to conduct their elections, then any budget updates will be made in April 2023.

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.

<b>INFORMATION SYSTEMS</b>	
<b>DATE OF REPORT:</b>	<b>04.06.2023</b>
<b>PREPARATION FOR ELECTION / WORK SUMMARY:</b>	

**May 16<sup>th</sup> Special Election:** The Information Systems staff begin preparation for the May 16<sup>th</sup> Special Election. The main items in preparation are listed below.

- **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>.

REGISTRATION	
DATE OF REPORT:	April 4, 2023
PREPARATION FOR ELECTION / WORK SUMMARY:	

This Monthly Report provides a summary of the critical registration activities, workload levels, and voter registration statistics for the Registration Division of the Fulton County Registration & Elections Department for March 2023. The primary activities the VR staff worked on in March were researching street issues, preparing for municipal street audits, redistricting, identifying, and merging duplicate records, and auditing the voter roll for invalid or business addresses.

<b>REGISTRATION STATISTICS:</b>			
March 1, 2023		March 31, 2023	
VOTER REGISTRATION APPLICATIONS RECEIVED		18,470	
ACTIVE VOTERS		753,887*	
INACTIVE VOTERS		103,093	
TOTAL OF REGISTERED VOTERS		856,980	
APPLICATIONS TO BE PROCESSED		34, 832	
NEW REGISTRATIONS TO FULTON COUNTY		*	
TRANSFERS TO FULTON COUNTY		*	
TRANSFERS FROM FULTON COUNTY		*	
REMOVALS FROM FULTON COUNTY		*	
<b>FRONT DESK OPERATIONS</b>			
March 1, 2023		March 31, 2023	
Reason for Visiting Voter Registration			Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION			1
TEMPORARY VOTER ID CARD – APPLICATIONS			93
REGISTER TO VOTE – WALK-INS			67
PRECINCT CARD REQUESTS			32
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)			7
3 <sup>RD</sup> PARTY/VOTER DRIVES (APPLICATIONS)			40
LETTER RESPONSE			5
OUT OF COUNTY / OUT OF STATE INQUIRIES			8
VOTER LIST/STATS			-
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS			20
<b>TOTAL:</b>			<b>273</b>
<b>March Challenge Hearing Update</b>			
We flagged the records of voters who did not respond to the challenge as “Challenged Elector”. The challenge letter to voters was updated and we created an insert for voters to explain how to make corrections and what documents are needed.			

Attachment provided for Agenda Item #5: List Maintenance Updates.

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

## SUPPLIES & LOGISTICS

<b>DATE OF REPORT</b>	<b>4.3.2023</b>
<b>PREPARATION FOR ELECTION / WORK SUMMARY:</b>	



Currently, Supplies and Logistics is carrying out the Inventory of supplies required in preparation for the May 16th Special Elections. The staff has been recruited and confirmed to support and conduct, supply needs and all deliveries and pickups of voting equipment. Also, all election day polling facilities and rental vehicles to support the May 16<sup>th</sup> special election have been reserved and confirmed, and one precinct location change will be presented to the BRE.

We have been 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.

Also, we are still in the process of 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.

### **SUPPLY & INVENTORY STATISTICS**

<b>Supplies &amp; Logistics Staff</b>	Total staff 6 starts on April 10th
<b>Courier - Fleet Coordinator</b>	Total staff 2 starts on April 19th
<b>Couriers</b>	Total staff 7 starts on April 19th

## **VOTER EDUCATION**

<b>DATE OF REPORT:</b>	<b>April 3, 2023</b>
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**PREPARATION FOR ELECTION / WORK SUMMARY:**

The VEO manager worked with external affairs to create collateral for the Special Election for House of Representative District 68. Upon creation, the VEO manager distributed to all the city clerks and mayors of impacted cities to distribute to their constituents. The VEO team is scheduling several events within the district to ensure awareness and knowledge of the special election.

In preparation for the Municipal Elections, the VEO Manager worked with External affairs to create and update all voter education and promotional materials and updated the website. The VEO team also scheduled voter registration drives with Atlanta Public and Fulton County Schools before graduation.

