



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Nadine Williams, Director
 Patrick Eskridge, Deputy Director
 John Ross, Elections Chief
 Vacant, Registration Chief
 Sharon Benjamin, Deputy Elections Chief
 Kathryn Glenn, Registration Manager
 Jodi Brittian, Absentee Manager
 Corey Henson, Elections Equipment Manager
 Janell Barganier, Financial Systems Manager
 Janice Dickenson, Administrative Manager
 Dominic Olomo, Information Systems Manager
 Derrick Gilstrap, Election Systems Specialist Supervisor
 LaShandra Little, Voter Education and Outreach Manager

RE: **Monthly Operations Report –January 2024**

DATE: February 2, 2024

DEPUTY DIRECTOR PROJECTS	
DATE OF REPORT:	02.02.2024
WORK SUMMARY:	
<p>During the Month of January, I worked on the following items:</p> <p>Internal Operations:</p> <ul style="list-style-type: none"> • Attended the SOS ‘Secure Election Tabletop’ • Touchpoints with Purchasing department to establish interim procedures for procuring needed election items for the PPP • Drafted updated Redistricting information for review and dissemination • Worked with HR on several personnel updates 	

ABSENTEE DIVISION

DATE: 1/31/24

PREPARATION FOR ELECTION / WORK SUMMARY:

Monitoring all outlets for Absentee request, reviewing processes and procedures that impact the 2024 Election cycle.

ABSENTEE OPERATIONS:

- Weekly Meetings with the Division's personnel
- Vendors engaged during **January 2024**
 - Quadient, Tattnall, & HBSolutions, Pitney Bowes, TriTek

GARViS Roundtables

- (REIF) Reporting Election-Systems Issue Form:
 - Absentee Voter Report

Attended

- **GAVREO Region 3 Meeting**
- **Secretary of State UOCAVA outbound training webinar**

On-going:

- Notifying electors who submitted Absentee request with missing/incorrect information
- Notifying electors who did not select a political party preference

SOS DEADLINE DATES:

Earliest Day to apply for Absentee by Mail for the March 12 th , 2024 Presidential Preference Primary Election	December 25th, 2023
FIRST DAY TO MAIL ABSENTEE BALLOTS FOR THE PRESIDENTIAL PREFERENCE PRIMARY 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)	JANUARY 23,2024 (UOCAVA) FEBRUARY 12,2024 (civilian)
DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR THE MARCH 12, 2024 PRESIDENTIAL PREFERENCE PRIMARY ELECTION. The last day for a person to register and be eligible to vote in the Presidential Preference Primary election 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	FEBRUARY 12, 2024
ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE DECEMBER 5, 2023 GENERAL MUNICIPAL RUNOFF ELECTION O.C.G.A. § 21-2-385(d)(1)	February 19,2024
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	March 1, 2024
Eligible Military and Overseas Voters (UOCAVA) Ballots must be received by 5pm.	March 15, 2024

ABSENTEE BY MAIL STATISTICS:

APPLICATIONS ACCEPTED	577
APPLICATIONS REJECTED (too early/no party selected)	26
PROVISIONALS BALLOTS TO BE MAILED (CURE REQUIRED)	20
DUPLICATE APPLICATIONS RECEIVED	13
REQUEST TOTALS	632
BALLOTS MAILED (UOCAVA)	6
BALLOTS RECIEVED	0

ADMINISTRATION

DATE OF REPORT: January 31, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

Processed requisitions to establish purchase orders for 2024 elections good & services.
 Processed facility rental invoices for 2023 elections.
 Processed PCard purchases and TCard travel/training expenses.
 Prepared monthly reconciliation reports for Purchase Card (PCard) and Travel Card (TCard).

Performed various HR functions:
 Processed payroll
 Processed requisitions for recruitment

PERSONNEL VACANCIES:

TITLE	POSITION TYPE	STATUS OF RECRUITMENT
Information Systems Analyst I	New	Requisition processed. Awaiting register from HR to prepare for interviews.
Elections Systems Specialist	Existing Position	Requisition processed. Awaiting register from HR to prepare for interviews.
Absentee Officer	Existing Position	Requisition processed. Awaiting register from HR to prepare for interviews.
Courier (Time limited position)	Existing Position	Requisition submitted for recruitment.
Registration Officer	Existing Position	Recruitment to resume.
Registration Chief	Existing Position	Recruitment to resume.

