



Wisconsin Elections Commission

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DATE: Prepared for the December 1, 2021

TO: Commissioners, Wisconsin Elections Commission

FROM: Meagan Wolfe, Administrator
Wisconsin Elections Commission

Prepared by Elections Commission Staff

SUBJECT: Commission Staff Update

Since the last Elections Commission Update, staff of the Commission focused on the following tasks:

1. General Activities of Election Administration Staff

Preparations for the 2022 Spring Election

The filing deadline for the upcoming April 5, 2022 Spring Election is on January 4, 2022. Staff on the Election Administration team have been updating candidate guides, conducting outreach efforts to incumbent officeholders to determine if they are filing a Notice of Noncandidacy or pursuing another term, and reviewing and updating internal processes ahead of the filing period. The WEC has also created an appointment process for candidates to better organize the filing of their nomination paperwork for the 49 judicial offices that will be up for election in 2022.

Ahead of the filing deadline, all new WEC staff will be trained on how to conduct a first review on a nomination petition, and a refresher training will be held for all WEC staff. The trainings will cover statutory and administrative code requirements for nomination petitions, common errors that occur on nomination petitions, and internal processes used to keep the petitions organized.

Election Administration Project Planning

To prepare for the 2022 election cycle, the Election Administration team has completed multiple projects to better serve our clerk partners, voters, and candidates.

Staff has reviewed and updated many of the training materials available to clerks. To reach clerks across the state, staff has developed more interactive online trainings to better engage clerks in an informative and interactive format. Staff has developed new material for the Election Administration Tabletop Exercise (EA TTX) program to help clerks and poll workers practice a mock election day, solve election day-specific situations, and complete necessary documents. In

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addition to these projects, staff has also created a comprehensive training series in multiple formats to help clerks prepare and train poll workers on various election day tasks. These training modules were created with advice and input from the Clerk Advisory Committee on training as well as other volunteer clerk partners.

2. WisVote Staff Report

Addressing

The addressing service for WisVote was upgraded in the summer of 2021. Addresses now save with an 11-digit or U.S. Postal Service Delivery Point ZIP code, matching the full level of detail and accuracy used by the USPS. This change does not replace the printed postal (ZIP) code, which is still required for clerks to enter on new addresses. WEC staff performed a mass update of this delivery point data for existing addresses over the weekend starting on 7/9/21. In the future, this information will be used on absentee ballot labels to improve speed of delivery. This process is not applicable to foreign addresses.

To prepare for redistricting, staff reevaluated 1.7 million addresses for data accuracy. WEC staff worked through thousands of situations where a voter's assigned municipality or district combo changed. Clerks were asked to review newly identified Invalid or Warning flags associated with addresses in their jurisdiction. Commission GIS staff are also updating the ward, county supervisory, and alderman districts in WisVote as completed data is received from the LTSB (Legislative Technical Services Bureau). As of November 24, 2021, it appears 64 of 72 counties will be complete by December 1st. The remaining counties will be updated when their information is received.

Voter

Registration List Alerts were updated to provide more information on what is happening when an alert is accepted and will now allow the user to make corrections if needed.

- Merges and Duplicate Alerts:
 - When a voter record is being merged or deactivated as a result of a DUPLICATE Registration List Alert AND the voter has an active Returned ballot for a FUTURE election, clerks will receive a pop-up message preventing the merge or deactivation until the ballot has been marked as Returned, to be Rejected.
- Felon and Death Alerts:
 - When a voter record is being deactivated as a result of a FELON or DEATH Registration List Alert AND the voter has an active ballot for a FUTURE election, clerks will be prompted with proceeding with the deactivation and told what will happen to the ballot and the option to back out of accepting the alert.
- Pop-up alerts will not generate based on absentee application or ballots for elections in the past.

Clerk and Data Entry users may no longer update voter statuses to “Suspended”, “Movers”, or “Presidential Only” from the voter record. These statuses should only be applied through specified procedures (ex. entering a Presidential Only voter registration form) or through WEC updates.

