



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 –May 2024**

DATE: June 4, 2024

DEPUTY DIRECTOR PROJECTS

DATE: 06.01.2024

WORK SUMMARY:

During the Month of May, I worked on the following items:

Internal Operations:

- Began working with HR and Administration staff to recruit for Summer Interns
- Worked with Absentee Manager to submit departmental responses to the most recent County Audit for Absentee By Mail process Review
- Researched and had touchpoints with several vendors for numerous solutions to be considered for implementation for the upcoming General election

ADMINISTRATION

DATE OF REPORT: June 5, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

The unit performed routine administrative functions such as:

- Procuring goods & services.
- Request PO and process payments of annual maintenance invoices.
- Processed and made payment for P Card allowable purchases.
- Processed and made payment for Travel Card expenses.
- Prepared monthly reconciliation reports for Purchase Card (P Card) and Travel Card (T Card).

Performed routine HR functions:

- Processed payroll.
- Processed requisitions for recruitment & selection of candidates.

PERSONNEL VACANCIES:

TITLE	POSITION TYPE	STATUS OF RECRUITMENT
Information Systems Analyst I	New	Recruitment to resume.
Elections Systems Specialist	Existing Position	Selection processed and employee onboarded.
Absentee Officer	Existing Position	Interviews conducted and selection submitted.
Courier (Time limited position)	Existing Position	Requisition submitted for recruitment.
Registration Officer	Existing Position	Requisition submitted for recruitment.
Registration Chief	Existing Position	Recruitment to resume.
Election Systems Specialist (Time limited position)	Existing Position	Requisition submitted for recruitment.
Interns	Existing Position	Requisition submitted for recruitment.

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT

Late and non-filers report submitted to the State Finance Commission.

The next campaign contribution disclosure report is due June 30, 2024, with a grace period deadline on July 9, 2024.

ADVANCE VOTING

DATE OF REPORT: 6.4.2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In the month of May, we successfully completed The General Primary Election and over 53,000 participated in this election. No substantial issues had arisen for The General Primary Election.

After the completion of advance voting, we engaged in post-election reconciliation of the EV location operations for compliance with state and county policies and procedures. The information garnered will be further studied and evaluated and all improvement processes will be implemented.

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Runoff Election: June 18, 2024

ELECTIONS OPERATIONS

DATE OF REPORT: 05.31.2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In May the election division worked on the following items:

Internal Operations:

- Completed Call Center Testing
- Formulate Emergency and Provisional Ballots for June Runoff
- Coordinate June 18, 2024 runoff election, Ballot Proof.
- Formulate the May 21, 2024 election Reconciliation Report.
- Completed Risk Limiting Audit

ELECTION DAY OPERATIONS

No training for the Runoff Election. Kiosk is available and will be used for those Poll Workers who need to come for a refresher. We have recruited 444 Poll Workers.

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	No Poll Workers Training for the Runoff Election
Poll Manager	76	76	
Assistant Manager	152	152	
Clerks	216	216	
Total	444	444	

Election Date: General Primary / Nonpartisan Election May 21, 2024

Election Date: General Primary Runoff Election June 18, 2024

FINANCE

DATE OF REPORT: 06/03/2024

PREPARATION FOR ELECTION / WORK SUMMARY:

The Fulton County Board of Commissioners (BOC) approved the 2024 Elections budget for a total of \$34 million which included funding for the 1st four election cycles. 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 temporary employees and to request billing reports for the temporary staff. We continue to meet with the temporary staffing agencies to coordinate their recruiting efforts to fill open temporary positions. We review the temporary staffing agency invoices.

We are reviewing the budget to actual expenses for the March election cycle. We are continuing to process the vendor invoices for our March and May elections. We are following up on vendors that have not yet provided their invoices.

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
General Primary MAY 21, 2024	\$8.5 Million
General 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: 06.03.2024

May 21st General Primary – Nonpartisan Election: System Specialists conducted Logic and accuracy on voting equipment for the General Primary – Nonpartisan election, provided technical support during Advance voting and election day, and successfully tabulated and reported the election results.

