



# BOARD OF REGISTRATION AND ELECTIONS APPROVED MINUTES

## REGULAR MEETING – FEBRUARY 13, 2025

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, February 13, 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 V. Johnson, Vice Chairperson  
Mr. Michael Heekin  
Ms. Julie Adams

**Absent Board Member:**  
Mrs. Teresa Crawford

**Staff Attending:** Mrs. Nadine E. Williams, Director; Mr. John Ross, Election Chief; 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; Mrs. Kathryn Glenn, Registration Manager; Mr. Corey Henson, Elections Equipment Manager; Ms. Amber Culver, Administrative Coordinator; Ms. Regina Waller, Division Manager; Mr. Tyree Spencer, Mr. James Artis

**Legal:** Mr. David Lowman and Mr. Chad Alexis

### 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 **Mr. Heekin**, seconded by **Vice Chair Johnson**, and carried by a unanimous vote of 4-0.

## #2- COMMUNICATIONS AND PUBLIC COMMENT

Timestamp: 11:30-13:00

<https://www.youtube.com/watch?v=c7H8LLMwj4M>

There was 1 public comment recorded.

## #3 APPROVAL OF THE MINUTES

**Ms. Adams** requested the minutes of October 10<sup>th</sup>, November 8<sup>th</sup>, and November 12<sup>th</sup> be changed to reflect verbiage that she would like captured in the minutes.

**Secretary Bodison** reminded the Board that the minutes are the summation of the overall meeting. If there are topics with extensive discussion, there comments are labeled, timestamped, and hyperlinked, which was reflective in the minutes.

**Madam Chair** requested that the Board receive Ms. Adam's proposed changes for review prior to the March meeting.

**Ms. Adams** agreed to the request.

**Chair Allen** entertained a motion to hold the minutes of October 10<sup>th</sup>, November 8<sup>th</sup>, and November 12<sup>th</sup> to the next meeting. The motion was made by **Vice Chair Johnson**, seconded by **Ms. Adams**, and carried by a unanimous vote of 4-0.

**Chair Allen** entertained a motion to approve the minutes October 30<sup>th</sup>, November 5<sup>th</sup>, and December 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup>. The motion was made by **Vice Chair Johnson**, seconded by **Mr. Heekin**, and carried by a unanimous vote of 4-0.

## #4 MONTHLY OPERATIONS REPORT: JANUARY

Robust section: <https://www.youtube.com/watch?v=c7H8LLMwj4M>

Timestamp: 18:15-33:40

**Director Williams** greeted the BRE.

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

- Weekly Meetings with the Division's personnel
- Vendors engaged during January **2025**
  - Fort Orange Press (Debrief)
- Attended
  - Georgia Emergency Management Certification course

**On-going:**

- Review of **GARViS** enhancements/updates for training material
- Review of Senate Bill 189
- Training and preparation for the upcoming election
- Accepting Federal Postcard Applications for the upcoming election
- Digitally storing backlog of 2024 Absentee request

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

Performed routine administrative functions:

- Processed facility rental invoices.
- Compiled year end balances of facility rental invoices and P Card purchases.
- Processed and made payment for P Card allowable purchases.
- Prepared monthly reconciliation report for Purchase Card (P Card).
- Performed routine HR functions:
- Processed payroll bi-weekly.
- Processed requests for recruitment and selection of candidates.
- Separate time limited staff from HR system.

Compiled and submitted late and non-fliers report for December 31, 2024, filing period to the State Ethics Commission.

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

- Engaged in reviewing Advance Voting SOP for the County Auditor
- Weekly meeting with Divisions Managers
- Confirmation of training sites for Advance Voting training for June Election
- Reviewed our training curriculum and planning.

Our next focus is geared toward the 2025 Election Events.

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

- Completed finalization of all 2024 retention documents.
- Coordinated with municipalities regarding the 2025 election schedule.
- Reviewed and updated Standard Operating Procedures.
- Coordinated all reservations for 2025 polling locations.

In Preparing for June 17, 2025, Primary Special Election, the division has begun working on Recruitment Schedule, Updating SOPs and Guidelines, Working on Training Schedule, Updating training modules and materials for Poll Workers, Technicians and Compliance Officers.