Absentee

Absentee ballot tracking mechanisms were refined to reduce clerk workloads and ensure accurate records. When a parent absentee application (election period = All Future Elections or Calendar Year) is deactivated, all child absentee applications (election period = Current Election) will now deactivate. For example, if an indefinitely confined (election period = All Future Elections) absentee application is deactivated, the absentee application in the 2022 Spring Election, 2022 Partisan Primary, and 2022 General Election will also deactivate UNLESS there is an active absentee ballot for an election in the future.

WisVote staff also simplified absentee ballot status classifications to reduce confusion and eliminate obsolete terms. “Returned – Late” has been removed as an absentee status. Late arriving absentee ballots may not be counted if they arrive after 8 p.m. on Election Day. These ballots should be recorded as “Ballot Returned After Deadline”.

Finally, when selecting records from the “Absentee Ballot Associated View” to generate absentee labels, users have always been advised not to select the “All applicable records” option because this creates an exceptionally large and unwieldy data request. This option cannot be removed; however, users are no longer able to select it and red text has been added to indicate it is not a selectable option.

Candidates

A Candidate Pronunciation field was added to state level contests in WisVote to facilitate easier creation of the Candidate Pronunciation Guide. This field is not required for clerks but may be helpful to them. The guide is maintained by state and primarily used for programming accessible voting equipment.

MyVote

The “Next Statewide Election” banner on the MyVote homepage was updated so that elections such as the 2022 Spring Election are considered statewide, even though there is not yet a statewide race on the ballot..

Other

Agency WisVote staff are also working in conjunction with the Division of Enterprise Technology (DET) to significantly expand the redundancy of agency information systems including WisVote and MyVote. This program will provide the state with a separate and complete environment stored in another physical location outside of Dane County. In conjunction with this redundancy project, staff are also evaluating expansion of existing backup solutions and rehearsal of restoring systems from backups.

3. Education/Training/Outreach/Technical Assistance

Following this memorandum as Attachment 1 is a summary of initial certification and focused election administration and WisVote training conducted by WEC staff since the last commission meeting in June. Elections and WisVote specialists focused on providing information and guidance about election official certification requirements and training resources as the end of the current 2020-2021 training term ends on December 31, 2021.

Staff provided specialized election training through its election administration and WisVote webinar training series, including a review of the photo ID law, appointing election inspectors and redistricting. Staff also conducted a new clerk orientation webinar that introduced new clerks to the WEC and outlined their certification requirements and resources available for their own training and training their election officials.

Commission staff attended a variety of clerk conferences, both virtual and in-person. The conferences are outlined on Attachment 1 and includes participation in annual conferences and district meetings attended by county and municipal clerks. The Clerk Training Advisory Committee met on November 17, 2021 to discuss clerk training requirements, reporting issues and solutions for the current term. The committee also received an update on training resources developed in coordination with the committee as part of the WEC’s project plan for 2021-2022.

The municipal clerk training report for the 2020-2021 term was posted in early November and is updated frequently. Commission staff plans to conduct significant outreach to clerks reminding them of the December 31 deadline for taking and reporting their training to the WEC through website posts, emails and telephone calls. Clerks who do not complete their training will be reported to their governing bodies.

Commission staff converted a series of poll worker training agendas into PowerPoint presentations and training videos. Topics include voter registration, poll book management and opening and closing the poll. The 2021-2022 election administration training webinar series kicked off with a

new clerk orientation webinar in September. Interactive training tutorials were developed on topics such as nomination paper review, election security, voter registration and important election day forms such as the Inspectors’ Statement.

Commission staff held a certified clerk-trainer class to train qualified and experienced county and municipal clerks to conduct Baseline Chief Inspector and Municipal Clerk Core training locally.

4. Badger Voters

The Badger Voters program activity has slowed since the Spring Elections. We are providing the mailing list as sent to the printer of the 2019 and 2021 Movers Mailing as well as the Four-Year Maintenance at no charge.