June 18th General Primary Runoff Election: The Information Systems staff begin preparation for the General Primary Runoff Election. The main items in preparation are listed below.

- **L&A Testing** – The Information Systems staff is conducting Logic & Accuracy Testing and programming all equipment to be used for Absentee by Mail, Advance Voting and Election Day Sites. Logic and Accuracy testing began on June 3rd and will be completed by June 14th.
- **Technical Support** – The Information Systems staff will provide technical support for Advance Voting precincts from June 8th to June 14th. Systems Specialists will also provide technical support for all Election Day sites on Election Day, June 18th.
- **Election Night** – Uploading memory cards from each Advanced Voting and Election Day precinct and tabulate. Display results and send reports to the SOS.
- **Post-Election** – Receive in all voting equipment that was used in the Runoff Election. Conduct final tabulation and prepare reports for certification.

REGISTRATION

DATE OF REPORT: May 31, 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 May 2024. The primary activities the VR staff worked on in May were supporting Advance Voting and Election Day Poll Workers. Processing returned mail and mailing new precinct cards to over 780,000 voters. 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.

REGISTRATION STATISTICS:

	May 1, 2024	May 31, 2024
VOTER REGISTRATION APPLICATIONS RECEIVED		20,304
ACTIVE VOTERS		735,308
INACTIVE VOTERS		133,307
TOTAL OF REGISTERED VOTERS		870,080
APPLICATIONS TO BE PROCESSED		24,109
NEW REGISTRATIONS TO FULTON COUNTY		6
TRANSFERS TO FULTON COUNTY		358
TRANSFERS FROM FULTON COUNTY		195
REMOVALS FROM FULTON COUNTY		1,845

FRONT DESK OPERATIONS

	May 1, 2024	May 31, 2024
Reason for Visiting Voter Registration		Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION		15
TEMPORARY VOTER ID CARD – APPLICATIONS		52
REGISTER TO VOTE – WALK-INS		150
PRECINCT CARD REQUESTS		84
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)		4
3 RD PARTY/VOTER DRIVES (APPLICATIONS)		1
LETTER RESPONSE		1
OUT OF COUNTY / OUT OF STATE INQUIRIES		15
VOTER LIST/STATS		0
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS		254
TOTAL:		576

List Maintenance Update

882- Felon Challenge Letters mailed 503- ERIC-Deceased 51- Moved Out of State
 0- NGE 12 – Voter request 0 – Not verified 5- Deceased other

SUPPLIES & LOGISTICS

DATE OF REPORT	06.05.2024
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PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson

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

- Delivered all Election Day equipment to the assigned polling locations.
- Picked up all the Election Day equipment and supplies from the polling locations and returned them to the elections warehouse.
- Picked up all the Advance Voting Locations equipment and supplies and returned them to the elections warehouse.
- Completed preparing all the Election Day supply bags and signs so they were ready for Sunday Poll Manager Pickup for the May 21, 2024, General Primary Election.
- Provided support to the polling locations during election day by providing any extra supplies or assistance that were needed.
- Provided logistical and supply support to all the Advance Voting polling locations by sending any supplies or other assistance as requested by the Advance Voting Precincts.
- Provided absentee ballot drop box support by picking up any absentee ballots dropped into the 7 absentee ballot droboxes and transferring them to the Absentee Ballot Division during the May 21, 2024, General Primary Election.
- Performed reconciliation and post-election duties including emptying all the supply bags and boxes that were returned to the elections warehouse.
- Started preparations for the upcoming June 18, 2024, General Primary Runoff including notifying facilities that their locations would be needed for the runoff.
- Staff started preparing all the supply boxes needed for the upcoming June 18 2024 General Primary Runoff.

