



BOARD OF REGISTRATION AND ELECTIONS

REGULAR MEETING - JUNE 17, 2021 @ 10:00AM

VIRTUAL MEETING

Please join the meeting from your computer, tablet or smartphone.

FGTV YouTube Channel

<https://www.youtube.com/channel/UCYH7E0jH6HxE-3KTRluH8SQ>

Board Members:

Alex Wan
Chairman

Vernetta Keith Nuriddin
Vice Chairperson

Dr. Kathleen Ruth

Aaron V. Johnson

Mark Wingate

Director:

Richard L. Barron

MOTTO:

Because we care, we serve!

MISSION STATEMENT:

To ensure that the registration and elections process is efficient and effectively provided to all eligible citizens of Fulton County.

Main Office:

130 Peachtree St., SW
Suite 2186
Atlanta, GA 30303
404-612-7020

Call to Order - Presiding: Alex Wan, Chairman

RULES:

Cell Phones are to be turned off prior to the meeting.

Citizens are allowed to voice requests, concerns, opinions, etc. during the Communication and Public Response portion of the meeting of the Board of Registration and Elections. **Before speaking, you must register prior to the start of the meeting and attend the Zoom meeting with the link provided in your email.** Speakers shall refrain from abusive, profane or derogatory language, and shall not be allowed to speak for more than **TWO MINUTES**.

1. Approval of Agenda
2. Communications and Public Response

<https://zoom.us/j/96477817948?pwd=YzVnTDEvNXI4QlJjWWwhJbWZFMEVCUT09>

OLD BUSINESS

3. Approval of Minutes:
 - Executive Session Meeting- April 15, 2021
 - Special Meeting/ Work Session- May 4, 2021
 - Regular Meeting- May 13, 2021
 - Executive Session Meeting- May 13, 2021
4. Monthly Operations Report for May 2021 – Richard Barron

NEW BUSINESS

5. Acknowledgement of Mrs. Vernetta Keith Nuriddin for years of service
6. Approval of Drop Boxes throughout the County
7. Voter Education and Outreach Plan

EXECUTIVE SESSION

Personnel Matters and/or Discussion of Litigation if necessary

ADJOURN



UNAPPROVED MINUTES

BOARD OF REGISTRATION AND ELECTIONS SPECIAL MEETING: **WORK SESSION –MAY 4, 2021**

The Fulton County Board of Registration and Elections met in Special Session on Tuesday, May 04, 2020, 10:30 p.m.

VIRTUAL MEETING

Please join the meeting from your computer, tablet or smartphone.

FGTV YouTube Channel

<https://www.youtube.com/channel/UCYH7E0jH6HxE-3KTRluH8SQ>

Presiding: Mr. Alex Wan, Chairman

Other Board Members Present:

Ms. Vernetta Keith Nuriddin, Vice Chairperson

Mr. Mark Wingate

Mr. Aaron V. Johnson

Dr. Kathleen Ruth

Staff Attending: Mr. Richard Barron, Director; Mr. Ralph Jones, Registration Chief; Ms. Nadine Williams, Elections Chief; Ms. Sharon Benjamin, Deputy Elections Chief; Ms. Brenda McCloud, Administrative Manager; Ms. Breauna Jenkins, Administrative Coordinator I; Mr. James Reese, Production Manager; Mr. Rico Dollar, Senior Graphics Designer; Jessica Corbitt, PIO & Director of External Affairs

Guests Attending: None

Chairperson Cooney announced that this teleconferenced meeting is authorized pursuant to §50-14-1(g) of the Official Code of Georgia because of the Public Health State of Emergency declared by Governor Kemp on March 14, 2020, and renewed through May 30, 2021, pursuant to which public meeting spaces in state and local Government have been closed due to COVID-19, and because means have been afforded for the public to have simultaneous access to this teleconference.

#1– APPROVAL OF AGENDA

Chairman Wan entertained a motion to approve the agenda for the special called meeting for Work Session. The motion was made by Mr. Johnson, seconded by Dr. Ruth and carried by a unanimous vote of 4-0.

#2– POST-ELECTIONS ASSESSMENT PLAN

CRITICAL OPERATIONS TIMELINE		
Achieve IT #	Recommendations	Projected Completion Date
1.1	Departmental leadership structure review	April 30, 2021
1.2	Elections Central	March 30, 2022
1.3	Development and compilation of current of Standard Operating Procedures	May 31, 2021
1.4	Automated elections plan	March 31, 2021
1.5	Implementation of inventory and tracking System	June 30, 2021
1.6	Defend voter rights and accessibility without restrictions	March 31, 2021

Mr. Barron responded that the **DRE** is working with the **Purchasing Department** to get an Intergovernmental Agreement in place to request approval from the Board of Commissioners to purchase that inventory and tracking system. This system will allow the **DRE** the ability to keep track of chain of custody but all of the deliveries and to know where everything is at all points in that process.

Mr. Barron continued with **Item # 1.6**, the Legislature voted and passed **Senate Bill 202**, all Georgia Counties met virtually to discuss many aspects of **Senate Bill 202** in a forum held by SOS. The **DRE** anticipates more guidance in the coming months.

Dr. Ruth asked **Mr. Barron** to expound on the inventory system

Ms. Williams greeted the Board.

Inventory system consists:

- All equipment at the EPC-Ballot Marking Devices (BMDs), Access Cards, Printers, Tables, Chairs and more
- GPS System for tracking
- Real-time delivery of equipment to polling sites
- Scan items to know when the components have arrived
 - Poll Manager Equipment pick-up
 - Check-In Centers on Election night

Ms. Williams explained that the biggest thing is for us to track everything in real time, make sure equipment is delivered to the proper location and to keep an accurate inventory of every item. Inventory systems that were demoed were Easy Vote, Maximo (In Houses) and Wireless Data System (**WDS**). **WDS** was the preferred inventory system because it was election specific. This company currently have, contracts in Travis County, Texas and Broward County, Florida.

Mr. Wingate asked about tracking access cards.

Ms. Williams answered that leaving access cards are poll manager's error; however, yes this tracking system will have the ability to notify the users of missing inventory.

Dr. Ruth inquired about training of this system to the Poll Managers

Ms. Williams responded no, poll manager will not be trained on the system. They will follow the same procedures as usual, making sure we receive all items. The inventory systems will be managed by the EPC personnel (drivers/ couriers) and the Check-In sites.

Chairman Wan inquired about will the system be installed and ready to use in a timely manner

Ms. Williams expressed being hopeful and the **DRE** intends to have a mock election to ensure the system is working accurately.

Chairman Wan asked for clarity on the SOPs (Standard Operating Procedures), are the SOPs being updated or are the **DRE** developing new ones to close gaps or tighten certain processes.

Mr. Barron responded both, the **DRE** updating some and creating new ones pursuant to Senate Bill 202. The process will be on-going because the **DRE** is waiting on guidance from the SOS before we can fully update.

Chairman Wan inquired about the **Board's** participation in reviewing the SOPs

Mr. Barron answered all this information can be provided to the **BRE**.

CATEGORY-OPERATIONAL			
POLL WORKER SYSTEMS AND ELECTIONS OPERATIONS			
Achieve IT #	Improvement Area	Description	Projected Date of Completion
2.1	Automated Project Plan Development	Annual development of detailed election cycle project plans in Achieve-It.	March, 2021 Rick Barron
2.2	Poll Worker Staffing Plan for Election Day Workers	Full implementation and use of poll working staff plan. Discussion on use of County personnel for Election Day vs outsourcing with temporary staffing agency (hybrid approach). Development of poll worker database for State referrals and website applications.	May, 2021 June, 2021 June, 2021 Axiver Harris, Johnny Harris
2.3	Implementation of Poll Worker University for Election Day Workers	Update on-line poll worker modules created by an outside vendor for each election position to maintain consistency of training. Ensure training staff are well adapted to conduct training class. Develop a scheduling plan for training.	Feb., 2022 Sept., 2021 July, 2021 Sharon Benjamin
2.3.1	Poll Worker and Election Day Technician Screening Process	Enhance screening process to ensure appropriate hiring for all election worker positions and Election Day Technicians.	June, 2021 Nadine Williams
2.4	Poll Worker AMS Entry and Pay	Automate AMS entry of poll workers and poll worker pay; research mass upload option.	Sept., 2021 Johnny Harris, Axiver Harris

Chairman Wan acknowledged **Vice Chair Nuriddin** arrival.

Mr. Wingate inquiries were not captured during most of this meeting because his microphone was off.

Dr. Ruth inquired about individuals that publicly critiqued Happy Faces Personnel and their assignment of staff to the **DRE**. How can the department ensure that we get the appropriate staff for elections?

Mr. Barron explained that Happy Faces provided the **DRE** with staff for all our offices:

- EPC personnel (specialist, couriers, & more)
- Voter registration processing application

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Special Meeting- Work Session- May 04, 2021

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- Absentee by mail.
- Voter Education and Outreach
- Early voting workers
- Election Day Technician
- Election Day Security
- Call Centers Staff (2-call center)

Mr. Barron explained the **DRE** had more issues with other vendors than the **DRE** did with Happy Faces but the **DRE** met with Happy Faces last week and attended virtual meeting discussions recently and they are going to alter their screening processes. I think because we put so many demands on them last year, we requested personnel that the **DRE** never needed before. In an effort to ensure we get qualified personnel Happy Faces partner with an IT agency to recruit Technicians.

Ms. Benjamin highlighted their meeting discussion:

- Improving recruitment process
- Hiring additional staff
- Hire a training manager
- Interview process, that's critical for the managers and assistant managers
- Improve procedure with personnel mistakes
- Driving professionalism and customer service
- Background check- improve assessment process qualified
- Orientation and training

Ms. Benjamin expressed the **DRE** really challenged Happy Faces last year but they came through for us every time. Lesson Learn: Better communication and providing more notice, where possible.

Mr. Wingate inquired about Happy Faces contract. (faint)

Mr. Barron responded the contracts are approved every year by the **BOC**. The **DRE** started using Happy Faces in 2016 with three other vendors and Happy Faces provided us a better group of personnel in comparison to all the others. I always understand the commitment of Happy Faces, they're always in contact with the **DRE**. We have a lot of the people that have signed up with them, especially from the warehouses, that have worked for the **DRE** more than 20 plus years. They were temporary county employees until the county transitioned from that method of recruitment.

Mr. Johnson inquired about the training that Happy Faces is responsible for providing personnel

Ms. Benjamin explained that Happy Faces hire staff for the **DRE** and provide them with Orientation Training only. The **DRE** will then provide additional training throughout the department based on the hired staff assignment. Happy Faces is invited to all trainings conducted by Fulton County Registration and Elections Personnel.

Mr. Johnson inquired about all vendors having a review period.

Mr. Barron answered the **BOC** have to approve that contract yearly. Happy Faces is a vendor from Georgia's statewide contract. **Mr. Barron** mentioned getting more information on the process for bidding and using statewide vendors from the Purchasing Director, Felicia Strong-Whitaker.

Mr. Johnson inquired about other Departments that use the vendor.

Mr. Barron mentioned that several Fulton County Departments utilize this staffing agency yielding good results.

