From: Tracy Hillesheim <tracy.hillesheim@hyatt.com>  
Sent: Wednesday, October 28, 2020 4:03 PM  
To: tracy.hillesheim@hyatt.com; Celestine Jeffreys <Celestine.Jeffreys@greenbay.gov>  
Cc: tracy.hillesheim@hyatt.com  
Subject: File City of Green Bay has been signed at Hyatt Regency Green Bay

All signatures requested by (Hyatt Regency) have been received for "City of Green Bay-Central Count GDR.pdf".

The signed version of the document is attached to this email.
Hi,

Would 9 a.m. on Monday be okay to meet regarding the election work?

Thank you,

Jaime

Administrative Clerk II
Green Bay City Hall
100 N Jefferson St. Rm 106
Green Bay, WI 54301

---

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
Deanna Debruler

From: Amaad Rivera
Sent: Sunday, November 1, 2020 10:59 AM
To: Michael Spitzer-Rubenstein
Cc: Diana Ellenbecker; Jaime Fuge
Subject: Re: Employees

Works for me.

Amaad Rivera-Wagner
Community Liaison
Office of the Mayor
100 North Jefferson Street - Room 200
Green Bay, Wisconsin 54301
Phone: 920.448.3210

On Nov 1, 2020, at 10:57 AM, Michael Spitzer-Rubenstein <micspitzerrubenstein@gb泊.gov> wrote:

Realized I should be clear: I can do this virtually, since I'll be at least important person in this since you all know the people and

On Sun, Nov 1, 2020 at 10:52 AM Diana Ellenbecker <Diana.Ellenbecker@gb泊.gov> wrote:

Works for me!
Jaime Fuge
Saturday, October 31, 2020 11:36 AM
SARALYNN@VOTEATHOME.ORG
E-mail

Jaime
Administrative Clerk II
Green Bay City Hall
100 N Jefferson St. Rm 106
Green Bay, WI 54301
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
Kim and staff would sit at a table in the central count room (Grande) to receive ballots from the CSOs as well as voters who need to drop off their ballots.

For voters who have to drop off their ballots after 7 pm, but before 8 pm, we should have DPW bring over the portable drop box and have a staff member available to receive the ballots.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

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

he/him
Hello!

As we await clarity from the WEC, we should decide, in the worst case scenario, to count ballots that come in after the drop boxes have closed (7 pm).

For the ballots that come into city hall or to the other drop boxes between 6 and 7 pm, we should decide to count those if received by the Clerk. As long as we make that abundantly clear and no one is confused about what will be happening come 8 pm, we should be fine.
I’m at [redacted]

On Wed, Oct 28, 2020 at 3:40 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>

I am working remotely today, but I am free until about 4:15. What number should I call you at?

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

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From: Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
Sent: Wednesday, October 28, 2020 3:35 PM
To: Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>
Subject: Re: Election Day Receipt of Ballots

Vanessa, do you have a moment? Can I stop by your office?
Deanna Debruler

Subject: EIPAV set up for 10/22
Location: Microsoft Teams Meeting

Start: Wed 10/21/2020 3:00 PM
End: Wed 10/21/2020 3:30 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Celestine Jeffreys

Join Microsoft Teams Meeting
Learn more about Teams | Meeting options
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 staff 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 paperworks
- Extra runners/ballot sorters (depending on how many ballots we get 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
Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
Hi all, here's the log I put together for moving ballots in the morning and evening.

It's meant to be printed double-sided so each truck will have its own sheet. We have 2 for the morning, 2 for the evening.

Michael

On Fri, Oct 30, 2020 at 4:57 PM Celestine Jeffreys <Celestine.Jeffreys@greensboro.org>
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
From: Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
Sent: Friday, October 30, 2020 10:24 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Jaime Fuge <Jaime.Fuge@greenbaywi.gov>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>
Subject: Central Count Ballot Tracking Sheets

Hi all,

Sharing the updated versions of the ballot tracking sheets for Central Count:

1. Courier log for City Hall to KI (adjusting the dropbox log)
2. Processing cover sheet (for tracking a batch of ballots from a single voter)
3. Reconstruction cover sheet (for tracking ballots that need remaking inwards)

Since we have the processes nailed down and I understand it all now, I'm going to write a manual tomorrow.

See you tomorrow,

Michael

--

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

he/him
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 see fit.

Best,
Saralynn

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

Saralynn, you've been working on observers. Do you have a good guide for questions and answers?

Also, Jaime, just to follow up on the call and this email, would you prefer doing a log created before (travels with the batch of ballots) or a log like what Milwaukee is using?

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

Michael

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

Hi,

I do have a followup question that came to my mind. What are some of the common questions that other counties have not really have observers that have asked many questions prior.
Mail Ballot Security
I think were probably okay; I don’t think anyone challenged the ballots when they came.

On Tue, Nov 3, 2020 at 9:27 PM Vanessa Chavez <Vanessa.Chavez@greenbay.gov> wrote:

Thanks for the heads up.

Sent from my iPhone

On Nov 3, 2020, at 8:27 PM, Michael Spitzer-Rubenstein <michael@voteathome.org> wrote:

In case you didn’t hear, someone or several people harassed CSOs and stopped dropbox deliveries from getting to City Hall by 8 PM.

We have the delivery logs to establish that they picked the ballots we prepared to rely on the same interpretation we’re using about the City of Milwaukee saying that any ballots in the hands of the clerk’s agents before 8 PM count.

Want you to be prepared and feel free to give me a call: [Redacted]

--

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
Mail Ballot FAQs
Mail Ballot Security
Hi Vanessa, have you been able to get an answer from the WEC about whether ballots should be moved from City Hall before 8 PM and then move them to Central Count after 8?

I'm very concerned that we're walking into potential issues.

Thanks,

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, October 27, 2020 8:10 PM
To: Vanessa Chavez
Cc: Celestine Jeffreys; Diana Ellenbecker; Kim Wayte
Subject: Re: Ballot Receipt and Central Count

Thanks, Vanessa. I'm just nervous about how the WEC interprets the statute being read differently.

Michael

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

Hi Michael,

As I noted on the call, I reached out to the WEC with my interpretation of Wis. Stat. 12.13(24) references receipt by the municipal clerk, not central count. I informed them that once I get guidance to ensure there are no unnecessary challenges as a result. They responded they will 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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Then we can share it. but this needs to come from the city and not the PD

You are doing great....we are in this together!!

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Monday, October 26, 2020 10:05 AM
To: Kala Lardinois <Kala.Lardinois@greenbaywi.gov>; Terri Racine <Terri.Racine@greenbaywi.gov>; Dawn Ouradnik <Dawn.Ouradnik@greenbaywi.gov>; Terry Sorelle <Terry.Sorelle@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Kevin Warych <Kevin.Warych@greenbaywi.gov>; Nina Robinette <Nina.Robinette@greenbaywi.gov>
Cc: 2020-10-25 Voter Navigator FAQ--cmj

Subject: 2020-10-25 Voter Navigator FAQ--cmj

Hello!

Thank you for pitching in. I know this is a frantic time, and I deeply appreciate your efforts.

Please find attached some information that may help you answer questions and that is important thing is to be humble. If you don’t know the answer, take down the question and someone call them back. At this point, the questions may be more complex. Here is example: "My father temporarily living with my sister. Where do I vote?”

If you need something else, please let me know.

Appreciatively,

Celestine
That's a good thought!

Kim, Diana, Sam, Saralynn, Shelby and Michael, what do you think about...
Well done!

On Mon, Oct 26, 2020 at 12:26 PM Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>

The FAQs have been added to the bottom of the Elections webpage: https://greenbaywi.gov/faq.aspx?TID=81

Or they can be found directly here: https://greenbaywi.gov/faq.aspx?TID=81

Thank you,

Shelby Edlebeck

920.448.3207

Absolutely!

On Mon, Oct 26, 2020 at 11:52 AM Sam Hutchison <sam@hysproductions.com>
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
he/him

[ ]
Hello!

See the above graphic. I'd like for us to amend this with the following information:

- Use our mood board
- Use the city logo
- Keep the "get ready, vote"
- Maybe use the vote hand graphic (but in the mood board colors)?
- Add "Make a Voting Plan" at the bottom instead of "make your voice heard"

Shelby, can we add to our website a "GreenBayVotes2020" or something like that address and find information directly on our website?

I'd like to post voter resources there, especially to help people make their vote count.

See the attached document for my ideas to help people make a voting plan. We will continue to work on this until we have our public relations firm on-board.
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; Steve North; Ryan Chew; Haley McKeen
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 samples.

We're excited to help your work!
Michael

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

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
Hi Kim,
I'm putting together instructions for the Central Count workers, augmenting your instructions. There were just a couple points that I wanted to confirm.

Do you have a few minutes this afternoon to go through the process? I'll make sure you have the final ones.

Thanks,
Michael
Celestine Jeffreys is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

Meeting ID: [REDACTED]
Passcode: [REDACTED]
One tap mobile
+19292056099,,87816571393,,,0,,877704# US (New York)
+13017158592,,87816571393,,,0,,877704# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: [REDACTED]
Passcode: [REDACTED]
Find your local number: https://us02web.zoom.us/u/kMBjM3sXP
Deanna Debruler

From: Vanessa Chavez  
Sent: Monday, October 26, 2020 4:33 PM  
To: Diana Ellenbecker; Celestine Jeffreys; Joseph Faulds; Michael Spitzer-Rubenstei; Hillary Hall; Eric Genrich; Ryan Chew; Dave Kossak; Matt Cain; Mike Hronek  
Cc:  
Subject: RE: (HOLD) Central Count  

Celestine is letting us all back in.