The following statistics summarize activity through November 24, 2021.

| Fiscal Year | Total Number of Voter Data Requests | Requested Files Purchased | Percentage of Requests Purchased | Total Revenue | Total Number of Nomination Paper Requests |
|--------------------|--|----------------------------------|---|----------------------|--|
| FY2022 | 135 | 117 | 86.7% | \$137,510 | 0 |
| FY2021 | 1,335 | 1,108 | 82.9% | \$1,131,859 | 307 |
| FY2020 | 1,291 | 1,134 | 87.8% | \$619,907 | 402 |
| FY2019 | 617 | 473 | 76.6% | \$328,015 | NA |
| FY2018 | 706 | 517 | 73.2% | \$182,341 | NA |
| FY2017 | 643 | 368 | 57.2% | \$234,537 | NA |
| FY2016 | 789 | 435 | 55.1% | \$235,820 | NA |
| FY2015 | 679 | 418 | 61.5% | \$242,801 | NA |
| FY2014 | 371 | 249 | 67.1% | \$125,921 | NA |
| FY2013 | 356 | 259 | 72.7% | \$254,840 | NA |
| FY2012 | 428 | 354 | 78.0% | \$127,835 | NA |

Note: FY2020 and FY2021 were updated to reflect adjusted gross income (AGI) to include customer refunds. Prior to FY2020, the figure reported is for total sales.

5. Voting Equipment

During the current reporting period, staff responsible for voting equipment received 10 applications for Engineering Change Orders. Nine of these ECOs are from Dominion Voting Systems and one is from Election Systems & Software. The voting equipment team reviewed each of the submitted ECOs and recommended each of them for approval as *de minimis* changes to the Administrator and Chair. These ECOs were approved on November 11, 2021 and approval documentation was sent to the vendors that outlines the conditions of approvals. The ten ECOs are as follows:

| Vendor | ECO | Summary | System |
|-------------------------|--|--|----------------------------------|
| Dominion Voting Systems | ECO 100706 | This change affects the paper sensor board on the ImageCast Precinct 2. The 220-ohm resistors used to regulate the sensor's light output were replaced with 180-ohm resistors to increase the light output and manufacturing yield in production. This sensor detects when a ballot is inserted into the tabulator, at which time the unit begins to process the ballot. Reducing the resistance value allows for the bulb to shine more brightly, which increases its ability to detect when a ballot is inserted. In terms of increase manufacturing yield, adjusting the resistor allows the vendor to utilize the bulbs they currently get from their supplier without sending them back or procuring new stock. | Democracy Suite 5.5-C and 5.5-CS |
| Dominion Voting Systems | ECO 100718 ECO 100719 ECO 100720 | These are three ECOs that add the Dell Precision 3440 XE computer as a replacement component across the voting system due to the current approved iterations, i.e., Dell Precision T342, 3430, and 3431 computers, becoming commercially unavailable for purchase. Each ECO stipulates a specific function for this replacement component: ECO 100718: as an Election Management System (EMS) Express Server ECO 100719: as an EMS client workstation and Adjudication client workstation ECO 100720: as an ImageCast Central (ICC) optical ballot scanner workstation | Democracy Suite 5.5-C and 5.5-CS |
| Dominion Voting Systems | ECO 100721 | This ECO adds the Dell Optiplex XE3 computer as a replacement component in a HiPro scanner configuration for use in the ImageCast Central (ICC) component of the voting system. This replacement is due to the current approved iterations, i.e., Dell Optiplex 7050, 7060, and 7070 computers, becoming commercially unavailable for purchase. | Democracy Suite 5.5-C and 5.5-CS |
| Dominion Voting Systems | ECO 100741 | This ECO adds the Dell Latitude 3410 computer as a replacement component for use as an ImageCast Voter Activation (ICVA) client workstation. This replacement is due to the current approved iteration, the Dell Latitude 3400 computer, becoming commercially unavailable for purchase. | Democracy Suite 5.5-C and 5.5-CS |
| Dominion Voting Systems | ECO 100755 | This ECO adds a Cisco 24-port ethernet switch (CBS350-24T-4G) as a replacement for use as a component in the Election Management System (EMS) Standard Server configuration. This replacement is due to the current approved iteration, the Dell x1026 ethernet switch, | Democracy Suite 5.5-C and 5.5-CS |

