MEMORANDUM

To: Common Council
From: Vanessa R. Chavez, City Attorney
Date: April 20, 2021
Re: 2020 Elections

The 2020 Election season was one like no other, due in no small part to the COVID-19 pandemic. Following the failures the City experienced in April 2020, the City committed to taking all actions necessary to ensure that the voting experience improved for the Green Bay electorate moving forward. As a result, the August and November elections were the primary focus of the entire City, resulting in an “all-hands on deck” approach to carrying out the elections.

Unfortunately, the election has been the center of extensive misinformation and unfounded allegations. The purpose of this memorandum is to provide an overview of the various actions and activities of the City of Green Bay with respect to the 2020 Election season, as well as address the specific allegations which have been made casting doubt on the integrity of the election.

Preliminary Information

To create a thorough accounting of events, I spoke directly with the following people regarding their recollection of events:

City of Green Bay employees Jaime Fuge, Celestine Jeffreys, Diana Ellenbecker, Pam Manley, Amaad Rivera-Wagner, Lindsay Mather, Mike Hronek, Shelby Edelbeck, Cindy Tappy, Nancy Clifford, Becky DeWitt, Melanie Skalmoski, Jason Leick, Kevin Kempf, Phil Scanlan, and Brad Biller. In addition, I exchanged e-mails with Chris Pirlot, Laura Schley, Scott Nelson, Wendy Townsend, Stephanie Hummel, and Donna Rosenthal. I also e-mailed all remaining City employees who worked at Central Count to give them an opportunity to share their recollections.

Externally, I spoke with Tracy Hillesheim and Kristine Hall of the Hyatt/KI Convention Center (“KICC”), and Trent Jameson with the KICC’s A/V contractor Encore (formerly PSAV). I also spoke with Meagan Wolfe, Nathan Judnic, and Richard Rydecki from the Wisconsin Elections Commission (“WEC”). In addition, I spoke with Michael Spitzer-Rubenstein and Hillary Hall of the National Vote at Home Institute.

I received no response to my inquiries from former employees Kris Teske or Kim Wayte. I asked Sandy Juno if she would be willing to speak with me regarding her concerns about the election, to which she stated she had no comments. At the County Clerk’s Office, I reached out to Justin Schmit but was informed by Corporation Counsel, David Hemery, that he advised the County Clerk’s Office to only provide information regarding recent local elections in response to public records requests. In addition, I reached out to both David Hemery and Chad Weininger as they accompanied Ms. Juno to Central Count on November 3rd, but both declined to speak with me.
Challenges During the 2020 Election Season

There is no dispute that the Wisconsin statutes vest authority for administration of the election in the municipal clerk. Accordingly, during her tenure, Kris Teske was primarily vested with authority over the election. However, once the pandemic reached Wisconsin, the landscape changed and more people were required to navigate the ever-changing circumstances. In the weeks leading up to the April 2020 election, then-Clerk Teske, Mayor Genrich, then-Chief of Staff Jeffreys, and City Attorney Chavez met daily to discuss changes in staffing levels, available polling locations, outstanding absentee ballot requests, as well as the status of legal challenges pending before the courts. The result of the April 2020 election was clean and uniform with the City’s prior practices. However, the hardships on the community proved substantial. As a result of these failures, the City of Green Bay Common Council was interested in ensuring City staff were well placed to be able to adapt to changing circumstances, and the administration of the elections remained a topic of discussion for the remainder of the election season.

At the April 21, 2020 Common Council meeting, then-Clerk Teske provided a lengthy verbal report on the April 2020 election at the request of the Council. Numerous frustrations were voiced, the need to do better in the future was stated, the need to procure adequate resources for the remaining 2020 elections was discussed, and the Council committed to supporting the Clerk’s Office through the 2020 election season. The 2020 elections were again addressed at the May 5, 2020 Council meeting. Importantly, at that time, the Council created an ad hoc elections committee with members to include two (2) alders, the Clerk, the Mayor or designee, and city residents, with a total make up of no more than nine (9) members. The item passed unanimously with no discussion. Also on the agenda was a request for the Wisconsin Elections Commission to investigate the administration of the election and conduct of officials for April 7, 2020. The item was received and placed on file, but as part of the discussion, the Council stated the newly formed ad hoc elections committee was to address and correct what went wrong moving forward, and there was discussion of the benefit of hiring a consultant with outside expertise to help the City improve its internal processes. Also up for consideration at that meeting was the appointment of City Officials, including the City Clerk. Kris Teske was reappointed to the position on a vote of 11-1.

The Clerk’s Office immediately set out to prepare for the August 2020 primary and November 2020 general election under ever-changing circumstances. In the days, weeks, and months leading up to November 3, the national media kept its attention focused on the upcoming election. The traditional amount of attention paid to a presidential election was amplified in 2020 for a number of reasons. The country was still in the midst of the COVID-19 pandemic, which raised concerns as to the health and safety of voters and poll workers alike at in-person voting locations. Such concerns contributed to increased requests for absentee ballots, which in turn resulted in political figures repeatedly making public claims that increased absentee and mail-in voting would lead to widespread voter fraud. Added to these concerns were risks of foreign interference with the election, as well as concerns about voter intimidation and other physical safety risks at polling locations.

The cumulative total of these threats, and the news media attention paid to them, created an atmosphere of concern, not only over the safety and security of the election, but also over the
legitimacy of the entire election process. These concerns were further amplified by lawsuits that had already been filed—such as Wisconsin Voters’ Alliance v. City of Racine, in which the City of Green Bay was being sued for receipt and use of CTCL grant funds—and threats from other special interest groups and political figures of future litigation following the November 3, 2020 election. There is no dispute that tensions were running high in the months leading up to the November 2020 election. In order to address and alleviate as many of these issues as possible, the City sought to be as proactive as possible in planning for the August and November elections. Action was taken at every level to ensure the November general election was safe for all involved, including as late as October 20, 2020 when the City Council approved the prohibition of weapons at polling locations by a vote of 8-4.

**Acceptance of the CTCL Election Grant**

At the July 14, 2020 Committee meeting, then-Chief of Staff Jeffreys reported on the Wisconsin Elections Commission’s review of the grant application. The application formed the basis for the CTCL grant award. A breakdown of anticipated expenditures was presented, including a discussion of anticipated expenditures to provide technical assistance to the City. During the discussion, the Ad Hoc Elections Committee responded that the grant was to administer a safe election. The grant would be used to encourage people to register ahead of the election, as well as provide the City with absentee, early in-person, and in-person. The number of absentee ballots anticipated was at all times a focal concern of the Clerk’s Office.

The Ad Hoc Elections Committee unanimously supported the grant. No concerns were raised about the acceptance or proposed use of the grant funds; instead the concerns expressed centered around the potential for problems to still arise despite the influx of cash. For example, although the DS450 high speed tabulator was clearly viewed as a necessary purchase, the Clerk’s Office noted that placing it into operation for the first time during a major election was risky given that the machine did have a history of reported glitches. Similarly, electronic poll books were identified as a need, but the Clerk’s Office indicated they would still be printing poll books as well in case there were any technical difficulties or voters refused to sign electronically. There were similarly no concerns raised about the grant mentors who would be available to the City—Clerk Teske simply asked for verification that they would be working with her as the leader. The CTCL grant funds were viewed as much needed funds to purchase equipment to administer all elections, which would otherwise be out-of-reach for the City.

On July 21, 2020, the Council took up for consideration the report of the Ad Hoc Elections Committee and unanimously approved acceptance of the CTCL grant. Casey Hicks of the Wisconsin Conservation Voters spoke in favor of the City’s acceptance of the grant at the Council meeting, including the proposed uses of the grant funds. At the time, the only concern raised pertained to whether the City was obligated to commit funds for future years by accepting the grant. It was confirmed that the grant funds did not require future commitments from the City, and Council required that staff notify Council in the event any clawback provisions were included. In addition, it was confirmed for the Council that CTCL was a 501(c)(3) non-profit. The grant was so well-received that there was even a question about whether CTCL would be able to assist the City at polling locations given the ongoing shortage of poll workers.
At the Special Meeting on September 24, 2020, the Council unanimously approved acceptance of the second CTCL grant for the purpose of purchasing specific equipment. Discussion centered around any changes to the City's circumstances since the original grant was accepted, as well as protocols for notifying the Council of any changes in intended use of the funds from what was listed in the original documents presented to Council. The Council also approved the "Presidential Election Voter Outreach Campaign" contract at that meeting. With regard to that item, concerns were raised that the funds would be used in an inequitable fashion. However, after hearing from the Mayor and staff, Council approved the expenditure on a vote of 9-3.

Use of CTCL Grant Funds

The CTCL grant provided much needed funding for the City to respond to the pandemic during a highly contested presidential election cycle. There was no way for the City to react to the changes brought on by the pandemic without the infusion of funding. Notably, prior to the pandemic, absentee ballots requested were generally under 3,000, whereas for the August 2020 primary, the requests exceeded 10,000, and for the November general election, the number was approximately 33,000.

The grant funds were used for a variety of purposes in order to expand access to absentee voting as well as to safeguard the health and safety of voters and poll workers alike. Portions of the money went toward educating the public about absentee voting and early voting opportunities, including the creation and mailing of postcards containing election information to voters. Other funds were used to purchase supplies to keep people safe, such as hand sanitizer, disposable gloves, cleaning and disinfecting products, etc. A significant amount of the grant funds went toward payroll costs, allowing the City to hire additional employees and poll workers both in advance of the election and on Election Day to ensure voting occurred safely and efficiently.

Other funds were used to purchase equipment to assist with counting the uncharacteristically large number of absentee ballots in 2020. Equipment included secure drop boxes accompanied by security cameras, ballot scanners, and ballot openers. Still more funds went toward purchasing the supplies necessary to send out the increased number of absentee ballots requested, including election envelopes, envelope glue, and other supplies. As the Clerk’s Office had already exceeded its 2020 election budget after the April 2020 election, the funds paid for the costs of running elections the remainder of the year.

Ad Hoc Elections Committee

The Ad Hoc Elections Committee first met on May 14, 2020. During its first meeting, the Committee identified in person and absentee voting as the most important issues which needed to be addressed. After much discussion, the Committee chose to plan for worst-case scenario conditions. Many ideas were brought forward at the initial meeting, but the ultimate decision was to bring back additional information to the Committee so that it could decide what action was necessary based on the information available, such as updated availability of polling locations and poll workers. At that time, then-Clerk Teske indicated she was willing to gather all of the information requested and work with them as needed, but indicated that the proposed activities
were not different from anything the Clerk’s Office normally does, with the exception of asking for more money.

At its meeting on May 21, 2020, the Committee created sub-committees and began identifying the types and number of polling places needed for the election. At the meeting, the Committee decided to include the City’s Risk Manager in evaluating potential polling locations for ADA accessibility, and identified the types of PPE needed for both the August and November election. On May 28, 2020, the Committee discussed costs of advertising for poll workers, geo fencing, equipment needed for the election (including PPE), and the DS450 High Speed Digital Scanner, and major items that were touched upon were the procurement of additional poll workers, ensuring that all deadlines were met, and advising the Clerk to order needed envelopes despite cost overruns.

The Committees meetings were fairly routine during June. On June 4, 2020, the Committee recommended to the Finance Committee that a ballot folder and opener be purchased, decided to maintain City Hall as the single location for in person early voting, and directed that poll workers be required to wear a mask and be provided gloves to use during the election. On June 11, 2020, the Committee elected to forego drive-through voting for both the August and November elections, and recommended to the Finance Committee to approve 2 to 4 ballot drop boxes for placement throughout the City. On June 18, 2020, the high schools were eliminated as possible polling locations, and instead, the Sears Building was approved as an option. The need for poll workers and PPE continued to be a point of discussion. Drop boxes were discussed again because the Finance Committee recommended approval of two (2) boxes based on funding limitations, but additional considerations were also discussed at Finance Committee.

By the July 9, 2020 meeting, the August 2020 primary election was underway as absentee ballots were first mailed out on June 25, 2020, and the focus of the Committee shifted to gauging the effectiveness of the City’s efforts. At that time, the Clerk’s Office advised the Committee that a full mail bin of absentee ballots was arriving daily, 100-200 absentee ballot requests were being received daily, and many ballots received required curing because they were missing signatures and/or addresses. Poll worker numbers continued to fluctuate, but the Clerk’s Office was on target to obtain at least the base requirement of 220 poll workers, though it was striving to hire 250 poll workers, and set its goal at 380 poll workers. Polling locations were again discussed, with 17 locations confirmed, including the Sears building hosting 11 wards.

The CTCL grant was first discussed at the July 9, 2020 meeting as well. Then-Chief of Staff Jeffreys notified the Committee of the proposed Wisconsin Safe Voting Plan and the grant award from the CTCL, including the anticipated expenditures and the grant mentors being provided to the City. During the discussion, grant mentors were identified as people who could provide technical assistance to the City, and that they would work with staff, including Clerk Teske as the leader. Clerk Teske made clear her expectation that the City would continue to follow Wisconsin law and inquired about whether the grant mentors would be versed in Wisconsin law. Then-Chief of Staff Jeffreys stated that no matter who was assisting the City, the mentor’s role would be advisory and that Clerk staff and the City’s legal department would be involved in decisions, though whether the person was familiar with Wisconsin law would be something to remain cognizant of whenever recommendations were being made by the grant mentors.
Also clear during the discussions was that despite the grant funds, time was the biggest challenge with regard to adequately preparing given the delays with obtaining equipment, etc. Based on backlogs, it was unclear whether the City would be able to obtain the DS450 high-speed tabulator or electronic poll books in time for the elections, even with the infusion of funds. Additional equipment needs were also discussed which were not originally identified in the grant application, as was using grant funds to pay for drive-through voting during early in-person absentee voting. This was an item that was brought forward by then-Chief of Staff Jeffreys and which was not opposed by then-Clerk Teske, but did generate discussion by the Committee members themselves given that the Committee had voted against drive-through voting at the meeting on June 11th.

