



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 –March 2024

DATE: April 2, 2024

DEPUTY DIRECTOR PROJECTS	
DATE OF REPORT:	04.01.2024
WORK SUMMARY:	
<p>During the Month of March, I worked on the following items:</p> <p>Internal Operations:</p> <ul style="list-style-type: none"> • Touchpoints with Purchasing department to implement work arounds due to cyber-attack, in order to procure supply needs for the PPP • Worked with Director to draft updated notifications for Absentee by Mail information for the website for the upcoming May 2024 Primary • Assisted with resolution to several former SEB cases • Worked with HR on several internal personnel items 	

ABSENTEE DIVISION

DATE: 4/2/24

PREPARATION FOR ELECTION / WORK SUMMARY:

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

ABSENTEE OPERATIONS:

- Weekly Meetings with the Division’s personnel
- Vendors engaged during **March 2024**
 - Quadient, Tattnall, & TriTek

Attended

- Secretary of State Absentee by Mail UOCAVA training webinar**

On-going:

- Notifying electors who will receive Provisional ballots due to incomplete/insufficient applications

SOS DEADLINE DATES:

Earliest Day to apply for Absentee by Mail for the May 21st, 2024 General Primary election.	March 4, 2024
DEADLINE FOR VOTER REGISTRATION/CHANGE OF ADDRESS FOR THE MAY 21ST, 2024 GENERAL PRIMARY ELECTION. The last day for a person to register and be eligible to vote in the Presidential Preference Primary election shall be at the close of business on the fifth Monday prior to the date of the election. O.C.G.A. §§ 21-2-224; 21-2-501	APRIL 22, 2024
FIRST DAY TO MAIL ABSENTEE BALLOTS FOR THE PRESIDENTIAL PREFERENCE PRIMARY ELECTION. The board of registrars shall mail or issue official absentee ballots no more than 29 days, but not less than 25 days prior to any general primary election. O.C.G.A. § 21-2-384(a)(2)	APRIL 22, 2024
Last day to request an Absentee ballot O.C.G.A. § 21-2-381	MAY 10, 2024
ADVANCED IN PERSON (EARLY) VOTING BEGINS FOR THE MARCH 12TH, 2024 PRESIDENTIAL PREFERENCE PRIMARY ELECTION O.C.G.A. § 21-2-385(d)(1)	APRIL 29,2024
Eligible Military and Overseas Voters (UOCAVA) Ballots must be received by 5pm.	MAY 24, 2024

ABSENTEE BY MAIL STATISTICS:

APPLICATIONS ACCEPTED	2324
APPLICATIONS REJECTED	3
PROVISIONALS BALLOTS TO BE MAILED (CURE REQUIRED)	18

ADMINISTRATION

DATE OF REPORT: April 1, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

Due to the cyberattack in January, the County created several workarounds to continue day to day operations.

We processed requisitions to establish purchase orders for 2024 elections good & services.

Processed and made payment for P Card purchases and T Card travel/training expenses.

Prepared monthly reconciliation reports for Purchase Card (P Card) and Travel Card (T Card).

Performed various HR functions:

Processed payroll.

Processed requisitions for recruitment.

PERSONNEL VACANCIES:

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

CAMPAIGN CONTRIBUTION DISCLOSURE REPORT & PERSONAL FINANCIAL DISCLOSURE STATEMENTS:

Electronically filed Personal Financial Disclosures Statements received in the Month of March 2024 to meet qualifying deadlines.

ADVANCE VOTING

DATE OF REPORT:	4.1 2024
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PREPARATION FOR ELECTION / WORK SUMMARY:

In the month of March, we successfully completed the Presidential Preference Primary Election and started recruiting for the General Primary Election for staff availability.

My other concentration was set on developing a revised training curriculum, specific for this General Primary since it's a Party election. including back-up systems and procedures and, build-out of relevant classroom materials, and manuals.

After the completion of advance voting, we engaged with our continual post-election activities which include reconciliation which is an audit of the EV location operations for compliance with state and county policies and procedures.

LESSONS LEARNED ROUND TABLE

We conducted an in person post-election round table discussion titled "Lessons Learned" on 3/27/24 with approximately 91 EV managerial staff of the 2024 Presidential Preference Primary elections. The three-hour feedback session was designed to thank them for their extraordinary effort and hard work and provide our EV managers the opportunity to speak with the management team and elicit their observations, ideas, and suggestions on how to improve early voting training and their experience in the field. We consider this feedback to be critical to our continuous improvement efforts and take every opportunity to evaluate and implement those ideas which will ultimately help to improve the early voting experience. Participants in the roundtable freely and enthusiastically offered their opinions on a broad range of subjects. The information garnered from this session will be further studied and evaluated by the EV management team.