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|--------------------------------|------------|---|----------------------------------|
| | | becoming commercially unavailable for purchase. | |
| Dominion Voting Systems | ECO 100756 | This ECO adds a Cisco 8-port ethernet switch (CBS350-8T-E-2G) as a replacement for use as a component in the Election Management System (EMS) Express Server configuration. This replacement is due to the current approved iteration, the Dell x1008 ethernet switch, becoming commercially unavailable for purchase. | Democracy Suite 5.5-C and 5.5-CS |
| Dominion Voting Systems | ECO 100763 | This ECO adds resistors to the ImageCast Evolution (ICE) main controller board to terminate unused processor pins. In most cases, unused processor pins are not addressed and cause no issues. Adding resistors to these unused pins, which did not and do not have any input into the overall functionality of the controller board, connects them to ground and ensures that they will not build up a charge that could be mistaken for a signal of some kind. This addition comes at the recommendation of the manufacturer for the chips used in the ICE controller board. | Democracy Suite 5.5-C and 5.5-CS |
| Elections Systems and Software | ECO 1113 | <p>The purpose of this ECO is to replace the Cradlepoint AER1600 wireless router with the Cradlepoint CBA850-1200M-B wireless router. The model currently approved as part of EVS 5341 and EVS 6050, Cradlepoint AER1600, has gone end of life. Additionally, the “last time buy” has passed. As a result, the current routers are no longer available in the event that a county finds itself in need of a replacement.</p> <p>This router is housed in the county office and is a key element of the voting system. EVS 5341 and EVS 6050 do not rely on full IT integration in the county office as is required for some voting systems capable of transmitting unofficial results. Instead, EVS 5341 and EVS 6050 utilize a wireless Cradlepoint brand router to receive the encrypted transmissions of unofficial results on election night. The replacement of this router in the county office does not impact the functionality of any wireless modems contained within DS200 tabulators.</p> | ES&S EVS 5341 and 6050 |

6. Elections HelpDesk/Customer Service Center

The Elections Help Desk staff is supporting more than 2,000 active WisVote users while also answering calls and emails from the public and election officials. Staff is monitoring state

enterprise network and data center changes and status, processing voter cancelations and voter address verification postcards. Help Desk staff has been serving on and assisting on various project and development teams. Staff continues to maintain WisVote user and clerk listserv email lists and contact information, administering Elections Commission’s O365 email system. The staff continues to administer the WisVote Active Directory system and the Elections Learning Center, maintaining system security.

Customer Service Call Volume
 608-266-8005 608-261-2028

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|-----------------------------------|--------------|
| May2021 | 553 |
| June 2021 | 764 |
| July 2021 | 753 |
| August 2021 | 724 |
| September 2021 | 745 |
| October 2021 | 769 |
| Total for Reporting Period | 4,308 |

Customer Service Email Volume
elections@wi.gov

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|-----------------------------------|--------------|
| May 2021 | 1,525 |
| June 2021 | 1,456 |
| July 2021 | 1,620 |
| August 2021 | 1,791 |
| September 2021 | 1,639 |
| October 2021 | 1,716 |
| Total for Reporting Period | 9,747 |

Address Verification Postcards Mailed

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|-----------------------------------|---------------|
| May 2021 | 2,667 |
| June 2021 | 2,436 |
| July 2021 | 3,523 |
| August 2021 | 5,137 |
| September 2021 | 8,204 |
| October 2021 | 7,783 |
| Total for Reporting Period | 29,750 |