Vice Chair Nuriddin inquired about Happy Faces providing training. Did I hear that correctly?

Ms. Benjamin responded no, Happy Faces provide in-house orientation training only

Vice Chair Nuriddin mentioned the DRE continue to discuss the Pandemic and what happened. Vice Chair noted majority of electorate voted by absentee ballot by mail and early voting for the 2020 election, that was very unique to a presidential election. So what we do know is that's not going to happen to that extent and how the law is currently written. I was wondering in this new space, how do you foresee placement services and increasing polling locations?

Mr. Barron responded that placement services are not used to recruit Election Day polls, the DRE use a separate database. Happy Faces provide supplemental staff for our offices, the EPC, Early Voting workers, Technicians, and Security.

Vice Chair Nuriddin mentioned that Happy Faces was being paid Millions of dollars and that it included all personnel including Election Day.

Mr. Barron explained the use of other vendors were used for placement services (Corporate Temps and Halo Innovations) but one of the cost drivers were Early voting worker were paid a COVID-19 daily stipend last year and that drove up the amount paid out.

Mr. J. Harris highlighted the benefits of automating the system with the help of the Strategy Office.

Mr. Barron express gratitude of the DRE's partnership with the County Manager Executive Team and having the resources of the county helping us like the Strategy Officer. They can write a lot of these automation processes for the DRE. They have the personnel that we don't have in our department or the expertise. County Manager and his team has been crucial going forward to make some of these processes work

Mr. J. Harris highlighted the process:

- Poll workers (PWs) are assigned by regions and need
 - North Fulton
 - South Fulton
 - City of Atlanta
- Coordinators will pick the precinct that needs to be filled
- Poll worker receive a screening call to process their status
- Poll workers agree on their location
- Coordinators assign PWs to the agreed location
- PWs activate in the system

Mr. Harris mentioned most workers are assigned to the region that they live in but the majority of the applicants live in South Fulton and City of Atlanta.

Vice Chair Nuriddin mentioned SOS will need to update their portal to comply with the law but will DREs' portal to be available request Absentee by Mail in November

Mr. Jones answered that the DRE is working with the vendor to update out portal

EARLY VOTING			
Achieve IT #	Improvement Area	Description	Implementation Range
2.5	Early Voting Staffing Plan	Development of staffing planning, recruiting and assignment. Implement utilization of poll worker staffing plan for early voting staff.	May, 2021 Sharon Benjamin
2.3	Poll Worker University for Early Voting	Update on-line early voting poll worker modules created by an outside vendor for each early voting position to maintain consistency of training.	Feb., 2022 Sharon Benjamin
2.5.1	Create documented procedures for the Early Voting Process	Create standard operating procedures for the early voting process. Employ outside consultant for development.	1 st iteration – May 31, 2021 2 nd iteration- Feb, 2022 (Consultant) Sharon Benjamin

Chairman Wan inquired about the drop boxes location recommendations to the Board.

Mr. Barron mentioned the maps and the recommendations will be at the Regular meeting, May 13th. The DRE will recommend several locations; however, there will be full map for the BRE to make a determination.

SECURITY			
	Improvement Area	Description	Implementation Range
2.6	Poll Security/Emergency Response Plan	Review and maintain poll security and recruiting plan, and emergency response plan for elections based on election type.	Sept, 2021 Nadine Williams
2.7	Absentee Ballot Security Escort	Determine the need to develop an absentee ballot escort plan for absentee ballot drop box pick up and for Election Day (define standards and process).	July, 2021 Deputy Director

ABSENTEE			
	Improvement Area	Description	Implementation Range
2.8	Documented Absentee Ballot Process	Employ outside consultant to fully document the absentee ballot process from beginning to end.	1 st iteration-May 31, 2021 2 nd iteration- Feb, 2022 (Consultant) Deputy Director
2.7	Documented Signature Verification Process	Employ outside consultant to fully document the signature verification process from beginning to end. Review technology capabilities for signature verification.	TBD- pending outcome of legislative actions Deputy Director

Mr. Barron mentioned Mr. R. Jones can provide details on item 2.6 until the new Deputy Director is hired. Mr. Barron noted that with SB 202 item 2.7, no longer exist.

Dr. Ruth inquired on when the Deputy Director will be hired

Mr. Barron responded by the end of the month, second interviews will be held this Thursday.

WAREHOUSE			
	Improvement Area	Description	Implementation Range
2.8	Documented Polling Location Selection Process	Create a documented process for selecting polling locations and criteria for selection to include forms and required agreements.	April, 2021 Nadine Williams, John Ross
2.9	Equipment Inventory/Tracking System/Supply Audit	Implement inventory management system such as Maximo for election equipment tracking and audit.	June, 2021 for RFP Process Nadine Williams
2.10	Election Check-in and Check list	Expand current standardized checklist to review for audit of returned election equipment and supplies on Election night. Add additional check-in sites.	May, 2021 Sept., 2021 Nadine Williams

Mr. Barron explained that different members of the staff are responsible for completing these and some of these have been completed for example, a lot of the standing standard operating procedures, those have been compiled by Ms. McCloud and then sent to the County Auditor's office.

Vice Chair Nuriddin asked was this information accessible to the Board or do she need to compete an Open Records Request

Mr. Barron informed the BRE that any documents they want to see they can contact Secretary Bodison

Chairman Wan provided a couple suggestions. Chairman Wan asked did the DRE have central repository that, the BRE could access like a resource library.

Mr. Barron mentioned discussing the request with the Strategy Office to see if we could provide the BRE with access to similar to last year where you all had access to view certain documents with a log in

CATEGORY - ADMINISTRATIVE			
ADMINISTRATIVE MANAGEMENT			
	Improvement Area	Description	Implementation Range
3.1	Election Budget Preparation	Develop a standardized process for election budget development and budget tracking. Ensure adequate funding is requested.	April, 2021 Brenda McCloud
3.2	Contingency Plan Development	Develop contingency plans for all registration and election operations for man-made, natural disasters and social unrest.	August, 2021 Deputy Director

Mr. Barron explained examples of item 3.2 in 2020 were being able to use mobile voting RVs on Election Day in November, December, January, in December instead of closing polling locations

- Two schools that had Legionnaires disease.
- Power outages after storm

The DRE is prohibited from using mobile voting. The SB 202 provision prohibits the use of mobile voting unless there's declared disaster by the Governor

3.3	Grant Tracking Procedures	Establish grant tracking, reporting and reconciliation process for all election grants.	April, 2021 Brenda McCloud

CATEGORY – EDUCATION AND OUTREACH			
ENHANCED VOTER EDUCATION AND OUTREACH PROGRAM			
	Improvement Area	Description	Implementation Range
3.4	Develop more robust Voter Education Program	Develop an annual voter education plan that includes a calendar of events, communication and outreach information packet, schedule of meetings with local municipalities, elected officials, community and civic organizations, media outlets, etc. to conduct voter education seminars, demonstrations and training sessions, etc.	May, 2021 Deputy Director

Mr. Barron informed the BRE that the development of the voter education program. That is an item that is currently under Ms. McCloud but will be moved when the Deputy Director comes on board.

- Develop that voter education program
- Utilize buses for voter education program
- Poll worker recruitment
- Developing Permanent outreach at Schools/ College currently

Mr. Barron informed the BRE the Voter Education Coordinator, full time staff member, has been out for health reasons for a few months.

Mr. Wingate inquired about the Deputy Director's direct reports in the DRE

Mr. Barron mentioned there may be a couple of adjustments made on Organizational flow chart provided to the Board.

Managing Divisions & Direct Reports:

- Voter Education and Outreach Division
- Absentee Division Manager
- Elections Chief
- Registrations Chief
- Administrative Manager

Mr. Barron mentioned that some of these components will require guidance from the Secretary of State's Office

Vice Chair Nuriddin noted the DRE has always had a robust Voter education and outreach program. Vice Chair requested clarity on the reasoning the DRE has opted to wait on Voter Education and move forward with Absentee process

Mr. Barron reiterated the Voter Education Coordinator has been out on FMLA, for health reasons for more than three months, the DRE does not have any VEO supplemental staff. However, Mr. Jones and Ms. Ficklin is already in place.

Vice Chair Nuriddin requested Mr. Barron to speed up because a lot of deadlines that are not here yet. The DRE don't have a repository with the documents that you're referencing, can you discuss the ones that have deadlines.

Mr. Barron mentioned that there are two items that are off track with regards to the deadlines. Those items will be the Deputy Director first priority going forward.

3.5	Permanent Call Center (shared)	Create a permanent call center in Elections with features that can be shared across county departments when not being used for Elections. This call center should be able to handle all calls related to voter registration, elections, absentee ballot and voter outreach activities.	Completed Deputy Director, Ralph Jones
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Approved Minutes

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	Development of Standard Operating Procedures (SOP)	Develop SOPs for all registration, election, absentee and administrative functions. Employ an outside consultant or technical writer for assistance. Development of check and balance process for vote tabulation.	1 st iteration- May 31, 2021 2 nd iteration- Feb, 2022 (Consultant) June, 2021 Nadine Williams, Ralph Jones, Deputy Director, Brenda McCloud
4.0	Organization/Department Restructure	Enhance and establish permanent election staffing. Recommendations include: <ul style="list-style-type: none"> ▪ Creation of 1 Deputy Director position ▪ Creation of Absentee Ballot Division or Section (pending outcome of legislative action taken by the State) ▪ Creation of internal technology team consisting of 1 to 2 additional members (shared positions with scalable duties) ▪ Creation of Financial Systems Specialist ▪ Creation of Voter Education and Outreach Manager 	April, 2021 Rick Barron
3.6.2	Cross Training Program	Develop a fully functional cross training program among the divisions for critical positions within the department to include annual timelines for job sharing. Provide training from Dominion on all election equipment to all staff.	July, 2021 August, 2021 Deputy Director, Nadine Williams, Ralph Jones

Mr. Barron informed item # 3.6, the cross training programs, Mr. R. Jones has always had a robust cross training program within his Division. This plan for cross training going forward will be to implement throughout the Department. Although, in 2020 there was a lot of cross training out of necessity, because different people in the different Divisions were required to work in multiple roles.

CATEGORY - LEGISLATIVE			
LEGISLATIVE LOBBYING			
	Improvement Area	Description	Implementation Range
5.0	Absentee Ballot Submission Deadline	Include in the County's lobbying package support for moving back the deadline to request an absentee ballot one week before an election.	Legislative Session 2021
	Vote Centers	Lobby for the creation of Vote Centers vs. precincts.	Legislative Session 2021
	Restrictions on Poll Watcher/Observer Regulations	Lobby to have more clearly defined restrictions and regulations for Poll Watchers and Observers.	Legislative Session 2021
	Election Worker Security	Lobby for the implementation of Election Worker Security penalties.	Legislative Session 2021
	Defending mobile voting centers, drop box and Sunday early voting	Lobby to defend/maintain these items.	Legislative Session 2021

Chairman Wan reiterated the deliverables and expectations for upcoming meeting

- Consultant RFPS
- Centralized locations for documents
- All other updates provided in the Monthly Report

Mr. Barron will discuss with the County Manager Executive Team on having the ability to complete this directive.

