

State of Wisconsin \ Government Accountability Board

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JUDGE THOMAS H. BARLAND
Chairperson

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Director and General Counsel

MEMORANDUM

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Allison Coakley
Elections Training Coordinator
Government Accountability Board

DATE: September 8, 2014

SUBJECT: Absentee Voting in Residential Care Facilities and Retirement Homes Webinar

In 2012, in an effort to serve our election partners more effectively, the Government Accountability Board launched the Elections Administration Training webinar series in lieu of WisLine program teleconferences. Based on the continued positive response we have received from county and municipal clerks and their election officials, the G.A.B. is presenting the second webinar in this year's series with:

Webinar for Clerks and Special Voting Deputies
Absentee Voting in Residential Care Facilities and Retirement Homes
Wednesday, September 10, 2014, 9:00 a.m. – 11:00 a.m.
Web link: <https://www1.gotomeeting.com/register/770555464>

The **Absentee Voting in Residential Care Facilities and Retirement Homes** webinar will provide clerks and Special Voting Deputies with information on conducting absentee voting in residential care facilities and retirement homes:

- What's New?
- Designation of Facilities Served by SVDs
- Public Notice
- Voter Registration
- Rules for Observers
- Delivery of Ballots and Voting
- Persons Assisting Voters with Physical Disabilities
- Return of Ballots

Reference materials for the webinar have been posted on our website as an attachment. The webcast will be posted by the Thursday following the session on the G.A.B. website for clerks to use for their own education and training their Special Voting Deputies: <http://gab.wi.gov/clerks/education-training/webinars>. The training counts toward clerk and Special Voting Deputy certification whether you participate in the live webinar or review the recording at a later date.

Live Webinar Requirements

You must be able to view videos on your computer, using a media application such as Windows Media Player. You will be connected to audio using your computer's speakers. If you are unable to access the audio over your computer speakers, you may select "Use Telephone" after joining the webinar. Using the telephone for audio is a **toll charge**. If you have questions about the technical aspects of the webinar, please contact the Help Desk at gabhelpdesk@wi.gov or (608) 261-2028.

The webinar has a maximum of 500 participants. In response to input from clerks, phones will be muted to reduce ambient noise. Questions may be typed in and will be answered by G.A.B. staff for the benefit of the participants as time allows. A list of Frequently Asked Questions (FAQs) generated from the webinar will be posted after the webcast.

We look forward to you joining us for the webinar on Wednesday. If you have ideas or suggestions for future webinar topics, please contact me: allison.coakley@wi.gov or (608) 261-2033. Thank you.