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

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From: Diana Ellenbecker  
Sent: Monday, October 26, 2020 4:32 PM  
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>; Dayna Dippel <dayna@electionsgroup.com>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>  
Cc: Matt Cain <Matt.Cain@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>  
Subject: RE: (HOLD) Central Count  

Unfortunately the meeting was ended at 4:30pm, as there are outstanding issues we need to work on Tuesday to continue the discussion.

Thank you,  
Diana

-----Original Appointment-----
Celestine Jeffreys is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

Meeting ID: [REDACTED]
Passcode: [REDACTED]
One tap mobile
+19292056099,,87816571393#,,,,0##,877704# US (New York)
+13017158592,,87816571393#,,,,0##,877704# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: [REDACTED]
Passcode: [REDACTED]
Find your local number: https://us02web.zoom.us/u/kMBjM3sXP

Hillary Hall
Senior Advisor to State and Local Election Officials
National Vote at Home Institute
720-507-5702
text is the quickest way to reach me
She/Hers
Deanna Debruler

From: Hillary Hall <hillary@voteathome.org>
Sent: Monday, October 26, 2020 8:29 PM
To: Celestine Jeffreys
Cc: Amaad Rivera; Dayna Causby; Diana Ellenbecker; Eric Genrich; Vanessa Chavez
Subject: Re: (HOLD) Central Count

Works for me.

On Mon, Oct 26, 2020 at 6:10 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Yes, I’ll schedule another meeting. Can everyone meet at the same time, 3:30 cem

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

From: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Sent: Monday, October 26, 2020 4:32 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Joseph Faulds <Joseph.Faulds@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>; Ryan Chew <ryan@electionsgroup.com>; Diana Causby <dayna@electionsgroup.com>; Amaad Rivera <Amaad.Rivera@greenbaywi.gov>
Cc: Matt Cain <Matt.Cain@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>
Subject: RE: (HOLD) Central Count

Unfortunately the meeting was ended at 4:30pm, as there are outstanding issues on Tuesday to continue the discussion.

Thank you,
Diana

-----Original Appointment-----
From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Monday, October 26, 2020 2:33 PM
To: Diana Causby
Cc: Matt Cain; Mike Hronek
Subject: RE: (HOLD) Central Count
2A

- Any and all communications between any person in the City of Green Bay Clerk’s office, any person in the City of Green Bay Mayor’s office, any person in the City of Green Bay Attorney’s office with any person in the Center for Tech and Civic Life, any person associated with the Home Institute, or Michael Spitzer-Rubenstein.

2B

- Any and all communications between Michael Spitzer-Rubenstein and workers on the November 3rd, 2020 election.

2C

- Any and all files accessed or modified for November 2nd, 11/2/2020, and November 4th on Michael Spitzer-Rubenstein’s laptop that are associated with the central count location on November 3rd.

2D

- Any and all emails sent by Michael Spitzer-Rubenstein or any workers on Michael Spitzer-Rubenstein regarding the election, Joe Biden, Donald Trump, or any workers, that are on Michael Spitzer-Rubenstein’s laptop that are associated with the central count location on November 3rd or any email account on November 3rd, 2020.

2E

- Any and all communications between any person in the City of Green Bay Mayor office and Michael Spitzer-Rubenstein or any person in the City of Green Bay’s Clerk office and Michael Spitzer-Rubenstein.

2F

- The contract and job duties Michael Spitzer-Rubenstein has with the City of Green Bay.

2G

- Any and all communications between any person in the City of Green Bay Clerk’s office, any person in the City of Green Bay Mayor’s office, any person in the City of Green Bay Attorney’s office with Michael Spitzer-Rubenstein regarding his contract or duties with the City of Green Bay.

2H

- Any and all text messages sent by Michael Spitzer-Rubenstein regarding the election, Joe Biden, Donald Trump, or any workers, that are on Michael Spitzer-Rubenstein’s laptop that are associated with the central count location on November 3rd, 2020.
11/18/2020

Dear City of Green Bay Clerk, Mayor, and Attorney offices and Mr. Rubenstein,

The Wisconsin Assembly Committee on Campaigns and Elections is undertaking a review of the 2020 General Election. I am writing in connection with the work of the Assembly Committee on Campaigns and Elections. I am requesting you to provide all materials relating to the attached (below) open records requests sent to you on Wednesday, November 11, 2020. Under s. 13.45(7), Stats., state agencies and their officers, as well as the governing bodies of local governments, are required by law to provide committees in the completion of their tasks. Agencies must provide, upon request, all books, records, and other relevant information. Upon request, and approval of the existing appropriations, agencies must also supply specialized staff or outside expertise if the committee may require.

Your assistance in providing the requested documents is necessary to fulfill this task. We appreciate your prompt cooperation and look forward to receipt of the requested information by Friday, November 20, 2020.

Sincerely,

[Signature]

Ronald W. Tusler
Assembly Campaigns and Elections Committee Chair
### Analysis of Time Required to Process a Specific Amount of Meat Batches Given Available Equipment

**Target # of batches:** 20,000

<table>
<thead>
<tr>
<th>Equipment &amp; Staff</th>
<th># of units available / average staffing level (units/hour)</th>
<th>Process assumptions</th>
<th># of hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode scanners (for weighing as returned)</td>
<td>2</td>
<td>1,200 Each worker can weigh 1,200 batches per hour as returned.</td>
<td>20</td>
</tr>
<tr>
<td>Laptop (for signature verification)</td>
<td>2</td>
<td>600 Each worker can process 600 batches per hour.</td>
<td>33.33</td>
</tr>
<tr>
<td>Fat rendering workers</td>
<td>1</td>
<td>600 Each batch delivers 100 batches per hour.</td>
<td>0.5</td>
</tr>
<tr>
<td>Batch extraction</td>
<td>12</td>
<td>25 Each batch delivers 25 batches per hour.</td>
<td>0.5</td>
</tr>
<tr>
<td>Batch preparation lines</td>
<td>19</td>
<td>16 Each batch delivers 16 batches per hour.</td>
<td>1</td>
</tr>
<tr>
<td>Batch scanning</td>
<td>14</td>
<td>0.0054 of batches require reconstruction, i.e., 72 batches.</td>
<td></td>
</tr>
</tbody>
</table>

#### Total processes

<table>
<thead>
<tr>
<th>Process</th>
<th>Hours of machinery required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging</td>
<td>3</td>
</tr>
<tr>
<td>Signature verification</td>
<td>6</td>
</tr>
<tr>
<td>Inbound batches sorted</td>
<td>2</td>
</tr>
<tr>
<td>Batch extraction</td>
<td>3</td>
</tr>
<tr>
<td>Batch preparation</td>
<td>3</td>
</tr>
<tr>
<td>Batch scanning</td>
<td>1</td>
</tr>
<tr>
<td>Batch reconstruction</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Days to complete processing task:

2

---

### Analysis Your Capacity to Process an Individual Day's Volume of Returned Batches

**Daily hours of operation:** 16

**Days before Election Day:** 0

<table>
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<th>Equipment &amp; Staff</th>
<th># of units available / average staffing level (units/hour)</th>
<th>Process assumptions</th>
<th># of hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode scanners (for weighing as returned)</td>
<td>2</td>
<td>1,200 Each worker can weigh 1,200 batches per hour as returned.</td>
<td>1</td>
</tr>
<tr>
<td>Laptop (for signature verification)</td>
<td>2</td>
<td>600 Each worker can process 600 batches per hour.</td>
<td>3</td>
</tr>
<tr>
<td>Fat rendering workers</td>
<td>1</td>
<td>600 Each batch delivers 100 batches per hour.</td>
<td>0.5</td>
</tr>
<tr>
<td>Batch extraction</td>
<td>12</td>
<td>25 Each batch delivers 25 batches per hour.</td>
<td>0.5</td>
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</tr>
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<td>Signature verification</td>
<td>6</td>
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<td>2</td>
</tr>
<tr>
<td>Batch extraction</td>
<td>3</td>
</tr>
<tr>
<td>Batch preparation</td>
<td>3</td>
</tr>
<tr>
<td>Batch scanning</td>
<td>1</td>
</tr>
<tr>
<td>Batch reconstruction</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Days to complete processing task:

0.5

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### Analysis Your Stacking Levels with a Minimum Safe Stocking, by the Week Leading up to Election Day

**Daily hours of operation:** 3

**Days before Election Day:** 1,637

<table>
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<tr>
<th>Equipment &amp; Staff</th>
<th># of units available / average staffing level (units/hour)</th>
<th>Process assumptions</th>
<th># of hours required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barcode scanners (for weighing as returned)</td>
<td>3</td>
<td>1,200 Each worker can weigh 1,200 batches per hour as returned.</td>
<td>5</td>
</tr>
<tr>
<td>Laptop (for signature verification)</td>
<td>3</td>
<td>600 Each worker can process 600 batches per hour.</td>
<td>10</td>
</tr>
<tr>
<td>Fat rendering workers</td>
<td>1</td>
<td>600 Each batch delivers 100 batches per hour.</td>
<td>30</td>
</tr>
<tr>
<td>Batch extraction</td>
<td>0</td>
<td>25 Each batch delivers 25 batches per hour.</td>
<td>0</td>
</tr>
<tr>
<td>Batch preparation lines</td>
<td>0</td>
<td>16 Each batch delivers 16 batches per hour.</td>
<td>0</td>
</tr>
<tr>
<td>Batch scanning</td>
<td>0</td>
<td>0.0054 of batches require reconstruction, i.e., 72 batches.</td>
<td></td>
</tr>
</tbody>
</table>

