



## 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 –June 2024**

**DATE:** July 2, 2024

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<b>DEPUTY DIRECTOR PROJECTS</b>	
<b>DATE OF REPORT:</b>	07.01.2024
<b>WORK SUMMARY:</b>	
During the Month of June, I worked on the following items:	
<p><b>Internal Operations:</b></p> <ul style="list-style-type: none"> <li>▪ Worked with the Director &amp; Communications in drafting the Poll worker newsletter</li> <li>▪ Worked with DREAM to finalize the Emergency Preparedness Plan</li> <li>▪ Assisted the Director &amp; VEO Manager in preparation of upcoming VEO program implementation</li> <li>▪ Coordinated with Legal Counsel on various subject matters for resolution</li> </ul>	

## ABSENTEE DIVISION

**DATE: 7/1/2024**

**PREPARATION FOR ELECTION / WORK SUMMARY:**

Successful completed processing of Absentee process for the June 18<sup>th</sup> General Primary Runoff Election  
 Reviewing processes and procedures that impact the November 2024 General Election.

**ABSENTEE OPERATIONS:**

- Weekly Meetings with the Division’s personnel
- Vendors engaged during **June 2024**
  - Quadiant, Fort Orange Press
- GARVIS Maintenance updates & enhancements
  - 6/27

**On-going:**

- Review of **GARViS** enhancements/updates for training material
- Notifying electors’ who submitted Absentee request prior too early

**SOS DEADLINE DATES:**

Earliest Day to apply for Absentee by Mail for the November 5th, 2024 General Election.	<b>AUGUST 19, 2024</b>
<b>DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR THE NOVEMBER 5<sup>TH</sup>, 2024 GENERAL ELECTION.</b> 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	<b>OCTOBER 7, 2024</b>
<b>FIRST DAY TO MAIL ABSENTEE BALLOTS FOR THE GENERAL ELECTION.</b> 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)	<b>OCTOBER 7, 2024</b>
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	<b>OCTOBER 25, 2024</b>
<b>ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE NOVEMBER 5<sup>TH</sup>, 2024 GENERAL ELECTION</b> O.C.G.A. § 21-2-385(d)(1)	<b>OCTOBER 15, 2024</b>
<b>Eligible Military and Overseas Voters (UOCAVA) Ballots must be received by 5pm.</b>	<b>NOVEMBER 8, 2024</b>

## ADMINISTRATION

**DATE OF REPORT:** June 28, 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	Employee onboarded June 20, 2024
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

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

## ADVANCE VOTING

**DATE OF REPORT:** 7.2.2024

**PREPARATION FOR ELECTION / WORK SUMMARY:**

In the month of June, we successfully completed the June 18<sup>th</sup> General Primary Runoff Election for State Senate District 38 and County Commission District 4 with over 3,000 electors votes cast.

After the completion of Advance Voting (AV), we were engaged in our continual post-election activities and completed reconciliation of the AV locations operations for compliance with state and county policies and procedures.

**Attended:**

Secretary of State’s Statewide Review of Recent Legislative Changes Webinar on June 25, 2024.

**Objectives:**

- 2024 Legislative Changes to Voter Challenge Processes
- Review Voter Challenge Processes
- Review GARViS Procedures for Processing Challenged Voters
- Review of upcoming List Maintenance processes

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## ELECTIONS OPERATIONS

**DATE OF REPORT:** 7.1.2024

**PREPARATION FOR ELECTION / WORK SUMMARY:**

In June the election division worked on the following items:

**Internal Operations:**

- Submit the May 21st election Reconciliation Report.
- Formulate the June 18, 2024 runoff election Reconciliation Report.
- Communicate with municipalities inquiring about contests/referendums for the November General election.

**Attended:**

**SOS Webinar:**

- Statewide Training and Review of Recent Legislative Changes

## ELECTION DAY OPERATIONS

Completed Reconciliation, Retention of the files, and Payroll.