ADJOURNMENT

With no other items requiring the Board's action, **Chairman Wan entertained a motion to adjourn. Mr. Johnson moved to adjourn the meeting. Vice Chair Nuriddin seconded the motion.** Collectively, the Board agreed to adjourn at 12:06 p.m.

The meeting adjourned.

Prepared by,

Mariska Bodison, Board Secretary



UNAPPROVED MINUTES

BOARD OF REGISTRATION AND ELECTIONS REGULAR MEETING – MAY 13, 2021

The Fulton County Board of Registration and Elections met in Regular Session on Thursday, May 13, 2021 at 10:00 a.m.

VIRTUAL MEETING

Please join the meeting from your computer, tablet or smartphone.

FGTV YouTube Channel

<https://www.youtube.com/channel/UCYH7E0jH6HxE-3KTRluH8SQ>

Presiding: Mr. Alex Wan, Chairman

Other Board Members Present:

Ms. Vernetta Keith Nuriddin, Vice Chairperson

Mr. Mark Wingate

Mr. Aaron V. Johnson

Dr. Kathleen Ruth

Staff Attending: Mr. Richard Barron, Director; Mr. Ralph Jones, Registration Chief; Ms. Nadine E. Williams, Elections Chief; Ms. Sharon Benjamin, Deputy Elections Chief; Ms. Brenda McCloud, Administrative Manager; Ms. Breauna Jenkins, Administrative Coordinator I; Mrs. Cheryl Ringer, County Attorney; Mr. David Lowman, County Attorney; Mr. James Reese, Production Manager; Mr. Rico Dollar, Senior Graphics Designer, Jessica Corbitt, PIO and Director of External Affairs

Guest Attending: Bridget Thorne, Mr. Nance

Chairperson Wan announced that this teleconferenced meeting is authorized pursuant to §50-14-1(g) of the Official Code of Georgia because of the Public Health State of Emergency declared by Governor Kemp on March 14, 2020, and renewed through June 29, 2021, pursuant to which public meeting spaces in state and local Government have been closed due to COVID-19, and because means have been afforded for the public to have simultaneous access to this teleconference.

#1– APPROVAL OF AGENDA

Chairman Wan entertained a motion to adopt the agenda. The motion was made by Vice Chair Nuriddin, seconded by Mr. Johnson and carried by a unanimous vote of 5-0.

#2– COMMUNICATIONS AND PUBLIC RESPONSE

Bridget Thorne

We have just finished a contentious election cycle. The Fulton County Supervisor of Elections was fired in a bipartisan vote by this nonpartisan board and then fine was overturned by the Board of Commissioners. Now a board member Mr. Aaron Johnson is working and paid by an elected official. He's serving as Nikema Williams, District Director on the outside

employment by an elected official could be looked at as a reward by that elected official and or it could be a way of gaining influence in the election process. As a member of this board, Mr. Johnson is in a position of authority over elections that could benefit his employer, either directly or indirectly. For instance, as a board member, would you have influence to make sure you get one of those eight drop boxes placed in your employer's district? Would a board member have influence with Richard Barron's office? Did Mr. Johnson vote to not terminate Mr. Barron simply to maintain influence for himself and NiKema? I am no way accusing Mr. Johnson of malfeasance, but it cast doubt that he can effectively and objectively make decisions as a member of this board while being paid by an elected official. This is a direct conflict of interest and counts more doubt on the integrity of the election process.

Mr. Nance agreed with Ms. Thorne comments.

OLD BUSINESS

#3- APPROVAL OF MINUTES

Chairman Wan informed the Board and Board Secretary of an error on page 13 of the meeting minutes. Chairman was credited for a passage that should be credited to Dr. Ruth.

- Regular Meeting- April 15, 2021

Chairman Wan entertained a motion to amend the minutes from April 15, 2021. The motion was made by Mr. Johnson, seconded by Vice Chair Nuriddin and carried by a unanimous vote of 5-0.

- Executive Session Meeting- April 15, 2021

Chairman Wan apologized for not providing the executive session notes. Chairman decided to move this item to the next meeting and ensured other members of receipt of notes prior to the June meeting. Again, Chairman apologized for missing that protocol.

#4- MONTHLY OPERATIONS REPORT FOR APRIL 2021

Mr. Barron reported:

- Municipalities' Packets was distributed, packets that included:
 - ❑ Projected budget proposals
 - ❑ Advanced voting locations
 - ❑ Timelines of documentation due dates
- ESPLOST revision to the budget of City of Atlanta and Fulton County School Board
- Polling locations have been contacted for the General Municipal
- **SB 202** reduce the amount of drop boxes countywide (map in packet)
- Curriculum for Poll worker
- Virtual demo by Knowlnk to use the Poll Pads to assist with payroll
- **SB 202** made Mobile voting obsolete, **VEO** will utilize for Education and Outreach
- A legal hold remains on the **DRE** voting units from the April 18, 2017 and June 20, 2017 6th Congressional Special Election and Runoff Special Election (**Relocated to offsite facility**)
- Total voter registration applications received in 2021: **32,835**
- **6,751** voter registration applications received in February
- As of March 1st, **859, 902**(822,491 active and 37,311 inactive) registered voters reside in Fulton County
- Total New Applications: **4,221**
- Felon Hearings: **0**
- Felon Letters Mailed:**255**
- **555** randomly selected AMB envelopes for UGA Researchers Audit Match

Unapproved Minutes

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- Administration maintaining expenditures from Grant Funds and County Budgets
 - 2021 Processing Invoices
 - Budgeting Grant Funds
- Weekly meetings with various Departments
- Campaign Contributions and Late and non-Filers Reports were filed
- Personnel Vacancy: VEO Manager, Deputy Director
 - VEO Manager- Pending BOC approval

Mr. Wingate requested clarity on the statistics of transfers out of state (five in 2020 and sixteen in 2021)

Mr. Barron mentioned Georgia is a part of **ERIC** (Electronic Registration Information Center). **Mr. Barron** deferred to **Mr. Jones** to provide clarity.

Mr. Jones greeted the Board

ERIC:

Each member state receives reports that show voters who have moved within their state, voters who have moved out of state, voters who have died, duplicate registrations in the same state and individuals who are potentially eligible to vote but are not yet registered.

Georgia began using **ERIC** when **HB 316** was passed, currently used by 30 states and Washington, DC

Mr. Jones informed the BRE that several states do not subscribe to **ERIC**. The Secretary of State (SOS) now is putting some procedures in place for the communication between the states you should see that number grow more.

Mr. Wingate inquired about the use of NCOA (**National Change of Address**) and why NCOAs were not run during 2020

Mr. Barron mentioned that once the NCOAs run, the voters roll will reduce by 30-40,000

Mr. Jones mentioned a statute that only allows SOS to run during a certain time, because in the even years, there's a statute that prohibited from running NCOAs during a mayor election year. The NCOA process actually changes the voter statuses, if a person does not respond to a confirmation letter, their status can be removed from active to inactive.

Mr. Jones mentioned contacting SOS with regards to when they would complete the NCOAs in order for counties to complete their duties.

Mr. Jones agreed with **Mr. Barron** that NCOAs are ran in odd number years

Mr. Barron informed the Board will run a no activity and NCOA. The DRE will see a large number coming off at some point this year. **Mr. Barron** explained that the DRE has not received notification that the NCOAs will be ran

Mr. Wingate asked will ERIC replace NCOAs

Mr. Jones responded that the DRE has not received guidance on that but he believes the tools will work together.

Mr. Johnson inquired about the voter's file sent to the Municipalities and the reasoning was to ensure addresses are accurate not actual voters?

Mr. Jones explained that Municipalities were ask to provide any information that they can give the DRE to clean their files. The file is provided to the Cities and the cities return the edited version for Voter Registration to update.

Mr. Johnson inquired about double voting and the safe guards are in place

Mr. Jones responded in June, we had a lot of new poll workers and they might not have done their due diligence at that time.

Mr. Johnson requested a report of the results on double voting

Mr. Jones responded as soon as the DRE knows more the BRE will be informed.

Dr. Ruth inquired about double voting in January

Mr. Jones responded the SOS provided a list and it was about 20 voters that the DRE is required to investigate

Dr. Ruth inquired about the UGA audit results and the expected date of availability to the BRE

Mr. Jones answered that the DRE is waiting on the SOS to provide a report.

Dr. Ruth asked about the revamping of poll workers training. Have you thought about hiring a curriculum writer?

Mr. Barron answered the DRE will consult with the selected vendor on that currently we're working on the aspects of training that the DRE know that can be changed. Although, the DRE will need more direction on SB 202. The DRE intend to get some volunteer poll workers to go through some of what the DRE rewrite and evaluate the materials. The DRE may do some sample trainings as well.

Dr. Ruth directed **Mr. Barron** to keep the Board apprised of the poll worker training

Chairman Wan inquired about an inquiry **Mr. Wingate** mentioned in reference to a budget item for Happy Faces of a \$7.8 Million request

Mr. Barron explained

That is a not to exceed amount, and that includes a not to exceed for the entire year. And that will be for expenses that the DRE is currently incurring, for supplemental staff on board as well as the November and the December elections. So once per year, we go to the BOC and we ask for a not to exceed amount. And they authorize a certain amount of spending that we can have through that vendor. Happy Faces is a state contract vendor. The Purchasing Department goes through and they will evaluate some of the other vendors that are on the state contract, most don't have the ability to supply the number of workers that we need.

Mr. Wingate inquired about the request being tabled

Mr. Barron responded yes

Mr. Wingate asked of the proposed amount of \$7.8M what period will this be used for

Mr. Barron responded 2021, the municipal election and supplemental staff that we have on board right now.

Chairman Wan moved on to the additional item **Mr. Wingate** with regards to the consultant agreement of the RFP. Chairman asked who is deemed project manager from the county and who the final deliverable is given to at the end.

Mr. Barron responded that he will be responsible for that. Mr. Barron noted both the Director and the Deputy Director will work with the consultant on that making sure that the final deliverables are completed for that project.

Chairman Wan inquired about the structure in the three phases, noting organizational structure and staffing wasn't first phase.

Mr. Barron phases were switched to ensure the consultant had a good understanding of processes before changing the structure of the department.

Mr. Barron mentioned once the RFP is awarded, an action item will be maintained on the agenda to review

Chairman Wan suggested

- Impact that can change along the way, including SB 202
- Work product that comes out of this consultants
- Reported into your monthly report, but
- Instead just showing us the Gantt chart,
- highlighting those areas that are being updated
 - no longer on track
 - change the timeline
 - impacted by the findings of SB 202

Mr. Barron informed the Board they will be given access to the AchieveIT and documents necessary uploaded for the BRE review.

Dr. Ruth inquired about the completion of the all of the deliverables from the RFP is April 2022. Is there a timeline for phase one?

Mr. Barron responded phase one will definitely be before the November election and the DRE will be working on phase two at that point.

