Execution

Opening and Setup

Whether you are setting up a temporary ballot drop box or a 24-hour location, you will need to plan for a ballot retrieval team to set up, open, and secure the drop boxes for voters to deposit their voted ballots.

Temporary Ballot Drop Boxes

Supplies:

- Locked and sealed ballot drop boxes or bags
- Tamper-evident seals (if replacements are needed)
- Chain of custody logs
- Phone numbers to call for support/emergencies
- Cable or bike lock
- Applicable signage
- Tables and chairs (if necessary)
- “I Voted” stickers (optional)
- Voter information sheet (optional)
- Voter Registration forms (optional)

Voter information sheets, “I Voted” stickers, and other voting related information may be placed near the drop box.

Drive-Through Ballot Drop Boxes

Drive-through ballot drop boxes might be set up in a parking lot or on the street depending on the location. For all street-related setups, there should be a law enforcement officer present to guide the setup and maintain safety throughout the day.
Each retrieval team will need:

- Slot key
- Access door key
- Phone numbers to call for support/emergencies
- Cleaning supplies
- Silicone spray (for locks)
- Flashlight
- Inspection checklist or chain of custody form

For setup and opening of 24-hour ballot drop boxes, retrieval teams will:

<table>
<thead>
<tr>
<th>1 Unlock</th>
<th>2 Inspect and Clean</th>
<th>3 Seal and Record</th>
</tr>
</thead>
</table>
| □ Open the ballot slot, using the slot key.  
□ Open the access door, using the access door key. | □ Visually inspect the drop box and surrounding areas.  
□ If there is any graffiti or wrap damage, the retrieval team will clean or repair as best they can.  
  *If unable to clean or repair it thoroughly, use mobile phone to take pictures and note the damage on the chain of custody form*  
□ Wipe down the exterior, top and slot area of the drop box.  
□ Spray the locks with silicone spray and ensure they can be easily locked and unlocked.  
□ Both retrieval team members visually inspect the drop box interior for ballots or any type of debris.  
□ Use a mobile phone to take a picture as time-stamped proof the ballot drop box is empty. | □ Close and lock the access door using the access door key.  
□ Place a security seal on the access door and record seal number on a chain of custody form.  
□ Complete and sign the retrieval form or chain of custody form. |
- At the conclusion of each route, the bottom portion of the form should be completed. Consider using the same visual checklist of supplies to indicate all supplies and equipment have been returned to the election office.
### Ballot Retrieval Team Daily Log

**Route ID#:**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Retriever 1:</th>
<th>Retriever 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Drop Box Name/ID</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>Transfer Box/Bag Seal</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>New Seal ID</td>
</tr>
<tr>
<td></td>
<td>E</td>
<td>Collection Time</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>Team Initials</td>
</tr>
</tbody>
</table>
Election Night Closing

All ballot drop boxes, temporary and permanent, need to be collected or closed at the time the polls close. The process outlined below is focused on permanent, 24-hour drop boxes, but the same general principles can be applied to temporary ballot drop boxes. These instructions can be supplemented with the Election Night Closing Checklist that follows.

Station a bipartisan retrieval team at each drop box 15 minutes before the polls close. They will lock drop boxes as soon as the polls close and retrieve ballots.

- Consider asking other jurisdictions’ employees to assist, since this process does not require a great deal of training. Provide each retrieval team with the necessary supplies and checklist as detailed in this guide. In addition to those supplies, these retrieval teams will also need the following:
  - Map with driving directions and approximate time it will take to arrive at their location. This ensures they leave the election facility with enough time to arrive 15 minutes before the close of the election.
  - “Last Voter in Line” card
  - Extra transfer ballot box or bag to collect ballots cast after the polls close. These ballots will not be counted. These are ballots from voters not in line at the time polls close, but who approach the box as the retrieval team is transferring ballots.
  - Checklist with instructions for completing a full sweep of the drop box with a flashlight along with instructions for locking, sealing, recording, transferring ballots to a temporary box, taking a photo and returning to HQ.

- You may have a line of people, or cars, at close of polls with people waiting to cast their ballot in the drop box. As with in-person voting, have one person walk to the end of the line of people and/or cars and hand the last voter in line at close of polls the “Last Voter In Line” card to ensure everyone in line at close of polls may cast their ballot.

- Instructions for how to handle a line of cars (if 24-hour drop box or drive-through ballot drop-off) or a line of people (if temporary indoor drop box). This should include a “Last Voter in Line” card and potentially coordinating with local law enforcement for traffic control.
# Election Night Closing Checklist

<table>
<thead>
<tr>
<th>Ballot Drop Box</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name/#:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retrieval Team</th>
<th>Retrieval Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member 1:</td>
<td>Member 2:</td>
</tr>
</tbody>
</table>

- Ensure you have necessary supplies and chain of custody logs before leaving for your designated drop box.
- Ensure you take enough transfer boxes or bags to completely empty the drop box.
- Arrive at your assigned ballot drop box at least 15 minutes early.
- If there is a line before polls close, one retrieval team member must find the “Last Voter in Line” card and go to the end of the line.
- At the close of polls, announce “Polls are closed” and lock the door to the drop box. If there is a line, the team member at the end of the line should give the Last Voter In Line card to the last person or car in line at the close of polls. Once the card is given out, return immediately to help empty the drop box.
- If any voter should try and cast their ballot after the close of polls, put their ballot in the box/bag designated for late ballots.
- Unlock the access door and remove all ballots, placing them in a transfer box or bag.
- Using a flashlight, inspect the inside of the drop box for ballots that might be leaning against or stuck to the wall.
- Once all ballots are removed from the drop box, take a picture of the inside of the empty drop box using your phone.
- Inspect the drop box area to ensure no ballots have fallen on the ground.
- Seal the ballot transfer box(es)/bag(s).
- Verify the access door of the drop box is closed and locked.
- Close the ballot slot using the slot key.
- Complete Chain of Custody log(s) for the transfer box(es) or bag(s).
- Load transfer containers and all supplies into vehicle.
- Head directly back to counting facility.

<table>
<thead>
<tr>
<th>All procedures completed and recorded:</th>
<th>YES</th>
<th>NO</th>
<th>Initials:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time of Departure:</td>
<td></td>
<td></td>
<td>Initials:</td>
</tr>
</tbody>
</table>

☐ AM  ☐ PM  Initials:
Appendix A: Drop Box Vendors

This list was compiled by the Center for Tech and Civic Life.

Laserfab, Inc/Vote Armor

www.laserfabusa.com

Models:
  • VA-3630 is the most popular
  • The largest model, the VA-5038, is used by larger counties
  • A third model exists, but no model number was provided

Approximate pricing: The 3630 model runs in between $3000 and $3500, depending on quantity.
Timeline: 6-8 weeks from order

American Security Cabinets

www.ballotdrops.com

Models:
  • 7 different sizes and styles: https://ballotdrops.com/product-category/cabinets/

Approximate pricing: Please inquire
Timeline: Please inquire

Fort Knox Mailbox

www.fortknoxmailbox.com

Models: High Security Mailboxes - Fort Knox Mailbox, LLC.
  • 3 different sizes: https://www.fortknoxmailbox.com/ballot-boxes/

Approximate pricing: $1,300 - $3,000 each, depending on model
Timeline: Please inquire
Models: Some examples

- Small Versatile Pedestal Hopper Collection Box $1,175 (17.75” L x 18.75”W x 59” H)
- Courier Drop Box $780 (20”W x 49”H x 26”D)
- All Weather Sealed Outdoor Collection Box $1,065 (22-1/4”W x 22-1/4”D x 47”H)

Pricing: Varies, depending on model

Timeline: Please inquire
Thanks for the guide Danya and thanks for the additional information Ryan.

