



# Wisconsin Elections Commission

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## Wisconsin Elections Commission

Regular Quarterly Meeting

212 E. Washington Avenue, Third Floor

Madison, Wisconsin

8:00 a.m. December 1, 2021

### Open Session Minutes

**Present:** Commissioner Ann Jacobs, Commissioner Marge Bostelmann, Commissioner Julie Glancey, Commissioner Dean Knudson, and Commissioner Robert Spindell Jr., all by teleconference.

**Staff present:** Meagan Wolfe, Richard Rydecki, Sharrie Hauge, Robert Kehoe, Nathan Judnic, Jim Witecha, Riley Vetterkind, John Smalley, Brandon Hunzicker, Riley Willman, and Jacob Walters, all by teleconference

#### **A. Call to Order**

Commission Chair Ann Jacobs called the meeting to order at 8:01 a.m. and called the roll. All Commissioners were present, save for Commissioner Thomsen.

#### **B. Administrator's Report of Appropriate Meeting Notice**

Administrator Meagan Wolfe informed the Commission that proper notice was given for the meeting.

#### **C. Public Comment**

**Barbara Beckert** with the Wisconsin Disability Vote Coalition appeared and shared recommendations for removing barriers to vote for people with disabilities.

**Jenney Neugart** appeared on behalf of the Wisconsin Board for people with Developmental Disabilities and advocated for mandatory poll worker competence training, drop boxes, absentee voting, and made other recommendations.

**Denise Jess**, Executive Director of the Wisconsin Counsel for the Blind and Visually Impaired, appeared and noted that the LAB report showed the 2020 election was safe, secure, and accurate. She also provided recommendations for how to improve the elections in Wisconsin with respect to the blind and visually impaired.

**Matt Rothschild**, Executive Director of the Wisconsin Democracy Campaign, appeared and stated that the LAB report on election administration showed that the 2020 election was secure and accurate. He

*Wisconsin Elections Commissioners*

Ann Jacobs, chair | Marge Bostelmann | Julie M. Glancey | Dean Knudson | Robert Spindell | Mark L. Thomsen

*Administrator*  
Meagan Wolfe

also added that he feels the LAB did a disservice to the WEC by not providing them an opportunity to view the report in advance and provide input.

**Eileen Newcomer**, Voter Education Manager for the League of Women Voters of Wisconsin, appeared and highlighted that the LAB report showed the elections of 2020 were conducted well. She also communicated several areas where she feels improvement can be made, such as ensuring consistency in poll worker training.

**Michael Haas** appeared and provided “big picture” observations with respect to the LAB audit. He claimed it did not live up to the LAB’s reputation of unbiased and accurate analysis, that election officials don’t deserve the harassment they’ve been subject to, and that the hyper partisan politics needs to stop.

**Anjali Bhasin**, Civic Engagement Director for Wisconsin Conservation Voters, appeared and stated that the LAB report showed that the 2020 election was safe, secure, and accurate. She also advocated for automatic voter registration and for education around what IDs are appropriate for voting.

**Jay Heck**, Executive Director of Common Cause, appeared and stated that the LAB report showed that the 2020 election was safe, secure, and accurate, and that unfortunately it’s been wielded to do harm to our democracy. He also encouraged that Wisconsin do what’s known as risk limiting audits.

**Rabbi Bonnie Margolis**, Executive Director of Wisconsin Faith Voices for Justice, appeared and stated that the LAB report showed that the 2020 election was safe, secure, and accurate. She also advocated for drop boxes and commented that it’s abhorrent that election officials are facing harassment and death threats.

**Anita Johnson**, Outreach and Training Specialist for Souls to the Polls, appeared and shared concerns around the 60-day validity period for those who receive a temporary ID through the Identification Card Petition Process. She pointed out that the validity period used to be 120 days, and that this length of time was better for those who might use that ID to vote.