ELECTIONS

DATE OF REPORT: 04.02.2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In March the election division worked on the following items:

Internal Operations:

- Coordinate May 21, 2024 election, Ballot Proof Package 1.
- Formulate the March 12th PPP Reconciliation Report.
- Provided and Communicate with municipalities regarding Redistricting Verification.
- Completed Risk Limiting Audit

Attended:

National Certification Course, Certified Election Registration Administrator (CERA):

- Course 7 Facilitating Voter Participation

	Election Date:	General Primary / Nonpartisan Election May 21, 2024
City of Atlanta		Question for Election May 21, 2024
City of College Park		Question for Election May 21, 2024
Outreach Locations		Voting Dates
<i>Atlanta Metropolitan State College @ Edwin Thompson Student Center</i>		4/29/2024 to 4/30/2024
<i>Georgia State University @ Dahlberg Hall</i>		5/2/2024 to 5/3/2024
<i>Clark Atlanta University @ L.S. Epps Gymnasium</i>		5/6/2024 to 5/7/2024
Georgia Tech @ Ferst Center for the Arts		5/9/2024 to 5/10/2024

ELECTION DAY

Today's Date: March 3, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

All recruiting has been completed.

Election Date: May 21, 2024

POSITION NEEDED	QUANTITY	# RECRUITED TO DATE	
Poll Manager	178	178	
Assistant Manager	356	356	
Clerks	794	794	
Provisional Poll Workers	178	178	

FINANCE

DATE OF REPORT: 04/01/2024

PREPARATION FOR ELECTION / WORK SUMMARY:

The Fulton County Board of Commissioners (BOC) final approved 2024 Elections budget was reduced to \$34 million. This is a \$1 million reduction to our elections budget.

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

The Financial Systems manager has managed the two temporary staffing agencies to onboard temporary employees and to request billing reports for the temporary staff. We continue to meet with the temporary staffing agencies to coordinate their recruiting efforts to fill open temporary positions. We have also requested that the temp agencies update us on whether all temp staff are U.S. Citizens in preparation of HB1207 which becomes effective July 1, 2024 that requires all Elections staff to be U.S. citizens.

We are continuing to process the backlog of 2024 invoices, due to the backlog from the cybersecurity incident that shut down the AMS accounting system. Please note that vendor payments are delayed due to the cybersecurity issues that occurred.

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

2023 Municipal Budget balances rolled into the 2024 Municipal Budget:

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

Below are the 2024 Elections and Operations budgets:

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

INFORMATION SYSTEMS

DATE OF REPORT: 4.02.2024

March 12th Presidential Preference Primary Election: The Information Systems team conducted and completed Logic and accuracy on voting equipment for the March 12th Presidential Preference Primary Election, provided technical support during Advance Voting and Election Day, and successfully tabulated and reported the election results that were certified on March 18th.

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

May 21st General Primary Election:

- **Training** – The Information Systems staff completed voting equipment which will be used in Advance Voting Training from April 8th – April 26th. After completion, the equipment was staged for logistics to deliver to the training sites. Delivery date is set for April 4th.

REGISTRATION

DATE OF REPORT: April 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 March 2024. The primary activities the VR staff worked on in March were redistricting changes in GARViS, researching street issues, processing all applications held during the period received after cut-off of the voter registration deadline for the 2024 Presidential Preference Primary (PPP) election and processing all items on the county's GARVIS (Georgia Registered Voter Information System) dashboard and continuously auditing the voter roll.

REGISTRATION STATISTICS:

March 1, 2024	March 31, 2024
VOTER REGISTRATION APPLICATIONS RECEIVED	11,737
ACTIVE VOTERS	735,077
INACTIVE VOTERS	135,761
TOTAL OF REGISTERED VOTERS	870,838
APPLICATIONS TO BE PROCESSED	6,902
NEW REGISTRATIONS TO FULTON COUNTY	4,256
TRANSFERS TO FULTON COUNTY	7,247
TRANSFERS FROM FULTON COUNTY	733
REMOVALS FROM FULTON COUNTY	588