On July 23, 2020, polling locations and poll workers were again discussed. The Committee decided not to use any polling locations for the August primary unless that location was also available for the November election. As of that date, only 186 poll workers were confirmed through the City, but an additional 100 were to be provided by the WEC. With that, then-Clerk Teske confirmed that the City would have adequate poll workers for the August election. Then-Chief of Staff Jeffreys also brought up the possibility of adding early in-person absentee voting locations, but notified the Committee that Law Department review and consultation with the WEC was still required. Finally, the Clerk advised that there were already over 13,000 absentee ballots requested for the August election, which was the most in City history. Then-Clerk Teske also stated she was very concerned about the media attention and that the City would not be able to timely finish counting ballots; the Committee attempted to reassure the Clerk that the expectation from the City was that the City would do its best and that counting “would get done when it gets done.” The Committee chose not to meet again until after the August election given that matters were progressing appropriately.

On August 13, 2020, much of the meeting focused on observations from the August election, with the Committee discussing what worked well and where there was room for improvement. The Clerk reported that over 11,000 absentee ballots were returned. Issues that came up on Election Day were discussed, including whether any polling locations needed to change for the November election and items that could be corrected or anticipated for November. Many of the issues raised by people at the polling locations were determined in large part to be out-of-reach for the Clerk’s Office without additional people to complete the tasks. Additionally, several complaints were attributable to the fact that so many chief inspectors and workers were new to the process.

With respect to processing applications for poll workers and assigning schedules, then-Clerk Teske informed the Committee that the task proved cumbersome and requested this be reassigned to HR rather than handled within the Clerk’s Office, which request was well-received. CTCL was also identified as an option to help manage poll workers. Grant activities were reported on during the meeting. This was the first meeting when it was clear that the Chief of Staff and Clerk were working on items independently, as the Clerk requested to be kept informed on activities, though no concerns were raised about the activities that were being undertaken. Then-Clerk Teske also noted concerns with the amount of work that was generated by the addition of new processes into the election, specifically, the amount of time needed to process absentee ballots that are received on Election Day and the time drop boxes would be closed.
Turning Point with the Ad Hoc Committee

The report of the Ad Hoc Election Committee from August 13, 2020 was referred back to Committee by the Common Council for clarification on what items discussed, if any, were recommended for implementation. Accordingly, at the meeting on August 27, 2020, the Committee discussed in detail which of the issues raised at the August 13 meeting were going to be implemented for the November election. This was the first meeting where it appeared contention existed between the desires of the Committee and the Clerk’s Office. The biggest issue was the request for additional training for poll workers by the Clerk’s Office. Both the Committee and the Mayor (through then-Chief of Staff Jeffreys) expressed desire for a recorded training session to be made available to poll workers given the number of questions that were raised by first-time poll workers. The Clerk’s Office felt that the available training through the WEC and the City’s election manual were satisfactory. The Clerk’s Office indicated that although additional training sounded like a good idea, doing so would be much more difficult and time consuming than anticipated by the Committee and the Mayor, and that time was running out. The issue was referred to staff, though later in the meeting, then-Clerk Teske offered to do a taped training wherein she would read out of the manual that was already sent to poll workers.

It was also very clear during that meeting that the Clerk’s Office was overwhelmed and overstressed with the level of work required during 2020, as employees were routinely working well beyond their scheduled work hours just to keep up with their obligations, and with no end in sight. Then-Clerk Teske indicated that there was no way to complete all of the additional tasks requested by the Committee unless additional staff were added to the Clerk’s Office. More importantly, it could not be new staff who were added, but rather people already trained and familiar with the Clerk’s processes. Then-Clerk Teske really felt that the only possible solution was for the current City employees in other departments and who were already trained by the Clerk’s Office, to be able to provide more assistance to the Clerk. However, then-Clerk Teske stated that other departmental employees were only able to step away from their regular job duties within their own departments when their workloads allowed.

She stated that although volunteers and City staff from other departments were helpful, there is no required commitment from them as there would be with a temporary or seasonal employee. Accordingly, adding new people meant training them at the point in the election season when they really did not have time to do so, and with no commitment that they would be available for the duration. Although the Voter Navigators would be hired soon, the timing of when they would be hired was an issue for the Clerk’s Office because they would be on-boarding during a very busy period. Training anyone new was viewed by the Clerk’s Office as an impediment to getting work completed. Hiring a designated trainer was proposed, but rejected because there was no one seasoned enough to fill that position. The dilemma was that the Clerk’s Office was already in crunch time, so any time spent training was time taken away from their work on the election. Then-Clerk Teske also stated that all duties that could be delegated without additional training were already delegated and being handled.

Adding to the issue was that then-Clerk Teske was only willing to accept assistance from people she felt comfortable with, so even though there were a number of offers for assistance, she was reluctant to accept volunteers.
The final meeting of the Ad Hoc Election Committee was held on September 10, 2020, because the Committee felt the subcommittees were properly situated to help address remaining issues pertaining to the November election. Pollworker recruitment was discussed, and it was reported that 307 people had committed to working the election. The desired number was 380, and the goal was set as 420, plus any additional help supplied by the WEC. Sixteen (16) polling locations would be used for the election. Grant activities were again reported to the Committee, and it was reported that a second grant was being sought for an additional $500,000.00 to purchase additional election equipment. No one from the Clerk’s Office attended this meeting.

**Assistance from Other City Employees**

Because of the increase in the amount of work that needed to be completed to run the election, Senior Staff coordinated to allow employees in their departments to provide assistance to the Clerk’s Office through the election season. This resulted in numerous City employees providing assistance to the Clerk’s Office, whether by providing direct elections support, or, during the busiest times, by assuming responsibilities normally handled by the Clerk’s Office.

Nevertheless, the Clerk’s Office was overwhelmed with the volume of work required to navigate the election during the pandemic, and the Clerk’s Office struggled to keep up with existing responsibilities. The Clerk’s Office also continued to convey that the requests for additional work, such as trainings, were not realistic given the time and staffing constraints they were working under. The burden on the Clerk’s Office was no small hurdle to overcome, and it was abundantly clear that the changes that needed to be implemented could not be done under existing conditions with only existing Clerk’s staff. As a result, Celestine Jeffreys voluntarily assumed many of the responsibilities for implementing the Ad Hoc Election Committee’s requests.

Unfortunately, communication began breaking down between the then-Clerk and the then-Chief of Staff, with the two focusing on different items with very little collaboration. From the records, it is clear that the Clerk’s Office focused on administering the election, and the Chief of Staff began working on implementing the requests of the Ad Hoc Election Committee. However, the two were working in silos, with the Chief of Staff not involved in the election administration, and the Clerk having little involvement in implementing the directives of the Committee. The communication breakdowns also began expanding to the departments as a whole, with the two departments not coordinating efforts. This resulted in duplicate work at times, last-minute actions, and much frustration for everyone. In fact, after the voter navigators were hired, it was not clear who would provide training to them, or even where they would be stationed at City Hall.

Despite the difficulty the two departments had communicating, the Law Department has identified no improper action in our review. Instead, our review suggests the Clerk’s Office focused on processing ballots, and the Mayor’s Office provided assistance by way of procuring equipment and materials, and implementing the recommendations of the Ad Hoc Elections Committee.

Although then-Clerk Teske had been on intermittent leave in September and October, on October 23, 2020, Kris Teske took a continuous leave of absence. As a result, then-Deputy Clerk Kim Wayte assumed the duties of Clerk in Kris Teske’s absence, per Wis. Stat. § 62.09(11)(i), and
Council was notified to that effect. The Clerk’s Office was already overwhelmed before becoming short-staffed. Accordingly, as the supervisor for the Clerk’s Office, Director Diana Ellenbecker and Treasurer Pam Manley also took on a large amount of responsibilities in assisting then-Deputy Clerk Wayte. This included verifying those matters required in order to make moving Central Count to the KICC possible, and ensuring notice was timely given. On October 28, 2020, the general public was notified of the decision to move Central Count to the KICC.

**Election Advisors**

As a recipient of the CTCL funds, the City was allowed, but not required, to receive advisory services from persons knowledgeable in various areas of election administration. There were several people who were made available to the City, not only from CTCL but also other groups which provided services which could be helpful. Among these were Dayna Causby from the Elections Group, Mr. Spitzer-Rubenstein and Sarah Lynn Flynn from the National Vote at Home Institute, Whitney May from the Center for Tech and Civic Life, Erika Reinhardt from U.S. Digital Response, Liz Howard at the Brennan Center, and Ashish Sinha from the Center for Secure and Modern Elections, to name just a few. Most of these consultants provided assistance exclusively remotely. Dayna Cosby and Michael Spitzer-Rubenstein were originally providing assistance remotely, but were also made available to provide assistance on-site to assist with setting up Central Count in a way that was safe and efficient for the Clerk’s staff and observers, and to assist with election tasks that the City chose to assign. On-site assistance by Ms. Causby was ultimately declined, and instead Michael Spitzer-Rubenstein solely filled this role.

There has been much question about the National Vote at Home Institute ("NVAHI") and how it operated. Per NVAHI, it is a national, nonpartisan organization under section 501(c)(3) of the Internal Revenue Code. The Institute’s mission is to promote the education and implementation of secure mail ballot systems and pro-voter policies around the country. As part of this mission, the Institute partners with other organizations and nonprofits to work with election officials in optimizing their administration processes and governing laws for both mail ballot and in-person voting methods, as well as to work with legislators from both parties to enact pro-voter policies. The Institute is active in this work in over 40 states and localities around the country, regardless of size and political affiliation. The organization’s advisors include former and current election officials from both parties.

In speaking with Hillary Hall of NVAHI, she indicated that the organization had been engaged with Wisconsin since late spring of 2020, offering best practice assistance to any municipality that was interested. The services provided by NVAHI aligned with the mission of CTCL, and as a result, the two organizations partnered with each other such that CTCL and NVAHI were providing complementary rather than competing services to municipalities. Accordingly, as the surge in absentee voting was a major concern for the City, CTCL connected the City with NVAHI. The City was under no contract with NVAHI, exchanged no funds with the group, nor was it obligated to utilize NVAHI’s services. NVAHI operated a fellowship program, wherein the Leadership Now Project connected business school graduates with NVAHI. Ms. Hall indicated that the organization partnered with the Leadership Now Project because NVAHI was looking for fellows with business skills who could put those to use during the election season on behalf of NVAHI.
Mr. Spitzer-Rubenstein was a recent MBA graduate when he accepted the Fellowship with NVAHI after signing up with the Leadership Now Project. During the election cycle, he was the Wisconsin State Lead, and was providing best practice support across the state, under the direction of NVAHI’s senior staff. He indicated that as the state lead, he reached out to Kris Teske on behalf of the City of Green Bay. Upon his initial inquiry, he indicated then-Clerk Kris Teske declined his offer to connect. Instead, it was only later that he was connected to then-Chief of Staff Jeffrey by CTCL. He began assisting the City remotely in mid-August, and then on-site in mid-October. At the time, he was also providing best practice support to Milwaukee, Racine, Kenosha, Wauwatosa, and West Allis.

His role after coming to Green Bay was to make recommendations to staff on the logistics, set up, and operations of election operations. However, Mr. Spitzer-Rubenstein had no decision-making authority. For example, Mr. Spitzer-Rubenstein recommended changes to the City’s Central Count training manual. After making recommendations and adding graphics, the manual was presented to Clerk’s staff members Kim Wayte and Jaime Fuge for their review and revision, to which revisions were made. He also reached out to the Clerk’s Office to determine whether any assistance was needed for the ballot curing process. However, the Clerk’s Office specifically declined this assistance, and Mr. Spitzer-Rubenstein never assisted with any matters involving actual ballots. Furthermore, in speaking with Hillary Hall, she clarified that the NVAHI’s practice is not to actually conduct any of those activities, and instead, Mr. Spitzer-Rubenstein’s role, had the offer been accepted, would have been to connect the City with local groups who could provide this assistance.

One of the main tasks Mr. Rubenstein undertook for the City was to make recommendations on the layout of early in-person absentee voting, which started on October 20, 2020 and was resulting in people standing in line for hours. On October 21, 2020, the Mayor’s Office made arrangements for Mr. Spitzer-Rubenstein to observe the layout of early in-person absentee voting and make recommendations for improvements. Then-Clerk Teske was hesitant to have Mr. Spitzer-Rubenstein on-site and was very clear that he was only to observe; he would have no access to any of the Clerk’s operations, which Mr. Spitzer-Rubenstein adhered to. Accordingly, on October 22, 2020, Mr. Spitzer-Rubenstein observed the layout and flow of voting, and recommended changes such as increasing the number and location of voting stations and adding a person at all three doors to ensure no ballots left the building. Then-Clerk Teske was hesitant to accept any of the recommendations from Mr. Spitzer-Rubenstein, advocating that the current set up was the best way for staff to conduct the election, based on her experience. Nevertheless, her hesitations were overruled by the Mayor’s Office in favor of improving the public’s experience, and the recommendations regarding the layout were ultimately implemented to see if they would improve the process.