**Andy Thain**, of Clark County, appeared and spoke to the barriers and challenges that people with disabilities face when trying to cast a ballot, and stated that the laws around indefinitely confined voters need to be clarified.

**George Zaske** appeared and voiced his sentiments that voting should be made easier, not harder. He also encouraged working with the disabled and ensuring that accommodations are available for those individuals, in addition to expanding the Special Voting Deputy program.

Commissioner Spindell followed with questions.

**Sydney Badeau** appeared and stated that she’s a person with a disability that benefits substantially from calendar year absentee ballot requests. She also advocated for absentee ballot drop boxes and accessibility accommodations at polls.

Chairwoman Jacobs reviewed the schedule of events for the day and what she envisions as far as breaks and timeframes for things are concerned.

**POINT OF ORDER:** The WEC has not been following Wis. Stat. § 15.06(5) as the Chair has been preventing a majority of its members from calling a meeting.

Raised by Commissioner Knudson.

At 8:54 a.m. Commissioner Glancey lost connection.

Commissioner Glancey returned at 9:01 a.m.

## **D. Minutes of Previous Meetings**

Riley Willman was no longer in attendance.

Chairwoman Jacobs stated that before the Commission is the approval of the October 20<sup>th</sup>, October 28<sup>th</sup>, and the November 3<sup>rd</sup> open session meeting minutes from 2021.

**MOTION:** To approve the October 20, 2021; the October 28, 2021; and the November 3, 2021 open session meeting minutes.

Moved by Commissioner Bostelmann. Seconded by Commissioner Knudson.

During the first attempt at a roll call vote, it was discovered that Commissioner Glancey lost connection once more. WEC staff commented that they were working to get her back in the meeting.

Commissioner Glancey was present once again at 9:10 a.m.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

## **E. Review/Approval of Spring 2022 Ballot Templates**

Election Administration Specialist Cody Davies appeared and presented to the Commission the ballot templates for the 2022 Spring Primary and Spring Election. He pointed out that these are the templates that counties, equipment vendors, and ballot printers use and when they are constructing ballots for upcoming elections.

Commissioner Spindell followed with questions.

**MOTION:** The Commission approves the ballot design presented by staff and directs staff to utilize the ballot design for the 2022 Spring Primary and Spring Election.

Moved by Commissioner Thomsen. Seconded by Commissioner Bostelmann.

Discussion.

Roll call vote: Bostelmann: Aye    Glancey:    Aye  
                  Jacobs:        Aye    Spindell:    Aye  
                  Knudson:    Aye    Thomsen:    Aye

Motion carried 6-0.

## **F. Website Redesign Updates and Commission Approval of Changes**

IT Project Manager Sara Linski appeared and provided an overview of where matters stand with respect to the WEC website redesign. She explained that the website redesign is currently at the end of its discovery phase and that permission is needed from the Commission in order to move to the building phase.

Discussion.

**MOTION:** The Wisconsin Elections Commission approves the purchase of design and development services for WEC's elections.wi.gov website at a total cost not to exceed \$190,000.

Moved by Commissioner Spindell. Seconded by Commissioner Bostelmann.

Roll call vote: Bostelmann: Aye    Glancey:    Aye  
                  Jacobs:        Aye    Spindell:    Aye  
                  Knudson:    No    Thomsen:    Aye

Motion carried 5-1.

## **G. Consideration and Scheduling of 2022 Commission Meetings**

Chairwoman Jacobs stated that the Commission will need to schedule its quarterly meetings for 2022. She also mentioned that the June 10, 2022 ballot access meeting is a fixed date and cannot be moved, and that Commissioners should plan for that to be an all-day meeting.

Discussion.

**MOTION:** The WEC adopts the following meeting schedule for 2022:

March 9, 2022  
June 10, 2022  
June 22, 2022  
September 21, 2022  
November 30, 2022

Moved by Commissioner Knudson. Seconded by Commissioner Spindell.