FRONT DESK OPERATIONS

March 1, 2024	March 31, 2024
Reason for Visiting Voter Registration	Total Number of Yellow Tickets
CERTIFICATE OF REGISTRATION	6
TEMPORARY VOTER ID CARD – APPLICATIONS	24
REGISTER TO VOTE – WALK-INS	245
PRECINCT CARD REQUESTS	46
VOTER STATUS ISSUES (CANCELLATION, INACTIVE, ETC.)	15
3 RD PARTY/VOTER DRIVES (APPLICATIONS)	5
LETTER RESPONSE	0
OUT OF COUNTY / OUT OF STATE INQUIRIES	0
VOTER LIST/STATS	0
OTHER – RANGES FROM VOTERS WANTING TO CHALLENGE OTHER VOTERS, DROPPING OFF THEIR ABSENTEE BALLOT/APPLICATION, OR GENERAL QUESTIONS	132
TOTAL:	473

List Maintenance Update

68 Felon Challenge Letters mailed
REIF – Reporting Elections Systems Issue Form

SUPPLIES & LOGISTICS

DATE OF REPORT **04.02.2024**

PREPARATION FOR ELECTION / WORK SUMMARY: Mr. Corey Henson

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

- Completed pickup of all the Advance Voting equipment and supplies sent out for the March 12, 2024, Presidential Preference Primary.
- Delivered all Election Day Equipment for the March 12, 2024, Presidential Preference Primary.
- Completed pickup of all Election Day supplies and equipment used for the March 12, 2024, Presidential Preference Primary.
- The staff posted all required precinct change signage at the locations that had precinct changes for the March 12, 2024, PPP.
- All the signs that were posted at locations with a precinct change were picked up and returned to the warehouse.
- All reconciliation duties were completed for the March 12, 2024, Presidential Preference Primary. These duties included verifying that all the equipment and supplies had been returned to the Election Hub and preparing election items for retention.

In preparation for the upcoming May 21, 2024, General Primary the Supply and Logistics Division worked on the following.

- Emptied all supply boxes and bags used in the previous election and sorted them into the correct location.
- Completed an inventory of the on-hand supplies at the Elections Hub.
- Created a supply order for all the needed supplies for the upcoming May 21, 2024, election.
- The staff began preparing the supplies that will be used in the upcoming May 21, 2024, election.
- Contacted and visited potential Advance Voting and Election Day polling locations to confirm if the site could be used as a polling location.
- Completed a review of the preparation and procedures used during the March 12, 2024, Presidential Preference Primary and implemented changes were needed.

SUPPLY & INVENTORY STATISTICS

Election Day Polling Locations	179 locations had Equipment Delivered
Election Day Polling Locations	179 locations had Equipment Retrieved
Advance Voting Polling Locations	40 locations had Equipment Retrieved

VOTER EDUCATION

DATE OF REPORT: March 31, 2024

PREPARATION FOR ELECTION / WORK SUMMARY:

In March, the Voter Education and Outreach team focused on continuing to reach seniors across the county and to high schools, libraries, and cities within the county.

The VEO team has begun contacting the county's colleges and universities to schedule outreach events on all the campuses and promote the early voting outreach schedule. The team is specifically focusing on the colleges that will be polling locations.

The VEO Manager continues to meet with the external affairs team to discuss collateral for the 2024 election cycle and continues to work to coordinate any request for interviews. This month's focus was finalizing the head of the household mailer that will go out to ensure all voters are aware of the general primary and redistricting that impacts them. The VEO manager is also discussing different avenues to promote the upcoming election and creating PSAs that can be sent to various groups to use as a promotion tool. The VEO team is also scheduling events in the areas indicated on the Carter Center Report that need more Voter Education as those areas were affected by the newly drawn maps.

The VEO Manager conducted training for the Risk Limiting Audit and helped coordinate the audit activities. The VEO team also assisted in coordinating the check-in process for poll observers and the general public during the tabulation of the Presidential Preference Primary Election.

The VEO manager participates in legislative meetings as needed to discuss all bills introduced that impact the elections department and attends committee meetings to listen to the hearings on all election bills. The VEO manager also serves on the legislative committee for GAVERO. The VEO manager met with the Elections Leadership team to discuss the impact of all the bills that passed the general assembly during the 2024 session and their impact on the operations of Elections.

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 in the community.