Yes it would be interesting if the way they address consistency is by handling all of this things in a recount.

On Fri, Oct 9, 2020 at 4:39 PM Ryan Chew <ryan@electionsgroup.com> wrote:
At one point, that guide refers to the Election Day Manual for Election Officials (which is an encompassing term in WI that includes poll workers.)

There I find an answer to one of today's questions there:

> Any observer who is a qualified elector of Wisconsin, including an election inspector can challenge an absentee elector’s ballot the same as if the elector were voting in person. The procedures for challenging an elector’s ballot are the same as the challenge procedure in person. See the “Challenging Electors” section of this manual for the complete challenge procedure.

I see no reference to other situations than overvoted ballots in the Manual. It would be interesting to know whether the WEC sets percentage thresholds for a mark to be ignored, adjudicated or counted, or whether it's up to the jurisdiction.

Ryan
The Elections Group
312 823-3384

On Fri, Oct 9, 2020 at 5:10 PM Dayna Causby <dayna@electionsgroup.com> wrote:
2018 voter intent publication


--
Thank you,
From: Dayna Causby <dayna@electionsgroup.com>

Sent: Monday, August 31, 2020 9:52 AM

To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>

Subject: Proposed meeting

All,

I would like to set up time today after 1 CT to talk about communication plans around election results expectations for critical stakeholders and the general public. Is there a time that isn't good?
Thank you,
Dayna Causby, CERA
The Elections Group

"Voting is the expression of our commitment to ourselves, one another, this country and this world"
~Sharon Salzberg
On Mon, Oct 5, 2020 at 1:16 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Anjali,

I believe I've communicated with one of your co-workers, a Julie Emery. See her email below. She and I weren't successful in setting up a time to talk. Perhaps we can set up a time to discuss?

Celestine,

We're working on making sure we are sharing the most accurate information possible with voters in our voter education programs this year.

Can you share with me what the ballot curing process looks like both for absentee ballots you receive between now and election day and for ballots cast or opened on election day?

Thank you for your help.

--

Julie Emery
Outreach Director
Wisconsin Voices
540-270-2742 (Mobile)

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006
Anjali Bhasin
Civic Engagement Director
Wisconsin Conservation Voices
She/her/hers
anjali@conservationvoices.org

Anjali Bhasin
Civic Engagement Director
Wisconsin Conservation Voices
She/her/hers
anjali@conservationvoices.org
From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Thursday, October 1, 2020 6:32 AM
To: Calvin Winters <Calvin.Winters@greenbaywi.gov>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>
Subject: type of ballot opener

Calvin,

Can you tell Michael Spitzer-Rubenstein (one of our Election Grant Mentors) what type of ballot opener we purchased? This will help him make some calculations about Central Count.

Thanks!!

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

--
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
The grant mentors would like to meet with you to discuss, further, the ballot curing process. Please let them know when you’re available.

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 2, 2020 5:23 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Meet Next Week? Ballot Curing

Celestine,
Could we meet next week with someone in the clerk’s office to go over ballot curing and adding a call operation?

Wednesday (any time after 10 AM) would work best for me. If that doesn’t work, can do Tuesday (10-2) or Thursday (before 1 PM).

If you have a letter that goes out with rejected ballots, could you send that? (If not, I can create one).

I’m going to put together a process document, phone script, and job description/simple RFP—could either hire a firm or a few individuals to do the calls.

Thanks and enjoy your weekend,
Michael

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
Deanna Debruler

From: Jaime Fuge
Sent: Monday, November 2, 2020 7:34 AM
To: Saralynn Finn
Cc: michael@voteathome.org
Subject: RE: Central Count Ballot Tracking Sheets

This is very helpful.

Thank you!

From: Saralynn Finn [mailto:saralynn@voteathome.org]
Sent: Saturday, October 31, 2020 10:31 PM
To: Michael Spitzer-Rubenstein <michael@voteathome.org>
Cc: Jaime Fuge <Jaime.Fuge@greenbaywi.gov>
Subject: Re: Central Count Ballot Tracking Sheets

Yes, here is the document I made to hand out to central count observers.
I can send you an editable version if you need or try and make any changes you want.
Best,
Saralynn

On Sat, Oct 31, 2020 at 4:35 PM Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:

Saralynn, you've been working on observers. Do you have a good guide for questions they're likely to ask &
answers?

Also, Jaime, just to follow up on the call and this email, would you prefer doing a cover sheet like what we
created before (travels with the batch of ballots) or a log like what Milwaukee uses (sits at the table)?

Can talk about it tomorrow or even Monday. Will just be a minor tweak of the instructions either way.

Michael

On Sat, Oct 31, 2020 at 4:27 PM Jaime Fuge <Jaime.Fuge@greenbaywi.gov> wrote:

Hi,

I do have a followup question that came to my mind. What are some of the common questions the observers ask. We
have not really have observers that have asked many questions prior.

Thank you,

Jaime
Mail Ballot Security

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
Kris / Kim,

Kris you are Clerk and this is your show!

I 100% agree that this person, can socially distance observe, but not in the Clerk’s office. We can tactfully say until the lawsuit is done, we can’t risk any more press. He could possibly help direct traffic or sit at the end of the hall to observe. Maybe even help sort in-coming ballots with the temp help.

Thank you,
Diana

——

From: Kris Teske
Sent: Tuesday, October 20, 2020 9:31 PM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Cc: Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: RE: Assistance from NVAHI tomorrow

Really.......is Celestine running it now. Please let me know. The Clerk’s Office said we didn’t want anyone from the grant team (or contracted through the grant team) to be in our office. If he wants to give us suggestions (observing) we are fine with that but he shouldn’t be working in the office. We need to social distance in the office I want the Clerk’s staff to feel safe.

With the lawsuit I am not comfortable having him in the office. People are saying they are partisan group, we don’t think it looks good.

I thought after the meeting today everything was good. I’m the Clerk and in charge of the ballots not the Mayor’s Office.

I know you know all of this but this has got to stop. Celestine is still controlling the show and now Amaad is telling me what is right and what is wrong. If I am to step aside there needs to be a press release because I will NOT take the blame for anything they do.

Thanks for listening.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014
Hi, Diana!

EIPAV is early in-person absentee voting and the NVAHI is the national vote at home institute.

He will help crunch numbers and organize the voting downstairs. He offered to come, he’s part of the Election grant, and I cleared it with the Mayor first.

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

Hi Celestine,
Can you explain more, what is EIPAV? What is NVAHI?

What would Michael be assisting us with?

Thank you,
Diana

Diana,

Tomorrow afternoon, Michael Spitzer-Rubenstein from the National Vote at Home Institute will visit us to provide some assistance on setting up the EIPAV. He has an MBA from NYU and is on loan to the NVAHI from Price Waterhouse Coopers.

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay
See attached and below in red. The first attached is from the grant team stating they would like the funds used for the 2020 elections (that's not what was said in the beginning). The second one is from the WEC (from June) stating we couldn't implement them until 2021 (this email was sent to the Ad Hoc Committee at that time).

Let me know if you have any questions.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

Hi Kris,

Thanks for sharing and I am sorry you are so frustrated. I completely understand why.