7. Financial Services Activity

- Since our last Staff Update, the financial staff has been working to perform all procurement and financial year-end activities for the state fiscal year 2021 (FY21) June 30 close, creating adjusting journal entries and budget journal entries when appropriate. FY21 closed 8/13/2021.
- Staff wrote budget reversions for FY20 authority for Appropriations 1(c) and 1(x).
- Staff has been working with the State Controller's Office (SCO) to clear a negative balance in our 1499000 asset account.
- On August 10, 2021, staff received verification from the U.S. Election Assistance Commission (EAC) via the Payment Management System (PMS) that our final CARES Federal Financial Report (FFR) had been approved.
- Staff verified all Form 78s for our state appropriations for FY21 close.
- On August 20, 2021, staff submitted the STAR Records Disposition Authorization Survey.
- On August 31, 2021, staff completed and submitted our A/R Aging Report to SCO.
- On September 7, 2021, staff submitted to SCO our Asset Management Certification.
- On September 23, 2021, staff submitted to SCO our Appropriation Overdraft Report.
- Staff prepared for the Federal Fiscal Year close on September 30, creating adjusting journal entries when appropriate.
- Staff completed Payment Card Industry (PCI) Compliance Training prior to the September 30, 2021, deadline.
- On September 30, 2021, staff submitted to SCO our Prompt Payment Report.
- On October 6, 2021, staff renewed our System for Award Management (SAMS) registration.
- On November 5, 2021, after working with SCO, staff transferred our Badger Voters funds from our previous appropriation into our new appropriation.
- On November 22, 2021, staff submitted to SCO our Schedule of Expenditures of Federal Awards (SEFA) Report.
- In addition, staff has performed the following monthly:

- Staff has continued to perform and submit to the SCO scheduled month-end close queries, inquiries, and reports. Staff conducted necessary adjusting entries to resolve any discrepancies.
- Staff has continued to validate Wisconsin Department of Administration (DOA)'s monthly Diverse Spend Reports.
- Staff has continued to complete and submit to the SCO monthly COVID cost tracking reports.
- Staff has continued to participate in monthly DOA virtual user group webinars pertaining to Project Costing and Accounts Receivable and Billing.
- Staff has continued to participate in the virtual Financial Leadership Council meetings at SCO.

8. Procurements

The following 26 Purchase Orders totaling \$1,802,676.77 have been processed since the June 2, 2021, Commission meeting:

- A \$4,000 Purchase Order was written to Environmental Systems Research Institute (ESRI) for ArcGIS credits used in Geographic Information Systems (GIS) in our WisVote System.
- A \$241.60 Purchase Order was written to SHI International Corporation for a Camtasia software license.
- Four Purchase Orders totaling \$767,520.00 were written to Knowledge Services for four IT Contractor services through FY2022.
- A \$3,750.00 Purchase Order was written to AT&T Mobility for RCM Premium Rave Alert with Voice one-year subscription for 2,500 users.
- A \$730.80 Purchase Order was written to SHI International Corporation for a one-year subscription of Acrobat Pro DC.
- A \$92,687.31 Purchase Order was written to SHI International Corporation for Zendesk Suite implementation and service through 6/17/2023.
- A \$907.50 Purchase Order was written to Beyond Vision for call service support for the ERIC mailing

- A \$75,081.00 Purchase Order was written to SHI International Corporation for Elasticsearch Software.
- A \$2,938.52 Purchase Order was written to SHI International Corporation for Acrobat Standard DC, Acrobat Pro DC, Photoshop, and InDesign.
- A \$41,102.32 Purchase Order was written to SHI International Corporation for Microsoft Visual Studio Enterprise with MSDN.
- A \$59,964.22 Purchase Order was written to Insight Public Sector for OPSWAT cyber security software.
- A \$32,976.48 Purchase Order was written to SHI International for New Relic software.
- An \$8,565.50 Purchase Order was written to the Department of Corrections for Accessibility supplies.
- A \$41,123.75 Purchase Order was written to DI & Associates for temporary Elections Administration work.
- A \$51,934.70 Purchase Order was written to SHI International for SQL software.
- A \$10,300.00 Purchase Order was written to SHI International for SmartyStreets GIS software.
- A \$417,316.20 Purchase Order was written to SHI International for Microsoft Dynamics 365 for Team Members Software assurance.
- An \$82,619.65 Purchase Order was written to Carahsoft Technology Corp for Acquia Cloud Webhosting.
- A \$41,123.75 Purchase Order was written to DI & Associates for temporary Elections Administration work.
- A \$2,606.65 Purchase Order was written to SHI International for LastPass password manager.
- A \$49,999.32 Purchase Order was written to Carahsoft Technology Corp for website development and migration strategy.
- A \$5,937.50 Purchase Order was written to Paragon Development Systems (PDS) for Yubico Security Keys.
- A \$9,250.00 Purchase Order was written to Carahsoft Technology Corp for website migration.

