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# September 2010 Activity Report

## Registration

| Registration Activity | Sep 09 | Oct 09 | Nov 09 | Dec 09 | Jan 10 | Feb 10 | Mar 10 | Apr 10 | May 10 | Jun 10 | Jul 10 | Aug 10 | Sep 10 | Mo Avg | Now vs Avg | Total Yr | Man Hrs |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New Voters | 135 | 54 | 83 | 87 | 71 | 63 | 112 | 19 | 1 | 235 | 0 | 224 | 118 | 88.9 | 32.7% | 1067 | 88.9 |
| Deleted Voters | 84 | 39 | 45 | 39 | 70 | 55 | 132 | 146 | 37 | 94 | 3 | 73 | 59 | 66.0 | -10.6% | 792 | 66.0 |
| Changes (address/name) | 58 | 16 | 30 | 30 | 20 | 25 | 92 | 18 | 9 | 118 | 7 | 122 | 57 | 45.3 | 25.7% | 544 | 45.3 |
| Other (duplicate/ corrections/etc) | 30 | 19 | 11 | 18 | 21 | 100 | 91 | 6 | 48 | 58 | 43 | 64 | 46 | 43.8 | 5.1% | 525 | 43.8 |
| Issue Photo ID Card | 0 | 0 | 0 | 1 | 4 | 2 | 2 | 2 | 1 | 1 | 2 | 2 | 0 | 1.4 | -100.0% | 17 | 1.4 |
| Totals | 307 | 128 | 169 | 175 | 186 | 245 | 429 | 191 | 96 | 506 | 55 | 485 | 280 | 245.4 | 14.1% | 2945 | 245.4 |

| Voters | Oct 09 | Nov 09 | Dec 09 | Jan 10 | Feb 10 | Mar 10 | Apr 10 | May 10 | Jun 10 | Jul 10 | Aug 10 | Sep 10 | Oct 10 | Mo Avg | % Yrly Incr | Incr/Yr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Active | 14,452 | 14,329 | 14,387 | 14,442 | 14,488 | 14,510 | 14,521 | 14,087 | 14,078 | 14,256 | 14,267 | 14,453 | 14,530 | 14362.3 | 0.5% | 78 |
| Inactive | 1,721 | 1,864 | 1,852 | 1,841 | 1,831 | 1,818 | 1,795 | 2,136 | 2,111 | 2,090 | 2,076 | 2,049 | 2,018 | 1956.8 | 17.3% | 297 |
| Total | 16,173 | 16,193 | 16,239 | 16,283 | 16,319 | 16,328 | 16,316 | 16,223 | 16,189 | 16,346 | 16,343 | 16,502 | 16,548 | 16319.1 | 2.3% | 375 |

**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.
**In Person & By Phone Voter Contact:** Calls and in person visits have increased due to Early Voting questions, absentee ballot drop offs and applications, the voter registration deadline, several voter registration drives, the state ethics filing campaign contribution report deadline and other election related questions.

**Elections & Other Activity**

| Early/Absentee for 11/2/10 | 9/10 | 9/13 - 9/17 | 9/20 – 9/24 | 9/27 – 10/1 | Total | Cancelled | Received | Outstanding | %Turnout |
|---|---|---|---|---|---|---|---|---|---|
| **Early Voting** | 0 | 0 | 136 | 150 | 286 | 0 | 286 | 0 | 1.97% |
| **Civilian Absentee Mail Out** | 0 | 130 | 20 | 98 | 248 | 6 | 56 | 186 | 1.67% |
| **UOCAVA Absentee Mail Out** | 43 | 0 | 0 | 3 | 46 | 7 | 0 | 39 | 0.27% |
| **UOCAVA E-Mail** | 3 | 2 | 0 | 0 | 5 | 0 | 0 | 5 | 0.03% |
| **Totals** | 46 | 132 | 156 | 251 | 585 | 13 | 342 | 230 | 3.94% |