Ok, I am glad to hear you are on board with the BadgerBooks and I understand why you would not be able to implement for November. Do you think realistically we can order them this year so we can use the grant dollars? I saw the quotes, but what is the estimated cost for all the BadgerBooks we would need, just a quick number. Should we put in the requisition so we can move quickly if a decision is made? Yes, we can order them this year and would be delivered mid-December. The WEC isn't going to on the BadgerBooks until Dec./Jan. I have an email into the WEC asking if we need 2 BadgerBooks (by law) to replace 2 poll books or 1 BadgerBook to replace 2 poll books. I will let you know the cost at that time. It will also depend on which one we choose. One style has more cords/plugins and the other doesn't but when the Badgerbook with the cords breaks it doesn't put the whole thing out of commission whereas the one with less cords means the whole unit goes back. My other concern is outlets at the polling locations. Some of the polling locations only have enough outlets for the tabulator and ExpressVote.

I agree with a dropbox in front of City Hall for curbside drop off. The back dropboxes are think are just temporary during COVID and will probably still be in use this November but going forward I would assume not. In my opinion to keep the one in back for absentee ballots is a mistake. I don't think City Staff will be able to get out of the parking lot the last two weeks before the election especially. Could also be more accidents where Celestine's car is parked (that used to be an issue). We get a lot of complaints that it is hard to find. We will be putting information in the absentee envelopes stating where the drop boxes will be located.
1) Ald. Galvin stated at Council he read the report and watched the video. I told her there wasn't a report, minutes, or a video to watch of the Ad Hoc meeting before the Council meeting. So I didn't understand why that was said. She later admitted Ald. Galvin asked for her report. So he didn't know that I had talked about each point and that some of the things would be looked into. Celestine put received and placed on file so they thought nothing was being done.

2) I also asked who told her to go to the polling locations and report back, she said Celestine and Susan (this wasn't discussed at the Ad Hoc meeting). I have nothing to hide. She admitted there is the "group" that are discussing and making decisions. So for show I might be asked my opinion but as you can see above things have already been decided by the "group".

If I knew they would get the blame for the decisions I wouldn't say anything but just like in April when I didn't make the final decisions (even though I gave my opinion-I have the email) I will be the one to get blamed because it's the Clerk's job.

On Saturday I saw on the City's facebook page the City was supporting COVO's registration drive. No one ever told the Clerk's Office. Instead of people making appointments in the Clerk's Office we could have been giving them this option but Celestine didn't feel it was important to let us know, the ones that are taking the phone calls. Matt from DPW talked to St. Norbert College about college students helping at the polls when I was working with someone already. She has excluded me from that whole portion of the planning....it's so embarrassing!

There is one more thing I want to say: If I am ever asked to do anything against the law the answer will be NO! If you want more clarification on this please give me a call.

Thanks for listening.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Diana Ellenbecker
Sent: Wednesday, August 26, 2020 9:26 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: BadgerBooks

Kris,
Are BadgerBooks something you and Kim want?

Thank you,
Diana

From: Kris Teske
Sent: Monday, August 24, 2020 8:15 AM
To: 'Susan Smith' <ssmith@smithlegaladvisors.com>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Kim Wayte <Kim.Wayte@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: BadgerBooks
**2021 Central Count**

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Topic</th>
<th>Change Log Entries</th>
<th>Prices</th>
<th>Format</th>
<th>Event Date Range</th>
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<tbody>
<tr>
<td>GRBNG</td>
<td>All</td>
<td>3 days</td>
<td>Show</td>
<td>Without Changes</td>
<td>Event Order Type</td>
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</tbody>
</table>

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<tr>
<th>Function Room</th>
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<tr>
<td>All</td>
</tr>
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</table>

**Event Date:** Sunday, November 1, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Attendance</th>
<th>Blng: 7201 Central Count</th>
<th>On Site: 8th Floor</th>
<th>EPM: Tracy Hillesheim</th>
<th>SM: Tracy Hillesheim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun, Nov 1</td>
<td>08:00 AM</td>
<td>04:00 PM</td>
<td>GRAND BALLROOM</td>
<td>EGIS:</td>
<td>Event: SETUP</td>
<td>Dianna Ellenbecker</td>
<td></td>
<td></td>
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**Reader Board Ind**

<table>
<thead>
<tr>
<th>Primary PM</th>
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</tr>
</thead>
<tbody>
<tr>
<td>S030</td>
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### Setup

<table>
<thead>
<tr>
<th>Serve Time</th>
<th>Servings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM</td>
<td></td>
<td>See Diagram provided by EPM. ROOM MUST BE SET AND READY BY 8AM FOR CLIENT SETUP. 6x30 Tables (s), (50) 8x30 tables set per diagram. 4 Groupings of 7 tables, additional tables per diagram. Black Mesh Chairs. (100) chairs set per diagram. 32x6x24 Risers with Steps per diagram. Recycle Bin and Garbage Can. Place several garbage cans and recycle bins around the perimeter of the room.</td>
</tr>
</tbody>
</table>

### AV

<table>
<thead>
<tr>
<th>Serve Time</th>
<th>Servings</th>
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</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM</td>
<td>10</td>
<td>Power Drop</td>
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### Security

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<th>Serve Time</th>
<th>Servings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM</td>
<td></td>
<td>SECURITY NOTE: Between 8AM and noon, workers will arrive with counting machines that will need to go to Grand Reg Counter. Workers will go thru security and get temp checked and wrist banded and will need to use some carts to move machines upstairs. Engineering is re-keying the Grand Reg Counter and providing group 4 keys and Kristine Hail, GM will hold the 5th key in case of emergency. After Event Setup is sprayed down, Grand Ballroom will need to be locked.</td>
</tr>
</tbody>
</table>

### Engineering

<table>
<thead>
<tr>
<th>Serve Time</th>
<th>Servings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM</td>
<td></td>
<td>Meeting Room Lock Change(s) Number of keys to provide: 3 (4 to group and 1 for hotel to keep). Kristine Hail will hold for hotel. Deliver keys to: Michael Spitzer-Rubenstein. Restore meeting room locks on: Friday, 11/6/2020.</td>
</tr>
</tbody>
</table>

### Misc. All

<table>
<thead>
<tr>
<th>Serve Time</th>
<th>Servings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08:00 AM</td>
<td></td>
<td>EPM NOTE: Michael Spitzer-Rubenstein will be the on-site contact for this group. Tracy Hillesheim has his cell number should anyone have questions or needs to contact Michael.</td>
</tr>
</tbody>
</table>

Price: 25.00 Ea. 275.00 Ea.
## 2021 Central Count

**Hotel:** GRBRG  
**Topic:** ALL  
**Change Log Entries:** 3 days  
**Prices:** Show  
**Format:** Without Changes  
**Event Date Range:** Event Order Type: ALL

### Event Date: Sunday, November 1, 2020

<table>
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<th>SM:</th>
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</thead>
<tbody>
<tr>
<td>Jun, Nov 1</td>
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<td>04:00 PM</td>
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<td>E/G/S</td>
<td>2021 Central Count</td>
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<td>Setup</td>
<td>14982306</td>
<td>Diana Ellenbocker</td>
<td>Tracy Hillesheim</td>
<td>Tracy Hillesheim</td>
<td></td>
</tr>
</tbody>
</table>

### Setup

- **Serve Time:** 08:00 AM  
- **Servings:** 10  
- **Description:** See Diagram provided by EPM  
- **Room:** 8x30 tables set per diagram - 4 Groupings of 7 tables; additional tables per diagram  
- **Black Mesh Chairs:** 100 chairs set per diagram  
- **32x8x24 Risers with Steps per diagram:**  
- **Recycle Bin and Garbage Can:**  
- *Place several garbage cans and recycle bins around the perimeter of the room*

**Price:** 35.00 Ea.

### Security

- **Serve Time:** 08:00 AM  
- **Servings:** 10  
- **Description:** SECURITY NOTE  
  Between 8AM and noon, workers will arrive with counting machines that will need to go to Grand Reg Counter. Workers will go thru security and get temp checked and wrist banded and will need to use some carts to move machines upstairs. Engineering is re-keying the Grand Reg Counter and providing group with 4 keys and Kristine Hall, GM will hold the 5th key in case of emergency.  
  ***
  After Event Setup has sprayed room, Grand Ballroom will need to be locked.