All purchases accurately followed the Wisconsin State Procurement Process.

9. Meetings and Presentations

WEC staff attended the following events since the June 2, 2021 Commission meeting.

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| June 8, 2021 | Meeting with Legislative Audit Bureau (LAB) staff Clerk Communications Advisory Committee Meeting |
| June 10, 2021 | Clerks, Treasurers & Finance Officers Conference Wisconsin Elections Commission Meeting |
| June 22, 2021 | Meeting with the U.S. Election Assistance Commission WisVote Webinar for Clerks |
| June 23, 2021 | Accessibility Advisory Committee Meeting Clerk WisVote Advisory Committee Meeting Clerk Communications Advisory Committee Meeting Enterprise IT Meeting with DET |
| June 24, 2021 | Meeting with Legislative Audit Bureau (LAB) staff |
| June 29, 2021 | EI/MS-ISAC Monthly Meeting |
| June 30, 2021 | Cybersecurity and Infrastructure Security Agency (CISA) Webex National Association of Secretaries of State Meeting |
| July 6, 2021 | WI-ISAC Meeting |
| July 7, 2021 | State IT Director's Council Meeting State Agency Geospatial Information Committee Meeting |
| July 8, 2021 | ISAC National Webinar |
| July 13, 2021 | Enterprise IT Meeting with DET |
| July 14, 2021 | LTSB Local Redistricting Panel Wisconsin Clerk's Institute |
| July 15, 2021 | CISA National Election Security TTX |
| July 20, 2021 | WI-ISAC Meeting WisVote Webinar |

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| July 21, 2021 | Clerk WisVote Advisory Committee Meeting Clerk Communications Advisory Committee Meeting EI/MS-ISAC Meeting |
| July 23, 2021 | ERIC Meeting |
| July 27, 2021 | EI/MS-ISAC Meeting |
| July 28, 2021 | Enterprise IT Meeting National Association of Secretaries of State Meeting |
| July 30, 2021 | ERIC Meeting |
| August 3, 2021 | WI-ISAC Meeting Redistricting Webinar for Clerks |
| August 4, 2021 | State Agency Geospatial Information Committee Meeting State IT Director's Council Meeting |
| August 10, 2021 | Enterprise IT Meeting with DET |
| August 12, 2021 | ES&S EVS 6043 VERP Meeting ES&S EVS 6043 Public Demonstration |
| August 13-16, 2021 | NASS Conference |
| August 17, 2021 | WI-ISAC Meeting Meeting with USPS |
| August 18, 2021 | Meeting with Legislative Audit Bureau (LAB) staff |
| August 19, 2021 | Clerk WisVote Advisory Committee Meeting Clerk Communications Advisory Committee Meeting Clerk Training Advisory Committee Meeting |
| August 25, 2021 | WMCA Conference, Brookfield |
| September 3, 2021 | WTA Board Meeting |
| September 13, 2021 | Badger Book Train-the-Trainer, Outagamie County |
| September 21, 2021 | Badger Book Train-the-Trainer, Dane County Emergency Action Plan Workshop, Dane County |
| September 22, 2021 | Badger Book Train-the-Trainer, Kenosha County |

