



# Wisconsin Elections Commission

201 West Washington Avenue | Second Floor | P.O. Box 7984 | Madison, WI 53707-7984  
(608) 266-8005 | elections@wi.gov | elections.wi.gov

## MEMORANDUM

**DATE:** For the September 29, 2023, Commission Meeting

**TO:** Members, Wisconsin Elections Commission

**FROM:** Meagan Wolfe, Administrator  
Wisconsin Elections Commission

**SUBJECT:** 2021-2023 Biennial Report

The Wisconsin Election Commission (WEC) is required to submit a Biennial Report to the Governor and the chief clerk of each house of the legislature in accordance with Wis. Stat. § 15.04(1)(d). The report is due no later than October 15 of odd-numbered years.

Attached is the draft redlined 2021-2023 Biennial report for your review and approval. The report includes the following sections, with changes noted under each section heading.

1. Introduction.
  - Date and name changes.
2. Agency Information
  - The only change is to the number of employees.
3. Performance Goals and Actuals
  - The agency is responsible for reporting on its performance measures and goals for fiscal year 2021-2023 (July 1, 2021-June 30, 2023). At the Commission's September 1, 2020 meeting it unanimously approved the 2021-2023 Biennial Budget request which included those performance measures and goals. Therefore, the only changes in the Performance Goals section are the addition of data pertaining to the previously established goals.
4. Statutory Duties
  - This section contains a correction to the fiscal year and a website link where the information can be found.
5. Staff Employed by WEC
  - The information provided incumbent corrections, some position duty modifications and two new supervisory positions.

*Wisconsin Elections Commissioners*

Don M. Millis, chair | Marge Bostelmann | Joseph J. Czarnecki | Ann S. Jacobs | Robert Spindell | Mark L. Thomsen

---

Administrator  
Meagan Wolfe

6. Summary of Determinations and Advisory Opinions
  - Current data provided.
7. Summary of Investigations and Recommendations for Legislation
  - This section affirms that the Commission met to discuss their legislative agenda but has not updated it since the last biennial report.
8. Report on Flexible Time Work Schedules.
  - Date and statistical updates only.
9. Appendix A – Statutory Duties of the Wisconsin Elections Commission
  - Duties of Statutory Reference 6.92; 6.925 updated.

**Recommended Motion:**

Authorize staff to submit the 2021-2023 Biennial Report to the Governor and the chief clerk of each house of the legislature in accordance with Wis. Stat. § [15.04\(1\)\(d\)](#).