Roll call vote: Bostelmann: Aye    Glancey:    Aye  
                  Jacobs:        Aye    Spindell:    Aye  
                  Knudson:    Aye    Thomsen:    Aye

Motion carried 6-0.

## H. Discussion/Action on the Legislative Audit Bureau's October 2021 Report on Elections Administration (Report 21-19)

The Commission reconvened at 9:54 a.m.

Chairwoman Jacobs began by noting that the recommendations from the LAB's report on elections administration are not being considered in numerical order and explained the rationale behind that arrangement. Administrator Wolfe expanded on that rationale and went over the materials that the Commissioners had been sent. She also noted that the LAB has not gotten back to WEC staff as to whether they would accept factual corrections to the report and whether the Commission's response letter would be included in the final report as well.

Administrator Wolfe began by presenting LAB recommendation #1 concerning updates to administrative rule EL 12 in light of statutory changes made to municipal clerk training terms. LAB recommendation #1 also suggests having the name of the statewide voter registration system, WisVote, reflected in the administrative rule as well.

Discussion.

**MOTION:** To promulgate a rule to correct the municipal clerk training term in administrative rule EL 12 to make it coordinate with the statute, and to add one sentence to EL 12 that says, "The statewide voter registration system is called 'WisVote.'"

Moved by Commissioner Knudson. Seconded by Commissioner Spindell.

Discussion.

Commissioner Knudson opted to split his motion. Commissioner Spindell agreed.

**MOTION #1:** To create a scope statement to amend EL 12 to comport with the applicable statute on clerk training dates.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

**MOTION #2:** To add a line to administrative rule EL 12 that states that the statewide voter registration system is called "WisVote."

Discussion.

**AMENDED MOTION:** Direct staff to draft a scope statement to add a line to EL 12 that the statewide voter registration system is named "WisVote," and that the name of the system may change in the future.

Motion amended collectively by Commissioners. Accepted by Commissioner Knudson and Commissioner Spindell.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendations #2 and #3 related to communication protocols for when clerks do not report sufficient training.

Discussion.

**MOTION:** Staff is directed to create a scope statement that all municipalities must provide the WEC with their official mailing address for purposes of receiving notice that the clerk has not completed training.

Moved by Commissioner Knudson. Seconded by Commissioner Thomsen.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

**MOTION:** Staff is directed to send by First Class mail within, 30 days of the end of the clerk training period, notice to the official address, as may be determined by Commission staff, notifying the top elected official of a particular municipality that their clerk has not completed training.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #4 regarding specification of training content for special voting deputies and election inspectors.

Discussion.

**MOTION:** To update the scope statement as originally drafted and bring it back to the Commission for review.

Moved by Commissioner Knudson. Seconded by Commissioner Spindell.

Discussion.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendations #5 & #6 pertaining to the renewal of a data sharing agreement with the Department of Transportation and in the inclusion of a mechanism to keep said agreement up to date. She noted that this agreement, as required by Wis. Stat. § 85.61, was in effect at the time of the November 2020 General Election, that this agreement expired in January of 2021, and that the WEC is currently working to finalize an updated agreement.

Discussion.

**MOTION:** Staff is directed to continue working with DOT to update this agreement; that all provisions of the former agreement remain in place while it is being updated; and that the final agreement should include a mechanism for keeping the agreement renewed by July of every four years following the presidential election.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Discussion.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #26 related to the promulgation of administrative rules concerning electronic voting equipment and software security.

**MOTION:** Staff is directed to redraft and update the original scope statement from 2017.

Moved by Commissioner Thomsen. Seconded by Commissioner Spindell.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #28 regarding error calculations for each type of voting equipment used in each General Election.

Discussion.

**MOTION:** Staff is directed to draft a scope statement as to Wis. Stat. § 7.08(6) and an accompanying memorandum.

Moved by Commissioner Knudson. Seconded by Commissioner Spindell.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

The Commission recessed at 12:12 p.m.