**Price:** 275.00 Ea.

### Engineering

- **Serve Time:** 08:00 AM  
- **Servings:** 10  
- **Description:**  
  Meeting Room Lock Change(a)  
  Number of keys to provide: 5 (4 to group and 1 for hotel to keep-Kristine Hall will hold for hotel)  
  Deliver keys to: Michael Spitzer-Rubenstein  
  Restore meeting room locks on: Friday, 11/6/2020.

**Price:**

### Visc. All

- **Serve Time:** 08:00 AM  
- **Servings:** 10  
- **Description:** EPM NOTE  
  Michael Spitzer-Rubenstein will be the on-site contact for the group. Tracy Hillesheim has his cell number should anyone have questions or needs to contact Michael.
**2021 Central Count**  
Booking #:28149747

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Topic</th>
<th>Change Log Entries</th>
<th>Prices</th>
<th>Format</th>
<th>Event Date Range</th>
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<tr>
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<td>ALL</td>
<td>3 days</td>
<td>Show</td>
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<td>Without Changes</td>
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<table>
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<tr>
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**Event Date:** Tuesday, November 3, 2020

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<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Attendance</th>
<th>Bkng:</th>
<th>Event:</th>
<th>EO:</th>
<th>EO #:</th>
<th>On Site:</th>
<th>EPM:</th>
<th>SM:</th>
<th>Bill Inst:</th>
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</thead>
<tbody>
<tr>
<td>Tue, Nov 3</td>
<td>05:00 AM</td>
<td>02:00 AM</td>
<td>GRAND BALLROOM</td>
<td>E/G/5</td>
<td>100/0/0</td>
<td>Meeting</td>
<td></td>
<td>14982308</td>
<td>Diana Ellenbecker</td>
<td>Tracy Hillesheim</td>
<td>Tracy Hillesheim</td>
<td></td>
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<tr>
<td>Leader Board Ind</td>
<td>X</td>
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<td>Primary PM# 9639</td>
<td>PM#:</td>
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<thead>
<tr>
<th>Serve Time</th>
<th>Servings</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Venue</td>
<td>05:00 AM</td>
<td>Room Rental, Tax, No Service Charge</td>
<td>10,000.00 Ea.</td>
</tr>
<tr>
<td>Rental</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>05:00 AM</td>
<td></td>
<td></td>
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</tbody>
</table>

**SECURITY NOTE**
Please have the outside doors to the staircase by Riverview 3 unlocked as poll workers will be parking in the WPS lot and entering thru the staircase by Riverview 3 Room.

***

DO NOT UNLOCK GRAND BALLROOM UNTIL MICHAEL SPITZER-RUBENSTEIN REQUESTS AND IS WITH SECURITY WHEN UNLOCKING THE GRAND BALLROOM DOORS.

***

Sometime around 6:15AM, ballots will begin to arrive at hotel. There will be approx 47 boxes of ballots that will go to Grand Ballroom. The person/s bringing the ballots will go to security for tem check and wrist banding and will need assistance getting a red cart/s and shown the way to Grand Ballroom via elevator and back of house.

***

**Engineering**

<table>
<thead>
<tr>
<th>Serve Time</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>05:00 AM</td>
<td>Meeting Room Lock Change(s)</td>
<td></td>
</tr>
</tbody>
</table>

**Wisc. All**

<table>
<thead>
<tr>
<th>Serve Time</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>05:00 AM</td>
<td>EPM NOTE</td>
<td></td>
</tr>
</tbody>
</table>

On Tuesday, hotel should expect to see at least 4 media channels arriving who will be doing story or video taping in the Grand Ballroom. Amaad Rivera is the main contact for media on Tuesday. Please see Tracy Hillesheim should you need a phone number to reach Mr. Rivera.
Michael Spitzer-Rubenstein  
State Lead for Wisconsin (Leadership Now Fellow)  
National Vote at Home Institute  
(310) 980-2872  
he/him

Learn more about:  
Election Officials Center  
Mail Ballot FAQs  
Mail Ballot Security
Hi Michael,

Here is the quote for the event on Tuesday, Nov 3rd at the Hyatt Regency and KI Convention Center. You decided that you didn’t need the projector or screen so I added the 10 power drops around the room and I’ll comp the internet for the event. We’ll set up the power drops in the room on Sunday after the hotel has the tables in place. I’m only going to charge you for one day and the other days will be comp’d.

I’ll have my team create two separate SSID’s for you.

One SSID will be hidden and it’s: [Hidden]. There will be no password or splash page for this one and it should only be used for the sensitive machines that need to be connected to the internet.

The other SSID will be [Hidden] and that one can be seen in the settings app of your phone or laptop under “networks” and should be used for the poll workers who need internet.

The third SSID will be [Hidden] and that one can also be seen in the settings app of your phone or laptop under “networks” and that will have a password of [Hidden] and should be given out to media or other guests not part of your team.

If you need anything else please reach out to me and we’ll do everything we can to make this event smooth and hiccup free.

Trent Jameson
Director, Event Technology - PSAV*
Hyatt Regency and KI Convention Center
333 Main Street, Green Bay, WI 54301
- office: 920.321.5083 = mobile: 920.636.0383

*PSAV Virtual Events – Click Here
Hi all,

In advance of meeting tomorrow, I'm attaching two files:

1. A diagram of KI with tables marked.
2. A Central Count Staff List (blank but with all the roles we'll need for shifts 1 and 2). For roles with a partner, I labeled them A and B.

I'm not sure what the count is right now, but here's where I would put extra people:

- 1 extra person for each of the scanners (so 3 total), working on paperwork and ballot flattening
- Extra runners/ballot sorters (depending on how many ballots we get on Election Day, either very busy or very boring), could also trade-off with the person guarding the dropbox
- An extra Reconstruction table (would need to be experienced)
- Check-in table for press/observers and second shift

Michael

---

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
Ballot scanners (DS-200)
Runners and Ballot Flatteners
Ballot reconstruction
Supervision and check-in
Shift 3 total

DPW
Take memory sticks to City Hall, Jaime

Move ballots to City Hall
Close
Used By Absentee Ballot Opening Team:

Voter Number Sheet

Absentee Ballot Log

Ward Sign

Ward 1

Used By Ballot Tabulating Team:

Ballot Bag

Registered Write-ins

Official Ballots
- 90% of your ballots
- So long as the ballot is the correct ward and not damaged, nothing needs to be done other than assigning a voter number

ExpressVote Ballots
- Assign voter number on bottom of ballot and keep a separate stack for each ward
- These do not need to be reconstructed unless there is damage

Emailed
- All emailed ballots need to be reconstructed
- Keep the certificate and empty envelope with your absentee envelopes

Federal Only Ballots
- All Federal only ballots need to be reconstructed
- Only reconstruct the offices that are on the original ballot
- ALL other races are left blank
5. Place the ward sign on the edge of the table, so that it is visible to observers.