During my discussion with staff, it was noted that the changes to the early in-person absentee voting process were a drastic improvement over what the City had in place initially. The initial set up caused at least one employee to fear for her own health and safety, as she felt completely exposed because the hallway was overcrowded all day. After the recommendations were implemented, people were no longer bunching up, and the process flowed much more smoothly, thereby relieving her safety concerns. Voting times also improved.
Staff confirmed that all of the consultants they interacted with were merely advisory. The consultants were knowledgeable about their fields of expertise, which proved helpful to numerous City staff during the election. The consultants were the first to alert the City to the fact that the DS450 would not perform at the optimum speed, which allowed the City to plan for additional machines at Central Count as well as plan for more shifts with more poll workers. The consultants helped staff figure out security measures for the ballot drop boxes. They made recommendations on the floor plan for Central Count. They drafted documents the City could use such as the chain of custody log and a work schedule template. They provided advice on what information might be of most interest to the public on Election Day as staff were preparing talking points for media briefings. In addition, the revisions to the Central Count training manual improved clarity and ease of understanding.

**Central Count Preparations**

For the August 2020 election, Central Count was held in the first floor hallway of City Hall. To reduce the risk of COVID-19 exposure, City Hall employees worked Central Count. Tables were set up throughout the first floor at designated intervals, and vote tabulators were assigned to specific wards to help reduce the amount of back and forth movement of employees. Despite all of the best practices, the hallway was still quite full and social distancing proved difficult. Nevertheless, the August 2020 election went well and no significant issues arose at that time.

As preparations were underway for the November general election, then-Clerk Teske intended to once again utilize City Hall for Central Count. Due to the size of the election, there was no way to host all of Central Count in the first floor hallway, so the plan was to spread Central Count over the first and fourth floors using approximately 50 City employees for a single, extended shift. Among the rationales expressed at that time was that an alternate location would require the ballots to be moved, which introduced an opportunity for errors into the process. It also meant the Clerk’s Office would no longer be available on-site to provide assistance, as Clerk operations could not be easily moved in their entirety, and the vote tabulator would need to be recalibrated.

After listening to much feedback, including receiving a joint letter from the Democratic Party of Wisconsin and Republican Party of Wisconsin, the decision was made to move Central Count to the KICC. On October 22, 2020, the Mayor gave a directive for staff to determine whether Central Count could be moved to an alternate location given the short timeline that remained. Notably, then-Clerk Teske strongly opposed moving Central Count to a different location. Nevertheless, staff immediately set about determining what steps needed to be taken, including confirming the DS450 could be recalibrated, notice could be timely posted, and consulting with the WEC ahead of the move per statute. After Clerk Teske went on leave, Director Diana Ellenbecker and Treasurer Pam Manley took on a large amount of responsibilities in assisting then-Deputy Clerk Wayte. This included verifying those matters required in order to make the move to the KICC possible, and ensuring notice was timely given. On October 28, 2020, the general public was notified of the decision to move Central Count to the KICC.

In the week leading up to Election Day, a lot of work went into making the move to the KICC. Then-Chief of Staff Jeffreys started the ball rolling by contacting Tracy Hillesheim with the Hyatt
to determine whether the KICC was available for use. Then-Chief of Staff Jeffreys toured the facility to confirm it would be sufficient for the City’s purposes. Michael Spitzer-Rubenstein toured the facility along with Celestine Jeffreys in order to provide suggestions on how to most efficiently set up the room on Election Day. At that time, the City’s needs with regard to spacing, security, time frame, access, and equipment were also discussed. Mr. Spitzer-Rubenstein was also staying at the Hyatt, which is attached to the KICC, so volunteered to act as a liaison between the City and KICC staff. As a result, Mr. Spitzer-Rubenstein was initially listed as the on-site contact for the City. In speaking with Tracy Hillesheim and Kristine Hall from the Hyatt, the role of an on-site contact would be to answer KICC staff’s questions about number of workers in the room, the timing of people arriving, letting them know if they needed additional tables or chairs, whether the temperature in the room was adequate, etc. Mr. Spitzer-Rubenstein was also listed as the contact to pick up keys for the City. However, Mr. Spitzer-Rubenstein never actually served in this role. Despite being listed as a point of contact in the booking sheet, KICC staff do not recall having much contact with Mr. Spitzer-Rubenstein after that initial meeting. Instead, Celestine Jeffreys acted as the primary point of contact with the KICC during preparations.

Then-Chief of Staff Jeffreys signed the booking sheet with the KICC, and Director Ellenbecker signed the actual agreement the next day. Then-Chief of Staff Jeffreys indicated that she did not thoroughly review the document when it was sent to her for signature on October 27, 2020 because time was short. Accordingly, she signed the booking as-is and without noticing that Michael Spitzer-Rubenstein was still listed as the point of contact. Nevertheless, then-Chief of Staff Jeffreys picked up the keys from the KICC, not Mr. Spitzer-Rubenstein. She then transferred the keys to Director Ellenbecker. Director Ellenbecker independently confirmed that she received the keys directly from Celestine Jeffreys. Both Director Ellenbecker and then-Chief of Staff Jeffreys confirmed that neither gave a key to Mr. Spitzer-Rubenstein. Furthermore, both City staff and Hyatt staff confirmed that these keys were to a small room off the grand ballroom, which is frequently used as either registration or coat check by convention guests. The City used the room as storage for the locked tabulator machines and the supplies that had been moved over to the KICC ahead of the election.

Mr. Spitzer-Rubenstein also relayed the City’s need for internet access to Trent Jameson with the KICC’s A/V contractor Encore (formerly PSAV). The City required three Wi-Fi networks—one for poll workers, one for the livestream, and one for everyone else. For the livestream, the City required a separate network with extra bandwidth because the livestream would consist of four (4) video feeds to cover the full Central Count operations. Mr. Spitzer-Rubenstein conveyed the City’s need to Mr. Jameson. It is not clear why the term “sensitive machines” was written down with regard to the third network, but Mr. Jameson confirmed that was a term he used as he believed at the time that the network would be used for the voting machines. Nevertheless, the actual use of that network was for the livestream, and no internet access was used by any election tabulators. In addition, unlike the password protected networks for the two main access points, the larger bandwidth network would simply be hidden with no password protection. By the network being hidden, it simply meant it would not show up in the list of available networks when searching for Wi-Fi access points, and instead, the network name (or SSID) would have to be manually entered in order to find it and connect. This allowed the livestream devices to access the internet without concern that any other devices would connect and pull bandwidth away. Mr. Spitzer-Rubenstein
was provided with the Wi-Fi passwords for the other two networks, and notified the City after he confirmed while he was on-site that he had no trouble connecting to either one.

To make the move to KICC happen, adequate staff needed to be lined up, roles needed to be assigned, moving the ballots had to be coordinated, the WEC had to be consulted with, parking for poll workers had to be acquired, the live stream had to be set up, the schedule for transferring ballots from City Hall to KICC had to be established, the Chief Inspector had to be selected, extra DS200s had to be factored into the ballot processing, security needed to be established, notice to poll workers had to be provided, equipment had to be moved to the KICC, and confirmation that the City would continue to have adequate poll workers was an on-going struggle. Meetings were happening daily to gauge progress. It was a lot of work, but everyone involved was committed to making the move successful. Mr. Spitzer-Rubenstein continued to provide best practices recommendations and assistance to the City as an advisor. His time was spent reviewing the space, the available equipment, the proposed layout, the number of ballots to be processed from each ward, the number of poll workers, and making recommendations on how to set up the room for maximum efficiency. This included how to arrange the tables, where power cables needed to be placed, etc. Given the amount of work that needed to be done to move Central Count to the KICC, Mr. Spitzer-Rubenstein’s recommendations and assistance were very helpful. However, Mr. Spitzer-Rubenstein never had authority to act on behalf of the City nor did he take any action without the clear directive of City staff.

Among the equipment the City moved to Central Count was a printer. Although there was no anticipated need for the printer, staff chose to have a printer available on-site in an effort to be overly prepared. This is the printer that Mr. Spitzer-Rubenstein was sitting next to at Central Count. Upon entering Central Count, Director Ellenbecker and Mr. Spitzer-Rubenstein both placed their personal effects at that table because it was out-of-the-way, though only Mr. Spitzer-Rubenstein returned to that spot during the day. However, no one has any recollection of the printer being used at any point during the day.

The Deputy Clerk traditionally acted as the Chief Inspector for Central Count within the City of Green Bay. However, because then-Deputy Clerk Wayte was now the acting Clerk in Kris Teske’s absence, Administrative Clerk II Jaime Fuge was asked to fill this role. Her only request was that Director Ellenbecker and Treasurer Manley provide her with assistance as needed on Election Day given the magnitude of the operation, and both Director Ellenbecker and Treasurer Manley had worked as Central Count poll workers in the past. Director Ellenbecker and Treasurer Manley agreed to help Chief Inspector Fuge in whatever capacity she needed on that day.

**Conduct of Central Count on Election Day**

On Election Day, four (4) City employees from the Department of Public Works punched into work at 5:30am in order to move ballots from City Hall to the KICC. They used two (2) box vans and one (1) pick-up truck. They met then-Deputy Clerk Wayte and Director Ellenbecker at City Hall at 6:00am to load the ballots. One ballot box was used per ward, and each box was sealed and labeled. Director Ellenbecker observed the ballot boxes as they were loaded and signed a chain of custody log confirming that all of the ballot boxes were accounted for at that time. The ballots were then immediately driven to the KICC where they were unloaded by the DPW.
employees and moved to the grand ballroom where Central Count was being held. City Attorney Chavez was at the KICC waiting for the trucks to arrive and confirmed that each ballot box arrived sealed and labeled. Upon arriving at KICC, Director Ellenbecker delivered the chain of custody log to City Attorney Chavez and assisted in overseeing the check-in of ballot boxes. City Attorney Chavez signed the chain of custody log confirming that all of the ballot boxes were accounted for at that time.

Jaime Fuge was the Chief Inspector for Central Count. As Chief Inspector, she handled all matters pertaining to ballots and administration of the election. All staff clearly understood that Chief Inspector Fuge was in charge and had ultimate authority at Central Count. Numerous City staff worked as poll workers at Central Count. Poll workers were assigned so that a City employee was paired with a member of the public, and trusted City employees and seasoned workers were assigned to key jobs. For instance, the Director of Public Works was assigned to process ballots through the DS450, and ballot reconstructs were assigned to former Clerk Office employees and City attorneys.

Although there were some challenges at Central Count, such as the DS450 rejecting a large number of ballots that had to be reconstructed as a result, the actual operation went very well. City staff poll workers uniformly noted that Central Count was very successful and felt that the preparations and leadership on-site allowed the election to be run smoothly and successfully. Poll workers were assigned to three (3) shifts with approximately 80 people per shift. Four (4) laptops with cameras were set up throughout the grand ballroom to capture all of the ballot counting via livestream. Roles were clearly established, and social distancing was able to be maintained throughout the room.

As is standard protocol, a zero count was run on the tabulators at the beginning of the day, which confirmed that no ballots were processed prior to the official count beginning. Ballots then began being counted, and continued until after 4:00am on Wednesday November 4, 2020. Chief Inspector Fuge was busy non-stop at Central Count. As the Chief Inspector, she was required to check-in observers, answer questions from poll workers, was the only person with keys to the tabulator machines so would have to respond any time there was a glitch or jam, and had final say on all matters at Central Count. Any time an issue came up, Chief Inspector Fuge had to address it, which kept her very busy. She worked non-stop for almost twenty-four hours, with almost no breaks. She had a mobile phone on-hand and was also in frequent contact with then-Deputy Clerk Wayte at City Hall. Chief Inspector Fuge indicated she exercised final authority at Central Count until then-Deputy Clerk Wayte joined her at Central Count well into the night after the polls had closed, at which time, she deferred many questions to then-Deputy Clerk Wayte as the acting-Clerk. Once the count was complete, the ballots were again secured in the transport boxes, and were transported back to City Hall at approximately 4:40am on November 4, 2020 by eight (8) DPW employees using two box vans and two pick-up trucks. Jaime Fuge, Kim Wayte, Diana

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1 IT set up the livestream to capture ballot processing by poll workers as a courtesy to the public during the pandemic, not because of any legal obligation. As a result, the livestream had no retention value, though the City would have retained the footage had it been able to do so. City IT set up the cameras to livestream to YouTube in the same manner as it does for other City recordings. As City events have never lasted that long in the past, staff was unaware that YouTube did not save files for continual broadcasts of that length until after the event had passed. Staff contacted YouTube to determine whether the footage could be recaptured, but there is no way to restore the feed.
Ellenbecker, Pam Manley, and Amaad Rivera-Wagner were the last ones to leave Central Count after the operations were done, and the chain of custody log was signed confirming the ballots returned to City Hall.

Central Count was a massive undertaking. As a result, there were numerous people assigned to various roles that day, beyond just poll workers processing the ballots. As discussed above, Director Ellenbecker and Treasurer Manley were assigned to be roamers, helping wherever needed in order to assist Chief Inspector Fuge. The City’s ballot tabulator machine servicing company, ES&S, was contracted to have an employee on-site the entire day in order to provide immediate assistance with the DS450. The City’s Community Liaison, Amaad Rivera-Wagner, was tasked with handling logistical matters, such as checking the media in, coordinating food for poll workers, and relaying numbers to the Mayor throughout the day. Community Liaison Rivera-Wagner was aided in these duties by Michael Spitzer-Rubenstein until around noon. Plain clothes Green Bay Police Officers were also present to provide security throughout the day.