POSITION NEEDED	QUANTITY	RECRUITED Starts 04/14/2025	Poll Workers Trained
Poll Manager	177		
Assistant Manager	354		
Clerks	531		
Reserves	45		
Technicians	177(Duplicate)		

**Mr. Heekin** requested the updated SOPs.

**Chair Allen** directed the SOPs be sent to the board.

**Director Williams** informed the BRE that the SOPs will be sent a shared folder of the SOPs.

**Mr. Johnson** inquired about comments made regarding the election results from 2024 General Election not being finalized nor reported.

**Director Williams** refuted the claims and explained that it's false and outlined where the results can be found on our website and the Secretary of State's website. You cannot certify an Election without official and complete results.

**Ms. Adams** requested a copy of the Certification of Returns form that each approving BRE member signed after certifying the election.

**Secretary Bodison** clarified and acknowledged the request.

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

- Board of Commissioners (BOC) approved the 2025 Elections budget for a total of \$15 Million which included funding for the four upcoming PSC/Municipal elections.
- Approved 2025 Operating budget is \$5.4 Million.
- Financial Systems manager has continued to update the 2025 budget reporting and input the approved detailed budgets into the Accounting system.
- Updating the funding needed to the team in preparation for each election cycle in 2025.
- Continuing to review and process the temporary staffing agency invoices, and various vendors invoices through the Accounting department.
- Continuing to track the costs incurred for the November 2024 general election, and the December 2024 municipal runoff election to review the budget to actual expenses.
- Some vendor invoices are being billed to us in 2025 for expenses for the November and December 2024 elections.

**Below are the 2025 elections and operations budgets:**

<b>2025 budgets approved:</b>	
operations budget	\$5.4 million
general primary June 17, 2025	\$4.7 million
general primary run-off July 15, 2025	\$2.3 million
general election Nov 4, 2025	\$5.6 million
general run-off election Dec 2, 2025	\$2.4 million

**Below are the 2024 elections and operations budgets:**

<b>2024 budgets updated:</b>	
operations budget	\$5.2 million
Presidential preference primary (PPP) March 12, 2024	\$9.1 million
General primary May 21, 2024	\$8.5 million
General primary run-off June 18, 2024	\$3.5 million
Presidential general election Nov 5, 2024	\$12.9 million
General municipal run-off election Dec 3, 2024 (revised budget for municipal only election)	\$1.8 million

**2024 elections and operations expenses incurred are shown below:**

<b>2024 actual expenses incurred as of 12/31/24:</b>	
operations (please note the \$6m includes original budget \$5.2 million plus \$800k from the elections budget for poll pads \$300k; elections warehouse needs \$500k- warehouse racks, audio visual equipment for warehouse and call center, information technology projects, and furniture.)	\$6 million
Presidential preference primary (ppp) March 12, 2024	\$7.6 million (\$1.5 million underrun)
General primary May 21, 2024	\$5.8 million (\$2.7 million underrun)
General primary run-off June 18, 2024	\$1.6 million (\$1.9 million underrun)
Presidential general election Nov 5, 2024	\$10.5 million actual expenses plus \$2 million projected= \$12.5 million total (\$0.4 million underrun)
General municipal run-off election dec 3, 2024	\$860k actual expenses plus \$960k projected= \$1.8 million total

**Ms. Adams** requested the Actuals expenses versus the budgeted amount for the November 2024 election.

**Mrs. Barganier** informed the BRE that this information was provided but they continue to process invoices from the November/ December election.

**Mrs. Cody** reported on the activities in the Information Systems Division:

- **EMS Fundamentals Training:** The Information Systems team participated in a comprehensive training session on the Election Management Systems (EMS) at the Secretary of States Center for Election Service Office.
- The training covered the fundamental operations of key applications, including **Election Event Designer, Results Tally and Reporting (RTR), Adjudication, and ImageCast Central**. These applications are essential for managing various aspects of the election process within the EMS and ImageCast Central workstations.
- Throughout the training, the team received hands-on instruction on critical functions required for **media creation, Logic & Accuracy (L&A) testing, and essential election night procedures**. This included step-by-step guidance on configuring election databases, generating election media, conducting pre-election testing to ensure system integrity, processing and tabulating election results, and troubleshooting common issues that may arise during election operations.

