

WISCONSIN ELECTIONS COMMISSION

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INTERIM ADMINISTRATOR MEAGAN WOLFE

MEMORANDUM

DATE: For the December 3, 2018 Commission Meeting

TO: Members, Wisconsin Elections Commission

FROM: Meagan Wolfe
Interim Administrator

Prepared and Presented by:
Sharrie Hauge
Chief Administrative Officer

SUBJECT: Operations and Management Policies and Procedures

Annually, the Wisconsin Elections Commission is required to adopt written policies and procedures to govern its internal operations, pursuant to Wis. Stat. s. 5.05 (16) (a). Additionally, management is required to report the policies and procedures to the appropriate standing committees of the Legislature.

Attached for the Commission's review and approval is the Wisconsin Elections Commission (WEC) Internal Control Plan, which describes the agency's internal operations including:

1. Control Environment (Mission Statement, Code of Conduct, Strategic Plans and Organizational Chart, Personnel Policies and Procedures, Position Descriptions and other Functional Guidance Materials Provided to Employees);
2. Risk Assessment (funding sources, system and tools and transaction cycles);
3. Control Activities (performance reviews, physical and electronic controls, information processing);
4. Information & Communication and the Monitoring of the internal control structure.

The 2019 Internal Control Plan for WEC is essentially the same as last year's approved Plan, with a few updates which includes the agency organizational chart, position numbers, employee names and classification titles and agency funding sources. The documents identified in the Plan as appendices are not attached due to their volume, but staff can provide them at the request of Commissioners.

Given that the Internal Control Plan does not change significantly from year to year, the Commission may also consider whether it wishes to review and approve it in future years, or direct staff to submit it without Commission review if no significant changes are made from year to year.

Recommended Motion:

Approve WEC Internal Control Plan and authorize staff to submit the Plan to the Chief Clerks of the Senate and Assembly for distribution to the appropriate standing committees.