While most of Central Count ran smoothly, there were a handful of interactions of note at Central Count. These are detailed below:

1. *Sandy Juno Visits Central Count*

Mid-morning on Election Day, former Brown County Clerk, Sandy Juno checked into Central Count as an observer representing the County Clerk. She was accompanied by County Corporation Counsel Dave Hemery, representing Brown County, and Chad Weininger, who was not representing any organization. All three were checked into Central County by Chief Inspector Jaime Fuge. City employees were familiar with former-Clerk Juno, Corporation Counsel Hemery, and the County’s Director of Administration, Chad Weininger. As a result, Director Ellenbecker went over to say hello, especially because she viewed the County Clerk as a partner in the election, not necessarily as just an observer. During her discussions with then-County Clerk Juno, Ms. Juno brought a few concerns to Director Ellenbecker’s attention. Specifically, Ms. Juno told Director Ellenbecker that the ballots should be face-down. As a result, Director Ellenbecker went around to tables and informed poll workers to place ballots face-down. Next, Ms. Juno told Director Ellenbecker that she felt that poll workers were looking at the ballots. Director Ellenbecker again responded to Ms. Juno’s request, notifying poll workers not to look at the votes. Notably, however, poll workers were required to look at the front of ballots to confirm that then-Clerk Teske’s initials appeared on the ballot to confirm its authenticity. Ms. Juno also informed Director Ellenbecker that she was unaware who the Chief Inspector was, to which Director Ellenbecker notified her that it was Chief Inspector Fuge, and pointed her out directly to Ms. Juno. After speaking with Director Ellenbecker, Ms. Juno then notified Director Ellenbecker that as a poll worker, Director Ellenbecker should not be speaking to her.

This level of attention given to Ms. Juno caused other observers to become concerned. As a result, observers asked Chief Inspector Fuge why Sandy Juno, as an observer, was being provided with more access to information and was able to provide direction to poll workers, even though other observers were not afforded this opportunity. As a result, Chief Inspector Fuge went over to determine what was being discussed. Upon introducing herself, the conversation effectively ceased, and no comments were directed to her by Ms. Juno. Instead, the only question she received
from any County employees came from Mr. Weinenger, who asked for a copy of the observer log. She indicated that the observer log was not open to inspection on the day of Central Count, but would be made available after the election, in accordance with law. Her stance was immediately challenged, and it was not until another observer overhearing the conversation found the provision supporting her position in the Election materials that the matter was resolved.

No other concerns by representatives from the County were brought to Chief Inspector Fuge’s attention, nor to Director Ellenbecker during her conversations. Mr. Spitzer-Rubenstein was never mentioned by Ms. Juno to anyone from the City.

2. Michael Spitzer-Rubenstein Designated as an Observer

Mr. Spitzer-Rubenstein was utilized as a resource to provide logistical and advisory recommendations and assistance to the City at Central Count. However, his presence proved controversial. As a result, the activities Mr. Spitzer-Rubenstein engaged in are identified here. Upon arriving at Central Count, Mr. Spitzer-Rubenstein was provided with a tag by Mr. Rivera-Wagner. Each person who entered Central Count was expected to have a tag identifying their role at Central Count. As Mr. Spitzer-Rubenstein was neither a poll worker, nor an observer, he was provided with a “City Employee” tag at that time. He had a copy of the room layout diagram, and as a result, helped poll workers who were coming in find their assigned tables. When ballots were being distributed to the tables, he pointed people in the direction of the tables with the corresponding numbers based on the room layout diagram. Once counting began, poll workers had lots of questions. He assisted by helping the poll workers find the page in the City’s Central Count training manual that addressed their specific questions. In the event that a poll worker still had questions that could not be resolved by reading the manual, Mr. Spitzer-Rubenstein would call Chief Inspector Fuge over to help the poll workers. Mr. Spitzer-Rubenstein indicated he interacted with approximately a dozen people in this way. In addition, Mr. Spitzer-Rubenstein was using an Excel spreadsheet to track the pace of ballot processing on behalf of the City. He had also determined special dietary needs of poll workers for lunch. He was also seen walking around Central Count, and told poll workers they could not eat at the tables where ballots were being processed. He also recommended to Chief Inspector Fuge that poll workers speak louder so observers could hear. Notably, Mr. Spitzer-Rubenstein did not process any ballots and did not have access to the results of the election.

Midway through the day, Mr. Spitzer-Rubenstein was approached by a group of observers. The observers began asking him numerous questions about who he was and why he was at Central Count. The parties had a brief exchange wherein one observer was described as “aggressive,” but this interaction did not generate any police involvement. Mr. Spitzer-Rubenstein informed the observers that he was not a City employee, and that he was there offering advice and assistance.

Around this time, WEC Administrator Meagan Wolfe received a call from Sandy Juno expressing concern that a person (later identified as Michael Spitzer-Rubenstein) had a laptop at Central Count. During her brief conversation with Ms. Juno, WEC Administrator Wolfe indicated Ms. Juno believed a consultant firm from the Mayor’s Office had a computer and printer in the ballot tabulation area, and she was very uncomfortable with it. As a result of this call, WEC Administrator Wolfe contacted then-Deputy Clerk Wayne. During her call with then-Deputy Clerk
Wayte, WEC Administrator Wolfe understood that then-Deputy Clerk Wayte was not at Central Count, but was in contact with them. WEC Administrator Wolfe talked through the appropriate roles for people at Central Count, which included, the Clerk, tabulator, inspector, or observer. WEC Administrator Wolfe indicated that unless the consultant was filling one of those roles, she did not believe a consultant should be there. Around that same time, WEC Staff Attorney Nathan Judnic received a call from another person stating that there was something going on at Central Count. WEC Staff Attorney Judnic also followed-up with then-Deputy Clerk Wayte as a result.

Around noon on Election Day, Chief Inspector Fuge and Director Ellenbecker had a conversation with then-Deputy Clerk Kim Wayte, who notified them that the WEC had contacted her and recommended that Mr. Spitzer-Rubenstein be limited to one of the defined Central Count roles, specifically observer. Chief Inspector Fuge, accompanied by Director Ellenbecker, approached Mr. Spitzer-Rubenstein and notified him that he could no longer serve in his advisory role at Central Count, and that he could only be an observer. Mr. Spitzer-Rubenstein ceased his activities and assumed that role without incident. Not long thereafter, he left Central Count and went to City Hall to provide advisory assistance with media briefings.

After the polls closed, Mr. Spitzer-Rubenstein returned to Central Count and signed in as an observer. He still had the “City Employee” tag when he returned, and an observer pointed this out to Chief Inspector Fuge. As a result, Chief Inspector Fuge directed Mr. Spitzer-Rubenstein to return the tag, and he was instead provided with an observer tag. Around 1:00am, Mr. Spitzer-Rubenstein left Central Count voluntarily following a disagreement with then-Deputy Clerk Wayte.

In speaking with employees, the only concern raised regarding Mr. Spitzer-Rubenstein was whether he should have helped poll workers find information in the Central Count training manual. City staff all confirmed that they believed that Chief Inspector Fuge was in charge of Central Count, and that Mr. Spitzer-Rubenstein did not interfere with their processing of ballots.

3. Observers Matthew & Polly Roeser Directed to Speak with the Chief Inspector

At some point during the day, Matthew and Polly Roeser entered Central Count to observe. While observing the reconstruction table, Ms. Roeser asked one of the poll workers, Assistant City Attorney Lindsay Mather, a number of questions that were legal in nature. Assistant City Attorney Mather declined to answer questions and informed her that she should instead speak with Chief Inspector Fuge.

Later that day, Mr. and Mrs. Roeser returned to Central Count. Upon entry, they were informed by Community Liaison Rivera-Wagner that they needed to sign in as an observer. Mr. and Mrs. Roeser objected, claiming that they had already been to Central Count as observers, and that they had not signed in the first time, and therefore did not need to sign in the second time. Community Liaison Rivera-Wagner was firm in his stance that they had to sign in as observers, and the two parties had a brief exchange to that effect. This interaction was witnessed by Police Officer Phil Scanlan, who noted that the interaction did not raise any concerns for him and did not require him to interject. Records indicate that Mr. and Mrs. Roeser did eventually sign in as observers in the observer log.
Around 2:30 am, Assistant City Attorney Mather and Community Liaison Rivera-Wagner were sitting together at a table when Ms. Roeser approached them. All of the ballots had been processed by poll workers by then, and were in queue to be fed into the tabulator. Accordingly, poll workers who were still at Central Count were on stand-by at that point, and were performing no duties. Ms. Roeser again began asking Assistant City Attorney Mather questions about Election law. Mr. Rivera-Wagner immediately informed Ms. Roeser that she was not permitted to speak directly to poll workers, and instead needed to direct her questions to the Chief Inspector. Ms. Roeser continued to maintain that she was allowed to speak to poll workers and ask them questions. Community Liaison Rivera-Wagner and Ms. Roeser’s exchange was brief, and although the two were being louder than needed, the interaction was neither hostile nor threatening, and the Police Department officers on-site did not need to intervene.

4. Interaction between Community Liaison Rivera-Wagner and Observer Andrew Kloster

Over the course of the day, observer Andrew Kloster and Community Liaison Rivera-Wagner had several brief exchanges. Although each side tells a different story, what is clear is that Mr. Kloster made a number of questionable comments to Community Liaison Rivera-Wagner, including challenging his right to assist in the logistics of Central Count. As the day carried on, the exchanges became more focused on extraneous matters, rather than the election itself. At one point, Mr. Kloster and Community Liaison Rivera-Wagner were outside of Central Count at the same time and in a different part of KICC. Mr. Kloster made comments to Community Liaison Rivera-Wagner that made him feel uncomfortable, including saying things like “he’s not a City employee,” “he’s not allowed to leave,” and “he’s not allowed to be here.” As a result, Community Liaison Rivera-Wagner notified police officers of what he considered escalating harassment. Community Liaison Rivera-Wagner informed the police officers that he was no longer comfortable with Mr. Kloster’s presence, and requested that he be removed. Mr. Kloster objected, and the matter was taken to Chief Inspector Fuge. Chief Inspector Fuge, in consultation with Director Ellenbecker, determined that because the behavior occurred outside of Central Count, it was improper to remove Mr. Kloster from Central Count. Instead, Mr. Kloster was reminded of the rules applicable to election observers, and on-site officers were requested to closely monitor the situation to ensure that no escalation continued.

Assembly Committee on Campaigns and Elections / WVA v. City of Racine, et al.

Attorney Erick Kardaal testified at the hearing before the Assembly Committee on Campaigns and Elections on March 10, 2021 claiming the City violated various state and federal laws. Attorney Kardaal had previously brought suit in federal court on behalf of the Wisconsin Voters Alliance and some of its members against the City of Green Bay, as well as the Cities of Milwaukee, Madison, Racine, and Kenosha. In that action, Attorney Kaardal asserted many of the same arguments that he made while speaking to Assembly Committee, including that the Cities’ respective acceptance of private grants from the Center for Tech and Civic Life violated federal and/or state law.

The lawsuit sought a preliminary injunction to prevent the Cities from spending any more of the grant money while the case was pending. In reviewing the motion for a preliminary injunction,
Kim and I think the best day would be Saturday for us.

Thank you,
Jaime

--- Forwarded message ---
From: Sam Munger
Date: Wed, Oct 28, 2020 at 5:03 PM
Subject: Green Bay central count consult
To: Michael Spitzer-Rubenstein, Celestine Jeffreys
Cc: nablrec@milwaukee.gov, Josh Goldman

Hi Michael, Celestine - I wanted to connect you by email to Claire Woodall-Vogg. Claire, as you may know is both the current ED of the Milwaukee Elections Commission (the equivalent of the City Clerk) and, more importantly for this conversation, used to run central count operations in Milwaukee. She has generously offered to make herself available to answer questions and consult on Green Bay's central count set-up for next Tuesday. She has time tomorrow morning between 9am-12pm or 2-3pm, or Saturday anytime after 11:30am.

I'll let you take it from here in terms of how to connect and with any additional background you want to offer. Thanks all!

Sam
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
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> wrote:

Hey Kris-

I don't think we've gotten a chance to 'meet' yet. My name is Saralynn Finn, I'm a Communications Strategist with NVCAHI. We just published a [white paper in conjunction with the Carter Center with tips for transparency in elections](https://www.cartercenter.org/). 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 ongoing COVID situation in Green Bay and the difficulty of social distancing with observers, this seemed like a potential solution to these 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> wrote:

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 halls). There will not be any DS 200 tabulators in the hall but I am planning on the DS 450 being in the Clerk's lobby. The observer area will be across the hall from the Clerk Office doors like before.

Let me know if you need anything else.

Kris Teske, WCMC
Green Bay City Clerk
Hi Kris,

We are brainstorming how we would ‘livestream’ the central count taking place at City Hall on November 3rd. 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 cameras turned on (but mics muted) and streaming to a Zoom meeting. Then we could post the Zoom link on our website or email it out to whoever was interested in observing. Or whatever the protocol is for transparency during central count.

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

Thank you,

Shelby Edlebeck

920.448.3207

From: Celestine Jeffreys
Sent: Thursday, October 8, 2020 5:15 PM
To: Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
Cc: Mike Hronek <mike.hronek@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>
Subject: RE: Livestream Central Count
Shelby and Mike,

This sounds fine. Kris is the person to really determine where livestreaming needs to take place. I would 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

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**From:** Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>
**Sent:** Thursday, October 08, 2020 3:04 PM
**To:** Mike Hronek <mike.hronek@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 we can livestream Central Count on election day so that observers do not enter our building.

My first thought is that we could “livestream” by basically just having a Zoom meeting all day.