#### Total processes

<table>
<thead>
<tr>
<th>Process</th>
<th>Hours of machinery required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packaging</td>
<td>1</td>
</tr>
<tr>
<td>Signature verification</td>
<td>2</td>
</tr>
<tr>
<td>Inbound batches sorted</td>
<td>3</td>
</tr>
<tr>
<td>Batch extraction</td>
<td>0</td>
</tr>
<tr>
<td>Batch preparation</td>
<td>0</td>
</tr>
<tr>
<td>Batch scanning</td>
<td>0</td>
</tr>
<tr>
<td>Batch reconstruction</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Days to complete processing task:

6.4
## Calculation: Time/Staff to process ballots with available equipment

### Equipment/Staff

<table>
<thead>
<tr>
<th>Equipment/Staff</th>
<th>All available equipment &amp; staff</th>
<th>Shift B equipment and staffing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot scanners (for mailing as returned)</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Signature verification</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Ballot counting workers</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Ballot protection trained staff</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Ballot scanners (60-590)</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Ballot scanners (500-999)</td>
<td>14</td>
<td>14</td>
</tr>
<tr>
<td>Ballot scanners (1,000+)</td>
<td>12</td>
<td>12</td>
</tr>
</tbody>
</table>

### Potential staffing levels

<table>
<thead>
<tr>
<th>Potential staffing levels</th>
<th>Days/weeks before election (peak volume)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Days/weeks before election (peak volume)</td>
</tr>
<tr>
<td>Morning, ballots unscanned</td>
<td>2</td>
</tr>
<tr>
<td>Signature verification</td>
<td>2</td>
</tr>
<tr>
<td>Afternoon, ballots sorted</td>
<td>2</td>
</tr>
<tr>
<td>Ballots processed</td>
<td>24</td>
</tr>
<tr>
<td>Ballots scanned</td>
<td>22</td>
</tr>
<tr>
<td>Ballots received</td>
<td>14</td>
</tr>
<tr>
<td>Ballots remaining</td>
<td>76</td>
</tr>
<tr>
<td>No. processing staff, per shift</td>
<td>2</td>
</tr>
<tr>
<td>No. of clerical, per day</td>
<td>150</td>
</tr>
</tbody>
</table>

### Staffing needs

<table>
<thead>
<tr>
<th>Day</th>
<th>Days/weeks before election (peak volume)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday &amp; Election Day</td>
<td>Days/weeks before election (peak volume)</td>
</tr>
<tr>
<td>Morning, ballots unscanned</td>
<td>2</td>
</tr>
<tr>
<td>Signature verification</td>
<td>2</td>
</tr>
<tr>
<td>Afternoon, ballots sorted</td>
<td>2</td>
</tr>
<tr>
<td>Ballots processed</td>
<td>24</td>
</tr>
<tr>
<td>Ballots scanned</td>
<td>22</td>
</tr>
<tr>
<td>Ballots received</td>
<td>14</td>
</tr>
</tbody>
</table>

### Target & Time

- **Target # of ballots returned on Election Day:** 8,639
- **Time to Begin Ballot Processing:** 8:00 AM

### Process assumptions

- **No. units available / average staffing level:**
  - Ballot scanners: 2
  - Signature verification: 2
  - Ballot counting workers: 5
  - Ballot protection trained staff: 12
  - Ballot scanners (60-590): 10
  - Ballot scanners (500-999): 14
  - Ballot scanners (1,000+): 12

### Processes

- **Hours of runtime required:**
  - Morning, ballots unscanned: 3
  - Signature verification: 3
  - Ballot counting workers: 3
  - Ballot protection trained staff: 12
  - Ballot scanners (60-590): 10
  - Ballot scanners (500-999): 14
  - Ballot scanners (1,000+): 12

### Time to complete processing (each shift)

- **Completion time (non-stop):** 11:00 AM (0.5 hours)}
Central Count Ballot Reconstruction Count Sheet

Date: November 3, 2020

<table>
<thead>
<tr>
<th>Ward</th>
<th>Number of Ballots</th>
<th>Number Sent to Scanning</th>
<th>Number Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Ward | Number of Ballots | Number Sent to Scanning | Number Rejected
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Scanning

Time Started: ____________________________  Tabulator Initials: ________
Central Count Ballot Processing Cover

Date: November 3, 2020

Ward: ____________________  Sorter Initials: ____________________

Number of Ballots: ______________

---

Ballot Prep

Ballot Prep Table: ____________________

Time Started: ____________________  Ballot Prep Initials: ____________________

<table>
<thead>
<tr>
<th>Number of Ballots</th>
<th>Number Sent to Scanning</th>
<th>Number Sent for Remaking</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Scanning

Time Started: ____________________  Tabulator Initials: ____________________

<table>
<thead>
<tr>
<th>Number of Ballots</th>
<th>Number Scanned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Time Completed: ____________________
<table>
<thead>
<tr>
<th>#</th>
<th>Signed Out Initials</th>
<th>Courier Team Initials</th>
<th>Received Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
Central Count Pickup and Return Delivery Log

Date: November 3, 2020

Direction: ☐ City Hall to Central Count
☐ Central Count to City Hall

<table>
<thead>
<tr>
<th>Meal #</th>
<th>Signed Out Initials</th>
<th>Courier Team Initials</th>
<th>Received Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Stop Off Ballot Here

It until envelope is sealed before signing
Please Be Ready with Your Driver’s License or Valid Photo ID
In-Person Absentee Voting

Center at southwest door
In-Person Absentee Voting

Enter on Jefferson
<table>
<thead>
<tr>
<th>No. of Ballots</th>
<th>Seal #</th>
<th>Delivery Time</th>
<th>Courier Team Initials</th>
<th>Received at Central Count Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
EQUIPMENT & SERVICE DETAILS

City of Green Bay

Show Date(s): 11/02/2020 - 11/04/2020
Show Location: Hyatt Regency Green Bay, Grand Ballroom DE

11/03/2020 - meeting - Grand Ballroom DE
Duration: 7:00 AM - 11:45 PM

EQUIPMENT AND SALES

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Rate</th>
<th>Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Power Drop 2</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - 25’ Edison HD AC 8-Out</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 - 6’ Edison AC 8-Out Power Strip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Equipment And Sales Subtotal

11/03/2020 - meeting - Grand Ballroom DE Subtotal

Total for Day 2

Total Estimate

Subtotal For Event $427.00 $52.40

Tax

Total
or other labor disputes; third party failures; or other causes outside of a party’s control. The affected party will give notice of such delay to the other party as soon as practicable following the commencement of such delay.

20. MISCELLANEOUS. This Event Quote (including the Terms) will be governed and interpreted in accordance with the laws located. THESE TERMS AND THE EVENT QUOTE (AS MAY BE SUBSEQUENTLY AMENDED OR SUPPLEMENTED AS MUTUALLY AGREED) ARE THE ONLY AGREEMENTS BETWEEN THE PARTIES AND SUPERSEDE ANY PRIOR AGREEMENTS, AMENDMENTS, PURCHASE ORDERS, WRITTEN COMMUNICATIONS OF ANY KIND, OR OTHER TERMS PRIOR TO THE SAME SERVICES, AND MAY ONLY BE MODIFIED BY WRITTEN AGREEMENT SIGNED BETWEEN THE PARTIES. FOR THE AVOIDANCE OF DOUBT, AN EVENT QUOTE IS EXPRESSLY REJECTED UNLESS SIGNED OR INITIATED BY BOTH PARTIES. THE TERMS OF ANY PURCHASE ORDER OR OTHER FORM, SUCH SIGNED EVENT QUOTE IN PSAV’S POSSESSION WILL BE DEEMED FOR ALL PURPOSES TO BE AN EXECUTED ORIGINAL.

21. ADDITIONAL TERMS AND CONDITIONS. FROM TIME TO TIME, PSAV MAY ALSO INCLUDE ADDITIONAL EVENT-SPECIFIC TERMS. CUSTOMER REQUESTS ADDITIONAL SERVICES, CUSTOMER UNDERSTANDS AND AGREES TO ANY ADDITIONAL PROVISIONS CONTAINED WITHIN THE QUOTE.

*REVISED 5.31.19*
liability for any loss, cost, damage, or injury to persons or property in connection with the Event because of incapable equipment.

9. PAYMENT. (a) Master Account. Following the Event, PSAV may issue Customer an "Event Order" which summarizes all charges and requested payment terms. Customer, at any time, may establish a "Master Account" with the Venue for evaluation. The Venue will be responsible to PSAV’s agent for payment. PSAV will invoice Customer for all charges in the amount equal to one and a half percent (1.5%) per month, or a lesser amount as required by law.

