



Lumpkin County Elections & Voter Registration Office

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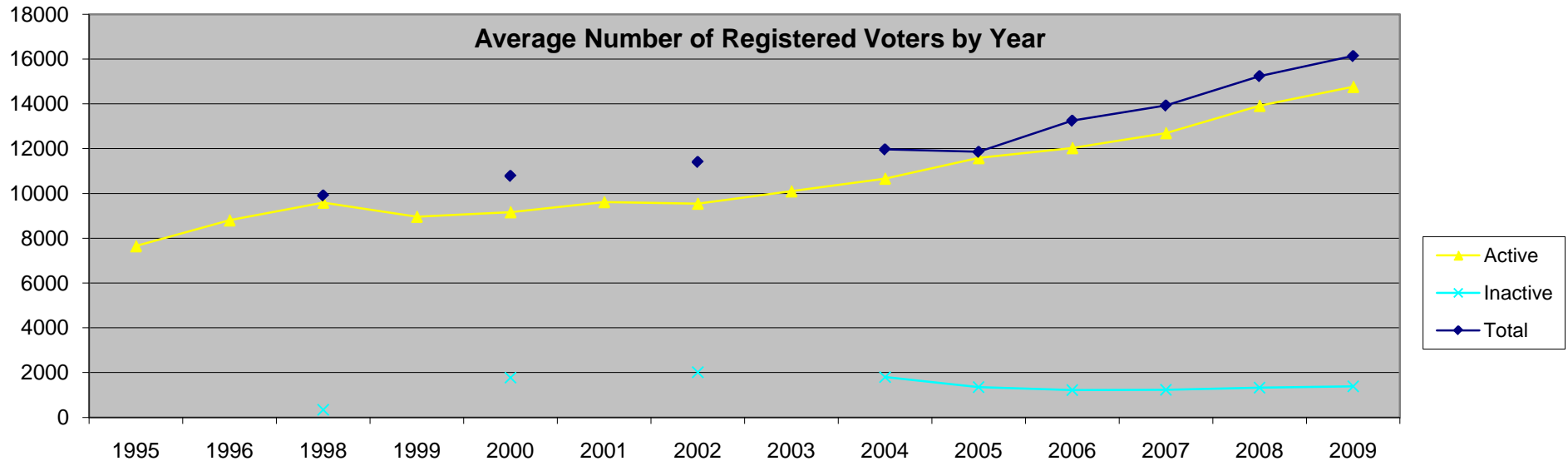
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www.lumpkincounty.gov

Department Annual Report

Registration Activity	Jan 09	Feb 09	Mar 09	Apr 09	May 09	Jun 09	Jul 09	Aug 09	Sep 09	Oct 09	Nov 09	Dec 09	Mo Avg	Total Yr
New Voters	118	96	90	75	107	101	91	70	135	54	83	87	92.3	1,107
Deleted Voters	99	51	55	470	56	56	66	70	84	39	45	39	94.2	1,130
Changes (address/name)	68	52	55	74	39	52	45	41	58	16	30	30	46.7	560
Other (duplicate/corrections/etc)	24	32	27	39	76	50	17	26	30	19	11	18	30.8	369
Issue Photo ID Card	2	2	1	2	1	1	2	2	0	0	0	1	1.2	14
Totals	311	233	228	660	279	260	221	209	307	128	169	175	265.0	3,180

Voters	Jan 09	Feb 09	Mar 09	Apr 09	May 09	Jun 09	Jul 09	Aug 09	Sep 09	Oct 09	Nov 09	Dec 09	Mo Avg	% Yr Incr	Incr/Yr
Active	15,038	15,065	15,135	15,194	15,240	15,302	14,291	14,343	14,367	14,452	14,329	14,387	14761.9	-4.3%	-651
Inactive	1,153	1,144	1,139	1,130	705	703	1,774	1,759	1,737	1,721	1,864	1,852	1390.1	60.6%	699
Total	16,191	16,209	16,274	16,324	15,945	16,005	16,065	16,102	16,104	16,173	16,193	16,239	16152.0	0.3%	48



Elections

- Assisted the City of Dahlonega with two municipal elections providing registrar coverage/services, loaned supplies, and assisted with the vote tally. 3/17/09 Special Municipal Election with 324 votes cast. 11/3/09 General Municipal Election with 412 votes cast.
- Organized, planned and held the 6/16/09 Special Election for Educational SPLOST. Processed 405 voters during Early Voting (36.5% of votes cast). Mailed out 187 absentee ballots. Received and verified the authenticity of 113 absentee ballots (10.2% of votes cast). 593 votes were cast at the 15 county polls on Election Day (53.4% of votes cast). A total of 518 voters cast ballots prior to Election Day (46.7%) versus 593 voters on Election Day (53.4%), continuing the trend seen last year with nearly half of all voters continuing to vote prior to Election Day.