Dr. Ruth encouraged the DRE before publishing the RFP to add completion dates for each of the phases. It doesn't allow you a lot of time to implement those recommendations that are made by the vendor

Mr. Barron explained the reason the DRE didn't put specific timelines in there for each one of the phases right now is because once the vendor is chosen, we wanted to sit down with the vendor, have them review what we want to do, and then try to try to have them give us some advice on how long they think it will take each one of them to go through each one of these items. Mr. Barron explained that he will speak with Felicia Strong-Whitaker (Purchasing Director) after this meeting and see if we can put at least some rough deadlines in the phases.

Dr. Ruth noted, even if they're rough, they can still be negotiated as you talk with the vendors and receive their proposals.

Mr. Wingate asked about projections and timeframes that Dr. Ruth pointed out for 2022. Based on that the April 2022 timeline, regardless of what transpired in terms of the project, does that have to be an end date to those activities.

Mr. Barron explained the May General Primary, is the reason the DRE selected April as an end date. Although, Purchasing Director mentioned that the DRE could negotiate an extensions.

Chairman Wan acknowledged **Mr. Wingate** request to receive updates on in Open Records Request

Chairman Wan suggested building in this process, to trace and track when we get specific inquiries. I think for transparency but then just so that the Board is aware. I'm hoping this new procedure will catch that

Secretary Bodison mentioned that for future open records request that information will be provided in the monthly report.

Mr. Johnson inquired about the county attorney's office having an open records request division or an attorney that's responsible for open requests, making sure that various departments are in compliance?

Secretary Bodison responded that is correct.

#5-BYLAWS AMENDMENT

Chairman Wan acknowledged **Mr. Wingate** requested item for discussion

Mr. Wingate requested to discuss which bylaws were changed

Mr. Wingate reiterated his concerns regarding conflicts and mentioned Dr. Ruth's suggestion on inserting a section into our bylaws that more explicitly discusses what constitutes as conflicts of interests.

Attorney Lowman responded that Attorney Ringer is working on that language that will move on track along with the actual code of ethics. And we can have further discussion in executive session today, if needed.

NEW BUSINESS

#6- APPROVAL TO REMOVE REGISTERED VOTERS WITH NON-RESIDENTIAL ADDRESSES

Mr. Jones informed the Board that during the DRE's discovered that voter's that are registered at post office boxes. Voters must register at a residential address not the post office mailboxes. The DRE mailed 1280 letters and 65 voters have updated their registration. Our recommendation is that we will remove 1215 voters from the roll due to not having a residence address. That will be our recommendation for the board

Mr. Wingate inquired about the address being valid

Mr. Jones answered that the address is valid; however, it belongs to an address that is not residential

Mr. Barron mentioned these are real voters registered at businesses such as U.S.P.S mailboxes.

Chairman Wan asked once the voter is removed, can they contact the DRE to discuss possible error

Mr. Jones answered yes.

Chairman Wan entertained a motion to approve the removal of registered voters with non-residential addresses. The motion was made by Mr. Wingate, seconded by Dr. Ruth and carried by a unanimous vote of 5-0.

#7- LIST MAINTENANCE AUDIT

Chairman Wan acknowledged Mr. Wingate requested item for discussion

Mr. Wingate

The discussion we've had, we can move on. I think that we've probably hit that, as much as we can at this stage. But again, I will just reiterate, just making sure that all of the list management functions we have are properly evaluated in its process and procedures

Chairman Wan entertained a motion to close the regular session and convene into executive session to discuss Pending Litigation. The motion was made by Mr. Wingate, seconded by Vice Chair Nuriddin and carried by a unanimous vote of 5-0.

Dr. Ruth delayed in returning.

After executive session, **Chairman Wan entertained a motion to resume into regular session. The motion was made by Mr. Johnson, seconded by Mr. Wingate and carried by a unanimous vote of 4-0.**

The Board took a few moments to discuss the upcoming meetings and whether those meetings will be held in-person or remain virtual.

Chairman Wan entertained a motion to approve the proposed meetings be held virtual in June and in-person in July. The motion was made by Mr. Wingate, seconded by Vice Chair Nuriddin and carried by a unanimous vote of 5-0.

ADJOURNMENT

With no other items requiring the Board's action, **Chairman Wan entertained a motion to adjourn. Mr. Johnson moved to adjourn the meeting. Mr. Wingate seconded the motion.** Collectively, the Board agreed to adjourn at 11:50 a.m.

The meeting adjourned.

Prepared by,

Mariska Bodison, Board Secretary



INTER-OFFICE MEMORANDUM

TO: Fulton County Board of Registration and Elections

FROM: Richard L. Barron, Director, Registration and Elections
Nadine Williams, Elections Chief
Ralph Jones, Registration Chief
Brenda McCloud, Administrative Manager

RE: **Monthly Operations Report – MAY 2021**

DATE: June 4, 2021

ELECTIONS DIVISION

During the month of May the focus of the Election Division activities were on the following tasks:

November 2, 2021 General / Municipal Election:

The budget has been revised to include the Atlanta Public Schools and Fulton County Schools ESPLOST election cost contribution. The municipalities' office build surveys and resolutions are being forwarded to CES as received for ballot building. Staff has been attending virtual SOS Forums to be informed of SB202 procedural changes.

Polling Locations:

We are in the process of securing alternate locations for polling precincts with active voters over 5000 and for locations that have declined usage. All proposed sites will be presented to the board at the July board meeting.

Check In Locations:

Training will be conducted when the new inventory system is installed and SB202 forms are finalized by the SOS. The following facilities have been reserved:

- Frederick Douglas High School – new location
- Holcomb Bridge Middle – new location
- Maynard Jackson High School – to remain
- Paul D. West Middle – to remain
- Liberty Point Elementary – to replace South Annex
- North Springs United Methodist Church – to replace North Annex
- Vickery Mill Elementary – to replace Roswell City Hall

Advance Voting:

Facility reservations for Advance Voting locations are being placed. We are working to ensure locations are evenly distributed throughout the county. A map of proposed locations and voting hours will be presented to the board at the June meeting for a vote at the July meeting.

Absentee Ballot Drop Boxes:

We are compiling information from the SOS to ensure Advance Voting Manager training will include the SB202 absentee ballot drop box procedures. We have worked with GIS to confirm the 8 boxes selected are evenly distributed. A map of the proposed locations will be presented to the board at the June meeting for a vote.

Poll Worker Recruitment & Training:

Election Officers are in the process of revising class curriculums to ensure SB202 procedures are included and awaiting SOS guidance on procedures and new forms to finalize. We will be working with the Communications Department to rebrand all Advance Voting and Election Day training material and presentations. A virtual demo was held with Know Ink to implement electronic fee schedules and procedures to expedite poll worker payroll.

Election Preparation Center & Hapeville Annex:

Supply and equipment inventory is being conducted. Staff is currently placing orders for equipment and supplies to ensure there are no equipment need overlaps with advance voting, training, and Election Day needs. With the pending ballot inspection, exterior cameras have been installed at the Election Preparation Center for staff safety.

Mobile Voting Units:

SB202 has made the units obsolete. Units we be utilized for voter education, Election Day emergency use, if approved, and loaned to other county departments upon request. We have contacted the bus vendor who will be working with the Communications Department to edit the bus wrapping to remove the wording “vote here”.

Post Election Plan Assessment:

	Due Date	Completion Status
Develop an Annual Automated Elections Project Plan		
<ul style="list-style-type: none"> Develop Elections Project Plan for Election Division operations to include warehouse operations, equipment deployment, polling site selection etc 	2/26	Completed
<ul style="list-style-type: none"> Develop detailed Elections Project Plan for Early Voting operations to include staffing, site selection, recruitment plan, equipment deployment, etc. 	2/26	Completed
Poll Worker Staffing Plan for Election Day Workers		
<ul style="list-style-type: none"> Fully implement and utilize poll worker staffing plan 	2/26	Enhancing
<ul style="list-style-type: none"> Develop database for poll workers to include those recruited on-line and by the SOS 	2/26	Enhancing
<ul style="list-style-type: none"> Develop communications plan for poll worker recruitment 	3/31	Completed
<ul style="list-style-type: none"> Develop poll worker assignment process 	3/31	Enhancing
Implementation of Poll Worker University for Election Day and Early Voting Staff	7/15	In Progress
Enhanced Poll Worker and Election Technician Screening Process		
<ul style="list-style-type: none"> Work with temp agencies to further develop and refine screening process of all election workers; submit action plan 	3/31	Completed
Automate Poll Worker AMS Entry and Pay		
<ul style="list-style-type: none"> Investigate a method to automatically populate fields in AMS poll worker data entry; work with HR 	3/31	Completed
<ul style="list-style-type: none"> Contact IT and HR to determine an automated pay option for poll workers 	3/31	Completed
<ul style="list-style-type: none"> Investigate options for outsourcing poll worker pay 	3/31	To remain inhouse
Implement Early Voting Staffing Plan		
<ul style="list-style-type: none"> Develop early voting desk procedures 	3/31	Completed
<ul style="list-style-type: none"> Define written early voting recruitment plan 	3/31	Completed
<ul style="list-style-type: none"> Define written early voting recruiting assignment 	3/31	Completed
<ul style="list-style-type: none"> Develop early voting training outline/plan 	3/31	Enhancing
Document Polling Location Selection Process		
<ul style="list-style-type: none"> Define and submit written procedures on the polling place selection process (document should include eligibility, restrictions and any supporting documents for signature) 	3/15	Completed

Create an Equipment Inventory and Tracking Process		
• Investigate inventory tracking system for election equipment	3/31	Completed
• Inventory all election equipment	TBD	Enhancing
Revise Elections Check-In Lists for Election Equipment Return		
• Develop written audit procedures and refine checklist for election equipment return on election night	TBD	Awaiting inventory system to complete
• Secure additional check-in sites	3/31	Completed
• Develop written process for securing additional check-in sites	3/31	Completed

Tasks to Be Performed for Future Reporting Periods:

- Confirming Achieve IT work duties are on task
- Virtual meeting conducted for election planning, preparation, and processes
- Meeting and review of Elections Division internal processes and procedures
- Organize warehouse spaces
- Implement an automated inventory management system
- Create directory of poll workers
- Reorganize check in procedures

REGISTRATION DIVISION

This Monthly Report provides a summary of the critical registration activities, workload levels and voter statistics for the Registration Division of the Fulton County Registration & Elections Department for May 2021. The primary activities upon which we worked in May were processing voter registration applications, confirmation notices, researching street issues, municipal voter/street audits as well as voter registration applicant processing problems, preparing notices to voter registration applicants, scanning, indexing registration cards, and training.

VOTER REGISTRATION

The total number of voter registration applications we have received in 2021 is **39,198**. We received **6,363** voter applications in May. We are processing those applications.

As of June 1, 857,544 (820,643 active and 36,901 inactive) registered voters reside in Fulton County.