Set up laptops with their cameras facing the big DS200 machines and having all laptops on mute and joined into the same Zoom meeting. Then we can post that Zoom meeting link on our website for observers. I can probably figure out a way to make sure people cannot unmute themselves and have conversations in the Zoom meeting throughout the day? It would just be a silent “livestream”.

First things first, **Mike** — do you think we could muster up a few laptops to use that day?
Secondly, Celestine — do you like this idea? Where would you want the cameras on the laptops facing? At the DS200 machines or elsewhere?

Shelby Edlebeck

Multimedia Communication Specialist

City of Green Bay

920.448.3207
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 the second tab, Equipment-Constrained Process). I would just caution that these are rough estimates and we'll want to refine them as we go along.

Michael

On Wed, Sep 30, 2020 at 1:42 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

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

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Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006
From: Ryan Chew <ryan@electionsgroup.com>
Sent: Wednesday, September 30, 2020 12:22 PM
To: Dayna Causby <dayna@electionsgroup.com>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Michael Spitzer-Rubenstein <michael@voteathome.org>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: meeting?

Folks,

The discussion of central count was cut short in the last meeting, and the intent was to schedule another call to continue the conversation.

In the next two days, I have meetings at 9:30 and 11:00 tomorrow, and I'm otherwise open. If next week is better, I currently have only an 11:00 meeting Monday, and otherwise Monday and Tuesday are pretty free.

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 has the second highest absentee request rate in the state, and is well above average in terms of the number returned. I hope the city is sharing 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

"A republic if you can keep it." - B. Franklin

"Winners always believe they won fairly. The aim of an election official is that losers recognize they lost fairly."
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

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

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 use photos of Green Bay forms (since Milwaukee created different forms) but this is the basic idea of what we'd do.

Michael

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

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

From: Celestine Jeffreys
Sent: Monday, October 26, 2020 3:06 PM
To: Isabel Brinker; Shelby Edlebeck; Saralynn Finn; Michael Spitzer-Rubenstein; Hillary Hall; Ryan Chew; Dayna Causby; Mike Hronek; Diana Ellenbecker; Kim Wayte; Calvin Winters; Erica Kirchen
Cc: Eric Gehrlich; Amaad Rivera
Subject: Nixing postcard

Good afternoon!

After considering the tasks we have before us to ensure a safe and secure central count, we've decided not to move forward with producing a post card to voters who've requested an absentee ballot but who have yet to return it. Had we planned for this a few weeks ago, we could have prepared a list for printing. But given the timeframe and decisions 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
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
Dear 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 <iBrinker@kw2madison.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbay.wi.gov>; Shelby Edlebeck <Shelby.Edlebeck@greenbay.wi.gov>; Calvin Winters <Calvin.Winters@greenbay.wi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbay.wi.gov>; Kim Wayte <Kim.Wayne@greenbay.wi.gov>; Mike Hronek <mike.hronek@greenbay.wi.gov>; Erica Kirchen <Erica.Kirchen@greenbay.wi.gov>

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 12:42 PM
To: Isabel Brinker <iBrinker@kw2madison.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbay.wi.gov>; Shelby Edlebeck <Shelby.Edlebeck@greenbay.wi.gov>; Calvin Winters <Calvin.Winters@greenbay.wi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbay.wi.gov>; Kim Wayte <Kim.Wayne@greenbay.wi.gov>; Mike Hronek <mike.hronek@greenbay.wi.gov>; Erica Kirchen <Erica.Kirchen@greenbay.wi.gov>

Subject: Re: Postcard design asset

Thanks Izzy!

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

Thanks Celestine. When the design files are ready I’ll send them to this group, along with Saralynn and Michael from NVAVH, so your team can take things from there.

From: Celestine Jeffreys <Celestine.Jeffreys@greenbay.wi.gov>
Sent: Monday, October 26, 2020 12:11 PM
To: Isabel Brinker <iBrinker@kw2madison.com>; Shelby Edlebeck <Shelby.Edlebeck@greenbay.wi.gov>
Cc: Saralynn Finn <saralynn@voteathome.org>; Calvin Winters <Calvin.Winters@greenbay.wi.gov>; Diana Ellenbecker <Diana.Ellenbecker@greenbay.wi.gov>; Kim Wayte <Kim.Wayne@greenbay.wi.gov>; Mike Hronek <mike.hronek@greenbay.wi.gov>; Erica Kirchen <Erica.Kirchen@greenbay.wi.gov>

Subject: RE: Postcard design asset

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Hellol

I’ve looped in some of our staff who will assist in executing this request. Here are the answers to your questions:

Yes, the city logo is attached.

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

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

Hi Celestine,

Saralynn asked about using the “official election mailing” logo on the postcard we’re designing today. Can you confirm 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 us asap? If not, we can probably pull one from online somewhere.

Thanks!

Izzy
Isabel Brinker
Account Manager

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

608-232-2300 | KW2Madison.com

Empower & Improve Lives
Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, October 14, 2020 4:16 PM
To: Isabel Brinker; Jennifer Savino; Doug Hutchison; Sam Hutchison; Ariana Saravia Coira; Ariana Saravia Coira; Saralynn Finn; Shelby Edlebeck; Kris Teske; Kim Wayte
Subject: RE: Radio spots for approval

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

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

From: Isabel Brinker <IBrinker@kw2madison.com>
Sent: Wednesday, October 14, 2020 2:28 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Shelby Edlebeck <Shelby.Edlebeck@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>; Saralynn Finn <saralynn@voteathome.org>
Cc: Jennifer Savino <JSavino@kw2madison.com>; Doug Hutchison <doug@hvsproductions.com>; Sam Hutchison <sam@hvsproductions.com>; Ariana Saravia Coira <acoira@kw2madison.com>
Subject: Radio spots for approval
Importance: High

Hi everyone,

We’ve produced the three :60second radio spots in English, they are attached to this email and we will need your final approval before we send to the stations. Celestine, if you could be the person to provide final approval of these spots that would be great. We’re working on the Spanish translations and will send those spots for approval as soon as they’re ready.

Please let us know if you have any questions. Thank you!
Izzy
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 K1 on Monday but I know, Diana, that you're working on it.

Michael

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

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

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Thursday, October 22, 2020 1:32 PM
To: Calab 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
Hi All-
Of course, being conservative on accepting donations is best, but I wonder if the court ruling from 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 this support would be fantastic!
Best,
Saralynn

On Wed, Oct 14, 2020 at 4:17 PM Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov> wrote:

Good afternoon, Aaron!

The video is really nice! While I'd love to do something like that here, I believe we are constrained by the fact that the JTV is a polling location for only part of the City of Green Bay. Thank you for checking into providing masks for voters, I appreciate your efforts!!

Also, I don't believe we can accept gifts of water, snacks, etc., for voters. But I believe we can accept those for poll workers and central count workers? We have almost 400 poll workers and will have 50-100 central count workers. These residents are going to be working intensely on Election Day (and after) and I believe it would boost morale to have some snacks, water from the Packers' organization. I think it's great PR. Distribution may be an issue, as we don't have staff to pick up and deliver said consumables.

Nevertheless, Kris is the final authority on such matters.

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

From: Popkey, Aaron <PopkeyA@packers.com>
Sent: Wednesday, October 14, 2020 2:27 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Hi, Celestine and Kris.

I hope this email finds you well and that preparations for Nov. 3 are going well. Too bad on the cancelation for the drop off event.

Regarding Nov. 3 election and ops at the JTV, per Sam Hutchison, we’re exploring what sort of pricing we can get on masks.

And while we’re on the subject of masks, the NFL has offered some Get Out the Vote type of support that I wanted to ask you about. Whether it’s Packers or NFL partners, if we were able to get some support of the event, such as water, chips/snacks, masks/gaiters, sanitizers, etc., would you want that? I ask because of the Milwaukee situation and the challenges of electioneering. We don’t have a mascot or players that were planning on making an appearance, but in this hyper charged environment, I thought I would check to see if there would be any concerns with support by third parties.

NFL has also offered the help of one of their voting partners, Election Super Centers, a non-partisan organization that is working with 60 sports facilities and election authorities to help show communities that sports facilities are open for safe, socially distanced voting. They have secured funding and want to offer their advertising materials to you at no cost. To give you a sense of the content they make, here is a rough draft of a sample ad they designed to energize voters. If this is something you’d like to learn more about, I am happy to make an introduction to start those conversations. And with this, I’d also defer to you on whether that type of promotion would be appropriate.

Thanks in advance for taking a look at this information.

I’m happy to help facilitate on any of these, or answer any further questions.

Finally, are there any other questions about the JTV itself?
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

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This message was secured by ZixCorp(R).
Deanna Debruler

From: Kris Teske
Sent: Saturday, October 17, 2020 11:18 AM
To: Saralynn Finn
Subject: RE: Thank you!

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

From: Saralynn Finn [mailto:saralynn@voteathome.org]
Sent: Friday, October 16, 2020 1:45 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>; Eric Genrich <Eric.Genrich@greenbaywi.gov>; Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: Thank you!

A sweet little video came out today thanking EOs and I wanted to share it with you and say, THANK YOU for all the work you do! Working with your team I can tell how much you believe in protecting our democracy!
Best,
Saralynn
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 we already had.

Calvin Winters
Procurement Manager
City of Green Bay
Ph: (920) 448-3048
Fax (920) 448-3050
Calvin.Winters@greenbaywi.gov
From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Thursday, October 1, 2020 6:32 AM
To: Calvin Winters <Calvin.Winters@greenbaywi.gov>
Cc: Michael Spitzer-Rubenstein <michael@voteathome.org>
Subject: type of ballot opener

Calvin,

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

Thanks!!

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

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

Learn more about:
Election Officials Center
Mail Ballot FAQs
Mail Ballot Security
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 K

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
Deanna Debruler

From: Michael Spitzer-Rubenstein <michael@voteathome.org>
Sent: Friday, October 30, 2020 4:36 PM
To: Celestine Jeffreys; Mike Hronek; Amaad Rivera; Jaime Fuge; Shelby Edlebeck
Subject: Wifi for KI
Attachments: City-of-Green-Bay 11.03.2020.pdf

-------- Forwarded message --------
From: Trent Jameson <trent.jameson@psav.com>
Date: Tue, Oct 27, 2020 at 5:11 PM
Subject: Nov 3rd event...
To: michael@voteathome.org <michael@voteathome.org>
Cc: Hillesheim, Tracy (GRBRG) <tracy.hillesheim@hyatt.com>

Hi Michael,

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

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

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

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

The third SSID will be: Hyatt_Meeting and that one can also be seen in the settings app of your phone or laptop under “networks” and that will have a password of Hyatt123 and should be given out to media or other guests not part of your team.

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

Trent Jameson
Director, Event Technology - PSAV
Hyatt Regency and KI Convention Center
Michael Spitzer-Rubenstein
State Lead for Wisconsin (Leadership Now Fellow)
National Vote at Home Institute
(310) 980-2872
he/him

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

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

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

Thanks,
Michael

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

Hello!

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

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

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

Thanks!!

Celestine
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

Learn more about:
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Mail Ballot Security
SCHEDULE B

GENERAL INSTRUCTIONS

1. These Instructions incorporate the Definitions attached to the subpoena. Please read them carefully before reading this document.

2. In complying with this subpoena, you are required to produce all responsive Documents that are in your possession, custody, or control. You shall also produce Documents that you have a legal right to obtain, that you have a right to copy or to which you have access, as well as Documents that you have placed in the temporary possession, custody, or control of any third party. Subpoenaed Documents shall not be destroyed, modified, removed, transferred, or otherwise made inaccessible to the committee.

3. All Documents produced in response to this subpoena shall be sequentially and uniquely Bates-stamped.

4. In the event that any entity, organization, or person identified in this subpoena has been, or is also known by any other name than that herein identified, the subpoena shall be read also to include that alternative identification.

5. It shall not be a basis for refusal to produce Documents that any other person or entity also possesses non-identical or identical copies of the same Documents.

6. If a date or other descriptive detail set forth in this subpoena referring to a Document is inaccurate, but the actual date or other descriptive detail is known to you or is otherwise apparent from the context of the subpoena, you are required to produce all Documents that would be responsive as if the date or other descriptive detail were correct.

7. Documents produced in response to this subpoena shall be produced as they were kept in the normal course of business together with copies of file labels, dividers, or identifying markers with which they were associated when the subpoena was served.

8. If you withhold any Document pursuant to a claimed right protected by the state or federal constitution, or pursuant to a claim of non-disclosure privileges including, but not limited to, the deliberative-process privilege, the attorney-client privilege, attorney work product protections, any purported privileges, protections, or exemptions from disclosure under Wis. Stat. § 19.35 or the Freedom of Information Act, then you must comply with the following procedure:
   a. You may only withhold that portion of a Document over which you assert a claim of privilege, protection, or exemption. Accordingly, you may only withhold a Document in its entirety if you maintain that the entire
Document is privileged or protected. Otherwise you must produce the Document in redacted form.

b. In the event that you withhold a Document—in whole or in part—on the basis of a privilege, protection, or exemption, you must provide a privilege log containing the following information concerning each discrete claim of privilege, protection, or exemption:

- the privilege, protection, or exemption asserted;
- the type of Document;
- the date, author, and addressee;
- the relationship of the author and addressee to each other; and
- a general description of the nature of the Document that, without revealing information itself privileged or protected, will enable the committee to assess your claim of privilege, protection, or exemption.

c. In the event a Document or a portion thereof is withheld under multiple discrete claims of privilege, protection, or exemption, each claim of privilege, protection, or exemption must be separately logged.

d. In the event portions of a Document are withheld on discrete claims of privilege, protection, or exemption, each separate claim of privilege, protection, or exemption within that Document must be separately logged.

e. You must produce the privilege log contemporaneously with the withholding of any Document in whole or in part on the basis of a privilege, protection, or exemption.

f. You must certify that your privilege log contains only those assertions of privilege, protection, or exemption as are consistent with these Instructions and are warranted by existing law or by a non-frivolous argument for extending, modifying, or reversing existing law, or for establishing new law.

g. Failure to strictly comply with these provisions constitutes waiver of any asserted privilege, protection, or exemption.

