



Lumpkin County Elections & Voter Registration Office

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January 2011 Activity Report

Registration

Registration Activity	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Mo Avg	Now vs Avg	Total Yr
New Voters	71	63	112	19	1	235	0	224	118	47	5	281	90	98.0	-8.2%	1195
Deleted Voters	70	55	132	146	37	94	3	73	59	111	4	108	65	74.3	-12.6%	887
Changes (address/name)	20	25	92	18	9	118	7	122	57	21	28	226	36	61.9	-41.9%	759
Other (duplicate/corrections/etc)	21	100	91	6	48	58	43	64	46	46	59	74	46	54.7	-15.9%	681
Issue Photo ID Card	4	2	2	2	1	1	2	2	0	0	2	1	3	1.6	89.5%	18
Totals	186	245	429	191	96	506	55	485	280	225	98	690	240	290.5	-17.4%	3540

Voters	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mo Avg	% Yrly Incr	Incr/Yr
Active	14,488	14,510	14,521	14,087	14,078	14,256	14,267	14,453	14,530	14,541	14,587	14,794	14,842	14426.0	2.4%	354
Inactive	1,831	1,818	1,795	2,136	2,111	2,090	2,076	2,049	2,018	1,973	1,928	1,904	1,880	1977.4	2.7%	49
Total	16,319	16,328	16,316	16,223	16,189	16,346	16,343	16,502	16,548	16,514	16,515	16,698	16,722	16403.4	2.5%	403

Daily: Run the state reports for Department of Drivers Services' applications, transfer out of county and matching information comparison with the Department of Drivers Services and Social Security Administration records. Research all voters and applications, pull the cards, and send out new applications or requests for information accordingly. Receive daily registration applications and returned mail. All records are researched to ensure they are not registered in another county, if so their record is transferred in. Otherwise, a new record is created and a voter card is requested from the state. All returned mail is investigated, and if not quickly resolved, the voter is mailed a letter notifying them of a hearing on their voter qualifications.

Weekly: Review the obituaries, pull the registration cards and send hearing notices to be removed.

Monthly: Run the state felon report, deceased report, DDS applications never received report, MIDR report, moved out of state report, and duplicate information reports. Research, pull cards, contact voters, and mail letters notifying voters of deletion, hearings or needed information accordingly.

Elections & Other Activity

- 1/3-1/5 Continued to develop/create continuity manual.
- 1/5 Weekly Department Head Meeting.

- 1/6 Performed and submitted inventory on all Secretary of State provided forms and supplies. Monthly report completed and began work on the annual report.
- 1/7 Supervisor Pruitt on sick leave.
- 1/10-1/11 Closed due to inclement weather.
- 1/12 Weekly Department Head Meeting. Completed annual report. Filed last ethics statement with the State Ethics Commission as the filing officer for Lumpkin County. From this point forward, all campaign and finance reports must be submitted directly to the State Ethics Commission. The Supervisor will now serve as Qualifying Officer only, per change in state law.
- 1/13 Cleaned, inventoried and submitted election equipment to be upgraded by the KSU Center for Elections Systems. Began updating the web page with end of year statistics in voter registration and elections. Began researching newly elected officials contact information for the web page.
- 1/14 Preparations of the monthly Board of Elections & Registration meeting. Trained on the Secretary of State eLearn training site.
- 1/17 Holiday.
- 1/18 Regular Monthly Board of Elections & Registration meeting was held with the main topics discussed: potential office move, consolidation of the precincts review and preparations for the 2/8/11 hearing, and upcoming events. Cleanup of DDS incomplete applications report.
- 1/19 Weekly Department Head Meeting. Trained in office on the returned mail research and resolve process. Prepared for staff meeting and began BOER meeting minutes.
- 1/20 Attended a Redistricting Webinar in preparations for the constitutional mandate to redistrict based upon census data prior to the 2012 election cycle to ensure all political districts are within a 10% difference between maximum and minimum district populations. This will affect Board of Commission and Board of Education Districts as well as Senate and Congressional Districts. Attended the monthly Secretary of State Elections Division webinar training session covering the new DDS and verification procedures for applications received. Began records retention. Completed BOER meeting minutes.
- 1/21 Office staff meeting to review the past week and the long term goals this year. Continued to research newly elected officials' contact information for the web page. Continued to perform records retention and rotation of 2010 and 2011 files.
- 1/24 Completed the newly elected official's contact information and posted on the web page for public reference. Gwinnett County requested a submission for consideration for GEOA presentation on voter outreach projects of the office. Continued to develop, organize and improve the election manual.
- 1/25 Yearly evaluation with County Manager. Prepared submission for GEOA. Continued records retention activity and organization of 2010 and 2011 files. Election & Voter Registration Technician Williamson began on line courses in order to obtain the Georgia Election Official Certification.
- 1/26 Weekly Department Head Meeting. Continued records retention and file rotation. Reviewed deceased report process with staff. Updated continuity manual.
- 1/27 Attended webinar by the IRS in reference to poll worker pay and withholdings. Continued records retention and file rotation. Reviewed the Election Assistance Guides on poll worker evaluation procedures.
- 1/28 Began setting up DRE/TSX units in storage area in preparations for the inspection and upgrade to be performed by KSU Center for Election Systems. Continued records retention and file rotation.
- 1/31 Completed setting up DRE/TSX units in storage area, reorganized and cleaned.