The Historic Overview of Registration Applications for the Months of April/May are as follows:

Year	April Voter Registration Applications	May Voter Registration Applications
2012	11,571	8,254
2013	5,724	6,063
2014	5,374	12,633
2015	5,608	6,229
2016	19,704	17,385
2017	19,036	21,888
2018	26,124	25,049
2019	22,716	24,754
2020	10,875	22,119
2021	6,751	6,363
Total Applications for 2021		32,835
Total Applications Processed 2021		32,246
Total New Applications for 2021		

WORKLOAD STATISTICS FOR May:

Voter Registration Applications Needed to be Processed		
Total Applications needed to be processed		589
DDS Applications		313
Online Applications		76
Paper Applications		200
Confirmation Letters		0

Completed Voter Registration Applications Processed for May		
Total Number of Processed Applications		6,749
Total New Registrations to Fulton County		3,712
New Registration (1st Time)		1,608
DDS Applications	1,440	
Online Applications	103	
Paper Applications	65	
Transferred into Fulton		2,114
DDS Applications	1,796	
Online Applications	76	
Paper Applications	242	
Total Number of Changes to Fulton County		3,037
Address Changes Only	2,167	
Name & Address Changes	273	
Duplicate (No Changes)	244	
Name Changes	353	
Total Number of Removals of Fulton County		5,904
Felons	238	
Moved out of State	17	
Duplication	108	
Error	6	
Hearing	1,216	
Not Verified Deletion	0	
Requested	6	
Transfers out of county	1,896	
Vital Records	2,417	
Mental Incompetent	0	
Inactive to Deletion	0	

REGISTRATION REPORTS:

FELON LIST

State law requires counties to review felon reports and to conduct hearings for those voters with matching data that raises questions regarding their eligibility to vote in accordance with O.G.C.A 21-2-228. All reports must be processed in accordance with O.C.G.A. 21-2-231.

Number scheduled for May Hearing 0.

We mailed 90 letters to voters who are suspected felons. If they do not respond, they will be removed from the voting rolls.

DEPUTY REGISTRAR ACTIVITIES

The Registration Division completed the following Voter Education Activities for the Month of May:

Deputy Registrars Trained	Deputy Registrar Classes	Deputy Registrar Drives
0	0	0

We issued 73 TVICs. We sold 1 voter list CD's.

PERSONNEL/STAFFING:

We have a total of 15 permanent employees and 2 managers currently. We have conducted interviews for the Registration Manager and have made a selection. An offer letter has been sent to our selected candidate. One of our Registration Officer have resigned. We will start conducting interviews soon. We have 3 supplemental workers. They will be processing voter registration applications and indexing absentee and voter registration applications.

MUNICIPAL VOTER FILE

We have sent each municipality a voter list for their examination of their voters. We asked the municipalities to verify that the voter addresses are in their municipality. The deadline to receive changes is July 2, 2021.

POSSIBLE JANUARY 2021 ELECTION DOUBLE VOTERS

The SOS office generated a report that identified 21 possible double voters during the January 2021 Election. Each of these voters voted in-person on election day and have voted by mail absentee ballot. We are reviewing the list of voters to determination if these voters were actual double voters. We have sent the documents to SOS.

NGE TRAINING PRESENTATION FROM SOS

Voters that are in Inactive status and have no contact through two general election cycles are then subject to be removed from the voter list. This process is referred to as NGE. As an example, a voter that is Inactive as of July 1, 2017, and does not vote in the remainder of 2017, 2018, 2019 and 2020 is eligible for this process. Notices will be mailed to all voters on this list of inactive voters. The notice can be used by the voter to update their address and mail back to prevent being removed. If the voter does not complete and return the form within 40 days and has not made contact, the voter will be moved to Cancelled Status for reason of NGE. Once the clock ends, all records that have not been updated will be cancelled. Any voter cancelled that is an eligible voter can re-register to vote. Any activity that updates the last contact date on the voter's record will remove that record from the NGE process and stop the clock for that voter. The list of

affected voters will be posted on the SOS website and on Firefly. As soon as it is available the SOS will notify everyone.

UNDELIVERABLE NCOA LETTER FROM SOS

On December 15, 2020, the SOS office mailed letters to voters identified as filing a National Change of Address notice with the United States Post Office indicating that they currently live out-of-state and requested an absentee ballot for the January 5, 2021 Runoff Election in the State of Georgia. The letter was sent as a reminder to the voter that they must be a current resident of Georgia in order to vote. About 2000 letters were returned undeliverable. These letters were mailed to the corresponding counties. The notice should be kept for your mail retention purposes.

ACHIEVE-IT PLAN POST ASSESSMENT

OPERATIONAL			
	Due Date	Staff Assignment	Completion Status
<ul style="list-style-type: none"> Develop Elections Project Plan for Registration Division operations 	2/26/21	Ralph	Completed
<ul style="list-style-type: none"> Develop detailed Elections Project Plan for Absentee Ballot processing to include, opening, processing, data entry, tabulation, location, etc. 	2/26/21		
Provide Absentee Ballot Security Transport Document Absentee Ballot and Signature Verification Process	We are transferring the absentee procedures to the Deputy Director for approval and changes. We are awaiting the SOS for some of the details instructions for procedures.		

- Style of envelope (We have to create a new absentee envelope that will fit the SOS). How do we hide the secrecy of envelope but still able to process the ballot without opening.
- We are waiting on the new design of the absentee application from SOS to update the procedures.
- Duplication Panel procedures not developed. Have not developed procedures using the party appointments based on SB 202
- There are specific documents for rejection an absentee applications the SOS has to create. Rejected applications and translated into a provisional ballot. Waiting on some instruction
- Trying to cement on capturing the Absentee Daily numbers.

TASKS TO BE PERFORMED FOR FUTURE REPORTING PERIODS:

- Notifications of Hearing for Felons
- Coordinating Deputy Voter Registration Drives as Requested
- Continue List Maintenance Activities
- Continue Review / Update Voter Registration procedures
- Continue Indexing, Scanning Voter Registration Applications
- Continue to Perform / Conduct performance counseling sessions
- Respond to State Election Investigations
- Continue Precinct Card Mailings and other Correspondences
- Staff Training

ADMINISTRATION DIVISION

This report provides specific administration and election tasks performed during the month of May 2021. Standard operations and activities from the Administrative Division include: personnel, payroll, procurement, finance, travel and training coordination and support to the Board of R&E and Registration and Elections Divisions.

Zoom Meetings Attended

Department Supervisor's Meeting - Weekly
County Manager's Strategy Team - Weekly
Municipal Election Review – Budget, Contract & Timeline
Purchasing Meeting – Weekly

Elections Budgets

The Finance Department, the Purchasing Department and the Strategy Executive team are still working closely with the department regarding the 2021 election budgets and staying on track with grant expenses.

A Request for Election Funding (Soundings) has been prepared and submitted to the Budget Manager in the Finance Department for BOC approval of funding needed to conduct the countywide T-SPLOST special election. In addition to request salaries for nine (9) new positions for the remainder of 2021, and plans to request salaries for 11 new positions in 2022.

2021 Election Preparation Update

The budget for the 2021 municipal elections and countywide special SPLOST election has been prepared. The intergovernmental agreement with the flat rate contribution costs to the municipalities was submitted to the city clerks in April 2021. The timeline to receive the documents and check has been extended to June.

The IGA for the Boards of Education special November 2, 2021 e-SPLOST election has been prepared and approved by the County Attorney's office.

Personnel Vacancies and Recruitment

The following vacant positions were open for recruitment, interviews and selections:

Deputy Director – R&E	New funded position		Employee selected and started 5/26/2021
Voter Education & Outreach Manager	New funded position	Title of Position changed	H.R. to process new classification for recruitment
Registration Manager	Vacant Position due to resignation		Employee selected to start 6/9/2021

2021 Audit Plan

The Fulton County Audit Department is conducting an internal financial review audit of the department, requesting information for election budgets, procurements, contracts and standard operating procedures. Brenda McCloud is coordinating the responses for the department.

Voter Education and Outreach Update

The previous draft has been reviewed and served as a point of reference and structural guide, in order to begin a comprehensive action plan for the VEO team. A new draft is being constructed and will be submitted for review for the upcoming BRE meeting on June 17th.

ORR	Request Date	Closed Date	Summary of Request	Status
3069-2021	5/3/2021	5/13/2021	Request information regarding The Center for Technology and Civic Life in Fulton County, Georgia	Complete Records Released
3152-2021	5/5/2021	5/21/2021	Access to and the ability to inspect all absentee ballot oath envelopes in the November 2020 Election and the January Runoff; and more	Electronically Withdrawn due to not accepting to pay
3175-2021	5/6/2021	5/13/2021	Please also provide us with the affidavit that Ryan Graham signed to nullify his mail ballot application that allowed him to vote in-person.	No Records Exist
3226-2021	5/7/2021	5/10/2021	Please provide an electronic copy of all Cast Vote Records from the Dominion "EMS Results Tally and Reporting" system,	Duplicate Request Complete Records Released
3327-2021	5/11/2021	5/13/2021	All current or former voter registration and voting history records, including change of party affiliation, residency, and/or voter activity status for Bryan Wayne Clowdus	No Records Exist
3388-2021	5/13/2021	5/25/2021	Request, all scanned images of the yellow outer envelopes (the envelopes with a bar code on them that were scanned) from all Absentee Mail -In Votes that were received by Fulton County	No Records Exist
3389-2021	5/13/2021	5/18/2021	Copy of the report from the Fulton Election Management System server (run on the County level after uploading all information up to the Elections Division) and more	Waiting for Acceptance of Payment- Paid on 6/4- Compiling Request
3414-2021	5/14/2021	5/28/2021	We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings	Complete Records Released
3465-2021	5/17/2021	6/2/2021	Chain of custody ballot transfer forms for absentee ballots deposited in drop boxes in Fulton County for the November 3 election.	Time Extension Complete Records Released
3579-2021	5/21/2021	5/25/2021	Fulton County Board of Elections on the number of voting machines that were assigned by precinct in general elections in 2014-2020, plus the June 2020 primary and the January Senate runoff.	Complete Records Released
3623-2021	5/24/2021	6/3/2021	copy of the ballot images that Fulton County sent to the plaintiffs in response to the attached Court	Waiting for Acceptance of Payment. Complete Records Released
3639-2021	5/25/2021	6/3/2021	election-related training that the County has used from 2017 to the present to train poll workers – whether the documents were created by the County or the Georgia Secretary of	Time Extension Complete Records Released
3644-2021	5/25/2021	6/1/2021	Scanned ballot images from the November 2020 presidential election, which have already been created and provided in Favorito v. Cooney	Waiting for Acceptance of Payment. Complete Records Released
3716-2021	5/27/2021	6/2/2021	All Fulton County ballot images from the General Election held on Nov. 3, 2020.	Waiting for Acceptance of Payment. Complete Records Released

Please Note:

This report does not capture the request for emails or surveillance recording request.

3389 is the only ORR that is pending from May the requester paid on 6/4/2021

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AchieveIT 2021 Elections Post Assessment Project Plan

Filters: None applied. Showing all items.