SUPPLY & INVENTORY STATISTICS

Election Day Polling Locations Delivered	177 Locations
Election Day Polling Locations Picked up	177 Locations
Advance Voting Locations Picked up	36 locations
Advance Voting Support Provided	19 Days

VOTER EDUCATION

DATE OF REPORT: May 31, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In May, the Voter Education and Outreach team focused on promoting the General Primary Election across the county, attending various events across cities to ensure citizens were aware of the upcoming election. The VEO also conducted outreach at several senior graduation events to ensure students were registered to vote before graduation.

The VEO manager continues to conduct deputy registrar training for citizens who want to host voter registration drives. The VEO team will continue outreach to senior centers to ensure they know how to vote and provide identification card services if needed.

The VEO team assisted in overseeing the tabulation area and script for election night to ensure all in attendance were aware of the tabulation process and announced all the steps taken for the upload process. The VEO Manager conducted an election day need-to-know interview with several news outlets to increase awareness of the General Primary Election on May 21, 2024. The VEO Manager continues to meet with the external affairs team to discuss collateral for the 2024 election cycle and continues to work to coordinate any request for interviews. The VEO manager assisted in coordinating, training, and implementing the Risk Limiting Audit.

The VEO team will continue to contact schools, communities, non-profit organizations, and government officials regarding scheduling future events. We are developing ongoing outreach opportunities with various groups to strengthen our impact on the community.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	32	Total active = 593
Voter Registration	128	905
Poll Worker Recruitment	n/a	198
Voter Identification Cards	4	28
Outreach Events	53	288
Absentee Application	98	563
Deputy Registrar Events	7	50
Connections for VEO.	280	995
Event Interactions	7742	20,252
Media Inquiries	15	55

May Events

Date	Type of Event	Location
5/2/2024	Voter Education and Outreach	Hapeville Senior Center (527 King Arnold St, Atlanta, GA 30354)
5/2/2024	Voter Education and Outreach	Overture Buckhead South 658 Lindbergh DR, NE Atlanta GA 30324
5/2/2024	Voter Education and Outreach	3750 Peachtree Rd NE Atlanta, GA 30319
5/2/2024	Deputy Registrar Training	virtual contact veo@fultoncountyga.gov
5/2/2024	Voter Education and Outreach	Lakewood Christian Manor 2141 Springdale Rd SW Atlanta GA 30315
5/3/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
5/3/2024	Voter Education and Outreach	Jury Assembly Room – Justice Center Tower, 185 Central Ave, S.W. Suite J1-7000 Atlanta, GA 30303
5/4/2024	Mobile Outreach	South Fulton Service Center, 5600 Stonewall Tell Rd. South Fulton GA, 30349
5/4/2024	Voter Education and Outreach	Alpharetta Library (10 Park Plz, Alpharetta, GA 30009)
5/4/2024	Mobile Outreach	City of Palmetto Multi-Cultural May Festival
5/4/2024	Voter Education and Outreach	Pittsburgh Yards (352 University Ave SW, Atlanta, GA 30310)
5/4/2024	Deputy Registrar Training	5600 Campbellton Fairburn Rd, Fairburn, GA 30213
5/5/2024	Voter Registration Drive	North Avenue Presbyterian Church, 607 Peachtree St NE, Atlanta, GA 30308

5/6/2024	Voter Education and Outreach	Fulton Center for Nursing and Healing (2850 Springdale Rd SW, Atlanta, GA 30315)
5/6/2020	Voter Education and Outreach	The Piedmont at Buckhead (650 Phipps Blvd NE, Atlanta, GA 30326)
5/7/2024	Voter Education and Outreach	Georgia International Convention Center, 2000 Convention Center Concourse, College Park, GA 30337
5/7/2024	Voter Education and Outreach	Global Impact Academy, 155 Shaw Drive, Fairburn, GA 30213
5/7/2024	Voter Education and Outreach	QLS 4020 Danforth Road Atlanta, GA 30331
5/8/2024	Voter Education and Outreach	virtual contact veo@fultoncountyga.gov
5/8/2024	Voter Education and Outreach	Welcome All Park, 4255 Will Lee Rd, South Fulton, GA 30349
5/8/2024	Voter Education and Outreach	Hunter Hill First Baptist Church (166 Edwards St NW, Atlanta, GA 30314)
5/9/2024	Voter Education and Outreach	Roswell High School, 11595 King Rd, Roswell, GA 30075
5/9/2024	Deputy Registrar Training	virtual contact veo@fultoncountyga.gov
5/10/2024	Voter Education and Outreach	215 Lakewood Way SW (215 Lakewood Way SW, Atlanta, Georgia 30315)
5/10/2024	Voter Education and Outreach	Lutheran Towers (727 Juniper St NE, Atlanta, GA 30308)
5/10/2024	Voter Registration Drive	First Congregational Church, 104 Courtland Avenue, Atlanta, GA 30303
5/11/2024	Voter Registration Drive	Greenbriar Mall, 2841 Greenbriar Pkwy, Atlanta, GA 30331

