

# State of Wisconsin\Government Accountability Board

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**DATE:** March 15, 2016

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

**FROM:** Michael Haas, Elections Division Administrator  
Marianne Griffin, Elections Specialist

**SUBJECT:** WisVote Live Update #4

G.A.B. staff is continually making changes and updating WisVote in response to suggestions from clerks and in preparation for the Spring Election and Presidential Preference Vote on April 5, 2016. Below are some of the changes that were put in over the weekend:

- Absentee updates
  - District Combo now appears on the Absentee Application and Vote in Person screen. District Combo will also appear on the pop-up for Vote in Person where you select the label type.
  - The ballot delivery method can now be edited on the Absentee Application screen so clerks can make updates as necessary.
  - A new Absentee Central Count report is now available for municipalities that use Central Count for their absentees.
  - The absentee labels were updated so that addresses and municipality names will no longer be cut off.
  - The absentee labels will now display the absentee application type.
- When a new Voter Registration or EDR is processed in WisVote, the system will check to see if any absentee applications or absentee ballots exist for that voter and handle those applications and ballots correctly.
- The ballot style field is now optional when entering an Election Day Registration.
- GAB-190 Report: To access this report, click on the Elections tile. Select the election. At the top of the elections screen, click on the ellipsis. Select Run Report, and then select GAB-190. Municipalities in multiple counties should select the “main” county, or in WisVote terminology the parent jurisdiction. The municipality name will not appear in the dropdown list for the “alt” counties. See the WisVote FAQ.
- Ineligible voter list report has been migrated to WisVote from CRM 2011: detailed instructions are posted along with this memo on how to run this report directly in WisVote.

- Address span report: This report can be accessed by selecting the Addresses tile from the main page and selecting Address Span from the Run Report button

## **Election Readiness**

The Spring Presidential Preference Checklist I: Pre-Election Tasks was posted on the Recent Clerk Communications page of the GAB website on March 3, 2016. The checklist includes the election tasks that need to be completed prior to the election. Please review the document thoroughly.

The Government Accountability Board is required to report the results of the Presidential Preference Vote by congressional district. Wis. Stat. §8.12(3). Therefore, reporting units for the April 5 election may not cross congressional districts.

Confirm the “Contests Complete” and “Candidates Complete” checkpoints are checked for the 2016 Spring Election. If the checkpoints are not checked in a municipality or county, the sample ballot will not display to voters on MyVote.

On Friday, March 11 G.A.B. staff posted a [clerk communication](#) that covers the process to issue the April 5 official ballot to military voters who have already received a Presidential Preference Only ballot.

## **Tracking Absentee Ballots Required by SB 295**

G.A.B. staff recently posted a [clerk communication](#) detailing the new requirements that are expected to be adopted by the Senate and signed by the Governor this week. One of the most significant legislative change requires all absentee ballots to be tracked in WisVote immediately after the Act is published, which is expected to take place mid-to-late this week. Providers will need to coordinate with their relier clerks to obtain absentee information that will need to be entered directly into WisVote. Relier clerks will be unable to enter absentee information into WisVote unless the clerk has taken the appropriate certifications available at the WisVote Learning Center, and roles and responsibilities are refined through Memorandum of Understandings between the provider and relier. Any changes to the provider/reliar relationship will be difficult to complete prior to the April election. Instructions on how to track absentee ballots are available [here](#). Clerks are asked to make their best efforts to satisfy the reporting requirement for absentee ballot activity after the law becomes effective and prior to the Spring Election and Presidential Primary so that any necessary adjustments may be made in anticipation of full compliance starting with the 2016 Partisan Primary in August.