The Commission reconvened at 12:48 p.m.

Administrator Wolfe presented LAB recommendation #7, which asks that the WEC work with the Department of Transportation to, “obtain the electronic signatures of individuals who register online to vote, or to request that the Legislature modify the statutory requirement that the Wisconsin Elections Commission obtain [signatures].”

Discussion.

**MOTION:** The WEC finds that it has fully complied with Wis. Stat. § 6.30(5) through its data sharing agreement with the Department of Transportation, which allows WEC’s immediate access to those signatures.

Moved by Commissioner Spindell. Seconded by Commissioner Bostelmann.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #13 related to the establishment of a schedule for regularly obtaining each type of data available from the Electronic Registration Information Center (ERIC). She noted that the LAB’s report depicts WEC as having missed many opportunities to obtain data and that this representation is false.

Discussion.

**MOTION:** Staff is directed to create a calendar for public access of that annual schedule and cycle of receipt of ERIC data. The WEC has been receiving all available ERIC data and has been using it in accordance with state statute. The WEC is fully compliant with its ERIC agreement.



Discussion.

Commissioner Thomsen called the question.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #14 concerning absentee ballot certificate envelopes and the field where the absentee ballot witness prints their name.

Discussion.

**MOTION:** To add ballot envelope redesign as an item to a future meeting's agenda.

Moved by Commissioner Knudson. Seconded by Commissioner Jacobs.

**FRIENDLY AMENDMENT:** That a space for the witness to provide their printed name be included in the ballot envelope redesign.

Proposed by Commissioner Spindell. Not accepted by Commissioner Jacobs.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

**MOTION:** That space be made available for the printing of the witness' name on the proposed absentee ballot envelope redesign

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

**FRIENDLY AMENDMENT:** That consideration will be given to where space will be provided for the printing of the absentee ballot witness' name.

Proposed by Commissioner Thomsen. Not accepted by Commissioner Spindell.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	No
	Jacobs:	No	Spindell:	Aye
	Knudson:	Aye	Thomsen:	No

Motion failed 3-3.

Administrator Wolfe presented LAB recommendations #19 and #20 regarding the permissibility of clerks and board of canvass members to adjourn prior to completion of the canvass, and that a rule should be promulgated to that effect.

Discussion.

**MOTION:** To remove the sentence, “Under unforeseen circumstances, if one of the previous deadlines is missed then all efforts need to be made to both count all eligible ballots accurately and to meet the ultimate deadline of state certification on December 1<sup>st</sup>,” from the October 22, 2020 memorandum concerning premature adjournment.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Discussion.

Roll call vote: Bostelmann:	Aye	Glancey:	No
Jacobs:	No	Spindell:	Aye
Knudson:	Aye	Thomsen:	No

Motion failed 3-3.

Discussion.

**MOTION:** The WEC finds that the law does not permit us to promulgate a rule to adjourn ballot counting.

Moved by Commissioner Thomsen. Seconded by Commissioner Glancey.

Discussion.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendations #21 and #22 pertaining to the relocation of polling places in natural disasters and public emergencies, and the issuance of a memorandum by the WEC on the subject in March of 2020 that was specific to the April 2020 election.

**MOTION:** The WEC finds that this recommendation is moot as the guidance was only applicable to the April 2020 election.

Moved by Commissioner Spindell. Seconded by Commissioner Glancey.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

**MOTION:** To add a note on the guidance in some fashion that says this was only applicable to the April 2020 election, as confirmed by the vote of the Commission on December 1, 2021.

Moved by Commissioner Knudson. Seconded by Commissioner Bostelmann.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

**MOTION:** Staff is directed to begin drafting a scope statement on accounting for future pandemics, natural disasters, and similar catastrophic events that impact polling place locations or necessitate last-minute changes.

Moved by Commissioner Knudson. Seconded by Commissioner Jacobs.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #8, which asks that the WEC compare driver's license and identification card numbers nightly to identify duplicate numbers.