(b) Direct Bill. If the Venue does not invoice Customer, Customer will be billed directly for all equipment rental, labor, or services provided by PSAV. PSAV will invoice the Venue for all costs generated by the Event within the terms of the credit application. Customer will receive a final invoice for the Event. PSAV requires Customer to make final payment to PSAV within 30 days of the first day of the Event or signing of the Event Quote if such date is within 30 days of the first day of the Event. PSAV requires Customer to make final payment to PSAV within 30 days of the first day of the Event, or signing of the Event Quote if such date is within 30 days of the first day of the Event. PSAV requires Customer to make final payment by the specified payment date within the terms of the credit application.

(c) Late Payment. If Customer fails to make payment by the specified payment date, outstanding balances will be subject to late payment charges in an amount equal to one and a half percent (1.5%) per month, or a lesser amount as required by law.

10. CREDIT CARDS. PSAV accepts credit cards (Visa, Master Card, American Express, or Discover) as payment for invoices and orders under $50,000. For non-COD orders and orders over $50,000, Customer will pay by ACH or by check.

11. CREDIT CHECK. PSAV reserves the right to run a credit check on Customer before this Agreement is signed and at any time as long as this Agreement is in effect or Customer has outstanding funds due to PSAV. Should PSAV determine that Customer is not creditworthy as defined above, Customer agrees to work with PSAV reasonably and in good faith to understand the issue and work to rectify the situation. PSAV reserves the right to charge a minimum 5% overdraft fees to any account in which Customer’s signature is required to authorize payment for any Uniform Commercial Code ("UCC") financing statement, UCC financing statements, and any other filings or recordings in jurisdictions where PSAV determines necessary or desirable to perfect and/or to record the collateral in such filings in any manner as PSAV determines appropriate. If Customer fails to make payment by the specified payment date, outstanding balances will be subject to late payment charges in an amount equal to one and a half percent (1.5%) per month, or a lesser amount as required by law.

12. EVENT CANCELLATION. If Customer cancels the Event or the provision of audiovisual equipment, labor, or services on or before the first day of the Event, no cancellation charges will apply, except for any expenses actually incurred by PSAV, which will be charged to Customer. If PSAV cancels the Event or the provision of audiovisual equipment, labor, or services on or before the first day of the Event, the Event will be subject to a cancellation charge of 75% of the total charges for the Event. If PSAV cancels less than 3 days after the first day of the Event or after equipment has been delivered to the Event, the Event will be subject to a cancellation charge of 100% of the total charges for the Event. In the event that Customer cancels the Event or the provision of audiovisual equipment, labor, or services on or before the first day of the Event, Customer agrees to work with PSAV reasonably and in good faith to understand the issue and work to rectify the situation. PSAV reserves the right to charge a minimum 5% overdraft fees to any account in which Customer’s signature is required to authorize payment for any Uniform Commercial Code ("UCC") financing statement, UCC financing statements, and any other filings or recordings in jurisdictions where PSAV determines necessary or desirable to perfect and/or to record the collateral in such filings in any manner as PSAV determines appropriate. If Customer fails to make payment by the specified payment date, outstanding balances will be subject to late payment charges in an amount equal to one and a half percent (1.5%) per month, or a lesser amount as required by law.

13. CHANGES TO EVENT QUOTE. Customer may request changes to equipment, labor, or services specified in the Event Quote. Section 12 will not apply if Customer signs a revised Event Quote within 24 hours of the first day of the Event and provides a written request to PSAV such Customer requests but will not be liable to Customer for any failure to do so.

14. INDEMNIFICATION. Customer and PSAV mutually agree to indemnify, defend, and hold harmless the other (including reasonable attorneys’ fees and costs), damages, or injury to property and persons (including death) as a result of the indemnifying party and its respective employees, agents, representatives, and contractors. Customer and PSAV will indemnify each other against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and damages that may arise during the Course of the Event themselves or in connection with the Event.

15. LIMITATION OF LIABILITY. Under no circumstances will either party be liable to the other for any indirect, exemplary, punitive damages (including, but not limited to, loss of revenues or profits, interest, use, or other consequential economic loss) or contract, tort, or otherwise, and each party will have no liability for any damages foreseeable to such party or such party has been advised of. Each party’s TOTAL LIABILITY TO THE OTHER PARTY FOR ANY AND ALL CLAIMS ARISING OUT OF OR IN CONNECtion WITH THE EVENT ITSELF WITH RESPECT TO ANY EXPENSE, DAMAGE, LOSS, INJURY, OR LIABILITY OF ANY KIND (EXCEPT TO THE EXTENT OF CUSTOMER’S OBLIGATIONS) WILL BE LIMITED TO AND WILL NOT EXCEED AN AMOUNT THAT IS EQUIVALENT TO THE CUSTOMER’S OBLIGATIONS WITH RESPECT TO THE APPLICABLE EVENT.

16. COOPERATION IN INVESTIGATIONS. PSAV and Customer each agree to promptly notify the other of any investigation, claims, demands, losses, causes of action, general damages, and expenses that may arise during the Course of the Event. Customer further agrees to cooperate in the investigation of any such matters unless its own legal counsel, in its sole discretion, determines that cooperation is not in the best interest of Customer.
GENERAL TERMS AND CONDITIONS

1. ACCEPTANCE. This Event Quote will be valid for a period of thirty (30) days from the Quote Date, or until December 31 of the year the Quote was issued, whichever is earlier ("Acceptance Period"). These terms and conditions ("Terms") govern the provision of services by Audio Visual Services Group, LLC ("PSAV") to the undersigned customer ("Customer") for the event ("Event") in the Event Quote or similar ordering document to which these Terms are attached. In the event this Event Quote is not accepted within the Acceptance Period, it will be void. All prices are subject to change without notice following the Acceptance Period, and Customer agrees to pay for the charges for equipment, labor, and services specified in the Event Quote.

2. ESTIMATE. PSAV developed this Event Quote based upon information provided by the Customer. This Event Quote will be valid for a period of thirty (30) days from the date of issuance, or until December 31 of the year the Quote was issued, whichever is earlier. PSAV will provide updates to the Event Quote upon request. The Customer will be responsible for paying any additional costs incurred by PSAV in connection with the Event. In the event that Customer requests additional services or equipment that are not included in the Event Quote, PSAV will provide an estimate for the additional services or equipment.

3. LABOR RATES. Hourly labor rates, minimum calls, overtime labor rates, and per diem rates apply to labor services at the Venue and the PSAV business division providing the equipment and services. PSAV developed labor rates for the Customer. These rates are subject to a minimum charge period based on the Venue rules, PSAV servicing division policies, and the applicable labor laws. PSAV reserves the right to adjust labor rates for additional hours worked.

4. SERVICE CHARGES. Service Charges are billed in association with an Event. Service Charges are not gratuities for other employees in connection with the event and amounts comprising Service Charges are not otherwise shared with the Customer.

5. EQUIPMENT RATES. Unless otherwise noted, PSAV bases all rates upon per-room, per-day calculations with a 24-hour day. A day rental period consists of all or any portion of each 24-hour period starting at 12:00 AM and ending at 11:59 PM. Customer agrees to pay for the Equipment Quote for the stipulated period. Any equipment that is used or retained by Customer for a longer period will be charged at the applicable premium rate for the additional hours worked.

6. EQUIPMENT HANDLING. PSAV personnel must handle all equipment. Customer may not move, store, or service equipment or allow any service personnel other than PSAV personnel to handle the equipment without prior written authorization from PSAV. PSAV reserves the right to remove equipment from the Venue if the Customer or other personnel fail to follow the instructions provided by PSAV.

7. DAMAGE & SECURITY. Customer will be responsible for all equipment that is damaged, lost, or stolen (whether caused by PSAV's negligence). In addition to amounts due to PSAV in connection with the Event Quote, Customer agrees to pay PSAV an amount in addition to the Equipment Quote for the repair or replacement of the equipment. PSAV will provide an estimate for the repair or replacement of the equipment. In addition, Customer will be responsible for rental fees to a PSAV-authorized company if Customer requires security or PSAV deems security necessary during an event. Customer will be responsible for security.

8. EQUIPMENT FAILURE. PSAV maintains and services its equipment in accordance with the manufacturer's specifications. PSAV does not warrant or guarantee that the equipment or services provided by PSAV will be free of defects or malfunctions. PSAV maintains and services its equipment in accordance with the manufacturer's specifications. However, PSAV cannot warrant or guarantee that the equipment or services provided by PSAV will be free of defects or malfunctions or that the equipment or services will operate properly during the Event for any reason. Customer agrees to immediately notify PSAV of any problems or defects that Customer observes during the Event and to cooperate with PSAV to remedy the problem as soon as possible so that no problems interrupt the Event. Customer agrees and acknowledges that PSAV is not responsible for any loss or damage to the equipment or services that occurs during the Event.
Hyatt Regency Green Bay  
333 Main St  
Green Bay, WI 54301  
Tel: (920) 636-0383  
Trent Jameson

City of Green Bay  

Show Date(s): 11/02/2020 - 11/04/2020  
Show Location: Hyatt Regency Green Bay, Grand Ballroom DE

<table>
<thead>
<tr>
<th>Services</th>
<th>Gross</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Rental</td>
<td>$350.00</td>
<td>$52.40</td>
</tr>
<tr>
<td>Event Technology Support</td>
<td>$77.00</td>
<td></td>
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<tr>
<td>Subtotal</td>
<td>$427.00</td>
<td>$52.40</td>
</tr>
<tr>
<td>Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Estimate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I acknowledge that I have been offered and refused to purchase Loss Damage Waiver (LDW). I understand and/or lose to the above listed rented equipment.