POSITION NEEDED	QUANTITY		
Poll Manager	76		
Assistant Manager	152		
Clerks	216		
Total	444		

**Completed** Election Date: General Primary Runoff Election June 18, 2024

Election Date: General Election November 7, 2024

## FINANCE

**DATE OF REPORT:** 07/01/2024

**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 1<sup>st</sup> 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 facilitate the temporary employees and to request billing reports for the temporary staff. We have completed the January to June 30, 2024, temporary staffing contracts. We continue to review the temporary staffing agency invoices.

We have a BOC agenda item for the July 10, 2024 meeting to request approval for spending authority for the new temporary staffing agency contracts for the temporary staffing employees to work through December 31, 2024 for the upcoming November General election and the December General run-off election, if needed.

We are continuing to review the budget to actual expenses for the March and May election cycles. We are tracking slightly below budget for both the March and May election cycles.

We are continuing to process the vendor invoices for our March, May, and June elections. We are following up on vendors that have not yet provided their invoices.

**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
Presidential General Run-off Election DEC 3, 2024 (to be funded from Fulton County underruns, if it is needed)	\$5.3 Million

## INFORMATION SYSTEMS

**DATE OF REPORT:** 7.01.2024

**June 18<sup>th</sup> General Primary Runoff Election:** The Information Systems team conducted and completed Logic and accuracy on voting equipment for the General Primary Runoff Election, provided technical support during Advance Voting and Election Day, and successfully tabulated and reported the election results that were certified on June 24<sup>th</sup>.

**Voting Equipment Inspection:** Received in all voting equipment that was used in the General Primary Runoff Election. Conducted a physical inspection on all voting equipment received to make sure that any physical damage to the voting equipment was fixed or replaced.

## REGISTRATION

**DATE OF REPORT:** July 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 June 2024. The primary activities the VR staff worked on in June were supporting Advance Voting and Election Day Poll Workers. Processing returned mail and 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. We mailed 11,237 NCOA out of county and NCOA out of state notices.

**REGISTRATION STATISTICS:**

	June 1, 2024	June 30, 2024
VOTER REGISTRATION APPLICATIONS RECEIVED		15,741
ACTIVE VOTERS		734,698
INACTIVE VOTERS		132,670
TOTAL OF REGISTERED VOTERS		867,368
APPLICATIONS TO BE PROCESSED		42,926
NEW REGISTRATIONS TO FULTON COUNTY		40
TRANSFERS TO FULTON COUNTY		1,569
TRANSFERS FROM FULTON COUNTY		313
REMOVALS FROM FULTON COUNTY		2,696

**FRONT DESK OPERATIONS**

	June 1, 2024	June 30, 2024
Reason for Visiting Voter Registration	Total Number of Yellow Tickets	
CERTIFICATE OF REGISTRATION		41
TEMPORARY VOTER ID CARD – APPLICATIONS		37
REGISTER TO VOTE – WALK-INS		44
PRECINCT CARD REQUESTS		37
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)		10
3 <sup>RD</sup> PARTY/VOTER DRIVES (APPLICATIONS)		1
LETTER RESPONSE		0
OUT OF COUNTY / OUT OF STATE INQUIRIES		11
VOTER LIST/STATS		0
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS		53
<b>TOTAL:</b>		<b>234</b>

**List Maintenance Update**

309- Felon Challenge Letters mailed 437- ERIC-Deceased 185- Moved Out of State  
 1- NGE 50 – Voter request 0 – Not verified 88- Deceased other



## SUPPLIES & LOGISTICS

<b>DATE OF REPORT</b>	<b>07.02.2024</b>
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### **PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson**

For the month of June 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.
- Delivered all the Advance Voting equipment and supplies for the June 18, 2024, General Primary Runoff.
- 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 June 18, 2024, General Primary Election Runoff
- 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 2 absentee ballot droboxes and transferring them to the Absentee Ballot Division during the June 18, 2024, General Primary Election Runoff.
- Performed reconciliation and post-election duties including emptying all the supply bags and boxes that were returned to the elections warehouse.
- Organized all returned supply items from both the May 21, 2024, General Primary and the June 18, 2024, Runoff.
- Started an inventory of the supplies in the Election warehouse in order to prepare for the upcoming November 5, 2024, General Election.