Voter Outreach and Education

- Created, update and promote our web page for public information. Scanned and posted election returns and ballots from 1980 forward. Information, links, forms and resources are posted for voters, candidates and elected officials. Poll worker training materials, schedules and forms are posted. All upcoming election events are posted with sample ballots, Early Voting schedules and precinct locations. All Board of Elections & Registration meeting announcements, agendas and minutes are posted. All proposed changes and approved changes of polling places or precincts are posted. Voter registration statistics and voter turnout statistics are posted from the 1980's to present.
- In accordance with state law, trained Lumpkin County High School Administration and staff on voter registration law and requirements so that they may meet the requirement of offering voter registration services to all eligible students, 4/17/09.
- Held the Lumpkin County High School Student Government Elections for 2009-2010 school year with 546 students participating and learning first-hand about the voting process, serving as poll workers and encouraging their participation in the democratic process, 5/12/09.
- Created, hosted and performed an election for the Lumpkin County Elementary School Kindergarten Class Town Trip educating 103 students about registering to vote, the importance of voting and allowing them to use the voting units in their own election, 5/14/09.

Internal Processes and Procedures

- Developed and implemented a records retention process using color coding and scheduled destruction of documents.
- Created a daily/weekly/monthly task list of all required voter registration processes and reports in order to ensure all required tasks are complete and to guide the Election & Voter Registration Technician on a daily basis.
- Implemented weekly staff meetings in office to review the week, note areas where we need to improve, and review upcoming events for necessary preparations.

Election Processes and Procedures

- Researched and developed an Election Contingency Plan for Lumpkin County and submitted it to the Secretary of State Elections Division and all parties included in the plan.
- Developed a job/duty description and training check list for Board of Elections & Registration members.
- Developed a new poll worker training program using a game format, incorporating all areas of the election process, paying most attention to documented weak areas from the last election in 2008. This type of training ensured maximum participation by all poll workers.
- Developed a Delivery/Retrieval of Election Equipment Manual for the delivery/retrieval team to be used the day before and the day after each election to ensure all required actions occur and are documented.
- Inspected and repaired all voting units for the state SSL Certificate Update of Lumpkin County's voting system.
- Researched, reassigned and corrected the voter registration records of those voters affected by the Dawson/Lumpkin border agreement.

- Developed several election check lists in order to ensure all required election preparations occur.
- Developed quick reference guides and sample forms for Election Day activities for the poll managers.
- Developed a ballot estimator based upon prior election mail out balloting requests in order to comply with the new requirement of purchasing ballots by individual precincts.
- Researched and worked with County Clerk Ruth Bohac and GIS Director Marc Koopman in locating the current wording of the Board of Education and Board of Commissioners District lines in order to correct current maps. Provided a copy of the corrected map the Board of Education to ensure both offices are in agreement as to the district lines and who may or may not be eligible to run for office.
- Relocated the Early Voting Poll from the Mountain Education Center to the Lumpkin County Community Center Dance Room. The move was due to school overcrowding.
- Organized, planned and hosted a Poll Worker Appreciation Event to rewarding poll workers and reminding the public of the vital role poll workers fulfill in the democratic process, 3/13/09.
- Performed the biennial confirmation process on all voters with no contact in three years and no attempt to vote. This process requires sending notices to all voters falling into this category, and, if they do not respond, their record becomes inactive, performed on over 1,000 voters in April. All voters which remain inactive for two years are then deleted, resulting in 420 deletions in July.

Budget and Cost Reduction

- Maintained a balanced budget with over \$6,250 in funds remaining.
- Reduced the number of precincts from 15 to 14 by dissolving the Dahlonega County Precinct, saving roughly 6% of the cost for each election.
- Thoroughly researched consolidation of the 15 precincts into the 4 districts as a way to reduce the cost of each election by over 45%. Presented this information to the Lumpkin County School Board/Superintendent on four occasions and the Board of Commissioners twice. Neither group supported the action, however, the Board of Elections & Registration have scheduled a public hearing on consolidation after the 2010 election cycle, January 2011.

Training

- Attended the State Ethics Board training for Ethics Filing Officers, 3/11/09.
- Attended a Pictometry training class to better be able to use the maps available in researching residence locations and assigning them to the correct precinct as well as update the state voter registration system with new roads, 4/14/09.
- Attended the state mandated Georgia Election Officials Association Annual Training (1.2 CE Units), 5/3-5/6/09.
- Attended the state mandated Voter Registrar Association of Georgia Annual Training (1.4 CE Units), 8/16-8/19/09.
- Attended the state mandated Secretary of State Elections Division Regional Meetings on 2/27/09 and 11/13/09.
- Train weekly to monthly on the Secretary of State Elections Division on-line training system e-Learn on all election processes, rules and changes.

Other

- Researched and reported to Rep. Amos Amerson, per his request, on the affect of Early Voting on counties comparing 2004, 2006 and 2008 General Elections.
- Researched and reported to Com. John Raber on activities and duties of this office, election law, voter registration stats and census population counts.
- Researched and reported to the Board of Elections & Registration on Early Voting and mail out balloting from 2004 to present.