VOTER EDUCATION ACTIVITIES

Activity	Total for the Month	Year Total
Deputy Registrar Training	107	Total active = 595
Voter Registration	204	462
Poll Worker Recruitment	7	198
Voter Identification Cards	5	23
Outreach Events	68	179
Absentee Application	120	431
Deputy Registrar Events	10	28
Connections for VEO.	90	515

Event Interactions	3568	9010
Media Inquiries	7	25
March Events		
Date	Type of Event	Location
3/1/2024	Voter Education and Outreach	College Park Healthcare Center (1765 Temple Ave, Atlanta, GA 30337)
3/1/2024	Voter Education and Outreach	Therrell High School (3099 Panther Trl SW, Atlanta, GA 30311)
3/1/2024	Voter Education and Outreach	Vitality Living Milton (2925 Webb Rd, Milton, GA 30004)
3/1/2024	Voter Education and Outreach	Canterbury Court Senior Living 3750 Peachtree Road, NE Atlanta, GA 30319
3/1/2024	Voter Education and Outreach	Baptist Towers 1881 Myrtle Drive, SW, Atlanta, GA 30311
3/2/2024	Deputy Registrar Training	Virtual
3/2/2024	Voter Education and Outreach	Central Presbyterian Church (201 Washington St SW, Atlanta, GA 30303)
3/2/2024	Voter Registration Drive	Renaissance Church of Christ
3/4/2024	Voter Education and Outreach	The Vicars Community Center, 838 Cascade Road, Atlanta, GA 30311
3/4/2024	Mobile Outreach	Mechanicsville Library (400 Formwalt St SW, Atlanta, GA 30312)
3/4/2024	Voter Education and Outreach	Buckhead Center for Nursing and Healing (54 Peachtree Park Dr NE, Atlanta, GA 30309)
3/5/2024	Voter Education and Outreach	Berean Village (230 Westview Pl SW, Atlanta, GA 30314)
3/5/2024	Mobile Outreach	QLS Garden Apartments (1870 Campbellton Rd SW, Atlanta, GA 30311)
3/6/2024	Deputy Registrar Training	West Side Community C M E Church (2114 M L. King Jr. Dr, Atlanta, GA 30310)

3/6/2024	Voter Education and Outreach	Barge Road (2440 Barge Rd SW, Atlanta, GA 30331)
3/6/2024	Mobile Outreach	Peak Living - Village On the Green, 2975 Continental Colony Pkwy SW, Atlanta, GA 30331
3/7/2024	Voter Education and Outreach	Kirkwood Branch Library (11 Kirkwood Rd NE, Atlanta, GA 30317)
3/7/2024	Deputy Registrar Training	virtual contact veo@fultoncountyga.gov
3/8/2024	Voter Education and Outreach	Trinity Towers (2611 Springdale Rd SW, Atlanta, GA 30315)
3/8/2024	Voter Education and Outreach	Veranda at Scholars Landing (130 Lawshe St SW, Atlanta, GA 30314)
3/9/2024	Voter Education and Outreach	Buckhead Library (269 Buckhead Ave NE, Atlanta, GA 30305)
3/9/2024	Voter Education and Outreach	CT Martin Natatorium & Recreation Center (3201 Martin Luther King Jr Dr SW, Atlanta, GA 30311)
3/9/2024	Voter Registration Drive	Burdette Park (2945 Burdett Rd, Atlanta, GA 30349)
3/11/2024	Voter Education and Outreach	Asbury Harris Epworth Towers (3033 Continental Colony Pkwy SW, Atlanta, GA 30331)
3/11/2024	Voter Education and Outreach	Johnnie B Moore Towers (2451 Donald Lee Hollowell Pkwy NW, Atlanta, GA 30318)
3/13/2024	Voter Education and Outreach	Roswell High School, 11595 King Rd, Roswell, GA 30075
3/13/2024	Voter Education and Outreach	Fulton Center for Nursing and Healing (2850 Springdale Rd SW, Atlanta, GA 30315)
3/13/2024	Voter Registration Drive	St Peters Missionary Baptist Church,
3/14/2024	Voter Education and Outreach	Centennial High School (9310 Scott Rd, Roswell, GA 30076)
3/14/2024	Voter Education and Outreach	The Terraces at Peachtree Hills Place (229 Peachtree Hills Ave NE, Atlanta, GA 30305)
3/14/2024	Voter Education and Outreach	Mays High School (3450 Benjamin E Mays Dr SW, Atlanta, GA 30331)