#	Level	Indented Name	Status	Start Date	Due Date	Assigned To	Last Comment	Updates	Last Updated
1	Plan	2021 Elections Post Assessment Project Plan	On Track	2/16/2021	12/31/2021				3/15/2021
1	Administration	Administration- Document Repository	On Track	1/1/2021	12/31/2021	Robert Frady			
2	Milestone	Critical Operations	On Track	3/18/2021	6/30/2021	Richard Barron			
2.1	Deliverable	Department Leadership Structure Review	Achieved	3/18/2021	4/30/2021	Richard Barron	The leadership structure has been evaluated and PDQs have been submitted to HR in order to ask the BOC to approve more staff. The hierarchy and who reports to who has been decided.		5/3/2021
2.2	Deliverable	Elections Central	Achieved	3/18/2021	4/30/2021	Richard Barron	We have provided Tim Dimond our needs.		5/3/2021
2.3	Deliverable	Development and compilation of current SOP	On Track	3/18/2021	5/31/2021				4/2/2021
2.4	Deliverable	Automated Elections Plan	Achieved	3/18/2021	3/31/2021				4/2/2021
2.5	Deliverable	Implementation of inventory and tracking system	On Track	3/18/2021	6/30/2021				4/2/2021
2.6	Deliverable	Defend voter rights and accessibility without restrictions	Achieved	3/18/2021	4/16/2021	Richard Barron			4/12/2021
3	Milestone	OPERATIONAL ACTIVITIES	On Track	2/1/2021	12/31/2021	Richard Barron			4/6/2021
3.1	Deliverable	Develop an Annual Automated Elections Project Plan	Achieved	2/1/2021	2/26/2021	Nadine Williams			3/1/2021
3.1.1	Task	Develop Elections Project Plan for Election Division operations to include election warehouse operations, equipment deployment, polling site selection, etc.	Achieved	2/1/2021	2/26/2021	Nadine Williams			3/1/2021
3.1.2	Task	Develop Elections Project Plan for Registration Division operations	Achieved	2/1/2021	2/26/2021	Ralph Jones			3/1/2021
3.1.3	Task	Develop detailed Elections Project Plan for Absentee Ballot processing to include, opening, processing, data entry, tabulation, location, etc.	Achieved	2/1/2021	2/26/2021	Ralph Jones			3/1/2021

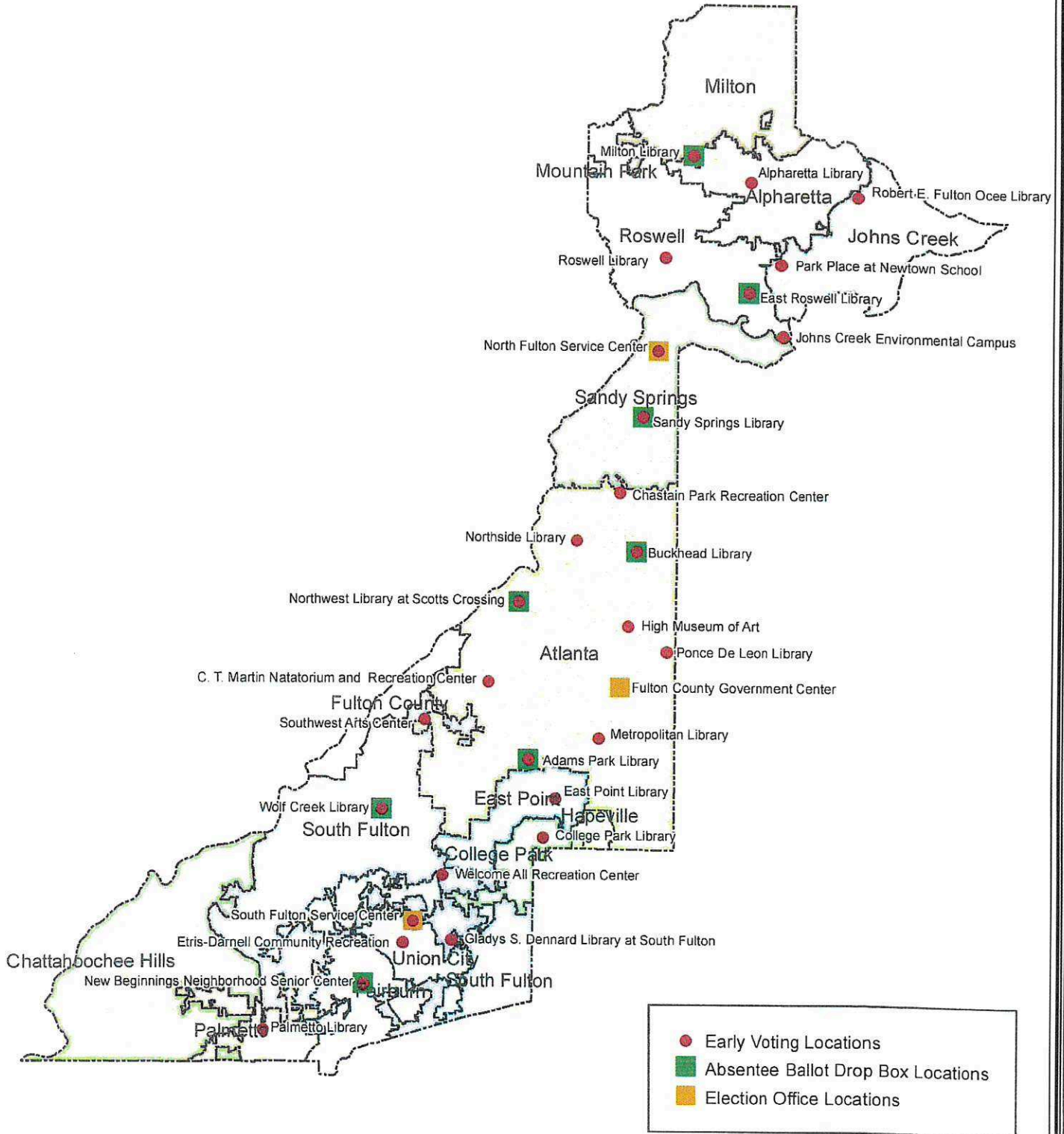
#	Level	Indented Name	Status	Start Date	Due Date	Assigned To	Last Comment	Updates	Last Updated
3.1.4	Task	Develop detailed Elections Project Plan for Administrative Division functions to include, staffing, voter education, election budget preparation and tracking, etc.	Achieved	2/1/2021	2/26/2021	Brenda McCloud			3/1/2021
3.1.5	Task	Develop detailed Elections Project Plan for Early Voting operations to include staffing, site selection, recruitment plan, equipment deployment, etc.	Achieved	2/1/2021	2/26/2021	Sharon Benjamin			3/1/2021
3.2	Deliverable	Poll Worker Staffing Plan for Election Day Workers (Develop and Implement)	Achieved	2/1/2021	7/31/2021	Johnny Harris	I will contact Steve Williams for an update.		5/17/2021
3.2.1	Task	Fully implement and utilize poll worker staffing plan	Achieved	2/1/2021	7/31/2021	Johnny Harris	We are currently working with members of the IT Department to fully implement the plan.		5/14/2021
3.2.2	Task	Develop database for poll workers to include those recruited on-line and by the SOS Office	On Track	2/1/2021	5/29/2021	Steve Williams	The database itself is complete. Johnny Harris to schedule meeting to fully define user requirements so that all needed functionality can be implemented.		5/3/2021
3.2.3	Task	Develop communications plan for poll worker recruitment	Achieved	2/1/2021	5/31/2021	Johnny Harris	We will meet the Voter Education Team and External Affairs before the end of the month to complete the communications plan.		5/30/2021
3.2.4	Task	Develop poll worker assignment process	Achieved	2/1/2021	4/16/2021	Johnny Harris			4/18/2021
3.3	Deliverable	Implementation of Poll Worker University for Election Day and Early Voting Staff	On Track	7/26/2021	9/30/2021	Sharon Benjamin	Projected date for completion is August 2, 2021		5/16/2021
3.3.1	Deliverable	Enhanced Poll Worker and Election Technician Screening Process	On Track	2/1/2021	6/30/2021	Richard Barron	Johnny and Axiver need to provide detailed comments on where this stands, but they are working on this.		4/18/2021
3.3.2	Task	Work with temp agencies to further develop and refine screening process of all election workers; submit action plan	Achieved	2/1/2021	4/30/2021	Nadine Williams			5/2/2021
3.4	Deliverable	Automate Poll Worker AMS Entry and Pay	At Risk	2/1/2021	5/31/2021	Johnny Harris	We are looking to go live next week with the automated upload.		5/17/2021

#	Level	Intended Name	Status	Start Date	Due Date	Assigned To	Last Comment	Updates	Last Updated
3.4.1	Task	Investigate a method to automatically populate fields in AMS poll worker data entry; work with HR	Achieved	2/1/2021	3/31/2021	Johnny Harris	We forwarded the information to the IT Department. This shouldn't be a problem moving forward..		4/9/2021
3.4.2	Task	Contact IT and HR to determine an automated pay option for poll workers	Achieved	2/1/2021	3/31/2021	Johnny Harris	We had a productive meeting with HR and IT on April 7th.		4/9/2021
3.4.3	Task	Investigate options for outsourcing poll worker pay	Achieved	2/1/2021	3/31/2021	Johnny Harris	We were not able to find a way to outsource poll worker pay.		4/8/2021
3.4.4	Task	Automate Poll Worker AMS Entry	On Track	2/1/2021	5/15/2021	Johnny Harris	We met with Knowlink last weee and spoke about a plan to automate poll worker pay. Nadine contact the SOS for approval.		6/1/2021
3.4.5	Task	Automate Poll Worker Pay	On Track	2/2/2021	5/31/2021	Johnny Harris	vendor meeting has occurred. Waiting on the SOS to approve purchase.		6/7/2021
3.5	Deliverable	Implement Early Voting Staffing Plan	On Track	2/1/2021	7/1/2021	Sharon Benjamin	Projected date of completion is July 1		5/30/2021
3.5.1	Task	Develop early voting desk procedures	On Track	2/1/2021	7/1/2021	Sharon Benjamin	Projected date of completion is July 1		5/30/2021
3.5.2	Task	Define written early voting recruitment plan	On Track	2/1/2021	7/1/2021	Sharon Benjamin	Projected date for completion is July 1		5/30/2021
3.5.3	Task	Define written early voting recruiting assignment	On Track	2/1/2021	7/1/2021	Sharon Benjamin	Projected date of completion is July 1		5/30/2021
3.5.4	Task	Fully utilize staffing plan developed by Strategy	On Track	2/1/2021	7/1/2021	Sharon Benjamin	Projected date of completion is July 1		5/30/2021
3.5.5	Task	Develop early voting training outline/plan	On Track	2/1/2021	7/1/2021	Sharon Benjamin	Projected date of completion is July 1		5/30/2021
3.6	Deliverable	Provide Absentee Ballot Security Transport	On Track	5/3/2021	6/30/2021	Ralph Jones			5/3/2021
3.7	Deliverable	Document Absentee Ballot and Signature Verification Process	Cancelled	5/3/2021	6/30/2021	Ralph Jones			5/10/2021
3.8	Deliverable	Document Polling Location Selection Process	Achieved	2/1/2021	3/31/2021	Richard Barron			3/15/2021
3.8.1	Task	Define and submit written procedures on the polling place selection process (document should include eligibility, restrictions and any supporting documents for signature)	Achieved	2/1/2021	3/31/2021	Nadine Williams			3/15/2021