- 9/1 Received, reviewed and approved ballot proofs for the 11/2/10 General Election. Submitted monthly voter registration record changes to the Clerk of Court. Attended the weekly department head meeting.
- 9/2 Submitted ballot order for the 11/2/10 General. Reviewed and submitted line item transfer requests in order to cover the costs of the ensuing elections whose budgeted line items had been wiped out due to having two unbudgeted special elections this year. Submitted the purchase order for the delivery/retrieval of election equipment truck rental and the ballot order for the 11/2/10 General. Reviewed and entered the monthly budget report.
- 9/3 Ordered the voter list for public viewing and the CD of the voter list to be used as a back-up system at Early Voting for the 11/2/10 General. Began the Early Voting poll worker schedule. Received the database from KSU Center for Election Systems for the 11/2/10 General.
- 9/7 Reworking Early Voting poll worker schedule due to call outs. Loaded the election database into the GEMS system. Downloaded the sample ballots and posted on the web site and made copies for the public. Created and submitted the election ads for the 11/2/10 General. Trained on UOCAVA changes through the state eLearn system.
- 9/8 Trained on the state eLearn system covering election oaths. Sent out the reminder letters and e-mails notifying all candidates of the required Campaign Contribution Disclosure report due on 9/30/10. Updated voter registration and turnout statistics and posted on our web page. Received cargo bars for stabilizing the voting units during delivery/retrieval to precincts. Figured required number of supplies and voting units per precinct for the upcoming election. Attended the weekly department head meeting.
- 9/9 Down-loaded the voting unit memory cards in preparation for logic & accuracy testing. Received ExpressPoll logic & accuracy testing cards from KSU CES. Received the paper mail out ballots. Received, inventoried and stored the election supplies from the Secretary of State. Proofed and tested the paper ballots. Created UOCAVA mail out ballot packets. Entered the requests for receiving UOCAVA ballots via e-mail.
- 9/10 Ms. Pruitt and Ms. Williamson attended the Secretary of State Election Division Region 2 mandated meeting in Atlanta. Began mailing out the absentee ballots, 46 UOCAVA ballots were mailed.
- 9/13 Early Voting poll worker training for one participant. Continued to work on the Early Voting poll worker schedule in an attempt to limit each poll worker to no more than three days per week in an attempt to avert burnout. Prepared for the monthly Board Meeting. Returned supplies and items to the basement storage area.
- 9/14 The monthly Board of Elections & Registration meeting was held with Board Members Treadway, Drew, Barton & Pruitt as well as Election Technician Williamson. Main topics discussed were the General Election preparations, the budget status and a review of the SOS ED Regional Meeting. Performed logic & accuracy testing of the Early Voting units. A misspelling in a candidate's name was discovered and reported to the KSU CES. Prepared the paperwork and supplies for the Early Voting poll. Made preparations for the logic & accuracy testing of the voting units to be used on Election Day.

- 9/15 Corrected the candidate's name in the election database. Cleared the prepared memory cards and download the corrected memory cards. Attended the weekly department head meeting. Attended employee evaluation training.
- 9/16 Early Poll worker training for nine participants. Performed logic & accuracy testing on the Early Voting units with the corrected election. Packed and set up early voting units and supplies at the Parks & Rec polling location.
- 9/17 Completed the Early Voting preparations and packing of supplies.
- 9/19 Set out Early Voting signage.
- 9/20 Early Voting begins. Prepared for NGCSU Foundations of Leadership Class presentation on voter registration statistics and how to hold a voter registration drive.
- 9/21 Prepared and presented to the Leadership Class on their project of holding voter registration drives. Began logic & accuracy testing of ExpressPoll units.
- 9/22 Discovered that return addresses were not printed on the ballots mailed out to rollover voters. Printed and mailed returned labels with a letter of explanation to all voters that would have received a non-addressed envelope. Received the first delivery of absentee ballot applications from the Foundations of Leadership class project (44 applications received – 37 to other counties). Attended the weekly department head meeting.
- 9/23 Set up the basement storage area and the DRE/TS voting units on their legs in preparation for logic & accuracy testing.
- 9/24 Logic & Accuracy testing of ExpressPolls completed.
- 9/27 Board Members Treadway, Drew and Pruitt performed logic & accuracy testing of all voting units and encoders to be used in the 11/2/10 General.
- 9/28 Researched ethics filings files in preparation for turning over all filing officer duties to the State Ethics Commission 1/11. Received the last shipment of scanners from the state to be used to pull up voters on the ExpressPolls by scanning a GA license or ID in order to make the voting process more efficient.
- 9/29 Began receiving and processing postcard applications from candidate mailings allowing voters to request absentee ballots by mail with an increase in faxed applications as well. Attended the weekly department head meeting.
- 9/30 Began inventory and acceptance testing of ExpressPoll scanners. Received the last applications from the Foundations of Leadership class project with an overall total of 61 voter registration applications received, 11 for Lumpkin County.