Signed approval must be received prior to delivery of equipment to City of Green Bay and show site.

Approved By City of Green Bay:

Signature
<table>
<thead>
<tr>
<th>Hotel</th>
<th>Topic</th>
<th>Change Log Entries</th>
<th>Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRBRG</td>
<td>ALL</td>
<td>3 days</td>
<td>Show</td>
</tr>
<tr>
<td>Function Room</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Date:** Thursday, November 5, 2020

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Attendance</th>
<th>Bkng</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thu, Nov 5</td>
<td>07:00 AM</td>
<td>07:00 PM</td>
<td>GRAND BALLROOM</td>
<td>E/O/S</td>
<td>80/0</td>
<td>Tear Down</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>80/0/0</td>
<td></td>
<td>Tear Down</td>
</tr>
</tbody>
</table>

**Reader Board Ind:** X

**Primary PM# 8039**

<table>
<thead>
<tr>
<th>Serve Time</th>
<th>Servings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Setup</td>
<td>07:00 AM</td>
<td>Existing Set</td>
</tr>
</tbody>
</table>
# 2021 Central Count

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Attendance</th>
<th>Bkg:</th>
</tr>
</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/S 100/0</td>
<td>Cen</td>
</tr>
</tbody>
</table>

**Event Date:** Tuesday, November 3, 2020

### Description

**Setup**

- **Serve Time:** 05:00 AM
- **Service:** Existing Set
- **Description:** Room Rental, Tax, No Service Charge

**Venue Rental**

- **Serve Time:** 05:00 AM
- **Service:** 1

**Security**

- **Serve Time:** 05:00 AM

**Engineering**

- **Serve Time:** 05:00 AM

**Misc. All**

- **Serve Time:** 05:00 AM

---

**SECURITY NOTE**

Please have the outside doors to the staircase by Riverview 3 unlocked. In the WPS lot and entering thru the staircase by Riverview 3 Room 3

**DO NOT UNLOCK GRAND BALLROOM UNTIL MICHAEL SPITZER IS WITH SECURITY WHEN UNLOCKING THE GRAND BALLROOM***

Sometime around 6:15AM, ballots will begin to arrive at hotel. The person/s bringing the ballots will be wearing a wrist banding and will need assistance getting a rod cart/s and short elevator and back of house.

**Meeting Room Lock Change(s)**

- Number of keys to provide:
- Deliver keys to:
- Restore meeting room locks on:

**EPM NOTE**

On Tuesday, hotel should expect to see at least 4 media channels video taping in the Grand Ballroom. Amaad Rivera is the main contact to see Tracy Hillesheim should you need a phone number to reach him.
### Event Details

**Date:** Monday, November 2, 2020  
**Location:** GRBRG

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, Nov 2</td>
<td>07:00 AM</td>
<td>09:00 PM</td>
<td>GRAND BALLROOM</td>
<td>E/G/S 100/00</td>
</tr>
</tbody>
</table>

| Reader Board Ind | X |
| Primary PM# | 9639 |

| Primary PM# | 9639 |

**Service Time**  

- **Setup:** 07:00 AM  
- **Security:** 07:00 AM

**Description**

- Refresh Existing Set  
- *Group requests we static spray the room after 7PM to ensure room arrival on Tuesday morning at 5:30AM*
- SECURITY NOTE  
  - Unlock Grand Ballroom at 7AM and lock again at 9PM
## 2021 Central Count

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Topic</th>
<th>Change Log Entries</th>
<th>Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRBKG</td>
<td>ALL</td>
<td>3 days</td>
<td>Show</td>
</tr>
<tr>
<td>Function Room</td>
<td>ALL</td>
<td></td>
<td></td>
</tr>
</tbody>
</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>Bkng: 2021 Central Count</th>
<th>Event: SETUP</th>
<th>ED: Setup</th>
<th>ED #: 14902306</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>E/G/S</td>
<td>100/0/0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reader Board</td>
<td></td>
<td></td>
<td></td>
<td>PM#:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ind</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Primary PM#</td>
<td>9639</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Setup
- **Serve Time**: 08:00 AM
- **Servings**: 10

**Description**
See Diagram provided by EPM.

ROOM MUST BE SET AND READY BY 8AM FOR CLIENT SETUP.

- **8x30 Table(s)**
- **(50) 8x30 tables set per diagram - 4 Groupings of 7 tables; additional 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; please ensure the bins are in view of the security officers.

### AV
- **Serve Time**: 08:00 AM
- **Servings**: 10

**Description**
Power Drop

SECURITY NOTE
Between 8AM and noon, workers will arrive with counting machines. Counter. Workers will go thru security and get temp checked and will bring carts to move machines upstairs. Engineering is re-keying the Grand Ballroom with 4 keys and Kristina Hall, GM will hold the 5th key in case of emergency.

After Event Setup has sprayed room, Grand Ballroom will need to be swept and vacuumed.

### Security
- **Serve Time**: 08:00 AM
- **Servings**: 10

**Description**
SECURITY NOTE
Between 8AM and noon, workers will arrive with counting machines. Counter. Workers will go thru security and get temp checked and will bring carts to move machines upstairs. Engineering is re-keying the Grand Ballroom with 4 keys and Kristina Hall, GM will hold the 5th key in case of emergency.

After Event Setup has sprayed room, Grand Ballroom will need to be swept and vacuumed.

### Engineering
- **Serve Time**: 08:00 AM
- **Servings**: 10

**Description**
Meeting Room Lock Change(s)

Number of keys to provide: 5 (4 to group and 1 for hotel to keep)

Deliver keys to: Michael Spitzer-Rubenstein

Restore meeting room locks on: Friday, 11/6/2020.

### Misc. All
- **Serve Time**: 08:00 AM
- **Servings**: 10

**Description**
Michael Spitzer-Rubenstein will be the on-site contact for the group. If anyone has questions or needs to contact Michael.
Ballot Prep Table 22 - A
Ballot Prep Table 22 - B
Ballot Prep Table 23 - A
Ballot Prep Table 23 - B
Ballot Prep Table 24 - A
Ballot Prep Table 24 - B
Envelope Opener 1
Envelope Opener 2
Envelope Opener 3
Envelope Opener 4
DS200 Tabulator 1
DS200 Tabulator 2
DS450 Tabulator - A
DS450 Tabulator - B
Reconstructor Table 1 - A
Reconstructor Table 1 - B
Reconstructor Table 2 - A
Reconstructor Table 2 - B
Ballot Runner & Flattener - A
Ballot Runner & Flattener - B
Ballot Sorter
Dropbox Ballot Receiver
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ballot Prep Table 1 - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 1 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 2 - A</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ballot Prep Table 2 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 3 - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 3 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 4 - A</td>
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<td></td>
<td></td>
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<tr>
<td>Ballot Prep Table 4 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 5 - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 5 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 6 - A</td>
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<td></td>
<td></td>
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<tr>
<td>Ballot Prep Table 7 - A</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ballot Prep Table 7 - B</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 8 - A</td>
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<td>Ballot Prep Table 8 - B</td>
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</tr>
<tr>
<td>Ballot Prep Table 9 - A</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 9 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 10 - A</td>
<td></td>
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<tr>
<td>Ballot Prep Table 10 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 11 - A</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Ballot Prep Table 11 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 12 - A</td>
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<td>Ballot Prep Table 12 - B</td>
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<tr>
<td>Ballot Prep Table 13 - A</td>
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<td>Ballot Prep Table 13 - B</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 14 - A</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 14 - B</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 15 - A</td>
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<td></td>
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</tr>
<tr>
<td>Ballot Prep Table 15 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 16 - A</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 16 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 17 - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 17 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 18 - A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ballot Prep Table 18 - B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Bundle all empty Absentee Envelopes in the order they were processed (voter number) with a rubber band and place them in the bin provided.