Discussion.

**MOTION:** The WEC has added the LAB's recommendation of a crosscheck with driver's license and ID numbers, in addition to the data fields already checked nightly, to identify duplicate voter registration records.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

The Commission recessed at 3:11 p.m.

The Commission reconvened at 3:30 p.m.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendations #9 & #10 pertaining to the renewal of a data sharing agreement with the Wisconsin Department of Health Services and in the inclusion of a mechanism to keep said agreement up to date.

Discussion.

**MOTION:** Although not statutorily required, the WEC is already working to execute a data sharing agreement with DHS and updating the current data sharing agreement with DOC and will ensure that they are reviewed and renewed as needed.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Discussion.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Discussion.

Chairwoman Jacobs excused herself to let her dog out. The Commission recessed briefly until she returned shortly thereafter.

Discussion.

Administrator Wolfe presented LAB recommendation #15 related to augmenting existing training or providing new training regarding the requirement that clerks initial absentee certificate envelopes when issuing ballots during in-person absentee voting.

Discussion.

**MOTION:** The WEC will provide additional training on the requirement to initial absentee ballot certificate envelopes, ballot processing, pre-election tests of electronic voting equipment, and reviewing of election day forms.

Moved by Commissioner Knudson. Seconded by Commissioner Spindell.

Discussion.

Roll call vote: Bostelmann: Aye    Glancey:    Aye  
                  Jacobs:        Aye    Spindell:    Aye  
                  Knudson:    Aye    Thomsen:    Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #27 which states that the WEC should ensure equipment vendors provide additional training to municipal clerks on ensuring that ballots are counted accurately when paper jams occur in electronic voting equipment.

Discussion.

**MOTION:** The WEC will bring the LAB's concern to the attention of the vendors emphasizing the importance of training on resolving paper jams.

Moved by Commissioner Thomsen. Seconded by Commissioner Bostelmann.

Discussion.

Roll call vote: Bostelmann: Aye    Glancey:    Aye  
                  Jacobs:        Aye    Spindell:    Aye  
                  Knudson:    Aye    Thomsen:    Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #16 related to the promulgation of an administrative rule regarding guidance issued by the Commission in 2016 concerning municipal clerks' ability to correct or add missing witness information on returned absentee ballot certificate envelopes.

**MOTION:** To promulgate a rule.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Discussion.

**FRIENDLY AMENDMENT:** This rule will be identical to the WEC's current guidance to clerks that it is permissible for them to add a missing piece of a witness address to absentee envelope certificates, should they be able to reasonably ascertain this information elsewhere.

Proposed by Commissioner Thomsen. Not accepted by Commissioner Spindell.

Discussion.

Roll call vote: Bostelmann: Aye    Glancey:    No  
                  Jacobs:        No    Spindell:    Aye  
                  Knudson:    Aye    Thomsen:    No

Motion failed 3-3.

**MOTION:** Staff is directed to prepare draft scope statements that have two versions:

- 1) As close to identical to the current guidance, listing the requisite alternatives
- 2) Listing the best alternative as identified in #1, with the alternative being the current guidance

Moved by Commissioner Knudson. Seconded by Commissioner Spindell.

Discussion.

**FRIENDLY AMENDMENT:** These scope statements are to be presented at the Commission's March 9, 2022 meeting.

Proposed by Commissioner Spindell. Accepted by Commissioner Knudson.

**AMENDED MOTION:** Staff is directed to prepare draft scope statements that have two versions:

- 3) As close to identical to the current guidance, listing the requisite alternatives
- 4) Listing the best alternative as identified in #1, with the alternative being the current guidance

And that those should be prepared so that they may be addressed by the Commission at the March 9, 2022 meeting.

Discussion.

Roll call vote: Bostelmann: Aye      Glancey: Aye  
                  Jacobs: Aye         Spindell: Aye  
                  Knudson: Aye         Thomsen: Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #17 which suggests the WEC promulgate an administrative rule that clarifies the use of drop boxes by municipalities and summarized the status of current litigation on the matter.

