

WISCONSIN ELECTIONS COMMISSION

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COMMISSIONERS

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ADMINISTRATOR MICHAEL HAAS

Wisconsin Elections Commission

Wisconsin Elections Commission Offices
212 E. Washington Avenue, Third Floor
Madison, Wisconsin
1:00 p.m. Monday, November 20, 2017

Open Session Minutes

Present: Commissioner Mark Thomsen and Commissioner Jodi Jensen (in person), Commissioner Ann Jacobs, Commissioner Beverly Gill, Commissioner Julie Glancey and Commissioner Dean Knudson (by teleconference)

Staff present: Michael Haas, Meagan Wolfe, Sharrie Hauge, Reid Magney and Richard Rydecki

A. Call to Order

Commission Chair Mark Thomsen called the meeting to order at 1:01 p.m.

B. Administrator's Report of Appropriate Meeting Notice

Administrator Michael Haas informed the Commissioners that proper notice was given for the meeting.

C. Personal Appearances

Karen McKim of Waunakee appeared on behalf of Wisconsin Election Integrity to discuss county board of canvassers' procedures and post-election audits as a means to catch miscounts by voting equipment.

Andrea Kaminski of Madison appeared on behalf of the League of Women Voters of Wisconsin to discuss the League's support for additional WEC staff resources.

D. Minutes of Previous Meeting

September 26, 2017

MOTION: Approve minutes of the September 26, 2017 open session meetings as submitted by staff. Moved by Commissioner Jensen, seconded by Commissioner Glancey. Motion carried unanimously.

E. Election Security Planning

Administrator Haas introduced two guests: David Cagigal, Administrator of the Division of Enterprise Technology (DET) and Wisconsin's Chief Information Officer; and Bill Nash, Director of the Bureau of Security and Wisconsin's Chief Information Security Officer.

Mr. Cagigal gave commissioners an oral report about the application hosting and security services DET provides to WEC and discussed the millions of events DET handles each year to keep Wisconsin's information systems secure. He described his concerns about the "human element" of security regarding state systems and the need for users to be vigilant.

Mr. Cagigal discussed DET's communications and relationships with the U.S. Department of Homeland Security, and said the earlier miscommunications about whether Wisconsin was targeted (unsuccessfully) by Russian government cyber actors in 2016 has opened the lines of communication between Wisconsin agencies and Homeland Security and put all agencies on a better footing going forward.

Mr. Cagigal, Mr. Nash and Administrator Haas answered questions from commissioners about the Russian targeting and the security measures being considered to strengthen the system, including multi-factor authentication for WisVote users.

Assistant Administrator Meagan Wolfe made an oral presentation based on the draft election security plan beginning on page 12 of the November special meeting materials. She highlighted changes to the draft plan since staff first presented it to the Commission in September. Building on the presentation by the DET officials, she described efforts by the WEC staff to make systems more secure, including training of local election officials. She discussed staff's analysis of different multi-factor authentication methods for WisVote users, noting that one solution may not work for everyone because of technological capabilities. Finally, she discussed testing of WEC applications, including the use of ethical hacking, to ensure security.

F. Agency Staffing Plan

Administrator Haas made an oral presentation based on a memorandum on page 66 of the November 20 meeting materials regarding recommendations to deal with the Governor's line-item vetoes of five FTE positions in the Commission's 2017-2019 biennial budget. Staff recommends the Commission direct staff to seek authorization to add three positions, along with funding to support the positions through the remainder of the biennium. One would be an IS Technical Services Professional to help with elections security, the second would be an Elections Specialist focused on voting equipment certification and security, and the third would be an Elections Specialist focused on voter services and outreach.

Commissioners and staff discussed potential funding sources for the positions, whether to pursue stand-alone legislation, make a request under §13.10 Wis. Stats. to the Joint Committee on Finance or seek an administrative solution through the Department of Administration. They discussed challenges the agency has had attracting and retaining qualified staff members due to compensation issues and the uncertainty related to whether staff positions would be permanent.

Administrator Haas indicated that staff projects that the Commission can absorb the funding for the additional positions within the existing budget through the 2019 fiscal year.

MOTION: Direct staff to seek authorization for an additional 3.0 FTE positions along with necessary funding to support the positions through the remainder of the 2017 – 2019 biennium. The Commission also approves the use of additional limited term employees and temporary services staff, where feasible, as described in the staff memorandum and as necessary to support WEC staff in completing agency projects and initiatives. Moved by Commissioner Jensen, seconded by Commissioner Glancey.

Discussion. Chair Thomsen called the question.

Motion carried unanimously.

Commissioners and staff discussed next steps, including approaching DOA and legislative leaders regarding their thoughts about seeking general purpose revenue to fund the positions after the federal HAVA funds are expired. Administrator Haas said staff will research options and report to the Commission at its next meeting on December 12.

G. IT Contract Renewals

Assistant Administrator Wolfe made a brief oral presentation based on a memorandum starting on page 94 of the November 20 meeting materials regarding renewing the contract for an Applications Architect 1. Staff will bring a request for a second contract to the Commission's December 12 meeting.

MOTION: Approve the execution of a three-year IT contract for the position of Applications Architect I not to exceed \$210,000 annually, effective December 1, 2017. Moved by Commissioner Jensen, seconded by Commissioner Jacobs. Motion carried unanimously.

H. Commission Staff Update

Administrator Haas directed Commissioners to a memorandum starting on page 96 of the November 20 meeting materials regarding the Staff Update document which was not taken up at the September 2017 meeting because of time constraints. He directed Commissioners to addendums regarding the felon audit process, the ERIC mailing and screen revisions to voting equipment.

Chair Thomsen and staff discussed the ERIC mailing, which staff has learned also went out to some people who had not moved, but had registered a motor vehicle at another location. Ms. Wolfe assured him staff would identify those individuals and make sure they remain active on the voter list.

I. 2018 Commission Meeting Schedule

Administrator Haas directed Commissioners to a memorandum starting on page 122 of the November 20 meeting materials regarding proposed dates for Commission meetings in 2018. Commissioners and staff discussed adjustments to the meeting schedule based on scheduling conflicts. By consensus, Commissioners agreed to the following regular meeting dates:

- Tuesday, January 9, 2018 (Teleconference, starting at 8 a.m.)
- Tuesday, March 13, 2018
- Monday, June 11, 2018
- Tuesday, September 25, 2018
- Tuesday, December 4, 2018

Commissioner Jacobs asked that staff advise the Commission of meeting dates that are required so that Commissioners can reserve time on their calendars.

T. Adjourn

MOTION: To adjourn. Moved by Commissioner Jensen, seconded by Commissioner Glancey. Motion carried unanimously.

The Commission adjourned at 2:55 p.m.

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The next regular meeting of the Wisconsin Elections Commission is scheduled for Tuesday, December 12, 2017, at the Commission's offices in Madison, Wisconsin beginning at 10:00 a.m.

November 20, 2017 Wisconsin Elections Commission special meeting minutes prepared by:



Reid Magney, Public Information Officer

December 1, 2017

November 20, 2017 Wisconsin Elections Commission meeting minutes certified by:

Beverly Gill, Commission Secretary

December 12, 2017