2. Initial the last voter number on the Voter Number Sheet.

3. Attempt to flatten the ballots
   - Bend them at the scored folds
   - Roll them in different directions

4. Prepare your processed ballots and paperwork to have them counted
   A. Put the Ballot Bag, Voter Log, Ward Sign, Voter Number Sheet, Write-in Form, and GAB-104 back into the Goldenrod Envelope
   B. Place the filled Goldenrod Envelope underneath the ballots

*ExpressVote* Ballots
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

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

---

**County / Condado**

<table>
<thead>
<tr>
<th>County Clerk</th>
<th>Secretario del Condado</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vote for 1 / Vote por 1</td>
<td>George Washington (Democratic)</td>
</tr>
<tr>
<td></td>
<td>write-in / por escrito:</td>
</tr>
</tbody>
</table>

---

**County / Condado**

<table>
<thead>
<tr>
<th>County Clerk</th>
<th>Secretario del Condado</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vote for 1 / Vote por 1</td>
<td>George Washington (Democratic)</td>
</tr>
</tbody>
</table>
On the **original** ballot:

A. Select the reason for reconstruction

B. Write the ROB#

C. Write your initials and your partner’s initials

---

**For Official Use Only**

**Inspectors:** Identify ballots required to be remade:

- [ ] Overvoted
- □ Damaged
- □ Other
Reconstructing a Ballot

If you open a ballot and it is visibly damaged (torn, crinkled, stained, etc.) or you find a mess (oil, ink, etc.) in your 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**
- **Count the number of ballots that you need to reconstruct for the ward**
- **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 initialized/stamped with it “CWV” for the issuing authority*

4. For each ballot, determine why you are reconstructing the ballot.
Envelopes are rejected for missing:
- Voter signature
- Witness signature
- Witness address

- Should already be marked for rejection in red marker ink or red rejection stamp at the beginning the batch of envelopes
  - Double check to make sure any have not been missed
    ⇒ If the Election Commission has not already marked an envelope to be rejected, please confirm with a Central Count Manager

- These ballots are not assigned a voter number

City of Milwaukee Election Commission GAB-104

<table>
<thead>
<tr>
<th>Incident Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DESCRIPTION OF INCIDENT</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tally of Ballots Requiring Override</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank:</td>
</tr>
<tr>
<td>Overvote:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ROB - Reconstructed Official Ballot Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>D - Damaged</td>
</tr>
<tr>
<td>P - Pencil/Pen Marks</td>
</tr>
<tr>
<td>OS - Overseas (Federal only ballot)</td>
</tr>
<tr>
<td>OTH - Other w/explanation (provide)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RAB - Rejected Absentee Ballot Certificate Envelope Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWS - No Witness Signature</td>
</tr>
<tr>
<td>NVS - No Voter Signature</td>
</tr>
<tr>
<td>T - Tamp</td>
</tr>
<tr>
<td>NWA - No Witness Address</td>
</tr>
<tr>
<td>OTH - Other w/explanation (provide)</td>
</tr>
</tbody>
</table>

| RAB 1 | Jane Voter NWA |

(Write on the outside of the envelope “RAB1”)
- RAB (Rejected Absentee Ballot)
  - Number each sequentially RAB-1, RAB-2, etc.

(Record them as “RAB” (Rejected Absentee Ballots) on the GAB-104)
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**

Partner 1
A. Check for
   - Voter signature
   - Witness signature
   - Witness address
B. Open the envelope attached to the certificate
C. Remove the ballot from the envelope
D. Announce the voter's name
E. Number the envelope
F. Number the ballot
G. Certificate and envelope are added to Official Ballot envelopes stack
1. Partner 1
   A. Announce the voter's name
   B. Number the envelope
   C. Remove the ballot from the envelope
   D. Number the ballot

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
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*

1. **If any envelopes are marked as “REJECTED” see page 7**
1. Remove all record keeping paperwork for the Goldenrod Envelope

Ballot Bag

Chief Inspectors' Statement

Registered Write-Ins

Vote

Ward

Ward

2. Confirm on the Chief Inspectors' Statement (GAB-104) that the serial matches the serial number on the GAB-104

Ballot Bag

Chief Inspectors' Statement

3. Circle and initial that the serial numbers match on the GAB-104

NUMBER OF BALLOTS FOR THIS WARD:

BALLOT BAG CHAIN-OF-CUSTODY RECORD - CIRCLE AND INITIAL THE BALLOT

WARD #1 IS (58190) CHIEF INSPECTOR INITIALS: CWW
Used By Absentee Ballot Opening Team:

- **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 to bottom of ballots, keep a separate list for each ballot
  - These do not need to be recounted unless there is a discrepancy

- **Emailed**
  - All emailed ballots need to be counted digitally

- **Federal Only Ballots**
  - All Federal only ballots need to be counted digitally
Central Count Absentee Ballot Processing

Table of Contents

Important Information.................................................. 1 ExpressVote Ballots

Contents of Goldenrod Envelope................................. 2 Emailed Ballots

Types of Ballots.......................................................... 2 Rejected Envelopes

Pre-Processing Procedures......................................... 3 Reconstructing Absentee Ballots

Processing Official Ballots.......................................... 5 Completed Work

Important Information

- You will be working in pairs safely distanced from each other

- We are taking as many safety precautions as possible, everyone will be required to wear a face mask, face shield, and gloves

- Absentee ballot processing will begin at 7:00 AM when the manager calls "The polls are now open"

- All absentee ballot envelopes prior to being processed on Election Day will be alphabetized by last name

- Each team will receive one Ward Packet at a time
<table>
<thead>
<tr>
<th>People Needed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kim and staff</td>
<td>1 DS450, 2 DS200s, 4 envelope opening machines</td>
</tr>
<tr>
<td>DPW or Maintenance</td>
<td>PPE, badges/stickers, printer, portable dropbox, list of assignments, table signs, pens, training materials, letter openers</td>
</tr>
<tr>
<td>Amaad and Michael</td>
<td>2</td>
</tr>
</tbody>
</table>

**Notes**

- Michael at KI to guide

**Tasks**

1. Ideally should be WisVote-trained
2. Also floater within pod for breaks
3. 48 teams
4. Diana?
5. 2
6. 1 for each machine
7. 2
8. 2 teams, should be experienced
9. Jaime, Amaad, (also MSR)
10. 65

**Tasks**

1. Ideally should be WisVote-trained
2. Also floater within pod for breaks
3. 48 teams
4. Diana?
5. 2
6. 1 for each machine
7. 2
8. 2 teams, should be experienced
9. Jaime, Amaad, (also MSR)
10. 65

**Tasks**

1. 12
2. 6 teams
3. 1
4. 2 teams, should be experienced
Celestine Jeffrey
Chief of Staff
Office of the Mayor
920.448.3006

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 ballot ward?

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

In addition, have you figured out which wards will be on the DS200? If not, let's discuss.

Thanks,
Michael

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

Hello!

I think it would be important for "us" (the clerk's office) to pull data from 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 move forward, it will be profitable for us to understand where we will need or require Election Day workers. We should also balance the allocation of ward assignments for Central Count.

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

Thanks!!
Hi Michael,

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

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

One SSID will be hidden and it’s: 2020vote There will be no password or only be used for the sensitive machines that need to be connected to the internet.

The other SSID will be: gbvote and that one can be seen in the settings app under “networks” and should be used for the poll workers who need internet.

The third SSID will be: Hyatt_Meeting and that one can also be seen in the settings app under “networks” and that will have a password of Hyatt123 and should be not part of your team.

Please reach out to me and we’ll do everything we can to be prepared.
Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Monday, November 2, 2020 1:29 PM
To: Jaime Fuge; Diana Ellenbecker
Subject: When you get to Ki

I'm still here setting up.

Call me if you have any issues: 310-980-2872

--
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
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 was 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)
Great, thanks!

On Thu, Oct 1, 2020 at 8:10 AM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Thanks, Calvin!

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

We purchased 3 Martin Yale 62001 openers in addition to the one opener...
Very thoughtful! Thank you for sharing!!!

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

A sweet little video came out today thanking EOs and I wanted to share it with you all the work you do! Working with your team I can tell how much you believe in it.

Best,
Saralynn
Thanks,

Aaron

Aaron Popkey
Director of Public Affairs

Green Bay Packers
1265 Lombardi Avenue
Green Bay, WI 54304
Direct: 920-569-7211
Mobile: [redacted]


13-Time World Champions

***Confidentiality Notice***
The contents of this message, along with any attachments hereto or links contained herein, are confidential. If you are not the intended recipient(s) of this message, please notify the sender immediately by return e-mail and destroy all copies. Read or disclose the contents of this message.
Hi, Celestine and Kris.

I hope this email finds you well and that preparations for Nov. 3 are going well.

Regarding Nov. 3 election and ops at the JTV, per Sam Hutchison, we’re exploring supply on masks.

And while we’re on the subject of masks, the NFL has offered some Get Out the Vote that is working with 60 sports facilities and election authorities to help show centers open for safe, socially distanced voting. They have secured funding and want to offer you at no cost. To give you a sense of the content they make, here is a rough energize voters: [redacted] If there’s more about, I am happy to make an introduction to start those conversations.

Thanks in advance for taking a look at this information.
Hi All-
Of course, being conservative on accepting donations is best, but I wonder if yesterday changes the liability of accepting this kind of donation for voters?

I think that given the long day we expect for poll workers on Election Day that SKTV is a polling location for only part of the City of Green Bay. Thank you for committed time on Election Day! As poll workers, I appreciate your efforts!!

Also, I don’t believe we can accept gifts of water, snacks, etc., for voters. But I wonder if we can accept gifts for workers and central count workers? We have almost 400 poll workers and will have 60 central count workers. These residents are going to be working intensely on Election Day (and perhaps later as well) in what will certainly be a challenging environment. It’s good for morale to have some snacks, water from the Packers’ organization. I think it’s good to discuss, as we don’t have staff to pick up and deliver said consumables.

Nevertheless, Kris is the final authority on such matters.

Best,
Saralynn

On Wed, Oct 14, 2020 at 4:17 PM Celestine Jeffreys <Celestine.Jeffreys@gov.de>..
Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, October 22, 2020 1:32 PM
To: Caleb Jeffreys
Subject: Signs to print
Attachments: Early Voting Signs v1.pdf

Thanks!

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
As discussed this morning:

65 people for shift 1 (6 AM - 3 PM)
65 people for shift 2 (2 PM - 11 PM)
25 people for shift 3 (10 PM - close)

I think the one big remaining question is just delivering the machines over to you, and you're working on it.