### SUPPLY & INVENTORY STATISTICS

<b>Election Day Polling Locations Delivered</b>	77 Locations
<b>Election Day Polling Locations Picked up</b>	77 Locations
<b>Advance Voting Locations Delivered</b>	10 Locations
<b>Advance Voting Locations Picked up</b>	10 locations
<b>Advance Voting Support Provided</b>	7 Days

## VOTER EDUCATION

**DATE OF REPORT:** June 30, 2024

### PREPARATION FOR ELECTION / WORK SUMMARY:

In June, the Voter Education and Outreach team focused on promoting the General Primary Run-off Election, explicitly focusing on Senate District 35 and Fulton County Commission District 4 across the county. They attended various events across cities to ensure citizens were aware of the upcoming election.

The VEO team continued its partnership with the High Museum of Art and Fulton County Libraries, conducting outreach events to promote the upcoming election.

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 Manager continues to meet with the external affairs team to discuss collateral for the 2024 election cycle and coordinate any requests for interviews. The VEO manager also worked on implementing the Election Academy, which will launch in July 2024. The VEO manager also participated in course 4 for the Election Center to complete her CERA Certification.

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	45	Total active = 604
Voter Registration	66	971
Poll Worker Recruitment	n/a	198
Voter Identification Cards	1	29
Outreach Events	56	339
Absentee Application	8	571
Deputy Registrar Events	4	54
Connections for VEO.	115	1110
Event Interactions	10047	30,304
Media Inquiries	10	75

#### June Events

Date	Type of Event	Location
6/1/2024	Voter Education and Outreach	151 Sampson St NE (151 Sampson St NE, Atlanta, Georgia 30312)
6/1/2024	Voter Education and Outreach	Tom E. Morris Sports Complex - 3415 Claire Drive

6/3/2024	Voter Education and Outreach	Palmetto Park Senior Living, 519 Perkins Rd, Palmetto, GA 30268
6/4/2024	Voter Education and Outreach	Sandy Springs Library (395 Mount Vernon Highway, Sandy Springs, GA 30328)
6/5/2024	Voter Education and Outreach	31 Oak Street, Roswell, GA 30075
6/5/2024	Voter Education and Outreach	PruittPlace - Buckhead (3088 Lenox Rd NE, Atlanta, GA 30324)
6/5/2024	Mobile Outreach	College Park Library (3647 Main St, College Park, GA 30337)
6/5/2024	Voter Education and Outreach	Atlanta Department of Labor and Employment Services, 818 Pollard Blvd. SW Atlanta GA 30315
6/5/2024	Voter Education and Outreach	509 Toombs St, Palmetto, GA 30268
6/6/2024	Voter Education and Outreach	Fulton County Grub and Groove, Fulton Government Center Courtyard
6/6/2024	Mobile Outreach	Ocee Library 5090 Abbotts Bridge Rd, Johns Creek, GA 30005
6/6/2024	Voter Education and Outreach	Fire Station #6, 6720 Cedar Grove Road, South Fulton, GA 30213
6/7/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
6/7/2024	Voter Education and Outreach	Metropolitan Library 1332 Metropolitan Pkwy SW, Atlanta GA 30310
6/7/2024	Voter Education and Outreach	Buckhead Library 269 Buckhead Ave. NE Atlanta GA 30305
6/7/2024	Voter Education and Outreach	City Of South Fulton Southwest Arts Center (915 New Hope Rd SW, Atlanta, GA 30331)
6/8/2024	Deputy Registrar Training	Virtual email <a href="mailto:veo@fultoncountyga.gov">veo@fultoncountyga.gov</a> to register
6/8/2024	Mobile Outreach	4700 Northpoint Parkway, Alpharetta, GA 30022. District 1 Summerfest
6/8/2024	Voter Education and Outreach	225 Rogers St NE, Atlanta, GA 30317
6/9/2024	Voter Education and Outreach	225 Rogers St NE, Atlanta, GA 30317
6/10/2024	Voter Education and Outreach	Washington Park Library (1116 Martin Luther King Jr Dr, Atlanta, GA 30314)