6. Split your ward’s envelopes in half with your partner.
   *Keep them in alphabetical order*

7. Review the envelopes for:
   - Voter signature
   - Witness signature
   - Witness address
   (house number, street name, city)
   *if written in red: accept*

8. After reviewing all of the envelopes and removing any to be rejected, team members should take the envelopes to an envelope opening station in the room.

Return to your table, when the envelopes have been opened.
Partner 1
A. Announce the voter’s name
B. Number the envelope
C. Remove the ballot from the envelope
D. Number the ballot

Partner 2
A. Announce the voter number
B. Cross the number off the voter number sheet
C. Record the number on the Absentee Voter Log

---

**Processing ExpressVote Ballots**

---

**Processing Emailed Ballots**

---

EMAILED BALLOTS HAVE TO BE RECONSTRUCTED, SEE PAGE 8

---
Reconstructing a Ballot

If you open a ballot and it is visibly damaged (torn, crinkled, stained, etc.) or sent via email (not an official ballot) will have to reconstruct the ballot with your partner.

- Both partners must always be present when reconstructing a ballot
- After you have assigned all your voter numbers for the ward, you should then reconstruct ballots
- Count the number of ballots that you need to reconstruct for the ward and get blank ballots from the Central Count Ballot Station

1. Partner 1
   A. Announce the voter's name
   B. Number the envelope
   C. Remove the ballot from the envelope
   D. Number the ballot
   E. Place the ballot into a separate pile for reconstruction
   F. Keep the envelope (or certificate statement) with the other envelopes already processed

2. Partner 2
   A. Announce the voter number
   B. Cross the number off the voter number sheet
   C. Record the number on the Absentee Voter Log

3. Proceed to the Central Count Ballot Station to request the number of ballots that you will need to reconstruct
   *The person that issues the ballots will have initialed/stamped with it “CWV” for the issuing authority

4. For each ballot, determine why you are reconstruction the ballot:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emailed Ballot</td>
<td>E</td>
</tr>
<tr>
<td>Damaged</td>
<td>D</td>
</tr>
<tr>
<td>Overseas (Federal Only Ballot)</td>
<td>OS</td>
</tr>
<tr>
<td>Pencil/Pen Marks (Not Fully Scanned)</td>
<td>P</td>
</tr>
<tr>
<td>Wrong Ward*</td>
<td>WW</td>
</tr>
</tbody>
</table>

* If the ballot was for the wrong ward, you will need to reconstruct the ballot with votes only for the races that are in both wards.
7. On the reconstructed ballot:
   Write the voter's number

8. Hand your partner the original ballot
   Partner 1:
   - Read off the votes as the voter recorded
   Partner 2:
   - Fill in votes on the ballot as the votes

9. Hand both ballots to Partner 1
   Partner 1:
   Verify the reconstructed ballot matches

10. Refold and place the original ballot in
    the Goldenrod Envelope

11. The reconstructed ballot is added to the stack of Official Ballots
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Notes</th>
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<tr>
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<td>Ballot Prep Table 1 - B</td>
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<td>Ballot Prep Table 2 - A</td>
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<td>Ballot Prep Table 21 - A</td>
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<td>Ballot Prep Table 21 - B</td>
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</tbody>
</table>
Thanks, Vanessa. I'm just nervous about how the WEC interprets the statute because other cities are operating differently.

Michael

On Tue, Oct 27, 2020 at 7:12 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov> wrote:

Hi Michael,

As I noted on the call, I reached out to the WEC with my interpretation of Wis. Stat. 7.52(1)(a), which specifically references receipt by the municipal clerk, not central count. I informed them that we are still looking for additional guidance to ensure there are no unnecessary challenges as a result. They responded that they will review and get us an answer shortly. I have not heard anything.

Vanessa

Vanessa R. Chavez, City Attorney
City of Green Bay
(920) 448-3080
Vanessa.Chavez@greenbaywi.gov

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Vanessa, Celestine,
Want to make sure you see this.

Michael

------------ Forwarded message -----------
From: Sam Munger
Date: Wed, Oct 28, 2020 at 6:10 PM
Subject: legal context on accepting ballots at central count after 8pm
To: Michael Spitzer-Rubenstein, Amaad Rivera

Hey Amaad, Michael - I've been doing some digging on the dropbox closing time issue and thought I'd share what I've found out in case it's of help in formulating your plans. Feel free to give me a call to discuss, or to have the City Attorney's office reach out to me directly.

-SM

Here is what the WEC guidance on the issue (https://elections.wi.gov/sites/elections.wi.gov/files/2020-10/Election%20Night%20Results%20Clerk%20Memo%20FINAL.pdf) says: "absentee ballots must be delivered to the polling place or the central count facility by 8 p.m. on election night in order to be counted. This means that if a municipality has drop boxes or other drop off locations, the last pick up time needs to be properly noticed to the public to ensure that all ballots eligible to be counted are delivered to the polling place or central count facility no later than 8 p.m." So that seems fairly clear.

But both Ann Jacobs and Nate Judnic at the WEC have acknowledged the statutory scheme is a little more ambiguous. They are relying on the language in Wis State 6.87(6), (https://docs.legis.wisconsin.gov/statutes/statutes/6/iv/87/6), which says that "The ballot shall be returned so it is delivered to the polling place no later than 8 p.m. on election day. ...Any ballot not mailed or delivered as provided in this subsection may not be counted." They think that reading that strictly, as a best practice and to be consistent with those municipalities that count absentee ballots at the polling place, means that a municipality should get all dropbox ballots to a central count facility by 8pm.

That said, Nate acknowledged that based on the language in 7.52 (https://docs.legis.wisconsin.gov/statutes/statutes/7/i/i/52) there is an argument that such ballots just need to be “received by the municipal clerk” by 8pm which is different than being at central count by 8pm. However, that argument has not been tested and any municipality that relies on it would have to be prepared for a possible challenge to any ballots arriving at central count after 8pm, and for those ballots not to count if they lost in court. So, the WEC's guidance erred on the side of safety, and that's what we are recommending municipalities do.
That said, Claire in Milwaukee is taking the approach that, should something interfere with ballots arriving by 8pm to central count from a dropbox (e.g. retrieval team blocked by car accident, protest, etc), she is ready and willing, if challenged, to make a legal argument that the ballots should still be accepted. Essentially, she believes there's a strong legal argument for accepting delayed ballots (voted at the dropbox, picked up before 7:30pm, but not back at central count), and her default will be to accept them after 8pm if they're coming from dropboxes.

That being said, she is sticking with closing the dropboxes at 7:30pm -- so there's still the issue of the 7:30-8pm voters, who will need to go directly to central count or their nearest precinct. (Deadline has been updated on official materials, a postcard has gone out with the new deadline to all absentee voters that have yet to submit their ballots, and Sam M is exploring having volunteers at the dropboxes at 7:30pm to help voters navigate their options once the dropboxes are closed.)

On Wed, Oct 28, 2020 at 11:53 AM Wittenwyler, Mike <mwittenw@gklaw.com> wrote:

Spoke to Nate at the WEC.

As a best practice and to be consistent with those municipalities that count absentee ballots at the polling place, a municipality should get all dropbox ballots to a central count facility by 8pm. That said, Nate acknowledges the language in 7.52 and the argument that such ballots just need to be “received” by the municipal clerk by 8pm which is different than being at central count by 8pm. However, that argument has not been tested and any municipality that does otherwise needs to recognize a possible challenge to any ballots arriving at central count after 8pm.

And, he closed by saying that the WEC is working to schedule a check-in call with all the central count municipalities in the next day to coordinate activities and answer question.

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
Hi Kim and Jaime, would you be able to pull the numbers on the absentee ballots returned and outstanding per ward?