Michael
All approved on my end! Like the voice and the guitar music!

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

Hi everyone,

We’ve produced the three :60second radio spots in English, they are attached for approval before we send to the stations. Celestine, if you could be the person to give that would be great. We’re working on the Spanish translations and will send them to you ready.

Please let us know if you have any questions. Thank you!

Izzy
Isabel Brinker
Account Manager

KW2
2010 Eastwood Drive, Ste. 300
Madison, WI 53704

608-232-2300 | KW2madison.com

Empower & Improve Lives
Hello!

I've looped in some of our staff who will assist in executing this request. Here are the attachments:

Yes, the city logo is attached.

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

From: Isabel Brinker <lBrinker@kw2madison.com>
Sent: Monday, October 26, 2020 11:27 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Shelby Edlebeck <Sheby.Edlebeck@greenbaywi.gov>
Cc: Saralynn Flinn <saralynn@voteathome.org>
Subject: Postcard design asset

Hi Celestine,

Saralynn asked about using the "official election mailing" logo on the postcard we're preparing. Here are the following:

1. Can we use that logo on the postcard?
2. If yes, do you have a file image of that logo that you or Shelby could send to me, or is there one from online somewhere.
Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, October 26, 2020 12:42 PM
To: Saralynn Finn; Isabel Brinker
Cc: Shelby Edlebeck; Calvin Winters; Diana Ellenbecker; Erica Kirchen
Subject: RE: Postcard design asset

Most excellent. I’m getting clarity on my end.

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

From: Saralynn Finn <saralynn@voteathome.org>
Sent: Monday, October 26, 2020 12:35 PM
To: Isabel Brinker <lBrinker@kw2madison.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>; Calvin Winters <Calvin.Winters@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>; Erica Kirchen <Erica.Kirchen@greenbaywi.gov>
Subject: Re: Postcard design asset

Thanks Izzy!

On Mon, Oct 26, 2020 at 10:15 AM Isabel Brinker <lBrinker@kw2madison.com> wrote:

Thanks Celestine. When the design files are ready I'll send them to this group, along with NVAHL, so your team can take things from there.

From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Monday, October 26, 2020 12:11 PM
To: Isabel Brinker <lBrinker@kw2madison.com>; Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>; Calvin Winters <Calvin.Winters@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Mike Hronek <mike.hronek@greenbaywi.gov>; Erica Kirchen <Erica.Kirchen@greenbaywi.gov>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: Postcard design asset
Hi,

I have had a chance to review the paperwork if you would like to discuss the changes.

Jaime
Administrative Clerk II
Green Bay City Hall
100 N Jefferson St. Rm 106
Green Bay, WI 54301
Deanna Debruler

From: Celestine Jeffreys
Sent: Monday, October 26, 2020 3:06 PM
To: Isabel Brinker; Shelby Edlebeck; Saralynn Finn; Michael Shippee; Ryan Chew; Dayna Causby; Mike Hronek; Diana Ellenbecker; Erica Kirchen
Cc: Eric Genrich; Amaad Rivera
Subject: Nixing postcard

Good afternoon!

After considering the tasks we have before us to ensure a safe and secure central count and forward with producing a post card to voters who’ve requested an absentee ballot by the date we planned for this a few weeks ago, we could have prepared a list for printing. But given what’s before us, we felt it better to focus on central count, early in-person and drive through.

Thank you!

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

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 5:28 PM
To: Jaime Fuge; Kim Wayte
Subject: Milwaukee Central Count Manual
Attachments: Central Count Procedures (Final).pdf

Here's what we helped Milwaukee create. Slightly different steps and I want to double check (since Milwaukee created different forms) but this is the basic idea of what we worked on.

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
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
From: Ryan Chew <ryan@electionsgroup.com>
Sent: Wednesday, September 30, 2020 12:22 PM
To: Dayna Causby <dayna@electionsgroup.com>; Celestine Jeffreys <Celestine.Jeffreys@seattle.gov>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Kris Teske <Kris.Teske@seattle.gov>
Subject: meeting?

Folks,

The discussion of central count was cut short in the last meeting, and the intention was to continue the conversation.

In the next two days, I have meetings at 9:30 and 11:00 tomorrow, and I’m not sure how that will play out better, I currently have only an 11:00 meeting Monday, and otherwise Monday is open.

Can you write back with your availability so we can get a call on the calendar.

I don’t know city stats, but online I can see that Brown County as a whole is actually above average in request rate in the state, and is well above average in terms of the number of requested ballots in that trend, since it will make everything easier if they come back quickly.

Thanks

Ryan Chew
The Elections Group
m: 312 823-3384
ryan@electionsgroup.com
Deanna Debruler

Michael Spitzer-Rubenstein <michael@voteathome.org>
Wednesday, September 30, 2020 3:50 PM
Celestine Jeffreys
Ryan Chew; Dayna Causby; Kris Teske; Hillary Hall
Re: meeting?
VBM Planning Calculator - Green Bay v1.xlsx

Thanks for convening this, Ryan!

Here’s when I’m free:
Tomorrow (Thursday): Before 11:30, after 3:30
Friday: 12-3 PM
Monday: after 12 PM
Tuesday: 10-11:30, after 2 PM

If those times don’t work, I can also shuffle things around if necessary.

I’m also attaching the updated model we started on the call last week (focus on Constrained Process). I would just caution that these are rough estimates and
along.

Michael


Here’s my schedule. I sent you an invitation to my calendar.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006
Secondly, Celestine – do you like this idea? Where would you want the camcorder: DS200 machines or elsewhere?

Shelby Edlebeck
Multimedia Communication Specialist
City of Green Bay
920.448.3207
Shelby and Mike,

This sounds fine. Kris is the person to really determine where livestreaming would be a good idea and I imagine at each of the steps of the process not just tabulating the ballots.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
Sent: Thursday, October 08, 2020 3:04 PM
To: Mike Bronke <mike.bronke@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Livestream Central Count

I just got off the phone with Saralynn Finn and I’m brainstorming how to livestream this election day so that observers do not enter our building.

My first thought is that we could “livestream” by basically just having laptops set up laptops with their cameras facing the big DS200 machines and then dolly into the same Zoom meeting. Then we can post that Zoom meeting live on YouTube so people cannot unmute themselves.
Hi Kris,

We are brainstorming how we would ‘livestream’ the central count taking. Do you have any ideas of what you are envisioning for this?

I was thinking of setting up laptops throughout the work zone with the camera and streaming to a Zoom meeting. Then we could post the Zoom link on our page (whoever was interested in observing. Or whatever the protocol is for transparency).

Let us know your thoughts or what you were thinking! 😊

Thank you,

Shelby Edlebeck

920.448.3207
Deanna Debruler

From: Saralynn Finn <saralynn@voteathome.org>
Sent: Thursday, October 15, 2020 12:52 PM
To: Kris Teske
Cc: Shelby Edlebeck; Mike Hronek; Celestine Jeffreys; Jack Dietz
Subject: Re: Livestream Central Count

Just wanted to share an example of how Denver does livestream for inspiration.

Best,
Saralynn

On Sun, Oct 11, 2020 at 1:58 PM Saralynn Finn <saralynn@voteathome.org>

Hey Kris-

I don’t think we’ve gotten a chance to 'meet' yet. My name is Saralynn Finn, with NVAHI. We just published a white paper in conjunction with the Cartography in elections. I’m supporting jurisdictions to implement as many of them as possible.

I know there are concerns about space in your Central Count and also the observation Bay and the difficulty of social distancing with observers, this seemed like an example for the two issues. Let me know if I can help in any way.

Best,
Saralynn

On Sat, Oct 10, 2020 at 4:03 PM Kris Teske <Kris.Teske@greenbaywi.gov>

Hi Shelby,

This is the first I heard of this so I don’t have anything drawn up yet.

The plan is to have Central Count on 1st floor again (down the three DS 200 tabulators in the hall but I am planning on the DS 450 being out of the observer area will be across the hall from the Clerk Office doors)
That said, Claire in Milwaukee is taking the approach that, should something happen, 8pm to central count from a dropbox (e.g. retrieval team blocked by car accidents, etc.); she is willing, if challenged, to make a legal argument that the ballots should still be considered as received until 7:30pm, but not back at central count), and her default will be to accept them at dropboxes.

That being said, she is sticking with closing the dropboxes at 7:30pm -- so 8pm voters, who will need to go directly to central count or their nearest precinct. On official materials, a postcard has gone out with the new deadline to all absentees to submit their ballots, and Sam M is exploring having volunteers at the dropbox to help navigate their options once the dropboxes are closed.

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

Spoke to Nate at the WEC.

As a best practice and to be consistent with those municipalities at the polling place, a municipality should get all dropbox ballots in by 8pm. That said, Nate acknowledges the language in 7.52 and that just need to be “received\textsuperscript{\textdagger} by the municipal clerk by 8pm when central count by 8pm. However, that argument has not been tested and does otherwise needs to recognize a possible challenge to an 8pm central count after 8pm.

And, he closed by saying that the WEC is working to schedule meetings with central count municipalities in the next day to coordinate action.

---

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)  
Voter Mobilization at Home Institute
Vanessa, Celestine,
Want to make sure you see this.