5/13/2024	Deputy Registrar Training	virtual contact veo@fultoncountyga.gov
5/15/2024	Voter Education and Outreach	Old Adamsville, 3404 Delmar Lane, Atlanta, GA 30331
5/15/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
5/15/2024	Voter Education and Outreach	Village Park Assisted Living Facility 11950 Alpharetta Hwy
5/15/2024	Voter Registration Drive	Mount Vernon Baptist Church, 815 Lyndhurst Dr, SW Atlanta
5/16/2024	Voter Education and Outreach	Fulton County Grub and Groove, Fulton Government Center Courtyard
5/16/2024	Voter Education and Outreach	Brookdale Chambrel of Roswell, 1000 Applewood Dr, Roswell, GA 30076
5/16/2024	Mobile Outreach	Ocee Library 5090 Abbotts Bridge Rd, Johns Creek, GA 30005
5/16/2024	Voter Registration Drive	Rice Memorial Presbyterian Church (1515 Brewer Blvd SW, Atlanta, GA 30310)
5/16/2024	Deputy Registrar Training	virtual contact veo@fultoncountyga.gov
5/17/2024	Mobile Outreach	Maynard Holbrook Jackson High School (801 Glenwood Ave SE, Atlanta, GA 30316)
5/17/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
5/17/2024	Voter Education and Outreach	Cheshire Bridge High Rise (2170 Cheshire Bridge Rd NE, Atlanta, GA 30324)
5/18/2024	Voter Education and Outreach	Welcome All Park, 4255 Will Lee Rd, South Fulton, GA 30349

5/18/2024	Mobile Outreach	College Park Regional Health Department (1920 John Wesley Ave, College Park, GA 30337)
5/18/2024	Voter Education and Outreach	Jess Lucas Y-Teen Park 680 S Central Ave, Hapeville, GA 30354
5/18/2024	Voter Education and Outreach	Pinnacle Lot, 241 20th Street NW, Atlanta, GA 30363
5/19/2024	Voter Education and Outreach	Pinnacle Lot, 241 20th Street NW, Atlanta, GA 30363
5/19/2024	Voter Education and Outreach	Atlanta Metropolitan State College 1630 Metropolitan Pkwy SW Atlanta, GA 30310
5/19/2024	Mobile Outreach	Beulah Baptist Church (170 Griffin St NW, Atlanta, GA 30314)
5/22/2024	Voter Education and Outreach	Atlanta Technical College Auditorium Bldg. C 2nd Floor
5/23/2024	Voter Education and Outreach w/ TVIC	The Piedmont at Buckhead (650 Phipps Blvd NE, Atlanta, GA 30326)
5/25/2024	Voter Education and Outreach	Vineyard Johns Creek Assisted Living and Memory Care 10595 Medlock Bridge Rd, Johns Creek, GA 30097
5/25/2024	Voter Education and Outreach	Pinnacle Lot, 241 20th Street NW, Atlanta, GA 30363
5/26/2024	Voter Education and Outreach	Pinnacle Lot, 241 20th Street NW, Atlanta, GA 30363
5/31/2024	Voter Education and Outreach	Qls Meadows (3060 Continental Colony Pkwy SW, Atlanta, GA 30331)