If you want to just export the Excel files for the absentee ballot report, we can work with that. Ilana from the Vote at Home team will work to balance the loads so that each table has a similar number of ballots to prepare.

In addition, have you figured out which wards will be on the DS200? If not, we can do that too.

Thanks,
Michael

On Fri, Oct 30, 2020 at 4:31 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello!

I think it would be important for “us” (the clerk’s office) to pull data from WisVote which would tell us, the number of registered voters, the absentee ballot requests and returns per ward.

Kim has done a fabulous job keeping us posted on the daily totals. As we head into Election Day, it would be profitable for us to understand where we will need or require Election Day poll workers, and then also the allocation of ward assignments for Central Count.

Please let me know how I can help collect this data.

Thanks!!

Celestine
Hi Kim and Jaime, would you be able to pull the numbers on the absentee ballots returned and outstanding per ward?

If you want to just export the Excel files for the absentee ballot report, we can work with that. Ilana from the Vote at Home team will work to balance the loads so that each table has a similar number of ballots to prepare.

In addition, have you figured out which wards will be on the DS200? If not, we can do that too.

Thanks,
Michael

On Fri, Oct 30, 2020 at 4:31 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Hello!

I think it would be important for “us” (the clerk’s office) to pull data from WisVote which would tell us, the number of registered voters, the absentee ballot requests and returns per ward.

Kim has done a fabulous job keeping us posted on the daily totals. As we head into Election Day, it would be profitable for us to understand where we will need or require Election Day poll workers, and then also the allocation of ward assignments for Central Count.

Please let me know how I can help collect this data.

Thanks!!

Celestine
Calculation: Time/staff to process ballots with available assumptions

**Assumptions**

<table>
<thead>
<tr>
<th>Scenario for VBM policy &amp; communications:</th>
<th>Promoted VBM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total turnout:</td>
<td>46,701</td>
</tr>
<tr>
<td>Total mail ballots returned:</td>
<td>34,150</td>
</tr>
<tr>
<td><strong>Implied % VBM</strong></td>
<td>73%</td>
</tr>
<tr>
<td><strong>Implied % in-person</strong></td>
<td>27%</td>
</tr>
<tr>
<td>Mail ballots returned on deadline/Election Day:</td>
<td>6,830</td>
</tr>
<tr>
<td><strong>Election Day as % of all VBM returns</strong></td>
<td>20%</td>
</tr>
<tr>
<td>Operations run 16 hours per day.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment / Staff</th>
<th>All available equipment &amp; staff</th>
<th>Off-peak equipment &amp; staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode scanners (for marking as returned)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Laptops (for signature verification)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Ballot sorting workers</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Ballot extractors</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ballot preparation teams</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Ballot scanners (DS-450)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Ballot scanners (DS-200)</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Ballot reconstruction staffing level</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

**Process summary**

Projected bottleneck for inbound ballot processing:

<table>
<thead>
<tr>
<th>Monday &amp; Election Day (peak volume)</th>
<th>Days/weeks before (off-peak volume)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature verification</td>
<td>Inbound ballots sorted</td>
</tr>
</tbody>
</table>

**Potential staffing levels:**

<table>
<thead>
<tr>
<th>Monday &amp; Election Day (peak volume)</th>
<th>Days/weeks before (off-peak volume)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marking ballots as returned</td>
<td>2</td>
</tr>
<tr>
<td>Signature verification</td>
<td>2</td>
</tr>
<tr>
<td>Inbound ballots sorted</td>
<td>2</td>
</tr>
<tr>
<td>Ballots extracted</td>
<td>2</td>
</tr>
<tr>
<td>Ballot preparation</td>
<td>24</td>
</tr>
<tr>
<td>Ballots scanned</td>
<td>32</td>
</tr>
<tr>
<td>Ballots reconstructed</td>
<td>14</td>
</tr>
<tr>
<td># of processing staff, per shift</td>
<td>78</td>
</tr>
</tbody>
</table>
Hi Jaime, are the ballots going to be in trays/boxes within the bin?

I’m at KI now, trying to figure out whether we’ll need to move the bins around throughout the day or if we can just stick them along the wall and use trays or something similar to move the ballots between stations.

Michael

---

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, September 8, 2020 11:38 PM
To: Kris Teske; Diana Ellenbecker
Subject: FW: [BULK] CTCL COVID-19 Grant Application Portal Now Open

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

From: Center for Tech & Civic Life <help@techandciviclife.org>
Sent: Tuesday, September 8, 2020 2:59 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: [BULK] CTCL COVID-19 Grant Application Portal Now Open

COVID-19 Grant Application Portal is Open

View this email in your browser

Thank you for requesting a CTCL COVID-19 grant application. The application portal is now open and you are invited to apply.

The grant application is quick and easy, but you'll need to gather some information before you apply.

- Number of active registered voters in the election office jurisdiction as of September 1, 2020
- Number of full-time staff (or equivalent) on the election team as of September 1, 2020
Deanna Debruler

From: Celestine Jeffreys
Sent: Saturday, October 3, 2020 2:48 PM
To: Kris Teske
Subject: RE: Supplementary request approved - CTCL COVID-19 Response Grant

Will do, thanks!

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Thursday, October 1, 2020 1:27 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: FW: Supplementary request approved - CTCL COVID-19 Response Grant

This is for the Mayor to sign.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Dennis Granados [mailto:dennis@techandciviclife.org]
Sent: Friday, September 18, 2020 5:47 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Re: Supplementary request approved - CTCL COVID-19 Response Grant

Hi Kris,

As a follow up to Tiana’s previous email, I’ve attached an agreement for review and signature. Please let us know at your earliest convenience if you have any questions or feedback. Otherwise, once the agreement is signed, we can start the disbursement information process. Have a great weekend!

Best,
Dennis

On Tue, Sep 15, 2020 at 9:06 AM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

Thank you so much!!! 😊
Who is completing this grant application? 

Kris Teske

What is your title? 

Green Bay City Clerk

Please select the state and office (or official) you are applying on behalf of. 

Wisconsin ; Municipal Clerk

What type of jurisdiction are you submitting an application on behalf of? 

City

City Name 

Green Bay

I certify that I am permitted to submit this grant request on behalf of the jurisdiction listed above. 

Yes

Your initials 

kt

Today's Date 

09-09-2020

What number can we reach you at during business hours? 

(920) 448-3014

Office Mailing Address 

Street Address: 100 N. Jefferson St., Room 106
City: Green Bay
State / Province: WI
Postal / Zip Code: 54301

What is the email address you use for work? 

kris.teske@greenbaywi.gov

Share a link to an official government page that contains your bio or lists you in a staff directory 

https://greenbaywi.gov/196/Clerk

How many active registered voters does your jurisdiction have as 

53423
Tiana Epps-Johnson | Founder & Executive Director, Center for Tech and Civic Life
| tiana@techandciviclife.org | she/her

—

Dennis Granados
Executive & Development Assistant
techandciviclife.org
From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Wednesday, September 9, 2020 9:21 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: RE: CTCL additional grant application

Good Morning,

Am I supposed to request these from the grant team? Can I have the form and who to send it to?

The mayor said he didn't agree with the trucks but to ask for anything. Am I still supposed to ask for them? Was it explained to him we can't get the cabinets if we don't have the trucks?

Thanks,

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Tuesday, September 8, 2020 9:41 AM
To: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: CTCL additional grant application

Great, thanks!!