Completing this training strengthened the Information Systems team's proficiency in operating the EMS, ensuring smooth and accurate election processes.

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

- Provided a summary of the critical registration activities, workload levels, and voter registration statistics
- Primary activities the VR staff worked on in January was processing applications, voter cancellation request, list maintenance activities in GARViS (Georgia Registered Voter Information System) and continuously auditing the voter roll.

<b>REGISTRATION STATISTICS:</b>			
January 1, 2025		January 31, 2025	
VOTER REGISTRATION APPLICATIONS RECEIVED		17,187	
ACTIVE VOTERS		767,155	
INACTIVE VOTERS		136,138	
TOTAL OF REGISTERED VOTERS		903,293	
APPLICATIONS TO BE PROCESSED		11,680	
NEW REGISTRATIONS TO FULTON COUNTY		3,333	
TRANSFERS TO FULTON COUNTY		10,195	
TRANSFERS FROM FULTON COUNTY		2,243	
REMOVALS FROM FULTON COUNTY		1,419	
<b>List Maintenance Update</b>			
169- Felon Challenge Letters mailed / 0 - ERIC-Deceased / VCR Portal- 462 / 1- NGE / 59 – Voter request / 0 – Not verified / 657- Deceased / 71 – Duplicates			

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

- Contacted all the Advance Voting Locations to reserve the facilities for the 2025 Election cycle.
- Contacted all the Election Day Polling locations to reserve the facilities for the 2025 Election Cycle.
- Updated all the contact information for both Advance Voting and Election Day Polling Locations as the 2025 Polling Location Reservation Forms were returned.
- Conducted Polling location site visits to confirm if the locations or rooms were suitable for usage as a polling location.
- Continued to inventory all the supplies in the Elections Warehouse in preparation for the upcoming 2025 Election year.
- Started to create a list of needed supplies for the upcoming 2025 Election cycle.
- Completed a review of the Supply and Logistics 2024 operations and procedures and implemented changes as needed for the upcoming 2025 elections.

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

- Participated in legislative meetings as needed to discuss all bills introduced that impact the elections department and attended committee meetings to listen to the hearings on all election bills.
- Pending re-Launch of Election Academy

<b>VOTER EDUCATION ACTIVITIES</b>		
Activity	Total for the Month	Year Total
Deputy Registrar Training	0	Total active= 1960
Voter Registration	0	0
Poll Worker Recruitment	0	0
Voter Identification Cards	0	0
Outreach Events	3	0
Absentee Application	0	0
Deputy Registrar Events	0	0
Connections for VEO.	50	50
Event Interactions	0	0
Media Inquiries	3	3

**NEW BUSINESS**

**#5-APPROVAL OF THE DRAFTED 2025 BRE MEETING SCHEDULE**

Meeting scheduled posted on the website: <https://fultoncountyga.gov/inside-fulton-county/fulton-county-departments/registration-and-elections/registration-and-elections-board>

**Chair Allen** entertained a motion to approve the proposed 2025 meeting schedule. The motion was made by **Mr. Heekin** seconded by **Ms. Adams** and carried by a unanimous vote of 4-0.

**#6-APPROVAL OF ADVANCE VOTING LOCATIONS:**

Special Primary Public Service Commissioner (PSC) /Special Election on **June 17, 2025**

- **Dates:**      **May 27- June 13, 2025**
- **Hours:**      Monday- Saturday 9am-5pm, and Sunday no voting