9. The committee does not recognize any purported contractual privileges, such as non-disclosure agreements, as a basis for withholding the production of a
Document. Any such assertion shall be of no legal force or effect, and shall not provide a justification for such withholding or refusal, unless and only to the extent that the chair of the committee has consented to recognize the assertion as valid.

10. This subpoena is continuing in nature and applies to any newly-discovered information. Any Document not produced because it has not been located or discovered by the return date shall be produced immediately upon subsequent location or discovery.

11. If you discover any portion of your response is incorrect in a material respect you must immediately and contemporaneously submit to the committee, in writing, an explanation setting forth: (1) how you became aware of the defect in the response; (2) how the defect came about (or how you believe it to have come about); and (3) a detailed description of the steps you took to remedy the defect.

12. A cover letter shall be included with each production and include the following:

   a. The Bates-numbering range of the Documents produced, including any Bates-prefixes or -suffixes;

   b. If the subpoena is directed to an entity as opposed to an individual, a list of custodians for the produced Documents, identifying the Bates range associated with each custodian;

   c. A statement that a diligent search has been completed of all Documents in your possession, custody, or control that reasonably could contain responsive material;

   d. A statement that the search complies with good forensic practices;

   e. A statement that Documents responsive to this subpoena have not been destroyed, modified, removed, transferred, or otherwise made inaccessible to the committee since the date of receiving the committee's subpoena or in anticipation of receiving the committee's subpoena;

   f. A statement that all Documents located during the search that are responsive have been produced to the committee or withheld in whole or in part on the basis of an assertion of a claim of privilege or protection in compliance with these Instructions; and

   g. Your signature, attesting that everything stated in the cover letter is true and correct and that you made the statements under penalty of perjury.

13. You must identify any Documents that you believe contain confidential or proprietary information. However, the fact that a Document contains
confidential or proprietary information is not a justification for not producing the Document, or redacting any part of it.

14. Electronically-stored Documents must be produced to the committee in accordance with the attached Electronic Production Instructions in order to be considered to be in compliance with the subpoena. Failure to produce Documents in accordance with the attached Electronic Production Instructions, may, in an exercise of the committee's discretion, be deemed an act of contumacy.

15. If properties or permissions are modified for any Documents produced electronically, receipt of such Documents will not be considered full compliance with the subpoena.

**Electronic Production Instructions**

The production of electronically-stored Documents shall be prepared according to, and strictly adhere to, the following standards:

16. Documents shall be produced in their native format with all metadata intact.

17. Documents produced shall be organized, identified, and indexed electronically.

18. Only alphanumeric characters and the underscore ("_") character are permitted in file and folder names. Special characters are not permitted.

19. Production media and produced Documents shall not be encrypted, contain any password protections, or have any limitations that restrict access and use.

20. Documents shall be produced to the committee on one or more memory sticks, thumb drives, or USB hard drives. Production media shall be labeled with the following information: production date, name of the subpoena recipient, Bates range.

21. All Documents shall be Bates-stamped sequentially and should not duplicate any Bates-numbering used in producing physical documents.
SCHEDULE C

DEFINITIONS

“All,” “any,” and “each” shall each be construed as encompassing any and all. The singular includes the plural number, and vice versa. The masculine includes the feminine and neuter genders.

“And” and “or” shall be construed broadly and either conjunctively or disjunctively to bring within the scope of this subpoena any information that might otherwise be construed to be outside its scope.

“Ballot” means a ballot related to the Election, including mail-in ballots, early in-person ballots, provisional ballots, and physical ballots cast in person the day of the election.

“Committee” means the committee named in the subpoena.

“Communication” means each manner or means of disclosure or exchange of information (in the form of facts, ideas, inquiries, or otherwise), regardless of means utilized, whether oral, electronic, by document or otherwise, and whether in an in-person meeting, by telephone, facsimile, e-mail (desktop or mobile device), text message, MMS or SMS message, regular mail, telexes, releases, intra-company messaging channels, or otherwise.

“Communication with,” “communications from,” and “communications between” means any communication involving two or more people or entities, regardless of whether other persons were involved in the communication, and includes, but is not limited to, communications where one party is cc'd or bcc'd, both parties are cc'd or bcc'd, or some combination thereof.

“CTCL” means the Center for Tech and Civic Life.

“Documents” means any written, recorded, or graphic matter of any nature whatsoever, regardless of how recorded, and whether original or copy, including, but not limited to, the following: memoranda, reports, expense reports, books, manuals, instructions, financial reports, working papers, records, notes, letters, notices, confirmations, telegrams, receipts, appraisals, pamphlets, magazines, newspapers, prospectuses, inter-office and intra-office communications, electronic mail (emails), text messages, instant messages, MMS or SMS messages, contracts, cables, telexes, notations of any type of conversation, telephone call, voicemail, meeting or other communication, bulletins, printed matter, computer printouts, teletypes, invoices, transcripts, diaries, analyses, returns, summaries, minutes, bills, accounts, estimates, projections, comparisons, messages, correspondence, press releases, circulars, financial statements, reviews, opinions, offers, studies and investigations,
questionnaires and surveys, and work sheets (and all drafts, preliminary versions, alterations, modifications, revisions, changes, and amendments of any of the foregoing, as well as any attachments or appendices thereto), and graphic or oral records or representations of any kind (including without limitation, photographs, charts, graphs, microfiche, microfilm, videotape, recordings and motion pictures), and electronic, mechanical, and electronic records or representations of any kind (including, without limitation, tapes, casettes, disks, and recordings) and other written, printed, typed, or other graphic or recorded matter of any kind or nature, however produced or reproduced, and whether preserved in writing, film, tape, disk, videotape or otherwise. A document bearing any notation not a part of the original text is to be considered a separate document. A draft or non-identical copy is a separate document within the meaning of this term.

"Election" means the November 3, 2020, Wisconsin General Election for, inter alia, President of the United States.

"Employee" means a current or former: officer, director, shareholder, partner, member, consultant, senior manager, manager, senior associate, permanent employee, staff employee, attorney, agent (whether de jure, de facto, or apparent, without limitation), advisor, representative, attorney (in law or in fact), lobbyist (registered or unregistered), borrowed employee, casual employee, consultant, contractor, de facto employee, independent contractor, joint adventurer, loaned employee, part-time employee, provisional employee, or subcontractor.

When referring to a person, "to identify" means to give, to the extent known: (1) the person's full name; (2) present or last known address; and (3) when referring to a natural person, additionally: (a) the present or last known place of employment; (b) the natural person's complete title at the place of employment; and (c) the individual's business address. When referring to documents, "to identify" means to give, to the extent known the: (1) type of document; (2) general subject matter; (3) date of the document; and (4) author, addressee, and recipient.

"Forensic Image" means a bit-by-bit, sector-by-sector direct copy of a physical storage device, including all files, folders and unallocated, free and slack space. Forensic images include not only all the files visible to the operating system but also deleted files and pieces of files left in the slack and free space.

"Indicating" with respect to any given subject means anything showing, evidencing, pointing out or pointing to, directing attention to, making known, stating, or expressing that subject of any sort, form, or level of formality or informality, whatsoever, without limitation.

"Party" refers to any person involved or contemplating involvement in any act, affair, contract, transaction, judicial proceeding, administrative proceeding, or legislative proceeding.
“Person” is defined as any natural person or any legal entity, including, without limitation, any business or governmental entity or association, and all subsidiaries, divisions, partnerships, properties, affiliates, branches, groups, special purpose entities, joint ventures, predecessors, successors, or any other entity in which they have or had a controlling interest, and any employee, and any other units thereof.

“Pertaining to,” “referring,” “relating,” or “concerning” with respect to any given subject means anything that constitutes, contains, embodies, reflects, identifies, states, refers to, deals with, or is in any manner whatsoever pertinent to that subject.

“Possession, custody or control” means (a) documents that are in your possession, custody, or control, whether held by you or your employees; (b) documents that you have a legal right to obtain, that you have a right to copy, or to which you have access; and (c) documents that have been placed in the possession, custody, or control of any third party.

“Processes” means any processes, procedures, methodologies, materials, practices, techniques, systems, or other like activity, of any sort, form, or level of formality or informality, whatsoever, without limitation.

“You” or “Your” shall mean (in the case of an entity) the entity named in the subpoena, as well as its officers, directors, subsidiaries, divisions, predecessor and successor companies, affiliates, parents, any partnership or joint venture to which it may be a party. If the person named in the entity is either an individual or an entity, “you” and “your” also means your employees, agents, representatives, consultants, accountants and attorneys, including anyone who served in any such capacity at any time during the relevant time period specified herein.
SUBPOENA

THE ASSEMBLY OF THE STATE OF WISCONSIN

To: Mr. Patrick W. Moynihan, Jr.
Clerk, Brown County
Northern Building
305 E. Walnut Street, Room 120
Green Bay, Wisconsin 54301

The Campaigns and Elections Committee of the Wisconsin Assembly is conducting an investigation and/or a hearing as described in the Authorizing Resolution (attached as Schedule D) pursuant to the authority of the Wisconsin Assembly, the Rules contained in the Appendix to the Authorizing Resolution, and Wis. Stat. §§ 13.26 through 13.36.

You are therefore commanded to appear, at the place and time identified below before the Campaigns and Elections Committee of the Wisconsin Assembly, there to produce the items identified in the Description of Items to Produce (attached as Schedule A), in accordance with the Instructions (attached as Schedule B) and Definitions (attached as Schedule C).

If you cause all of the items identified in the Description of Items to Produce to be delivered to the place of production prior to the indicated time, you do not need to appear in person.

Place of production: Office of the Assembly Chief Clerk
17 West Main Street, Room 401
Madison, Wisconsin

Date: ________  Time: ________

Failure to comply with the requirements of this subpoena may subject you to summary arrest, imprisonment, and criminal prosecution according to law.
To the Assembly Sergeant at Arms: You or your designee are requested and directed to serve this subpoena and its attachments forthwith, and make return to

Representative Janel Brandtjen, Chair
Campaigns and Elections Committee
State Capitol
Room 12 West

Witness my hand and the seal of the [Assembly/Senate] of the State of Wisconsin, at the city of Madison, this _____ day of _____ in the year _____.

[SEAL]

Representative Robin Vos
Speaker
Assembly of the State of Wisconsin

Attest:

Edward A. Blazel
Chief Clerk
Assembly of the
State of Wisconsin
SCHEDULE A

DESCRIPTION OF ITEMS TO PRODUCE

Pursuant to the terms of the attached subpoena, the Instructions (Schedule B), and the Definitions Schedule C, you are required to produce the following described items:

1. All physical Ballots cast in the Election.

2. All ballot production, processing, and tabulation equipment from satellite election offices and any other location used in the Election to count votes.

3. The software and bootable media, hardware tokens (security keys) for the equipment described in item #2, and the election management system that was used in the Election.

4. Forensic images of all election equipment used in the Election, including:
   - Servers – Election management server, file servers, network servers, dial-up servers, or any other server utilized for the processing or storage of election results or data required to run an election.
   - Tabulators – high speed and normal speed
   - Ballot marking devices – including accessibility, or for normal voting
   - Desktops & laptops utilized within the Election Management System for any purpose including but not limited to: EMS Client, adjudication, registration, creation of Ballots or designs, processing results, uploading results or anything similar
   - Ballot sorting equipment
   - Switches, routers, hardware or software which operates or work like router(s), or other network equipment – This includes normal networking equipment as well as any specialized systems such as Intrusion Detection Systems, Firewalls, Intrusion Prevention Systems or similar

5. Forensic Images of all removable media used in the Election (including, but not limited to USB thumb drives, external hard drives, backup tape cassettes, memory cards, PCMCIA cards, Compact Flash, CD/DVD or similar) to store or transfer data, or to load or transfer software, configurations, or programming.

6. Forensic Images of the firmware of any device associated with the Election that does not have a hard drive; including any tooling required to extract that firmware, if applicable.
7. Forensic Images of all SIM cards used for wireless 3G/4G LTE/5G communications during the Election.

8. Forensics on all machines utilized for absentee Ballot processing, including:
   - All logs from the system
   - Backups of the system
   - Offsite cloud storage associated with the system
   - Media used to transfer data (USB drives, compact flash, external hard drives)

9. Logs from all routers, switches, firewalls, IDS, IPS or similar devices with like or similar functions used during the Election. This includes, but is not limited to:
   - Netflows (or equivalent)
   - DHCP logs
   - Access logs
   - VPN logs
   - PPP logs
   - RDP logs
   - Splunk logs
   - Any remote administration tool logs

10. Logs from all computer systems, servers, desktops, laptops, or similar equipment used in the Election, including but not limited to those that were used in the design, management, and running of the Election:
    - Windows Event logs
    - Access logs
    - Firewall logs
    - IDS / IPS / Malware / Virus Scan Logs
    - Database logs
    - All logs generated from applications associated in any way with the election

11. Logs from all EMS Server(s), EMS Clients, tabulators, ballot marking devices, ballot on demand printers, scanners, voting systems, transmission software/firmware and also such hardware, or other election equipment used in the Election, including but not limited to:
    - Error logs
    - Access logs
    - Debug output
    - Audit logs
    - Administrator logs
12. Election Log Files XML, EML, JSON, DVD and XSLT other files and logs related to the Election for:
   - Tabulators
   - Result pair resolution
   - Result files
   - Provisional votes
   - RTM logs
   - RAS logs
   - iWeb logs
   - TCP/IP logs
   - SQL database files and logs
   - Sorting machine

13. List of all IP addresses utilized at any location where Election equipment was utilized during the entire Election period. This includes the time from when the Election equipment was ready to receive a cast Ballot to when the certified results were officially published. This shall include, but not be limited to:
   - IP addresses of any cellular modems utilized by voting equipment
   - IP addresses of any routers utilized at any location where votes were cast, counted, tallied, or reported
   - IP addresses of any dial-up connections utilized
   - IP addresses of any computers utilized to process, send or upload election results

14. Access or control of ALL routers, tabulators or combinations thereof (some routers are inside the tabulator case), devices and/or software which acts as or like a router, sufficient to gain access to all the system logs.