Celestine Jeffreys
Chief of Staff, Mayor's Office
City of Green Bay

From: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Sent: Friday, September 4, 2020 1:30 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>
Cc: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: CTCL additional grant application

Thanks for the feedback. Yes, more money to employee additional staff is another option.

Kris, please start the grant application.

Thank you,
Diana

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Friday, September 4, 2020 11:56 AM
Envelope openers (3) $13,000
Table top signs (100) $3,000
Hand carts (4) $1,000
Voting booths (50) $10,000
Voting supplies carrier (46) $9,200
EZ carts (46) $115,000

Additional supplies total $151,200

Laptops and Printers: $216,000 (this would replace the BadgerBooks) because BadgerBooks are not available for November election.

2 Lift/Strapping Trucks (This would probably entail purchasing 2 cube/delivery trucks and adding the lifts to them – I haven’t received a response back from Steve who was checking into it).

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014
Because Green Bay was one of the early recipients of funds under this program, we’ll be able to expedite additional funds to get you the resources you need. Please complete and return the attached form to request additional funds and specify what the additional funds will be used for. You can send the form back to me once completed.

Thanks very much, and don’t hesitate to let me know if you have any questions.

Best,
Nathan

--
Nathan Smith, Senior Associate
Civitas Public Affairs Group
e> nsmith@civitaspublicaffairs.com
c> 202.412.2072
409 7th Street NW, Suite 350, Washington, DC 20004
Vicky

*****
Vicky Selkowe
Manager, Strategic Initiatives & Community Partnerships
Office of Mayor Cory Mason
City of Racine
Direct: 262-636-9286
Cell: 262-598-6580
vicky.selkowe@cityofracine.org

STAY SAFE RACINE
July 24, 2020

City of Green Bay

Dear Mayor Genrich,

I am pleased to inform you that the Center for Tech and Civic Life ("CTCL") has decided to award a grant to support the work of the City of Green Bay.

The following is a description of the grant:

**AMOUNT OF GRANT:** One million, ninety-three thousand, four hundred US dollars (USD $1,093,400.00).

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in the City of Green Bay in accordance with the Wisconsin Safe Voting Plan 2020 ("Appendix").

Before we transmit these funds, we ask that you sign this agreement promising to use the grant funds in compliance with United States tax laws. Specifically, by signing this letter you agree to the following:

1. The City of Green Bay is a U.S., state, or local government unit or political subdivision in the meaning of 26 USC 170(c)(1).
Looks great, thanks Dennis!!

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay

From: Dennis Granados [mailto:dennis@techandciviclife.org]
Sent: Friday, July 24, 2020 7:29 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Center for Tech and Civic Life - Revised Grant Agreement, Green Bay

Hi Celestine,

Please find attached the revised grant agreement for review and signature. Please note that we made a few edits to clean up language, but this did not change the substance of the agreement, unless an update was requested. If you have any concerns please let me know.

In addition, we also updated Section 7 for clarity to the following (changes highlighted in bold):

"The City of Green Bay shall not reduce or otherwise modify planned municipal spending on 2020 elections, including the budget of the City Clerk of Green Bay ("the Clerk") or fail to appropriate or provide previously budgeted funds to the Clerk for the term of this grant. Any amount reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant."

I look forward to receiving the signed agreement. Please let me know if you have any questions/concerns. Have a great weekend!

Regards,

Dennis

---

Dennis Granados
Executive & Development Assistant
techandciviclife.org
GRANT TRACKING FORM

Please describe the source of match, if applicable: n/a

Please describe any major changes in proposed grant-funded activities: none proposed

Please describe what the grant money will be spent on: The grant funds will be spent on equipment, program development, program execution, advertising/social media, increased salaries for current staff and LTE positions.

<table>
<thead>
<tr>
<th>PART</th>
<th>TO:</th>
<th>DATE:</th>
<th>TO:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1: Request to Apply</td>
<td>Finance Dept.</td>
<td></td>
<td>FC – Info/Action</td>
<td></td>
</tr>
<tr>
<td>#2: Request to Accept</td>
<td>Finance Dept.</td>
<td></td>
<td>FC – Action</td>
<td></td>
</tr>
</tbody>
</table>

FC = Finance Committee
Thank you so much!!

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, September 14, 2020 6:02 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Cc: Whitney May <whitney@techandciviclife.org>; Dennis Granados <dennis@techandciviclife.org>
Subject: Supplementary request approved - CTCL COVID-19 Response Grant

Dear Kris,

I'm delighted to share that the Center for Tech and Civic Life has approved a supplementary grant to support
Green Bay's Safe Voting Plan at the full amount requested: $522,200.

Dennis, cc'd, will follow up with a draft grant agreement for your review.

All the best,
Tiana

---

On Wed, Sep 9, 2020 at 10:48 AM JotForm <noreply@jotform.com> wrote:

Who is completing this grant application?  Kris Teske
What is your title?  Green Bay City Clerk
you have on your team?

What is your jurisdiction's total budget allocated to elections this fiscal year as of September 1, 2020?

329818.00

Please upload a copy of your current elections budget

Budget Website-Under Administration.docx

Please upload a W-9 for your jurisdiction

2020-SIGNED-W-9.pdf

For which public purposes will your jurisdiction use grant funds?

Polling place rental and cleaning expenses for early voting or Election Day Temporary staffing

Will acceptance of this grant require a vote of approval by your local legislature, council, or board?

No

Title of Individual Signatory or Name of Signatory Body

Mayor

Name of Individual Signatory (if applicable)

Eric Geoquid

How did you hear about this grant opportunity?

Center for Tech and Civic Life (CTCL)

You can edit this submission and view all your submissions easily.
your bio or lists you in a staff directory

How many active registered voters does your jurisdiction have? 53423

Number 5

What is your jurisdiction's total budget allocated to elections this fiscal year as of September 1, 2020? 329818.00

For which public purposes will your jurisdiction use grant funds? Polling place rental and cleaning expenses for early voting or Election Day; Temporary staffing

Will acceptance of this grant require a vote of approval by your local legislature, council, or board? No

Title of Signatory or Name of Signatory Body Mayor

Name of Signatory (if an individual) Eric Genrich

How did you hear about this grant opportunity? Center for Tech and Civic Life (CTCL)
Hello Claire, Celestine, Kris, Tara, Michelle, and Maribeth:

You are the famous WI-5. Congrats on successful administration of last week’s state primary! Excited to see November be an even bigger success for you and your teams.

With November in mind, I’m cc’ing the designers from Center for Civic Design, Asher & Christopher. CCD is one of the amazing technical assistance partners available to support the WI-5 (we really do need to get WI-5 tshirts).

Since we’ve heard interest from you about what other cities are doing, we thought it would be helpful to gather feedback on absentee envelopes and instructions from the WI-5 cohort as a group rather than gathering feedback separately.

- Here are the absentee instructions designed by CCD
  - It’s a template in a Word doc
  - You can edit and customize for your city
  - Christopher and Asher are available to consult on design
  - Christopher and Asher have designed this by combining CCD’s best practices and language from Madison’s instructions.

- Here are the absentee envelopes designed by CCD
  - CCD has been working on the design with WEC
  - CCD + Oxide Design are available to consult on design and printing with your printer
  - Consult can look like adjusting the templates, adding your contact and other information, working with your envelope vendors (if needed) as you fit the layouts into your process (including any size or placement adjustments), or just providing any support, advice, or reviews of proofs.

Do you and your teams have capacity to review these materials and provide questions and feedback to CTCL & CCD before the end of the week?

We know you are all working on tight timelines for printing and collating absentee materials. Please let CTCL & CCD know how we can be most helpful moving forward. If it’s useful, grant funds are available for cities that want to print new envelopes.