6/10/2024	Deputy Registrar Training	Virtual email veo@fultoncountyga.gov to register
6/12/2024	Voter Education and Outreach	East Roswell Library 2301 Holcomb Bridge Rd, Roswell, GA 30076
6/13/2024	Mobile Outreach	Ocee Library 5090 Abbotts Bridge Rd, Johns Creek, GA 30005
6/13/2024	Deputy Registrar Training	Virtual email veo@fultoncountyga.gov to register
6/13/2024	Voter Education and Outreach	6000 Lynmark Way (6000 Lynmark Way, Fairburn, Georgia 30213)
6/14/2024	Voter Education and Outreach	Jess Lucas Y-Teen Park (680 S Central Ave, Atlanta, GA 30354)
6/14/2024	Voter Education and Outreach	East Point City Hall (2727 E Point St, Atlanta, GA 30344)
6/15/2024	Mobile Outreach	Veteran's Park 511 Park St, Palmetto, GA 30268
6/15/2024	Voter Education and Outreach	WOLF CREEK AMPHITHEATER (3025 Merk Rd SW, Atlanta, GA 30349)
6/15/2024	Voter Education and Outreach	The Mansions at Alpharetta Assisted Living and Memory Care, 3675 Old Milton Pkwy, Alpharetta, GA 30005
6/15/2024	Mobile Outreach	Newton Park 3150 Old Alabama Road, Johns Creek, GA 30002
6/15/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
6/16/2024	Voter Education and Outreach	Chef's Market at Pullman Yards, 225 Rogers St NE, Atlanta, GA 30317
6/16/2024	Voter Education and Outreach	Sandy Springs Middle School (8750 Colonel Dr, Atlanta, GA 30350)
6/17/2024	Deputy Registrar Training	Virtual email veo@fultoncountyga.gov to register
6/19/2024	Mobile Outreach	3872 College St, College Park, GA 30337
6/19/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
6/19/2024	Voter Education and Outreach	College Park Auditorium Lawn, 3631 Main St, Atlanta, GA 30337
6/19/2024	Voter Education and Outreach	1 Galambos Way Sandy Springs, Georgia 30328
6/20/2024	Voter Registration Drive	Rice Memorial Presbyterian Church (1515 Brewer Blvd SW, Atlanta, GA 30310)
6/21/2024	Voter Education and Outreach	IBEW Auditorium 501 Pulliam Street, SW Atlanta, GA 30312

6/21/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
6/21/2024	Voter Education and Outreach	Hapeville Library 525 King Arnold St., Hapeville, GA 30354
6/22/2024	Voter Education and Outreach	2903 RN Martin Street, East Point, GA 30344
6/24/2024	Voter Education and Outreach	St. George Village 11350 Woodstock Rd, Roswell, GA 30075
6/25/2025	Deputy Registrar Training	Virtual email veo@fultoncountyga.gov to register
6/26/2024	Voter Education and Outreach	Pittsburgh Yards Amphitheater, 352 University Ave SW, Atlanta, GA 30310
6/26/2024	Voter Education and Outreach	Wind Down Wednesday, 2714 E Point St (2714 E Point St, East Point, Georgia 30344)
6/27/2024	Voter Education and Outreach	Fulton County Grub and Groove, Fulton Government Center Courtyard
6/28/2024	Voter Education and Outreach w/ TVIC	Lakewood Christian Manor 2141 Springdale Rd SW Atlanta GA 30315
6/29/2024	Mobile Outreach	Palmetto Elementary School (505 Carlton Rd, Palmetto, GA 30268)
6/29/2024	Voter Education and Outreach	College Park Auditorium, 3631 Main St, Atlanta, GA 30337
6/29/2024	Voter Registration Drive	Serenbe Farmers Market, 10590 Serenbe Ln, Chattahoochee Hills,
6/29/2024	Voter Education and Outreach	Temple Sinai Atlanta, 5645 Dupree Dr NW, Sandy Springs, GA 30327
6/30/2024	Voter Education and Outreach	Welcome All Park, 4255 Will Lee Road, South Fulton, GA 30349