The VEO manager participates in legislative meetings as needed to discuss all bills introduced that impact the elections department. The V.E.O. Manager began conducting deputy registrar training for new and those needing recertification.

We continue contacting schools, community organizations, non-profit organizations, senior centers, government officials, colleges, and universities.

The VEO manager participated in Elections Center training for election officials.

**VOTER EDUCATION ACTIVITIES**

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

**PAST AND UPCOMING EVENTS**

Date	Type of Event	Location
3/2/2023	Voter Registration Drive	Mercedes Benz Stadium, 1 AMB Drive NW, Atlanta, GA 30313
3/6/2023	Voter Education and Outreach	St. George Village 11350 Woodstock Rd, Roswell, GA 30075
3/15/2023	Voter Education and Outreach	Calvin Court Dining Room 479 E Paces Ferry Road NE Atlanta, GA 30305

<b>3/15/2023</b>	<b>Deputy Registrar Training</b>	<b>Virtual email veo@fultoncountyga.gov to register</b>
<b>3/16/2023</b>	<b>Deputy Registrar Training</b>	<b>Virtual email veo@fultoncountyga.gov to register</b>
<b>3/17/2023</b>	<b>Voter Education and Outreach</b>	<b>C.T. Martin Natatorium and Recreation Center 3201 MLK Jr. Dr. SW Atlanta 30311</b>
<b>3/18/2023</b>	<b>Deputy Registrar Training</b>	<b>Virtual email veo@fultoncountyga.gov to register</b>
<b>3/21/2023</b>	<b>Voter Education and Outreach</b>	<b>Wheat Street Towers 375 Auburn Ave. NE Atlanta, Ga. 30312</b>
<b>3/22/2023</b>	<b>Voter Education and Outreach</b>	<b>Dogwood Neighborhood Senior Center 1953 Donald Lee Hollowell Pkwy. Atlanta, GA 30318</b>
<b>3/23/2023</b>	<b>Voter Education and Outreach</b>	<b>Creekside High School 7405 Herndon Road Fairburn, GA 30213</b>
<b>3/24/2023</b>	<b>Voter Education and Outreach</b>	<b>Empowering Young Men to Excel Youth Conference, 40 Courtland St NE, Atlanta, GA 30303</b>
<b>3/25/2023</b>	<b>Voter Education and Outreach</b>	<b>Coretta Scott King Young Women's Leadership Academy 1190 Northwest Dr NW, Atlanta, GA 30318</b>
<b>3/27/2023</b>	<b>Deputy Registrar Training</b>	<b>Virtual email veo@fultoncountyga.gov to register</b>
<b>4/3/2023</b>	<b>Voter Education and Outreach</b>	<b>Northeast Spruill Oaks Library 9560 Spruill Rd, Johns Creek, GA 30022</b>

<b>4/6/2023</b>	<b>Deputy Registrar Training / Voter Education</b>	<b>C.T. Martin Natatorium and Recreation Center 3201 MLK Jr Dr. SW, Atlanta, GA 30311</b>
<b>4/8/2023</b>	<b>Voter Education and Outreach</b>	<b>866 West Peachtree Street NW Atlanta GA 30309</b>
<b>4/11/2023</b>	<b>Voter Education and Outreach</b>	<b>Tri-Cities High School 2575 Harris St, East Point, GA 30344</b>
<b>4/11/2023</b>	<b>Voter Education and Outreach</b>	<b>Roswell Library 115 Norcross Street Roswell, GA 30075</b>
<b>4/13/2023</b>	<b>Fulton Mobile Bus Outreach</b>	<b>Atlanta Technical College, 1560 Metropolitan Pkwy, SW, Atlanta, GA 30310</b>
<b>4/17/2023</b>	<b>Voter Education and Outreach</b>	<b>Dogwood Neighborhood Senior Center 1953 Donald Lee Hollowell Pkwy. Atlanta, GA 30318</b>