15. Settings related to the Election:
   - Ranked profiles and entire change history of audit trail logs
   - Ranked contests and entire change history audit trail logs
   - Rejected Ballots report by reason code
   - All configuration files utilized to control the election

16. Accounts and Tokens related to the Election:
   - Username & Passwords (Applications, Operation Systems, Routers, Switches, Firewalls, etc)
   - File and/or Hardrive Encryption Passwords or keys (Bitlocker, Veracrypt, Etc)
   - Security Tokens (iButton, Yubikey, SmartCard, Etc)

17. ES&S Express VoteXL Specific related to the Election:
• All Paper Vote Summary Cards
• All USB Flash Drives

18. Voter Rolls related to the Election:
• Database of voter rolls
• Forensic Image of computer/device used to work with voter rolls
• Copy of media device used to transfer voter rolls

19. With respect to the Election, records required from the voting system: Daily and cumulative voter records for those who voted with sufficient definition to determine:
• Voter’s name and Registered Voting address
• Address for correspondence (mailing address)
• D.O.B.
• Voter ID number
• How Voted (mail, in-person early, in person Election Day)
• Where Voted (if applicable)
• Date voted (if applicable)
• Ballot by mail Request Date
• Ballot by mail sent date
• Ballot by mail voted date (if applicable)
• Ballot cancelled date (if applicable)
• RAW, HTML, XHTML and SVG files (Ballot Images)
• Ballot Casts information for each voter who cast a Ballot.

20. Access needed to physically and forensically examine all date and time-stamped paper Ballots:
• Voter Tally Paper Rolls, Test Ballots, Ballot Test Matrix


22. All physical Ballots cast or attempted to be cast during the Election. This includes, but is not limited to:
• Mail in and absentee Ballots
• Provisional Ballots
• Early Voting Ballots
• Accessibility Ballots
• Spoiled Ballots
• UOCAVA Ballots
• Election Day Ballots
• Ballots printed on election day; Ballots printed using rolls of paper

23. All request forms for mail Ballots and absentee Ballots.
24. All envelopes for mail in and absentee Ballots.

25. With respect to the Election, all reports detailing all ballots that were rejected prior to election day and the process to contact the voter to cure the ballot.

26. All cartridges from all voting machines and scanners used in the Election.

27. All affidavits for assistance related to the Election.

28. All envelopes of requested Ballots that were returned as undeliverable.

29. With respect to the Election, all training materials used to train County Employees including temporary employees, Judges of Election, Inspectors, Clerks, and all persons who staffed the satellite voting offices.

30. All duplicated Ballots and all logs that would allow the duplicate to be compared to the original.

31. Chain of custody records and procedures for all Ballots from the start of the election through the current date.

32. All pollbooks from all wards and divisions related to the Election.

33. All supplemental pollbooks from all wards and divisions related to the Election.

34. A list of all voters who cast an absentee or mail Ballot and voted on the machines at the polls on Election Day.

35. All contracts and agreements between (a) Brown County, including all departments under the direction of the mayor, and (b) election vendors or their agents, that relate to the Election.

36. To the extent they relate to the Election, all contracts and agreements between any vendor or contractor that supplies voting equipment of any type, software utilized in the election process, ballot paper, rolls of ballot paper, election design support, election equipment support, or election support. This includes, but is not limited to contracts dealing with:
   - Ballot Marking Devices, Tabulators, Election Management Systems, or similar equipment
   - Election Design Software, Tabulation Software, Voting Registration Software, Duplication Software, Adjudication Software, or anything similar related to the election
• Ballot Paper, Printing Services, Mailing Services, Scanning Services, Address Validation Services
• Election Design Services, Election Equipment Repair, Election Equipment Service, Election Processing, or other Election support services
• Internet service provider, cellular service provider

37. For each location that utilized a piece of election equipment, Documents sufficient to provide the following information for the period commencing one month prior to the Election and extending through one month after the Election:
• Who accessed each piece of such equipment (the organization they represent and their position in the organization), on what date, for what purpose, what electronic media was used, and what records were kept
• Any tests that were performed during the access of the equipment (voters on election day are not to be included)

38. A complete end-to-end election setup for use:
• This would include all the equipment necessary to simulate an election and recreate the precise scenarios of election day in 2020
• Central Server, tabulators (high speed and normal), poll pads, etc.
  o This specifically includes all of the passwords, security tokens, physical keys, key fobs, etc., needed to use each piece of equipment
• Instruction manuals on how to use the end-to-end setup
• Duplicate copy of election tabulator bootable media for multiple selected locations
• Ballots used in the locations selected

39. With respect to the Election, all ward return sheets with the paper tapes, including:
• Any return sheets that were unusable, needed to be recreated, or fixed in somehow should also be included with their notes (front and back)

40. With respect to the Election, Documents sufficient to identify the dates and times that technicians or other people of LAT testing that had access to election equipment.

41. With respect to the Election, Documents sufficient to identify the dates and times of software updates on election computers and servers.

42. With respect to the Election, Documents sufficient to identify the dates and times of certification of the equipment (servers, election computers, election hardware devices).
43. With respect to the Election, all Documents relating to CTCL-related activities, including but not limited to:
   - Equipment purchased by CTCL
   - Number and locations of drop boxes installed
   - List of resources CTCL had access to, including voter rolls or other data

44. With respect to the Election, all Documents relating to the WisVote/ERIC system, Badger books, WisVote including:
   - A full copy of the database holding all records and change records in the WisVote/ERIC system; and Badger Books, WisVote.
   - A copy of all logs showing all changes to the voter rolls as well as the username, name, IP address, or other details of the individual making the change
   - A list of individuals and organizations with access to the WisVote/ERIC system, plus Badger Books and WisVotes, and any of its Application Programming Interfaces
   - Manuals and programmer documentation for interfacing with the WisVote/ERIC system, also for Badger Books and WisVote

45. With respect to the Election, documents sufficient to identify the location(s) where the Brown County Clerk stores all election equipment and data, along with the identity of all individuals who have access to those areas.

46. All invoices from vendors/suppliers of seals used on bags of paper ballots, absentee envelopes, for seals used in or during the Election.

47. All Documents related to voting system design, architecture, and configuration with respect to the Election.

48. All Documents pertaining to Cybersecurity protocols and settings put into place for the Election.
Okay, thank you.

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

From: Celestine Jeffreys
Sent: Tuesday, May 12, 2020 9:27 AM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: Late Communications for the Ad Hoc Committee on Elections

I’ve already published the agenda, but I will put it on for the next meeting.

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

From: Kris Teske
Sent: Tuesday, May 12, 2020 9:26 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: Late Communications for the Ad Hoc Committee on Elections

Good Morning,

From P&P:

Moved by Ald. John VanderLeest, seconded by Ald. Kathy Lefebvre to refer to the ad hoc committee a request by Ald. John VanderLeest to review the policies and procedures for curbside voting for the remaining 2020 elections and how to communicate curbside voting information to all voters and poll workers in Green Bay.

Moved by Ald. Craig Stevens, seconded by Ald. John VanderLeest to refer to the ad hoc committee a request by Ald. Bill Galvin to the Protection and Policy that plans be made and implemented by July 20th to avert any future problems with in person voting and absentee voting. This is to include, training of staff and volunteers, obtain necessary equipment, establish secondary voting sites, and any other resources needed.

Jaime was going to put this on the Council agenda for May 19 or did you want to amend the agenda for Thursday?

Thank you,
Yes to police and fire, not the mayors office.

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Vanessa Chavez <VanessaCh@greenbaywi.gov>
Sent: Wednesday, March 4, 2020 11:33:32 AM
To: Jaime Fuge <JaimeFu@greenbaywi.gov>; Celestine Jeffreys <celestineje@greenbaywi.gov>; Kris Teske <KrisTe@greenbaywi.gov>; Joanne Bungert <joannebu@greenbaywi.gov>; Deanna Debruler <Deannade@greenbaywi.gov>
Cc: Joe Faulds <JoeFa@greenbaywi.gov>
Subject: Re: Late Communications

It feels like the question about Vanya should go to P&F or Mayor's Office, not personnel. Thoughts, Celestine and Joe?

Vanessa R. Chavez, City Attorney
City of Green Bay
(920) 448-3060
vanessach@greenbaywi.gov

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From: Jaime Fuge
Sent: Wednesday, March 4, 2020 8:53 AM
To: Celestine Jeffreys <celestineje@greenbaywi.gov>; Kris Teske <KrisTe@greenbaywi.gov>; Vanessa Chavez <VanessaCh@greenbaywi.gov>; Joanne Bungert <joannebu@greenbaywi.gov>; Deanna Debruler <Deannade@greenbaywi.gov>
Subject: Late Communications

Good Morning,

Attached are the late communications from the Common Council meeting 3/3/2020.

Thank you,

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

I am waiting for Ald. Wary to send me his late communication and for Alds. Dorff and Corpus-Dax to send me their combined late communication. I have attached Ald. Brunette’s.

Thanks,

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

Please see attached. I have included Ald. Dorff's email stating she would like to use Ald. Johnson's communication instead. Ald. Lefebvre's second communication goes to Finance.

As soon as I receive Ald. Steuer's I will forward them on.

Thank you,

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

From: Kris Teske
Sent: Thursday, April 30, 2020 8:16 AM
To: Vanessa Chavez; Deanna Debruler; Celestine Jeffreys; Joanne Bungert; Jaime Fuge
Subject: Late Communication for the May 5 Council Meeting
Attachments: Late Communication - Curbside voting.docx

Please see attached.

Kris Teske, WCMC
Green Bay City Clerk
100 N. Jefferson St., Rm 105
Green Bay, WI 54301
920-448-3014
Yes

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

From: Celestine Jeffreys
Sent: Thursday, April 30, 2020 8:25 AM
To: Kris Teske <KrisTe@greenbaywi.gov>
Subject: RE: Late Communication for the May 5 Council Meeting

Thanks! Are you placing this in the agenda under “petitions and communications”?

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

From: Kris Teske
Sent: Thursday, April 30, 2020 8:17 AM
To: Vanessa Chavez <VanessaCh@greenbaywi.gov>; Celestine Jeffreys <celestineje@greenbaywi.gov>; Deanna Debruler <Deannade@greenbaywi.gov>; Kala Lardinois <kalala@greenbaywi.gov>; Diana Ellenbecker <DianaEl@greenbaywi.gov>
Subject: Late Communication for the May 5 Council Meeting

Please see attached.

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

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

-----Original Message-----
From: District Two
Sent: Wednesday, May 6, 2020 10:43 AM
To: Kris Teske <KrisT@greenbaywi.gov>
Cc: District One <District1@greenbaywi.gov>
Subject: Late Communication

Hello Clerk Teske,

Here is our joint communication to Personnel.

For the City to research and conduct a study for the term lengths of appointed officials in comparable municipalities. Determine whether the term lengths of a City appointed official should be amended to longer than 2 years and to review City Official appointments/reappointments so they do not coincide with the swearing in of a new council.

Thank you,
Alder Dorff & Alder Corpus-Dax
Can you please send me your late communication from last night?

Thank you,

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

From: Kris Teske
Sent: Wednesday, May 6, 2020 12:43 PM
To: Vanessa Chavez; Celestine Jeffreys; Deanna Debruler; Jaime Fuge
Subject: FW: Late Communication

Here is the last late communication needed from last night.

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

From: Chris Wery [mailto:chriswery@att.net]
Sent: Wednesday, May 6, 2020 12:41 PM
To: Kris Teske <KrisTe@greenbaywi.gov>
Subject: Re: Late Communication

Hi Kris,

Here you go:

To: Protection and Policy
Re: Request obtaining bids/quotes from consultants for an external election review of processes and administration of the April 7, 2020 Election.
Preference should be given to attorneys with election law experience, current or former municipal clerks or inspector general positions.

Respectfully submitted,

Alderman Chris Wery
920-490-9282
chriswery@att.net
Facebook: Alderman Chris Wery, District 8 City of Green Bay

On Wednesday, May 6, 2020, 09:35:37 AM CDT, Kris Teske <kriste@greenbaywi.gov> wrote:

Good Morning,
Hi,

Yes, I did because it was never confirmed that I could make the switch and in the email I specifically showed that. You stated to ask for $500,000 even so I didn't know if you had other plans for the money.

Thank you,

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

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Tuesday, September 15, 2020 1:00 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: Laptops/Printers/Tablets

You can certainly take the funds that were allocated ($283K) and purchase the items below.

Did you include those items in the new request?? I had thought so. Either way, you have funds!!