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

Submitted late and non-filers report for the December 31, 2023 reporting period to the State Finance Commission.

Campaign Contribution Disclosure reports for election year and non-election year candidates are due January 31, 2024, with a grace period deadline on February 7, 2024.

All late and non-filers will be reported to the State Finance Commission.

ADVANCE VOTING

DATE OF REPORT:	2.2.2024
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PREPARATION FOR ELECTION / WORK SUMMARY:

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We are currently conducting Advance Voting training classes for the Presidential Preference Primary (PPP) Election, and it is going great. The curriculum for the training is structured with Extensive Hands-on experience and I am pleased to report that we have received positive feedback on the new cellular poll pad from AV staff. We are preparing for our first day of Advance Voting which is scheduled to begin on February 19th.

Part-Time Shift Program:
 We successfully introduced part-time staffing opportunities for the clerk and monitoring positions during the 2023 election cycle and we are excited to continue the program to interested applicants.

We have completed the following necessary goals to successfully conduct the Presidential Preference Primary election:

- 1) Review and revise our existing training curriculum.
- 2) Rapidly realign elements of the training curriculum to incorporate utilizing the cellular poll pad and the newly adopted GARVIS. (Georgia Registered Voter Information System)
- 3) Develop and produce a training manual and related classroom materials.
- 4) Develop and implement a real-time EV Location monitoring and review system, including hourly reconciliation and activity reporting. This allows us to rapidly identify errors, weaknesses or other failures occurring as a result of less-than-optimal procedures or processes and apply timely corrective measures.

Election Date:	Presidential Primary Election March 12, 2024
Advance Voting Locations:	We have 36 AV locations: https://www.fultoncountyga.gov/inside-fulton-county/fulton-county-departments/registration-and-elections/early-voting-locations
Absentee Drop Box Locations:	https://www.fultoncountyga.gov/inside-fulton-county/fulton-county-departments/registration-and-elections/absentee-ballot-box

ELECTIONS

DATE OF REPORT: 01.31.2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In January the election division worked on the following items:

Internal Operations:

- Submitted the December 5th Municipal Election Reconciliation Report.
- Coordinate the March 12, 2024 PPP Ballot Project.
- Formulate Provisional and Emergency Ballot Allocations.
- AIP Outreach Location Coordination.
- Restructuring of AIP Polling Sites Layout.
- Reorganization of Election Day Call Center Operations.

Attended:

- I. **GAVREO Region 3 Meeting.**
- II. **National Certification Course, Certified Election Registration Administrator (CERA):**
 - Course 1 Introduction to Election and Voter Registration Systems

Election Date:	Presidential Preference Primary March 12, 2024
Outreach Locations	Voting Dates
<i>Atlanta Metropolitan State College @ Edwin Thompson Student Center</i>	3/5/2024 to 3/6/2024
<i>Georgia State University Alpharetta Center</i>	2/23/2024 to 2/24/2024
<i>Georgia State University @ Dahlberg Hall</i>	2/20/2024 to 2/21/2024
<i>Georgia Tech @ Ferst Center for the Arts</i>	2/29/2024 to 3/1/2024
<i>Clark Atlanta University @ L.S. Epps Gymnasium</i>	2/26/2024 to 2/27/2024

ELECTION DAY

Today's Date: February 2, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

Recruited all Poll Managers, Assistant Manager, Clerks and Provisional for the March 12, 2024, Election.

Election Date:	March 12, 2024		
POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	
Poll Manager	179	179	
Assistant Manager	358	358	
Clerks	794	794	
Provisional Poll Workers	179	179	

FINANCE

DATE OF REPORT: 02/01/2024

PREPARATION FOR ELECTION / WORK SUMMARY:

The Fulton County Board of Commissioners (BOC) has issued the final approval of the 2024 Elections and Operations budgets. The 2024 Elections budget was reduced to \$34 million. This is a \$1 million reduction to our elections budget. We have adjusted our Elections budget for the \$1 million reduction. The Finance department has provided the 2024 Elections and Operations funding in the AMS accounting system.