3/15/2024	Voter Education and Outreach	Metropolitan Library,1332 Metropolitan Parkway, Atlanta, GA 30310
3/15/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
3/16/2024	Mobile Outreach	Greenbriar Mall (2841 Greenbriar Pkwy SW, Atlanta, GA 30331)
3/18/2024	Voter Education and Outreach	Lakewood Christian Manor (2141 Springdale Rd SW #930, Atlanta, GA 30315)
3/18/2024	Voter Education and Outreach	The Mansions at Sandy Springs Senior Independent Living (3175 River Exchange Dr, Peachtree Corners, GA 30092)
3/20/2024	Voter Education and Outreach	Northside Branch (3295 Northside Pkwy NW, Atlanta, GA 30327)
3/20/2024	Voter Education and Outreach	Kirkwood Branch Library (11 Kirkwood Rd NE, Atlanta, GA 30317)
3/20/2024	Voter Education and Outreach	High Museum of Art 1280 Peachtree St. NE Atlanta, GA 30309
3/20/2024	Voter Education and Outreach	Georgia Military College 320 West Broad Street Fairburn, GA 30213
3/20/2024	Voter Registration Drive	North Springs High School, 7447 Roswell Rd, Sandy Springs, GA 30328
3/20/2024	Voter Registration Drive	Greater Piney Grove Baptist Church, 1921 Glenwood Ave., Atlanta, GA 30316
3/21/2024	Voter Registration Drive	Rice Memorial Presbyterian Church (1515 Brewer Blvd SW, Atlanta, GA 30310)
3/21/2024	Voter Education and Outreach	Georgia Military College 320 West Broad Street Fairburn, GA 30213
3/21/2024	Voter Education and Outreach	6505 Rico Rd. Chattahoochee Hills, GA 30268

3/21/2024	Voter Education and Outreach	Corso Senior Living 3200 Howell Mill Rd NW, Atlanta, GA 30327
3/22/2024	Voter Education and Outreach	Briarcliff Summit Apartments (1050 Ponce De Leon Avenue NE, Atlanta, GA 30306
3/23/2024	Deputy Registrar Training	Atlanta Metropolitan College (1630 Metropolitan Pkwy SW, Atlanta, GA 30310)
3/23/2024	Voter Education and Outreach	West Mitchell CME Church (560 Martin Luther King Jr Dr. SW, Atlanta, GA 30314)
3/23/2024	Mobile Outreach	Christian Missionary Baptist (5714 Old National Hwy, Atlanta, GA 30349)
3/23/2024	Mobile Outreach	Jackson Memorial Baptist Church, 534 Fairburn Rd NW, Atlanta, GA 30331
3/23/2024	Voter Education and Outreach	Community Egg Hunt- Cambridge High School football field
3/25/2024	Voter Registration Drive	Washington High School, 45 Whitehouse Drive, Atlanta GA, 30314
3/25/2024	Mobile Outreach	Blessed Trinity Catholic High School (11320 Woodstock Rd, Roswell, GA 30075)
3/25/2024	Deputy Registrar Training	virtual contact veo@fultoncountygga.gov
3/26/2024	Voter Registration Drive	Douglass High School, 225 Hamilton E Holmes Dr. NW, Atlanta 30318
3/26/2024	Voter Education and Outreach	Goodwill Career Center 6175 Old National Highway, College Park, GA 30349
3/26/2024	Voter Education and Outreach	Mays High School, 3450 Benjamin E Mays Dr SW, Atlanta, GA 30331
3/26/2024	Voter Education and Outreach	McPheeters-Dennis Hall, Atlanta, GA 30314
3/27/2024	Voter Education and Outreach	South Atlanta High School, 800 Hutchens RD, Atlanta, GA, 30354

3/28/2024	Mobile Outreach	Ocee Library 5090 Abbotts Bridge Rd, Johns Creek, GA 30005
3/28/2024	Deputy Registrar Training	virtual contact veo@fultoncountyga.gov
3/28/2024	Voter Education and Outreach	Atlantic Station (1380 Atlantic Dr NW, Atlanta, GA 30363)
3/29/2024	Voter Education and Outreach	Mays High School, 3450 Benjamin E Mays Dr SW, Atlanta, GA 30331
3/30/2024	Mobile Outreach	Spirit & Truth Church is 2240 Springdale Road SW, Atlanta, Georgia 30315
3/30/2024	Voter Education and Outreach	The Villages at Carver Family YMCA 1600 Pryor Road SW Atlanta GA 30315
3/30/2024	Mobile Outreach	Burdette Park (2945 Burdett Rd, Atlanta, GA 30349)