#	Level	Intended Name	Status	Start Date	Due Date	Assigned To	Last Comment	Updates	Last Updated
3.9	Deliverable	Create an Equipment Inventory and Tracking Process	On Track	2/1/2021	6/30/2021	Nadine Williams			3/1/2021
3.9.1	Task	Investigate inventory tracking system for election equipment	Achieved	2/1/2021	3/31/2021	Nadine Williams			4/2/2021
3.9.2	Task	Inventory all election equipment	Achieved	2/1/2021	3/31/2021	Nadine Williams			4/2/2021
3.10	Deliverable	Revise Elections Check-In Lists for Election Equipment Return	On Track	2/1/2021	7/30/2021	Nadine Williams	Date extended: awaiting SB202 update from SOS		6/6/2021
3.10.1	Task	Develop written audit procedures and refine checklist for election equipment return on election night	On Track	2/1/2021	8/1/2021	Nadine Williams	Change due date to 8/1/2021; awaiting form changes from SB202 from SOS; awaiting inventory system installation		5/28/2021
3.10.2	Task	Secure additional check-in sites	Achieved	2/1/2021	3/31/2021	Nadine Williams			3/7/2021
3.10.3	Task	Develop written process for securing additional check-in sites	Achieved	2/1/2021	3/31/2021	Nadine Williams			4/2/2021
4	Milestone	ADMINISTRATIVE	Achieved	2/1/2021	8/31/2021	Richard Barron	Work session with BRE being planned.		5/17/2021
4.1	Deliverable	Documented Standardized Election Budget Process	Achieved	2/1/2021	3/31/2021	Brenda McCloud	See Attachment - Budget Process		4/21/2021
4.1.1	Task	Develop written process and procedures for election budget development to include timeline for develop, how to complete prorated budgets for municipal elections, election expense tracking procedures, etc.	Achieved	2/1/2021	3/31/2021	Brenda McCloud	The Election Budget Process is attached.		5/3/2021
4.2	Deliverable	Contingency Plan Development	On Track	5/3/2021	8/30/2021	Nadine Williams			5/3/2021
4.3	Deliverable	Develop Grant Tracking Procedures	Achieved	2/1/2021	3/31/2021	Brenda McCloud	I have compiled information to include as steps in the process.		3/15/2021
4.3.1	Task	Develop written procedures for developing grant budgets and tracking and reconciling grant expenses.	Achieved	2/1/2021	3/31/2021	Brenda McCloud	2.3.1 should be combined with 2.3		3/15/2021
4.4	Deliverable	Develop Robust Voter Education Program	On Track	2/1/2021	5/31/2021	Patrick Eskridge			3/22/2021
4.4.1	Task	Send voter education plan to County Manager team	On Track	2/1/2021	5/31/2021	Patrick Eskridge	Date extended: awaiting SB202 updates from SOS		4/19/2021

#	Level	Indented Name	Status	Start Date	Due Date	Assigned To	Last Comment	Updates	Last Updated
4.4.2	Task	Review voter education plan with County Manager team	Off Track	2/1/2021	4/30/2021	Patrick Eskridge	Plan will be reassigned to voter education lead and/or manager		3/22/2021
4.4.3	Task	Develop any revised detailed voter education plan for 2021 to include: specific offerings, specific partnerships and agencies where seminars and demonstrations will be conducted, list of potential new agencies, meeting schedule with elected officials, list of public events where Voter Ed team can provide service, etc.	On Track	2/1/2021	5/31/2021	Patrick Eskridge			3/22/2021
4.4.4	Task	Develop a plan for virtually conducting voter education duties in 2021	Off Track	2/1/2021	3/28/2021	Patrick Eskridge	Waiting on Deputy and Voter Education Manager		3/22/2021
4.5	Deliverable	Create Shared Permanent Call Center	Achieved						3/22/2021
4.6	Deliverable	Develop Departmental Cross Training Program	On Track	2/1/2021	6/30/2021	Nadine Williams	Date extended: waiting SB202 updates from SOS		6/6/2021
4.6.1	Task	Develop listing of roles in the department where cross training is beneficial	Achieved	2/1/2021	3/31/2021	Nadine Williams			4/19/2021
4.6.2	Task	Develop scheduled for cross training among divisions	On Track	2/1/2021	6/30/2021	Nadine Williams	Date extended awaiting SB202 updates from SOS		6/6/2021
4.6.3	Task	Schedule Dominion to conduct departmental training on BMD operations	On Track	2/1/2021	8/31/2021	Richard Barron			4/12/2021
4.7	Deliverable	Schedule and facilitate work session with BRE	Achieved	4/30/2021	5/7/2021	Richard Barron			
5	Milestone	ELECTIONS CENTRAL	On Track	2/1/2021	5/27/2022	Tim Dimond			2/22/2021
5.1	Deliverable	Procure/Build Centralized Elections Warehouse and Offices	On Track	2/1/2021	5/27/2022	Tim Dimond			2/22/2021
5.1.1	Task	Submit questionnaire to Elections to determine elections central needs	Achieved	1/1/2021	1/21/2021	Tim Dimond			2/26/2021
5.1.2	Task	Return questionnaire to DREAM on elections central needs	Achieved	1/1/2021	2/1/2021	Richard Barron			3/15/2021

#	Level	Indented Name	Status	Start Date	Due Date	Assigned To	Last Comment	Updates	Last Updated
5.1.3	Task	Schedule meeting with County Manager's Team to review elections central needs	Achieved	2/1/2021	2/1/2021	Tim Dimond			3/22/2021
5.1.4	Task	Explore lease to own options for Elections Central	On Track	2/1/2021	5/27/2022	Tim Dimond			3/22/2021
6	Milestone	LEGISLATIVE	On Track						
6.1	Deliverable	Continue to pursue legislative action to improve voter experience	On Track	3/2/2021	12/31/2021	Jessica Corbett			3/22/2021



Early Voting Locations and Absentee Ballot Drop Box Locations for November 2, 2021 Election



5/26/2021

Proposed Ballot Drop-Off Locations with Estimated Voters Served

Map Explanation



Ballot drop-off location:
Circles are proportional to
number of voters served*



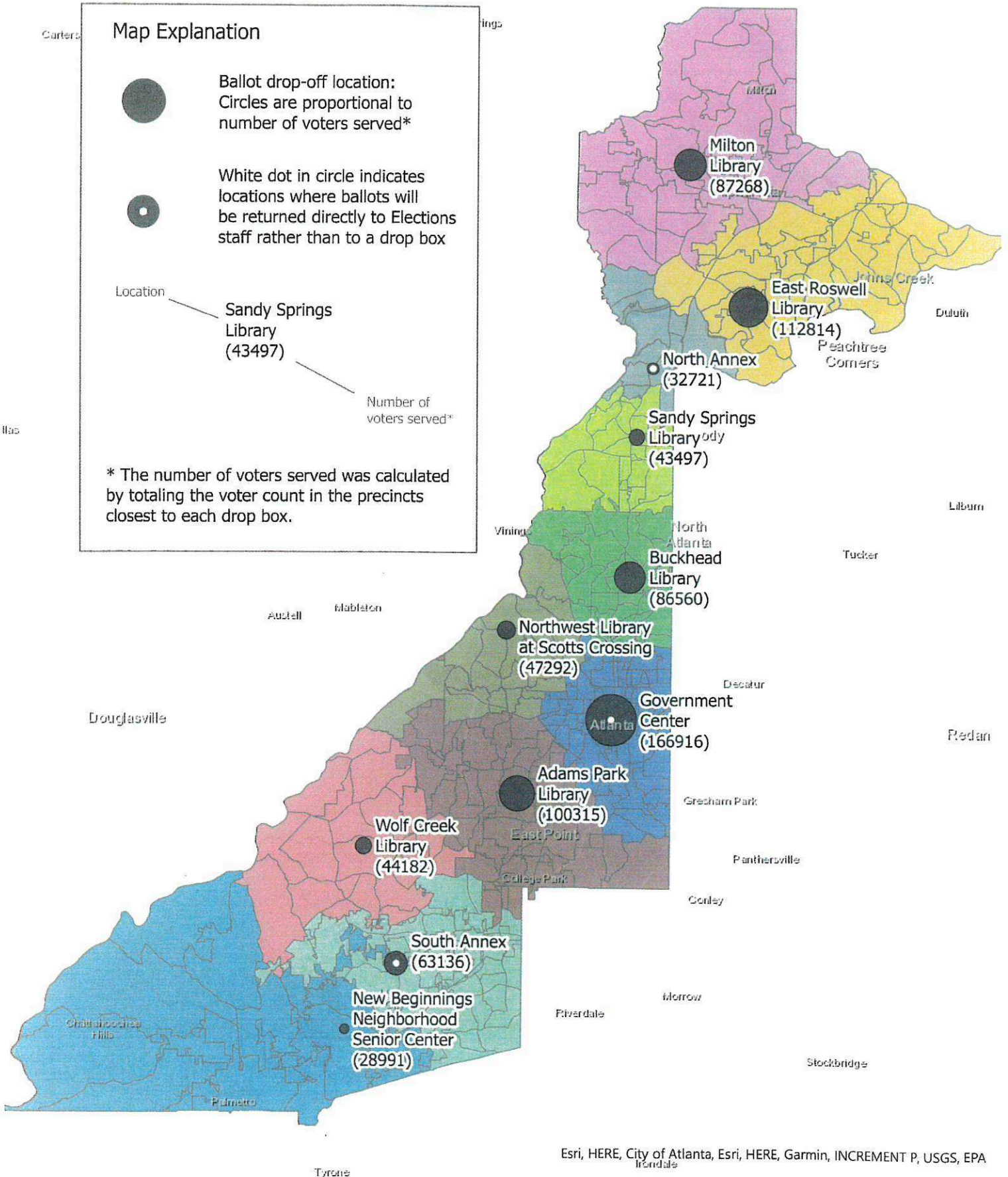
White dot in circle indicates
locations where ballots will
be returned directly to Elections
staff rather than to a drop box

Location

Sandy Springs
Library
(43497)

Number of
voters served*

* The number of voters served was calculated
by totaling the voter count in the precincts
closest to each drop box.