The BOC approved 2024 Elections budget is funding for the 1st four election cycles for 2024. The Finance department's plan is to fund the December 2024 General run-off election, if needed, from the overall Fulton County underruns.

The Financial Systems manager has managed the two temporary staffing agencies to onboard returning temporary employees in January 2024. We continue to meet with the temporary staffing agencies to coordinate their recruiting efforts to fill open temporary positions. We are processing January 2024 invoices to submit for the 2024 budget.

We are awaiting the issuance of new 2024 Purchase orders as we wait for some of the Fulton County systems to be restored due to the cybersecurity issues that occurred in late January 2024.

The remaining balances of the 2023 November and December municipal elections budget were rolled over into 2024 to fund the rest of the 2023 municipal election expenses. We are tracking the 2023 budget to actual costs analysis to ensure we adhere to the municipal election budget. We are continuing to process vendor invoices received for the 2023 municipal elections. We are following up with vendors who have not submitted their 2023 invoices to us.

2023 Municipal Budget balances rolled into the 2024 Municipal Budget:

General Election Municipal Budget NOV 2023	\$1.5 Million
General Run-off Election Municipal Budget DEC 2023	\$1.75 Million

Below are the 2024 Elections and Operations budgets:

2024 Budgets approved by BOC:	
Operations Budget	\$5.2 Million
Presidential Preference Primary (PPP) MARCH 12, 2024	\$9.3 Million
Presidential Primary MAY 21, 2024	\$8.5 Million
Presidential Primary Run-off JUNE 18, 2024	\$4.2 Million
Presidential General Election NOV 5, 2024	\$12.2 Million
Presidential General Run-off Election DEC 3, 2024 (to be funded from Fulton County underruns, if it is needed)	\$5.6 Million

INFORMATION SYSTEMS

DATE OF REPORT: 02.01.2024

PREPARATION FOR ELECTION / WORK SUMMARY:

March 12th Presidential Preference Primary Election: The Information Systems staff begin preparation for the March 12th Presidential Preference Primary Election. The main items in preparation are listed below.

- **Training** – The Information Systems staff completed voting equipment and setup equipment used in Advance Voting Training from January 23rd – February 16th. Also, the Information Systems staff completed voting equipment used in Election Day Poll Worker Training which started on January 23rd.
- **Logic & Accuracy Testing** – Logic & Accuracy Testing begin on January 16th and will continue through March 7th. The Information Systems staff completed Logic & Accuracy Testing and program all equipment for Advance Voting. Advance Voting equipment was handed off to the logistics division for delivery to the Advance Voting sites beginning on February 13th. Also, the Information Systems staff started and continue to conduct Logic & Accuracy Testing and program all equipment for Election Day. The Information Systems staff will conduct Logic & Accuracy testing and complete updates on all Poll Pads used at Advance Voting sites and have these Poll Pads completed by February 16th.
- **Technical Support** – The Information Systems staff will provide technical support for Advance Voting which starts on February 19th and ends on March 8th.

REGISTRATION

DATE OF REPORT: February 1, 2024

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 January 2024. The primary activities the VR staff worked on in January were redistricting changes in GARViS, researching street issues, processing all applications received before the voter registration deadline in preparation for the 2024 Presidential Preference Primary (PPP) election and processing all items on the county's GARVIS (Georgia Registered Voter Information System) dashboard and continuously auditing the voter roll.