JUNE & JULY 2025					
1	Adams Park Library		2231 Campbellton Road SW	Atlanta	30311
2	Alpharetta Library	DROP BOX	10 Park Plaza	Alpharetta	30009
3	Buckhead Library	DROP BOX	269 Buckhead Avenue, NE	Atlanta	30305
4	C. T. Martin Natatorium & Recreation Center	DROP BOX	3201 Martin Luther King Jr. Dr.	Atlanta	30311
5	Elections Hub & Operations Center	OFFICE	5600 Campbellton Fairburn Rd	Union City	30213
6	Grant Park Recreation Center		537 Park Ave SE	Atlanta	30312
7	Hugh Grant Recreation Center	DROP BOX	3638 College Street	College Park	30337
8	Joan P. Garner Library at Ponce De Leon		980 Ponce De Leon Ave NE	Atlanta	30306
9	Metropolitan Library		1332 Metropolitan Parkway	Atlanta	30310
10	Milton Library		855 Mayfield Road	Milton	30009
11	Northeast Spruill Oaks Library	DROP BOX	9560 Spruill Road	Johns Creek	30327
12	Northwest Library at Scotts Crossing		2489 Perry Boulevard NW	Atlanta	30318
13	Palmetto Library		9111 Cascade Palmetto Hwy	Palmetto	30268
14	Roswell Library		115 Norcross Street	Roswell	30075
15	Sandy Springs Library	DROP BOX	395 Mt. Vernon Highway	Sandy Springs	30328
16	South Annex	OFFICE	5600 Stonewall Tell Road	South Fulton	30349
17	Wolf Creek Library	DROP BOX	3100 Enon Road SW	South Fulton	30331

**Director Williams** provided a brief outline of the proposed locations for voting and drop boxes. Madam Director explained any city that requested DRE to conduct their June election, if the Cities request additional locations that expense will be at that perspective city.

**Vice Chair Johnson** mentioned that City of Atlanta may inquire about alternative locations for Advance Voting.

**Mr. Johnson** asked the status of the Marta stop near the Election Hub.

**Director Williams** responded that she does not believe that the Marta stop is a viable option at this time, but she will inquire.

**Ms. Adams** asked if any City intend to conduct their own election.

**Director Williams** responded that all Cities have expressed interest in the DRE conducting their election.

**Vice Chair Johnson** highlighted the reduction of AV Locations even though this is a countywide election

**Director Williams** explained the turnout will be less than the past election.

**Chair Allen** entertained a motion to approve the proposed Advance Voting Locations for the June 17, 2025, Special Primary Election. The motion was made by **Vice Chair Johnson**, seconded by **Ms. Adams**, and carried by a unanimous vote of 4-0.

The meeting volume was extremely low.

#### #7-CHALLENGE HEARING:

- Earl Ferguson
- Voter Registration Registrar

**Robust discussion:** <https://www.youtube.com/watch?v=c7H8LLMwj4M>  
Timestamped: 44:54- 1:29

**Mr. Ferguson** provided a summation of the challenges submitted on December 31, 2024. Mr. Ferguson provided a handout to the board members.

**Chief Glenn** provided a summation of Mr. Ferguson's challenge

**Chair Allen** mentioned that information received was provided today. She did not have time to review the information.

**Mr. Heekin** expressed his disapproval of the Challenge Policy that the BRE approved in June 2024.

**Mr. Heekin** inquired about voters in inactive status.

**Attorney Alexis** opined on the National Voter Registration Act (NVRA) as it pertains to Challenge hearings.

**Chief Glenn** explained the process.

**Vice Chair Johnson** outlined a few concerns and discrepancies with the challenges brought forward.

**Ms. Adams** asked Attorney Alexis if it's proper for this board to not entertain voters that are in inactive status.

**Mr. Heekin** suggested the BRE provide a list of items that they want a legal opinion from county counsel.

**Chair Allen** requested the BRE to conduct the Challenge hearing during the March meeting.

**Chief Glenn** informed the BRE that the DRE has 3 additional challenges regarding voters that are registered at commercial businesses.

**Chair Allen** suggested to resolve the DRE's Challenges during the March meeting.

**Mr. Heekin** suggested the notices be dated.

### EXECUTIVE SESSION

The Board did not convene into an executive session.

### ADJOURNMENT

There being no further business, **Chair Allen** entertained a motion to adjourn. **Vice Chair Johnson**, moved to adjourn the meeting. **Ms. Adams** seconded the motion. There being no further business on the agenda, the Board adjourned the meeting at 12:37 p.m.

The meeting was adjourned.

Prepared by:

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**Mariska Bodison**, Board Secretary