Discussion.

**MOTION:** To promulgate a rule.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Discussion.

**FRIENDLY AMENDMENT:** Staff is directed to draft a scope statement regarding drop boxes that should address that they need to be secure and tamper proof, accessible, have a limited number, and be easily monitored.

Proposed by Commissioner Knudson. Accepted by Commissioner Spindell.

Discussion.

**AMENDED MOTION:** Staff is directed to draft a scope statement regarding drop boxes that should address that they need to be secure and tamper proof, accessible, have a limited number, and be easily monitored.

Commissioner Knudson called the question.

Roll call vote:	Bostelmann:	Aye	Glancey:	No
	Jacobs:	No	Spindell:	Aye
	Knudson:	Aye	Thomsen:	No

Motion failed 3-3.

**MOTION:** Staff is directed to draft a scope statement to promulgate a rule regulating the use of drop boxes based on our current guidance.

Moved by Commissioner Knudson. Seconded by Commissioner Bostelmann.

Discussion.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #18 regarding promulgation of a rule for when Special Voting Deputies are not allowed into residential care facilities and qualified retirement homes.

Discussion.

**MOTION:** The Special Voting Deputy guidance previously issued by the WEC was for X election only, and therefore this guidance is now moot and clerks should be so informed.

Moved by Commissioner Spindell.

Motion failed for lack of a second.

Chairwoman Jacobs informed the Commission and those in attendance that the Commission will not have time for Item I, Staff Updates to the Commission, today.

The Commission recessed at 5:58 p.m.

The Commission reconvened at 6:10 p.m.

Administrator Wolfe presented LAB recommendation #29 which suggests that WEC promulgate administrative rules for considering complaints alleging violations of election laws.

Discussion.

**MOTION:** Given Wis. Stat. § 5.05, the WEC declines to undertake an administrative rule making process given that the law is clear, has worked well, and we have complied with the statute.

Moved by Commissioner Thomsen. Seconded by Commissioner Knudson.

Discussion.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Administrator Wolfe presented LAB recommendation #30, which suggests using newly purchased customer service software to track and report customer contacts.

Discussion.

**MOTION:** The WEC has recently purchased customer service software to track and report customer contacts and which is currently being implemented.

Moved by Commissioner Spindell. Seconded by Commissioner Knudson.

Discussion.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

Discussion.

**MOTION:** The WEC will send a letter remarking on the collaboration that took place to address the LAB's recommendations, including a matrix of what's being done to address each recommendation. Staff is also directed to draft a full letter for the Commission's review its January 11, 2022 meeting, to be sent by the March 31, 2022 deadline, detailing the concerns the Commission has with the audit regarding its process and its errors.

Moved by Commissioner Jacobs. Seconded by Commissioner Spindell.

Chairwoman Jacobs called the question.

Roll call vote: Bostelmann:	Aye	Glancey:	Aye
Jacobs:	Aye	Spindell:	Aye
Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.



**I. Staff Updates to the Commission**

(This item was pushed to the Commission’s January 11, 2022 meeting agenda.)

**J. Closed Session**

**MOTION:** To move to closed session.

Moved by Commissioner Bostelmann. Seconded by Commissioner Glancey.

Roll call vote:	Bostelmann:	Aye	Glancey:	Aye
	Jacobs:	Aye	Spindell:	Aye
	Knudson:	Aye	Thomsen:	Aye

Motion carried 6-0.

The Commission moved to closed session at 6:54 p.m.

The Commission adjourned in closed session at 7:17 p.m.

#####

December 1, 2021 Wisconsin Election Commission meeting minutes prepared by:



Jacob Walters, Operations Program Associate

December 3, 2021

December 1, 2021 Wisconsin Election Commission meeting minutes certified by:



Marge Bostelmann, Commission Secretary

January 11, 2022