Michael

---------- Forwarded message ----------
From: Sam Munger [REDACTED]
Date: Wed, Oct 28, 2020 at 6:10 PM
Subject: legal context on accepting ballots at central count after 8pm
To: Michael Spitzer-Rubenstein <michael@voteathome.org>, Amaad Rivera

Hey Amaad, Michael - I've been doing some digging on the dropbox closing and what I've found out in case it's of help in formulating your plans. Feel free 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/site/10/Election%20Night%20Results%20Clerk%20Memo%20FINAL.pdf) says:

"Political jurisdictions, unless otherwise authorized by state law, shall not accept ballots delivered to the polling place or the central count facility by 8 p.m. on election day. This means that if a municipality has drop boxes or other drop off locations properly noticed to the public to ensure that all ballots eligible to be counted by the central count facility no later than 8 p.m."

But both Ann Jacobs and Nate Judnic at the WEC have acknowledged that the language is ambiguous. They are relying on the language in Wis. Stat. 6.87(6), (https://docs.legis.wisconsin.gov/statutes/statutes/6/iv/87/6), which says that a ballot delivered to the polling place no later than 8 p.m. on election day, "...A ballot delivered to the polling place may be counted by ..." Provided in this subsection may not be counted." They think that reading this language may be consistent with those municipalities that count absentee ballots at the central count facility by 8 p.m. on election day.
Mail Ballot Security
Thanks for the guide.

City Hall is only open to staff and the public by appointment but thank you for the information.

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

From: Michael Spitzer-Rubenstein [mailto:michael@voteathome.org]
Sent: Friday, October 9, 2020 3:58 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: In Wisconsin, Meet Friday?

Kris,

I wanted to share a guide on transparency for election officials we put together and it was in the Electionline weekly yesterday. I hope it might be useful for you.

I'll also be in Wisconsin starting next week; can I stop by your office next week? In either instance, I'm helping Milwaukee assign inspectors to Central Count stations and would love to do the same for you.

Thanks and have a good weekend,
Michael
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 Kris,

Can we help with curing absentee ballots that are missing a signature or witness signature? We have a process map that we've worked out with Milwaukee for their process and they're sending out with rejected absentee ballots along with a call script alerting people to make the calls, too, so you don't need to worry about it. Celestine mentioned something we could take off your plate.

When would be a good time to talk about it? I'm available this afternoon (after 3) or next week. Any of those good for you?

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
Okay, I wouldn't want to disrupt anything given the date.

Do you have a few moments to speak, though? I've just been working with Kris, not overlooking any issues or places where we could help you.

Are you free this afternoon, Friday (any time before 3 PM) or Monday afternoon?

Michael

On Wed, Oct 7, 2020 at 2:59 PM Kris Teske <Kris.Teske@greenbaywi.gov> wrote:

We talked to a team already about curing ballots and found that it would take too long. We decided our process was working the best for us and it's getting too late to change procedures.

Thank you,

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
hc/him

Learn more about:
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Mail Ballot Security
Kim and I think the best day would be Saturday for us.

Thank you,
Jaime

Do you want to take some time tomorrow (Thursday) or Saturday to talk through the Milwaukee elections director, Claire Woodall-Vogg?

She's available 9am-12pm or 2-3pm or Saturday after 11:30.

Michael

------- Forwarded message -------
From: Sam Munger
Date: Wed, Oct 28, 2020 at 5:03 PM
Subject: Green Bay central count consult
To: Michael Spitzer-Rubenstein <michael@voteathome.org>, Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>, Claire Woodall-Vogg <claire.woodall-vogg@greenbaywi.gov>, Josh Goldman <josh@techandciviclife.org>

Hi Michael, Celestine - I wanted to connect you by email to Claire Woodall-Vogg, both the current ED of the Milwaukee Elections Commission (the equivalent of the county clerk in other places). As someone who has been central count consulting at a few cities, I have been able to run central count operations in Milwaukee as well as other places. She has offered to make herself available to answer questions and consult on Green Bay central count operations. She has time tomorrow morning between 9am-12pm or 2-3pm, or later on Wednesday if needed. We could discuss her availability over the phone or in a call. Let me know if you are interested in setting up a call or if you have any questions. Thanks, Sam
Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, October 28, 2020 4:11 PM
To: Diana Ellenbecker; Michael Spitzer-Rubenstein; Kim
Subject: FW: File City of Green Bay has been signed at Hyatt City of Green Bay-Central Count GDR.pdf
Attachments:

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Tracy Hillesheim <tracy.hillesheim@hyatt.com>
Sent: Wednesday, October 28, 2020 4:03 PM
To: tracy.hillesheim@hyatt.com; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi....
Cc: tracy.hillesheim@hyatt.com
Subject: File City of Green Bay has been signed at Hyatt Regency Green Bay

All signatures requested by (Hyatt Regency Green Bay) have been received for "City of Green Bay-Central Count"
file "City of Green Bay".

The signed version of the document is attached to this email.
Hi,

Would 9 a.m. on Monday be okay to meet regarding the election work?

Thank you,

Jaime

Administrative Clerk II

Green Bay City Hall

100 N Jefferson St. Rm 106

Green Bay, WI 54301
Deanna Debruler

From: Amaad Rivera
Sent: Sunday, November 1, 2020 10:59 AM
To: Michael Spitzer-Rubenstein
Cc: Diana Ellenbecker; Jaime Fuge
Subject: Re: Employees

Works for me.

Amaad Rivera-Wagner
Community Liaison
Office of the Mayor
100 North Jefferson Street - Room 200
Green Bay, Wisconsin 54301
Phone: 920.448.3210

On Nov 1, 2020, at 10:57 AM, Michael Spitzer-Rubenstein <michael.spitzer-rubenstein@cityofgb.com> wrote:

Realized I should be clear: I can do this virtually, since I'll be at KPH, least important person in this since you all know the people and I just need to

On Sun, Nov 1, 2020 at 10:52 AM Diana Ellenbecker <Diana.Ellenbecker@cityofgb.com> wrote:

Works for me!
Deanna Debruler

From: Jaime Fuge
Sent: Saturday, October 31, 2020 11:36 AM
To: SARALYNN@VOTEATHOME.ORG
Subject: E-mail

Jaime
Administrative Clerk II
Green Bay City Hall
100 N Jefferson St, Rm 106
Green Bay, WI 54301
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

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Kim and staff would sit at a table in the central count room (Gravel Building) to receive ballots from the CSOs as well as voters who need to drop off ballots.

- For voters who have to drop off their ballots after 7 pm, but before 8 pm, they should have DPW bring over the portable drop box and have a staff member available to accept the ballots.

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him
I realize we are all more comfortable waiting for the WEC to weigh in on election legal opinion that the statute is what we should follow, which specifically states ballots are not to be counted if received by the Clerk. As long as we make that abundantly clear to the confusion about what will be happening come 8p, we should be fine.

Vanessa R. Chavez, City Attorney

City of Green Bay

(920) 448-3080

Vanessa.Chavez@greenbaywi.gov

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From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Wednesday, October 28, 2020 2:32 PM
To: Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>; Kim Wayte <Kim.Wayte@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>; Ryan Czyz<br>
Dayna Causby <dayna@electionsgroup.com>; Hillary Hall <hillary@voteathome.org>

Subject: Election Day Receipt of Ballots

Hello!

As we await clarity from the WEC, we should decide, in the worst case, how the ballots are counted if they come in after the drop boxes have closed (7 pm).
I'm at 310-980-2872

On Wed, Oct 28, 2020 at 3:40 PM Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>

I am working remotely today, but I am free until about 4:15. What number should I call you at?

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

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Subject: EIPAV set up for 10/22
Location: Microsoft Teams Meeting
Start: Wed 10/21/2020 3:00 PM
End: Wed 10/21/2020 3:30 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Celestine Jeffreys
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 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 paper
- Extra runners/ballot sorters (depending on how many ballots we get, very boring), could also trade-off with the person guarding the drop box
- 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:
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Mail Ballot FAQs
Mail Ballot Security
(310) 980-2872
he/him

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

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Monday, November 2, 2020 9:01 AM
To: Celeste Jeffreys
Cc: Diana Ellenbecker; Chris Pirlot; Steven Grenier
Subject: Re: Central Count Set Up Details (DPW)
Attachments: Log - Delivery Open and Close.docx

Hi all, here's the log I put together for moving ballots in the morning and evening.

It's meant to be printed double-sided so each truck will have its own sheet. We need 2 for the morning, 2 for the evening.

Michael

On Fri, Oct 30, 2020 at 4:57 PM Celestine Jeffreys <Celestine.Jeffreys@greensboro.gov> writes:

Celestine Jeffreys is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

Meeting ID: [redacted]
Passcode: [redacted]
One tap mobile
+19292056099,,82422490111#,,,,0#,,763276# US (New York)
+13017158592,,82422490111#,,,,0#,,763276# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)

Meeting ID: [redacted]
Passcode: [redacted]
Find your local number: https://us02web.zoom.us/u/kmiPjfv6
Hi all,
Sharing the updated versions of the ballot tracking sheets for Central Count:

1. Courier log for City Hall to KI (adjusting the dropbox log)
2. Processing cover sheet (for tracking a batch of ballots from a single way
3. Reconstruction cover sheet (for tracking ballots that need remaking in

Since we have the processes nailed down and I understand it all now, I'm going tomorrow.

See you tomorrow,
Michael

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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