REGISTRATION STATISTICS:

January 1, 2024	through	January 31, 2024
VOTER REGISTRATION APPLICATIONS RECEIVED		1,158
ACTIVE VOTERS		
INACTIVE VOTERS		
TOTAL OF REGISTERED VOTERS		
APPLICATIONS TO BE PROCESSED		
NEW REGISTRATIONS TO FULTON COUNTY		
TRANSFERS TO FULTON COUNTY		
TRANSFERS FROM FULTON COUNTY		
REMOVALS FROM FULTON COUNTY		

FRONT DESK OPERATIONS

January 1, 2024	January 31, 2024	Total Number of Yellow Tickets
Reason for Visiting Voter Registration		
CERTIFICATE OF REGISTRATION		2
TEMPORARY VOTER ID CARD – APPLICATIONS		58
REGISTER TO VOTE – WALK-INS		72
PRECINCT CARD REQUESTS		33
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)		12
3 RD PARTY/VOTER DRIVES (APPLICATIONS)		5
LETTER RESPONSE		0
OUT OF COUNTY / OUT OF STATE INQUIRIES		0
VOTER LIST/STATS		2
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS		21
TOTAL:		210

List Maintenance Update

?? Felon Challenge Letters mailed

REIF – Reporting Elections Systems Issue Form

DUE TO NO GARVIS ACCES THIS REPORT IS INCOMPLETE

SUPPLIES & LOGISTICS

DATE OF REPORT | **02.02.2024**

PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson

For the month of January 2024, the Supply and Logistics Division worked on and or completed the following:

- Completed a full inventory of the Election Supplies on hand in preparation for the upcoming March 12, 2024, Presidential Preference Primary.
- Organized and sorted the supply inventory for the upcoming election.
- Created orders for any needed supplies for the March 12, 2024, Presidential Preference Primary.
- Started preparation of the Supply Boxes for both Election Day and Advance Voting precincts.
- Prepared and delivered supplies to all the Poll worker training sites for the upcoming March 12, 2024, Presidential Preference Primary
- Prepared the delivery schedule for the upcoming March 12, 2024, Presidential Preference Primary
- Visited Advance Voting and Outreach locations to confirm the preparation and logistics for the upcoming election.
- Continued to update contact information for all the polling locations.
- Continued to perform polling location site visits in preparation for the upcoming March 12, 2024 Presidential Preference Primary.

SUPPLY & INVENTORY STATISTICS

Election Day Supply Boxes	179
Advance Voting Supply Boxes	82
Training sites Delivered	4

VOTER EDUCATION

DATE OF REPORT: January 31, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In January, The Voter Education and Outreach team focused on continuing to create a database of Senior communities located within Fulton County. The VEO Manager sent correspondence to every location, organization, or person requesting an event last year to begin scheduling events for the 2024 election season. The VEO manager also hosted several poll worker recruitment fairs in College Park, Roswell, Chattahoochee Hills, Johns Creek, and Milton.

The VEO manager participates in legislative meetings as needed to discuss all bills introduced that impact the elections department and attends committee meetings to listen to the hearings on all election bills. The VEO manager also serves on the legislative committee for GAVERO.

The VEO manager continued the partnership with the High Museum of Art by conducting outreach events at the facility to promote the 2024 election cycle. The VEO manager is also conducting Deputy registrar training and working with Deputy Registrars to conduct voter registration drives at the Atlanta Public Schools. She is also working to organize voter registration drives at Fulton County High Schools and the private high schools in the county. The VEO team has begun outreach with the colleges and universities in the county to start scheduling outreach events on all the campuses while promoting the early voting outreach schedule. The VEO team also has begun outreach to all Fulton County libraries to organize outreach events at their facilities.

The VEO Manager met with the external affairs team to discuss collateral for the 2024 election cycle and continues to work to coordinate any request for interviews. Once all collateral has been received, The VEO team will work to send it out to all partners, municipalities, schools, and Libraries. In February, THE VEO team is focusing on educating the Fulton County citizens on the redistricting changes and scheduling events in the areas indicated on the Carter Center Report that need more Voter Education.