Thank you,
Whitney & Josh from CTCL

--

Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her
Voter navigator Job Description:

This is a limited term employment position, which is grant-funded. The voter navigator helps guide voters to cast a ballot successfully, and works to overcome obstacles, especially due to the pandemic. The navigator will educate voters about their rights and voting options. A successful voter navigator will quickly learn the details of the voting process. Voter navigators will also train to become poll workers, and will work at the polls on Election Day. Voter navigators will work as a group, with city staff and with existing volunteer organizations to create and conduct community events that increase voter awareness and the number of registered voters.

Voter navigator responsibilities:
- Become certified election inspectors, possibly chief inspectors
- Ensure voters are fully informed about the voting process
- Help voters navigate forms, including registration and absentee-by-mail
- Review forms submitted by voters to ensure they are accurate and complete
- Assist voters, potentially at their front doors, to answer questions about interacting with myvote.wi.gov and witnessing absentee ballot signatures
- Work with the team of voter navigators, city staff and existing volunteer organizations to create voter awareness, information and registration events
- Serve as an essential link between the community and the city (clerk's office)

Voter navigator requirements:
- Associate, Bachelor or working towards Bachelor, preferred
- Spanish-language fluency, preferred
- Successful completion of poll worker training (after hire)
- Successful background check
- Computer skills (Microsoft word, excel, etc)
- Able to lift 25 pounds

---

Patient Navigator Job Description Template

We are looking for a dedicated Patient Navigator to help guide patients through all the various complexities of the healthcare system. You will be responsible for educating patients about their rights, insurance coverage, and
Deanna Debruler

From: Celestine Jeffreys
Sent: Tuesday, August 4, 2020 2:53 PM
To: Diana Ellenbecker; Pamela Manley; Joseph Faulds; Kris Teske; Jill Vandenplas
Subject: Waiting to hear back from CTCL

Hello!

Still waiting to hear back from CTCL on our schemes. The last email, with the various rates and payments, made the most sense to me. We will need election help this year and we’ve allocated enough funds to accomplish that task.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006
Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, July 27, 2020 10:30 AM
To: 'Tiana Epps-Johnson'
Subject: RE: [Detailed Agenda] Election Grant Team meeting with CTCL (granting agency)

Follow Up Flag: Follow up
Flag Status: Completed

Thanks!!

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Tiana Epps-Johnson [mailto:tiana@techandciviclife.org]
Sent: Monday, July 27, 2020 8:47 AM
To: Celestine Jeffreys
Cc: Calvin Winters; Joanne Bungert; Joseph Faulds; Kim Wayte; Kris Teske; Pamela Manley; Shelby Hearley; Stephanie Hummel; Eric Genrich; Diana Ellenbecker
Subject: [Detailed Agenda] Election Grant Team meeting with CTCL (granting agency)

Hi all,

I'm really looking forward to talking with you today and introducing you to some of the Center for Tech and Civic Life's partners who are available to help the City of Green Bay implement your Safe Voting Plan. I'm including meeting information including attendees, agenda, and roles below.

We will ask you each to give a quick introduction (prompts included in the "Agenda and Roles" section below). We also have 20 mins on the agenda dedicated to hearing from you ("Support Needs" below). During this time we'd like to hear from you about the top areas where you think the City of Green would benefit from support as you work to implement the Safe Voting Plan, as well as the things you feel confident you have handled.

Please note we have a network of current and former election administrators and election experts available to provide assistance on communications; scaling up your vote by mail processes; poll worker recruitment and training in a pandemic; applying public health guidelines to polling places; designing election materials to ensure forms, envelopes, and other materials are understood and completed correctly by voters; and more.

If you have any questions please reach out.

Best,
Tiana

Call Details
Hi Celestine,

Great catching up with you today! Here are the resources we discussed.

- **Outgoing and return absentee envelopes** from Center for Civic Design (CCD). They are already in conversation with WEC to get this approved at the state level. I recognize you may not be able to roll these out for November, but keep them on your radar for 2021.

- **Communications Toolkit from National Vote at Home Institute (NVAHI).** Includes sample graphics, language, and comms plans. Just plug and play. Also, NVAHI is planning to do a webinar after the primary to dig into the toolkit and answer questions from WI clerks. Date and time TBD, so stay tuned on this front.

- **Voters of Color: Communicating Safe Options for November.** This is a free webinar tomorrow at 10:30 am Central Time that will go over the results of a national survey of POC voters to determine voter sentiment in regards to vote by mail.

Looking forward to talking again on August 20th, and we'll stay in touch via email between now and then. I'll see what I can find out about legal and comms consultant guidance from CSME.

Good luck with your primary next week!

Best,

Whitney

--

Whitney May
Director of Government Services

Center for Tech and Civic Life

whitney@techandciviclife.org

(919) 799-6173

she/her

--

Whitney May
Director of Government Services
Deanna Debruler

From: Whitney May <whitney@techandciviclife.org>
Sent: Thursday, August 6, 2020 7:09 PM
To: Celestine Jeffreys
Subject: Re: CTCL follow up: Envelope design, comms toolkit, voters of color webinar

Follow Up Flag: Follow up
Flag Status: Completed

Screenshot from the webinar below:
Programming Guidance. What to do to encourage P/V to vote by mail.

This reminds me about this amazing resource: https://www.healthyvoting.org/wisconsin/

It currently has info for Tuesday's primary and will be updated for November. It includes a printable pocket guide that Green Bay can distribute through your office and community orgs.

Pocket guide: https://www.healthyvoting.org/pdf/wisconsin.pdf
Printing and folding instructions: https://www.healthyvoting.org/how-to-print-voting-guides/

Spanish version will be available in November, too.

On Thu, Aug 6, 2020 at 5:23 PM Whitney May <whitney@techandciviclife.org> wrote:
Hmmmm. In addition to the webinar tomorrow, they are also doing one tonight at 6:30pm. I registered for that one and it gave me this YouTube link: https://www.youtube.com/watch?v=aTs9O3AFB2w

On Thu, Aug 6, 2020 at 4:50 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks, Whitney!!

I'm getting those documents for you and I am excited about the webinar tomorrow. I'm having a little difficulty registering, but I'll "reset" my computer and see if that helps.
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

---
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her

---
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her
Thanks, Celestine! Reach out if you have questions. Looking forward to hearing back about your priorities by Tuesday.

Best,
Whitney

--
Whitney May
Director of Government Services
Center for Tech and Civic Life
whitney@techandciviclife.org
(919) 799-6173
she/her
If you have a letter that goes out with rejected ballots, could you send that? (If not, I can create one).

I'm going to put together a process document, phone script, and job description/simple RFP—could either hire a firm or a few individuals to do the calls.

Thanks and enjoy your weekend,
Michael

--

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute

he/him

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Tuesday, September 8, 2020 1:18 PM
To: Kris Teske
Cc: Celestine Jeffreys; Shelby Edlebeck; Laura Schley; Stephanie Hummel; Whitney May; Ryan Chew; Haley McKean
Subject: Re: 2020-09-07 Get Ready Vote---Voice.jpg

Celestine and team,
Thanks for getting things going!

I'll get you the AI files so it's easier to edit the graphics and will send a few small suggestions as well.

We're excited to help your work!
Michael

On Mon, Sep 7, 2020 at 3:14 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

Hi,

Here are my changes:

- Photo ID doesn't need the current address when absentee voting.
- To register to vote you don't need photo ID just proof of residence.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 106
Green Bay, WI 54301
920-448-3014
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him