PROPOSED
ADVANCE VOTING LOCATIONS & HOURS

Monday - Friday October 12th to October 29th 9am – 6pm (No voting Mon. Oct 11th)
 Saturday October 16th & October 23rd 9am – 6pm
 Sunday October 17th & October 24th 9am – 6pm

Location	Address
Adams Park Library (ABSENTEE BALLOT DROP BOX)	2231 Campbellton Road, SW Atlanta 30311
Alpharetta Branch Library	10 Park Plaza Alpharetta 30009
Buckhead Library (ABSENTEE BALLOT DROP BOX)	269 Buckhead Avenue, NE Atlanta 30305
C.T. Martin Recreation Center	3201 Martin Luther King Jr. Dr. Atlanta 30311
Chastain Park Recreation Center	140 West Wieuca Road NW Atlanta 30342
College Park Library	3647 Main Street College Park 30337
East Point Library	2757 Main Street East Point 30344
East Roswell Branch Library (ABSENTEE BALLOT DROP BOX)	2301 Holcomb Bridge Road Roswell 30076
Etris-Darnell Community Recreation	5285 Lakeside Drive Union City 30291
Gladys S. Dennard Library at South Fulton	4055 Float Shoals Road Union City 30291
High Museum of Arts	1280 Peachtree Street NE Atlanta 30309
Johns Creek Environmental Campus	8100 Holcomb Bridge Road Alpharetta 30022
Metropolitan Library	1332 Metropolitan Parkway Atlanta 30310
Milton Library (ABSENTEE BALLOT DROP BOX)	855 Mayfield Road Milton 30009
New Beginnings Senior Center (ABSENTEE BALLOT DROP BOX)	66 Brooks Drive Fairburn 30213
North Fulton Service Center	7741 Roswell Road Sandy Springs 30350
Northside Library	3295 Northside Parkway, NW Atlanta 30327
Northwest Branch at Scotts Crossing (ABSENTEE BALLOT DROP BOX)	2489 Perry Boulevard, NW Atlanta 30318
Palmetto Library	9111 Cascade Palmetto Hwy Palmetto 30268
Park Place at Newtown	3125 Old Alabama Road Johns Creek 30022
Ponce De Leon Library	980 Ponce De Leon Ave NE Atlanta 30306
Robert F. Fulton Ocee Library	5090 Abbots Bridge Road Johns Creek 30005
Roswell Branch Library	115 Norcross Street Roswell 30075
Sandy Springs Library (ABSENTEE BALLOT DROP BOX)	395 Mount Vernon Hwy NE Sandy Springs 30328
South Fulton Service Center	5600 Stonewall Tell Road College Park 30349
Southwest Arts Center	915 New Hope Road, SW Atlanta 30331
Welcome All Recreation Center	4255 Will Lee Road College Park 30349
Wolf Creek Library (ABSENTEE BALLOT DROP BOX)	3100 Enon Road, SW Atlanta 30331

02.26.21.01, 03.31.21.01, and 04.23.21.01, which is set to expire on Sunday, May 30, 2021, at 11:59 P.M., shall be renewed for thirty (30) days.

IT IS FURTHER

ORDERED: That the Public Health State of Emergency shall terminate on Tuesday, June 29, 2021, at 11:59 P.M., unless it is renewed by the Governor.

IT IS FURTHER

ORDERED: That the terms of Executive Orders 03.14.20.01, 04.08.20.02, 04.30.20.01, 05.28.20.01, 06.29.20.01, 07.31.20.01, 08.31.20.01, 09.30.20.01, 10.30.20.01, 11.30.20.01, 12.30.20.01, 01.29.21.01, 02.26.21.01, 03.31.21.01, and 04.23.21.01 are hereby adopted by reference.

IT IS FURTHER

ORDERED: That Executive Order 04.08.20.05 is hereby extended for a period of thirty (30) days, and shall expire on **Tuesday, June 29, 2021**, at 11:59 P.M.

IT IS FURTHER

ORDERED: That if one or more of the provisions contained in this Order shall conflict with the provisions of any previous Executive Order or Agency Administrative Order, the provisions of this Order shall control. Further, in the event of any conflict, the provisions of any Quarantine or Isolation Order issued to a specific person by the Department of Public Health shall control.

IT IS FURTHER

ORDERED: That nothing in this Order shall be construed to suspend or limit the sale, dispensing, or transportation of firearms or ammunition, or any component thereof.

IT IS FURTHER

ORDERED: That if one or more of the provisions contained in this Order shall be held to be invalid, in violation of the Georgia Constitution, in violation of Georgia law, or unenforceable in any respect, such invalidity, violation, or unenforceability shall not affect any other provisions of this Order, but, in such case, this Order shall be

construed as if such invalid, illegal, or unenforceable provision had never been contained within the Order.

IT IS FURTHER

ORDERED: That no provision of this Order shall limit, infringe, suspend, or supplant any rights conferred by or any judicial order, judgment, or decree issued pursuant to the laws or constitution of this State or the laws or constitution of the United States, nor shall any person use any provision this Order as a defense to an action in violation of a judicial order, judgment, or decree by any court created pursuant to the laws or constitution of this State or the laws or constitution of the United States.

IT IS FURTHER

ORDERED: The Office of the Governor may continue to issue guidance on the scope of this Order as needed through communication media, including social media, without need for further Executive Orders.

IT IS FURTHER

ORDERED: All provisions of this Order shall become effective upon signature.

This 28th day of May 2021.

A handwritten signature in black ink, appearing to read "Bill", written in a cursive style.

GOVERNOR

Overview

The Voter Education and Outreach Team (VEO) is an essential non-partisan comprehensive team providing the citizens of Fulton County with vital voting and election information that enhances the voting experience. This is our responsibility to the democratic process. The goal of the Voter Education and Outreach Team of Fulton County is to nurture enthusiasm for the electoral process, and to reach out to all eligible voters throughout the county.

Action Plan Components:

(Please note the information and examples provided are not exhaustive, and were listed only to provide base point to build from)

- I. **Establish and Defining the Focus** – Voter education and outreach has been determined widely to increase voter participation. Avoiding a one-size-fits-all approach is necessary for success. Therefore, we will construct a specific and tailored mission. Involvement of multiple team members, stakeholders, managers, elected officials and board members will ensure that we will reach targeted constituencies. We will begin by conducting a SWOT analysis.
 - a. *STRENGTHS* – Establish and commit to develop and to form a team with the VEO Manager, VEO Coordinator and dedicated staff.
 - i. Collaborate and cooperate with other departments within the county to assist and steer direction.
 - b. *WEAKNESSES* – COVID-19 is still prevalent which limits the amount of public gatherings, public perception
 - c. *OPPORTUNITIES* – Post Covid, public events are certain to increase
 - i. Fulton County hosts a number of prestigious colleges & universities, which provides potential for collaboration in specific areas, such as research, internships. Infinite opportunities to connect and build relationships with the spectrum of voters, from avid to abstainers
 - ii. Educating the public on SB 202 in a manner that improves the voting experience
 - d. *THREATS* – Misinformation, volatile political atmosphere

- II. **Gaining knowledge and understanding the county landscape and its constituencies** – It is imperative that team members have a clear and concise knowledge base about those with whom they will interact. It will be advantageous that the Deputy Director oversee the team that conducts a landscape analysis to prepare and make relevant goals and objectives. Doing so will attempt to discover any basic information as well as provide insight on community needs. Also this will provide an impetus for the VEO team to engage in new partnerships and reach out to various stakeholders, government & non- profit agencies, and

countless other special interest groups, that will ultimately yield a more equitable, diverse, and wider outreach along with an increase in opportunities to attend business and community events.

III. **Recognize and identify available resources** – Mobile bus units, partnerships with community organizations & leaders, informational materials for dissemination

IV. **Establish Goals/Objectives:**

a. Increase voter awareness, confidence and participation in the election process

b. Educate county residents on the new changes and requirements of SB 202

i. Specifically (but not exhaustively) information for voters on new:

1. Absentee by Mail application requirements to include requesting guidelines/procedures/timeline changes

2. New Voter Identification requirements and ways & means to ensure having the correct forms in order for verify one's identity

3. Provisional voting ONLY after 5pm on Election Day; otherwise voters will be directed to their respective precincts

c. Poll official recruitment –

i. SB 202 allows for citizens to work from adjacent counties which will allow for outreach and recruitment on a wider scale, which provides for increasing our diversity amongst our pool of poll officials; however this will require a higher level of collaboration and cooperation with other Election's departments in order that we are, protecting our county from receiving and in-taking another county's "problem children."

d. Restructuring, redesigning and updating the department website & app

i. This will require close and intense partnering with the county's public relations to provide oversight and direction on the most "public friendly" and informative means to relay SB 202 changes (this may even include a SB 202 ad campaign with PSA's, brochures & posters, radio, social media etc.)

e. Increase outreach and visibility in the north region of the county

f. Develop a means for using mobile units on a consistent and regular basis

V. **Organize an Education & Outreach program**

a. Mock elections via the mobile units – establish and foster relationships with school systems, colleges/universities, nursing/retired communities, neighborhood associations/organizations, law enforcement agencies, and fire stations

- i. The plan will ensure the maintenance or addition of TVIC (Temporary Voter Identification Card) equipment to each unit to provide eligible voters to obtain required identification mandated under SB 202
- b. Create a branding and messaging strategy – Advertisement, brochure design, website, table display, marketing items etc. i.e. what specifically to extrapolate from SB 202, and how to present that to the public; *“When existing materials are available and must be used (perhaps an informational guide or a brochure), it should be considered what the best ways to adapt that material to the particular context, in which they will work.”* (<https://aceproject.org/ace-en/topics/ve/veh/veh02>)
- c. Create an “Elections Citizens Academy” – Interactive program (which spans over 3-4 weeks) that provides the opportunity for FC citizens to learn a more in-depth knowledge and understanding of the administration & operations of the department
 - i. The framework for this would work much like the current Youth Commission model of recruiting FC citizens through an application process by which candidates are selected. However the group would be primarily Professionals, Community Leaders, and Civically engaged citizens. Participants will attend a weekly “course” by which they will gain a more in depth understanding and knowledge of the true functions and operations of Voter Registration & Elections. This will be accomplished through presentations and informational discussions from each division and area. For example one week Voter Registration will present, processing VR applications, updating the roles. Elections will have its week where participants visit the EPC and view operations/preparations of voting equipment. Poll Official training/recruitment will have a week etc. The program is intended to increase our transparency (and “tell our story) but also engage influential community “voices” that will gain a better understanding and insight to our department. Each cohort group will be selected in a manner that ensures the group is equally representative of the county’s diverse makeup.
- d. Continue in attendance of public events via invitations and solicitations – establish an overall estimation of how many events will be conducted and timetables by which all will be carried out.

- i. As the state continues to open and ease on COVID-19 restrictions we will begin to utilize the current staff to research and identify public events that can be attended presently, and will continue to grow as we build the team.
- e. Develop an online “portal” for “How to” & “Need to know” information – To fulfill new virtual preferences, the suggestion is to create a series of videos/tutorials that can be viewed upon requests in lieu of face to face or in person outreach i.e. partnering with US. Digital Response (USDR) to build and host the domain.

VI. **Implementation** - Implementation is the moment at which the action plan is tested and when lessons are learned which will bring about new innovations, ideas, and approaches to build upon or improve our outreach. As lessons are learned we will decide whether they should be implemented immediately or will we wait until the next cycle or opportunity. For example, how and when to employ the mobile units. Typically, in most projects and programs, a pilot phase occurs during which materials and processes are tested and adapted. This plan needs to be open to innovation and adaptation in order to better ensure that the outcome intended is achieved.

VII. **Measuring/Evaluation** - Evaluation is a powerful strategy for distinguishing programs and practices that make a difference. It is a driving force for developing and adapting sound strategies, improving existing programs, and demonstrating the results of investments in time and other resources. It also helps determine if what is being done is worth the cost. (<https://ctb.ku.edu/en/table-of-contents/evaluate/evaluation/framework-for-evaluation/main>.) Identifying the correct tools and methods to accurately measure VEO outputs is important. Such tools as event tracking, short surveys, and occasional gatherings of stake holders in focus-group discussions, can be helpful starting points.