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| September 27, 2021 | WCCA Conference, LaCrosse |
| September 30, 2021 | Badger Book Train-the-Trainer, Rock County National Association of Secretaries of State Meeting |
| October 6, 2021 | State IT Director's Council Meeting |
| October 11, 2021 | Badger Book Open House, Monroe County |
| October 12, 2021 | WTA Conference, Wisconsin Dells Badger Book Train-the-Trainer, St. Croix County |
| October 13, 2021 | Badger Book Train-the-Trainer, Ashland County |
| October 15, 2020 | WMCA District Meeting, Rice Lake Badger Book Open House, Portage County |
| October 20, 2021 | Badger Book Train-the-Trainer, Milwaukee County |
| October 26, 2021 | CISA Cybersecurity Seminar Badger Book Open House, Outagamie County |
| October 27, 2021 | Enterprise IT Meeting |
| October 28, 2021 | WMCA District Meeting, Wausau |
| November 3, 2021 | State IT Director's Council Meeting |
| November 9, 2021 | Badger Book Train-the-Trainer, Waukesha County |
| November 15, 2021 | Badger Book Open House, Portage County |

ATTACHMENT #1

Wisconsin Elections Commission’s Training Initiatives
6/3/2021 – 12/1/2021

| In Training Type | Description | Class Duration | Target Audience | Number of Classes | Number of Students |
|---|---|---|--|---|--|
| Municipal Clerk | <p>2005 Wisconsin Act 451 requires that all municipal clerks attend a state-sponsored training program at least once every 2 years.</p> <p>MCT Core class is available in the WisVote Learning Center and in-person training classes with certified clerk-trainers.</p> | 3 hours | <p>All municipal clerks are required to take the training; other staff may attend. Clerks may attend refresher once per 2-year term.</p> | <p>In-Person: 1</p> <p>16-section presentation with quizzes</p> | <p>40</p> <p>1</p> |
| Chief Inspector | <p>Required training for new Chief Inspectors before they can serve as an election official for a municipality during an election.</p> <p>CIT Baseline class is available in the WisVote Learning Center and in-person with certified clerk-trainers.</p> | 2-3 hours | <p>Election workers for a municipality. Current chiefs and clerks may attend refresher once per 2-year term.</p> | <p>In-Person: 1</p> <p>7-section presentation with self-evaluation</p> | <p>20</p> <p>132</p> |
| Election Administration and WisVote Training Webinar Series | <p>Series of programs designed to keep local government officials up to date on the administration of elections in Wisconsin.</p> | 60 + minute webinar training sessions hosted and conducted by Commission staff. | <p>County and municipal clerks, chief inspectors, poll workers, election registration officials, and school district clerks.</p> | <p>11/10/2021: The Photo ID Law; 10/20/2021: Appointing Election Inspectors; 9/29/2021: New Clerk Orientation; 8/2/2021: Redistricting and the WEC 101(2 sessions); 7/20/2021: WisVote Updates 2021; 6/22/2021: WisVote Never Sleeps.</p> | <p>50 – 500 per live webinar; posted to website for clerks to use on-demand.</p> |

ATTACHMENT #1

Wisconsin Elections Commission's Training Initiatives
6/3/2021 – 12/1/2021

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|--------------------|---|--------|--|--------|-------------|
| WisVote Training | Online training in core WisVote functions – how to navigate the system, how to add voters, how to set up elections and print poll books. | Varies | New users of the WisVote application software. Two user types, Clerk Role for full access and Data Entry Role for certain tasks. | Online | Not tracked |
| Clerk Conferences: | <p>June 10, 2021: Clerks, Treasurers and Financial Officers Virtual Conference July 12, 2021: Clerks Institute with Ethics Commission Virtual Conference July 14, 2021: Clerks Institute Q and A Virtual Conference August 25, 2021: WMCA Annual Conference September 22, 2021: Brown County Municipal Clerk Training September 27, 2021: WCCA Fall Conference October 12, 2021: WTA Annual Conference October 15, 2021: WMCA Districts 1 & 2 Meeting October 27, 2021: WEC Certified Clerk-Trainer Program October 28, 2021: WMCA District 5 Meeting November 17, 2021: Clerk Training Advisory Committee Meeting November 29, 2021: Clerks' Academy Absentee Ballot Processing and Addresses</p> | | | | |