The VEO team is continuously planning events and will continue contacting schools, communities, non-profit organizations, and government officials to schedule future events across the county.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	41	Total active = 464
Voter Registration	103	
Poll Worker Recruitment	191	191
Voter Identification Cards	0	0
Outreach Events	37	37
Absentee Application	121	121
Deputy Registrar Events	8	8
Connections for VEO.	355	355

Event Interactions	2000	2000
Media Inquiries	10	10
January Events		
Date	Type of Event	Location
1/5/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
1/10/2023	Poll Worker Recruitment Fair	Godby Road Community Center, 2300 Godby Road, College Park, Georgia 30349
1/11/2024	Mobile Outreach	Atlanta Girls' School 3254 Northside Parkway NW Atlanta, GA 30327
1/11/2024	Deputy Registrar Training	virtual
1/14/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
1/14/2024	Voter Registration Drive	Open Word Christian Ministries, 6250 Hwy 92, Fairburn, GA 30213
1/15/2024	Voter Education and Outreach	Highway 29 Ballfields and Skatepark
1/18/2024	Deputy Registrar Training	virtual
1/18/2024	Voter Registration Drive	Rice Memorial Presbyterian Church (1515 Brewer Blvd SW, Atlanta, GA 30310)
1/19/2024	Voter Education and Outreach	Briarcliff Summit Apartments (1050 Ponce De Leon Ave NE, Atlanta, GA 30306)
1/19/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
1/20/2023	Poll Worker Recruitment Fair	City of Roswell City Hall, 38 Hill St, Roswell, GA 30075
1/21/2024	Mobile Outreach	1575 Dodson Drive, East Point, GA 30344
1/21/2024	Voter Registration Drive	Zion Hill Baptist Church, 6175 Campbellton Rd SW, South Fulton, GA 30331
1/22/2024	Voter Education and Outreach	11350 Woodstock Rd, Roswell, GA 30075
1/23/2024	Voter Education and Outreach	Dogwood Neighborhood Senior Center 1953 Donald Lee Hollowell Pkwy NW Atlanta GA 30318
1/23/2024	Poll Worker Recruitment Fair	6505 Rico Rd. Chattahoochee Hills, GA 30268

1/23/2024	Voter Education and Outreach	virtual
1/24/2024	Voter Education and Outreach	Helene S. Mills Multipurpose Facility, 515 John Wesley Dobbs Ave NE, Atlanta, GA 30312
1/24/2024	Voter Education and Outreach	ANTHEM 2 1928 Waycrest Dr. SW Atlanta, GA 30331
1/25/2024	Mobile Outreach	Ocee Library 5090 Abbotts Bridge Rd, Johns Creek, GA 30005
1/25/2024	Voter Education and Outreach	519 Perkins Road Palmetto, GA 30268
1/25/2024	Deputy Registrar Training	virtual
1/26/2024	Voter Education and Outreach	Helene S Mills 515 John Wesley Dobbs Ave NE, Atlanta, GA 30312
1/26/2024	Voter Education and Outreach	A.G. Rhodes Atlanta 350 Boulevard SE, Atlanta, GA 30312
1/26/2024	Voter Education and Outreach	Campbell Stone Sandy Springs, 350 Carpenter Dr. NE, Atlanta, GA 30328
1/27/2024	Mobile Outreach	Covenant House (GA) 1559 Johnson Rd, NW Atlanta, GA 30318
1/27/2024	Voter Education and Outreach	Roosevelt Hall 660 Atlanta Student Movement Blvd, Atlanta, GA 30314
1/27/2024	Deputy Registrar Training	virtual
1/27/2024	Voter Education and Outreach	Langston Hughes High School, 7510 Hall Rd, South Fulton, GA 30213
1/28/2024	Voter Registration Drive	Zion Hill Baptist Church, 6175 Campbellton Rd SW, South Fulton, GA 30331
1/29/2024	Voter Education and Outreach	Wolf Creek Library, 3100 Enon Road, Atlanta, GA 30331
1/29/2023	Poll Worker Recruitment Fair	2006 Heritage Walk, Milton, GA 30004
1/29/2024	Voter Registration Drive	Washington High School, 45 Whitehouse Drive, Atlanta GA, 30314
1/30/2024	Voter Registration Drive	Douglass High School, 225 Hamilton E Holmes Dr. NW, Atlanta 30318
1/31/2024	Voter Registration Drive	South Atlanta High School, 800 Hutchens RD, Atlanta, GA, 30354
1/31/2024	Voter Registration Drive	Salvation Army, 746 Marietta Street, Atlanta, GA