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

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Tuesday, September 15, 2020 12:45 PM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Diana Ellenbecker <Diana.Ellenbecker@greenbaywi.gov>
Subject: Laptops/Printers/Tablets

Hi,

Did you get approval for us to buy laptops/printers/tablets with the grant money that was supposed to buy BadgerBooks?

Thanks,
Deanna Debruler

From: Celestine Jeffreys
Sent: Wednesday, August 12, 2020 4:06 PM
To: Kris Teske
Subject: RE: 

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

From: Kris Teske
Sent: Wednesday, August 12, 2020 3:00 PM
Subject: 

Hello,

Thank you,

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

From: Celestine Jeffreys
Sent: Wednesday, March 25, 2020 7:24 PM
To: Kim Wayte; Kris Teske
Subject: Kerry O Dell (O'Dell)

Requested an absentee ballot two weeks ago.

Physical Address:
101 S. Military #242, 54303

Mailing Address:
417 Rutgers Street, 54303

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006
I seriously do not know what to tell her.

She's called many times, finally she found that her ballot request was processed on 3/13, but she still hasn't received it.

Can you give me some guidance?

Celestine
Okay

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

From: Celestine Jeffreys
Sent: Tuesday, March 31, 2020 2:24 PM
To: Eric Genrich <MayorGenrich@greenbaywi.gov>; Vanessa Chavez <VanessaCh@greenbaywi.gov>; Kris Teske <KrisTe@greenbaywi.gov>
Subject: just sent a zoom meeting

For 2:30.

Will probably take 15 minutes. But we all need to talk.

CMJ
Green Bay Packers
1265 Lombardi Avenue
Green Bay, WI 54304
Direct: 920.569.7147
13-Time World Champions

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Hannah,

Thank you for asking us to clarify. I’ve included Diana on this email. Diana, can you let them know the take-down times?

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

Good morning!

I hope everyone had a great weekend. I wanted to reach out about a few things this morning regarding the polling location spot at JTV. It was my understanding volunteers were arriving at 10am today, however, when I arrived at work today, they were already setting up at 8am. I would like to confirm the times moving forward of when the first person will be arriving. Please confirm the following.

- Tuesday, November 3rd
  - Earliest arrival at 6am
- Wednesday, November 4th
  - I still need a time of when someone will be arriving for pick up. The building will be locked so we need to know what time they are coming so we can have someone there. I will need this information by noon today if possible.

Also, who will be my point of contact for today, tomorrow and Wednesday?

I appreciate your fast response.

Thank you!

Hanna Goral
Lambeau Field Events Specialist
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From: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Sent: Wednesday, October 7, 2020 7:38 PM
To: Goral, Hanna <GoralH@packers.com>
Cc: Popkey, Aaron <PopkeyA@packers.com>
Subject: JTV and Halloween,

Hannah,

I hope this email finds you well!

I don’t think I settled the issue of poll workers bringing in their own food to the JTV. Can you let me know if that’s possible?

Also, thank you so much for agreeing to host an in-person drop box event on Halloween in the Field’s parking lot. Due to the nature of the pandemic, we will not host that event.

If there’s anything I can do for you, please don’t hesitate to reach out.

Thanks!

Celestine Jeffreys
Chief of Staff, Mayor’s Office
City of Green Bay
From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]
Sent: Thursday, October 8, 2020 7:12 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: FW: JTV and Halloween,

Please contact Ms. Goral. I notified her that we will not conduct the in-person event on 10.31.

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

From: Goral, Hanna <GoralH@packers.com>
Sent: Thursday, October 8, 2020 9:59 AM
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Cc: Popkey, Aaron <PopkeyA@packers.com>
Subject: RE: JTV and Halloween,

Hello Celestine!

It is great to hear from you. I left you a voicemail this morning to hopefully confirm your details for the polling location. Please let me know if you have some time to go over everything.

I know that Aaron has reached out to you regarding a few questions regarding the polling location for November 3rd. If you could include me on your response to those questions, I would greatly appreciate it!

Regarding the absentee ballot drop box location for Saturday, October 31st, I will go ahead and cancel that in our system.

I look forward to hearing from you!

Hanna Goral
Lambeau Field Events Specialist

Green Bay Packers
1265 Lombardi Avenue
Green Bay, WI 54304
Direct: 920.569.7147
13-Time World Champions
Green Bay City Clerk  
100 N. Jefferson St., Rm 106  
Green Bay, WI 54301  
920-448-3014

From: Goral, Hanna [mailto:GoralH@packers.com]  
Sent: Tuesday, October 13, 2020 4:31 PM  
To: Kris Teske <Kris.Teske@greenbaywi.gov>  
Subject: RE: JTV and Halloween,

Hello Kris,

It is great to hear from you. Ideally, if we could have the layout by this coming Monday, that would be great! If not, ust as soon as possible.

I would be more than happy to ump on a call with you if needed!

let me know what works for you 🎃

Hanna Goral  
Lambeau Field Events Specialist

Green Bay Packers  
1265 Lombardi Avenue  
Green Bay, WI 54304  
Direct: 920.569.7147  
www.packers.com | www.packersproshop.com  
13-Time World Champions

From: Kris Teske <Kris.Teske@greenbaywi.gov>  
Sent: Tuesday, October 13, 2020 9:51 AM  
To: Goral, Hanna <GoralH@packers.com>  
Subject: RE: JTV and Halloween,

Hi Hanna,

I haven't had a chance to create the layout for the polling location yet and send you a rough copy. When do you need this by? I am working from home. Please let me know if we need to discuss more and I can give you a call when you have time.

Thanks,

Kris Teske, WCMC  
Green Bay City Clerk
Also, I have attached the event order. I do have a few questions.

- Please confirm that volunteers will be arriving at 8am on Monday, November 2nd. I will need to check with the workers who plan on being there on Monday.
- What time will the volunteers be done on Monday with setup? I will check on this also.
- Confirm that the earliest someone will be at the Johnsonville Tailgate on Tuesday, November 3rd will be 9:00am. This is correct.
- Confirm the time that the equipment will be picked up on Wednesday, November 4th. Is there a certain time you would like the equipment out by?
- Will you have any security during the polling? I will find out tomorrow and let you and Aaron both know.
- Do you have any concern with our security cameras being on during the event inside of the building? I will find out tomorrow and let you both know.

I believe that is all of the questions I have! The last two bullet points were asked by Aaron Popkey to Celestine, but I do not think he has heard back from her.

Let me know your thoughts and if you need anything changed.

Have a great day!

Hanna Goral
Lambeau Field Events Specialist

Green Bay Packers
1265 Lombardi Avenue
Green Bay, WI 54304
Direct: 920.569.7147
13-Time World Champions

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Wednesday, October 14, 2020 11:05 AM
To: Goral, Hanna <GoralH@packers.com>
Subject: RE: JTV and Halloween,

Hi Hanna,

I tried calling but received voicemail. The issue with a polling location is - I suggest to the Chief Inspectors (the ones who oversee the wards) how I think it could be setup but it is their decision (there are laws they have to follow). I envision one ward (assuming the bar is to the south) being in front of the bar, one ward on the west wall, two wards on the north wall, and one in front of concessions. After looking at the layout, we will need 5 tables per ward with 12 chairs at each location. I will also need another 2 chairs and 5 more tables for the greeters and display boards, these can be placed by the entrance. Some of the poll workers will need to get in on Monday, November 2. At this time they will set things the way they want them for Election Day.

I hope I covered everything and answered any questions you have (email me otherwise).

Thank you,

Kris Teske, WMC
Deanna Debruler

From: Celestine Jeffreys
Sent: Thursday, October 15, 2020 10:55 AM
To: Kris Teske
Subject: RE: JTV and Halloween,

I will work on this after senior staff, thanks.

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

From: Kris Teske <Kris.Teske@greenbaywi.gov>
Sent: Thursday, October 15, 2020 10:46 AM
To: Goral, Hanna <GoralH@packers.com>
Cc: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>
Subject: RE: JTV and Halloween,

See below.

Celestine can you please take a look at the attached and sign. I wasn’t involved in the discussions for the payment portion but I did look over the times, tables, and chairs.

Thank you!

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

From: Goral, Hanna [mailto:GoralH@packers.com]
Sent: Wednesday, October 14, 2020 2:22 PM
To: Kris Teske <Kris.Teske@greenbaywi.gov>
Subject: RE: JTV and Halloween,

Hello Kris,

Thank you for the follow up. I apologize for missing your call. I am working remotely for the most part. My cell phone number is [REDACTED] if you need anything!

I have updated the diagram with a rough draft of the table placement. Would you like the chairs kept on a rack so the volunteers can place them how they want them? Yes, that would be great!
Vanessa did you get an answer concerning security cameras being on inside of JTV?

Thanks,

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

From: Celestine Jeffreys  
Sent: Friday, October 16, 2020 12:42 PM  
To: Kris Teske  
Subject: RE: JTV

Thanks.

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

From: Kris Teske <Kris.Teske@greenbaywi.gov>  
Sent: Friday, October 16, 2020 12:41 PM  
To: Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>  
Subject: RE: JTV

Okay, as soon as I hear from Vanessa I will respond.

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

From: Celestine Jeffreys [mailto:Celestine.Jeffreys@greenbaywi.gov]  
Sent: Friday, October 16, 2020 12:38 PM  
To: Kris Teske <Kris.Teske@greenbaywi.gov>; Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>  
Subject: RE: JTV

I won’t be able to respond to Hannah today. I’m actually off participating in two board meetings.

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

From: Kris Teske <Kris.Teske@greenbaywi.gov>  
Sent: Friday, October 16, 2020 12:22 PM  
To: Vanessa Chavez <Vanessa.Chavez@greenbaywi.gov>; Celestine Jeffreys <Celestine.Jeffreys@greenbaywi.gov>  
Subject: JTV

I see where Hanna from the Packers asked both of us (Celestine and I) concerning security at Lambeau Field. So if you haven’t I will respond,
One tap mobile
+13126266799,87902458781#,,,,,,0#,,928483# US (Chicago)
+19292056099,87902458781#,,,,,,0#,,928483# US (New York)

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

Meeting ID: [REDACTED]
Passcode: [REDACTED]
Find your local number: https://us02web.zoom.us/j/kE6Qbghe1
Thanks, I just wanted to be sure to invite you.

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

Kim and I are unable to attend.

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

-----Original Appointment-----

Celestine Jeffreys is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

Meeting ID: [redacted]
Passcode: [redacted]
The residents in your community are watching the coronavirus news and are concerned about themselves, friends and loved ones. Just today, Governor Evers declared a public health emergency in Wisconsin in response to the pandemic.

To support you during this challenging time, please join us for a one-hour webinar on **Friday, March 13 (tomorrow) at 1:30PM** to learn about **HOW to communicate** with people in your community, including residents, parents, and the media. (Note – the webinar will not provide details on the Coronavirus, but will focus on **communication**. We are providing this webinar in partnership with the Wisconsin Association of School Boards.)

**LIVE Webinar: Communicating During a Crisis**
**Friday, March 13 from 1:30 - 2:30PM**
**Link to be sent Friday morning**

Stephanie Marquis will be our presenter. She was Wisconsin’s spokesperson at the Department of Health Services during swine flu and bird flu, as well as numerous public health and natural disaster emergencies including measles epidemics, flooding, tornadoes, influenza, E.coli outbreaks, and much more. She can share her experience, knowledge, and lessons learned to help you communicate successfully during any emergency situation. She also wrote the article on Working with the Media (PDF) in March 2020 The Municipality magazine.

You will learn how to communicate with credibility in your community, while hearing how you can motivate behavior and prepare for what comes next, such as when you need to cancel an event or close a school.

**IMPORTANT:** It is best practice to have one recognizable face throughout a crisis, so be sure to have whomever will be your spokesperson on the webinar for these helpful tips.

We will send out a link to the webinar by 10AM tomorrow morning as we verify all the appropriate resources to handle a significant participation rate.

**Note – we are providing this webinar in partnership with the Wisconsin Association of School Boards.**

Please join us,

_Gail Sumi_
Member Engagement and Communications Director

gsumi@lwm-info.org | www.lwm-info.org
League of Wisconsin Municipalities
131 W. Wilson, Suite 505, Madison, WI 53703
Direct: 608-267-4477

Find us on Facebook | Twitter | Linked-In | YouTube | #LocalGovMatters Podcast
SUBSCRIBE to the League’s Legislative Bulletin, Capitol Buzz and E-Newsletter — sign up here.
Deanna Debruler

From: Celestine Jeffreys
Sent: Friday, March 13, 2020 12:01 PM
To: Kris Teske
Subject: RE: Join us for Coronavirus: COMMUNICATING During a Crisis webinar TOMORROW (March 13)

Thanks, Kris, got it!

Celestine Jeffreys
Chief of Staff
Office of the Mayor
920.448.3006

From: Kris Teske
Sent: Friday, March 13, 2020 10:19 AM
To: Eric Genrich; Diana Ellenbecker; Celestine Jeffreys
Subject: FW: Join us for Coronavirus: COMMUNICATING During a Crisis webinar TOMORROW (March 13)
Importance: High

Please see below.

When Sarah from WBAY called I forwarded the call to Celestine. I'm assuming she will be the City's spokesperson.

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

From: Gail Sumi [mailto:gsumi@lwm-info.org]
Sent: Thursday, March 12, 2020 4:31 PM
To: Curt Witenski <cwitenski@lwm-info.org>
Subject: Join us for Coronavirus: COMMUNICATING During a Crisis webinar TOMORROW (March 13)
Importance: High

This email is being sent to all Municipal Clerks. Please forward to the person who is likely to speak on behalf of your municipality - if that is not you: