

State of Wisconsin\Government Accountability Board

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2015 Election Administration Major Achievements

1. Administration of Two Successful Statewide Elections and Other Election Events: Government Accountability Board (G.A.B.) staff worked in conjunction with its 1,853 municipal clerk partners, 72 county clerk partners, and tens of thousands of other local election officials to successfully conduct the Spring Primary and the Spring Election. In addition to nonpartisan offices, the Spring Election included a constitutional amendment related to the selection of the Supreme Court Chief Justice.

Also, during 2015 G.A.B. staff provided administrative guidance to local election officials for 29 special elections in 117 municipalities within 14 counties. Special elections were held to fill vacancies for State Senate District 33 and State Assembly District 99 in the summer and fall of 2015. The remaining special elections involved local offices or referendum questions. In addition to training and support of local election officials, G.A.B. staff worked with numerous candidates and other organizations to prepare for the elections. Following elections for state offices, staff assembled and reviewed official results and prepared the official canvass for certification.

- Ballot Access Procedures: The Spring Primary and Spring Election included nonpartisan elections as well as a special election in State Senate District 20. G.A.B. staff assisted candidates with the filing of ballot access documents. Staff completed the review of nomination papers submitted by 95 candidates for state offices and made recommendations regarding Board certification of candidates or denial of ballot access. Staff also processed and evaluated challenges to nomination papers as well as appeals regarding decisions of local filing officers. At the end of 2015, staff conducted the review of nomination papers submitted by judicial candidates at the 2016 Spring Election.
- SVRS Checklists: Checklists are step-by-step instructions provided to county and municipal clerks to guide them through the election setup and completion process in the Statewide Voter Registration System (SVRS). Included in the checklists are reminders to complete SVRS maintenance tasks, such as reviewing death, felony and duplicate voter records to ensure up-to-date and accurate poll books. Staff produced and distributed three SVRS checklists for each of the two regular elections in 2015. Checklists must be modified and tailored to each specific election, and staff monitors clerk progress by running data queries and then following up by contacting clerks individually when necessary.
- Extended Office Hours: G.A.B. staff members were available to assist local election officials before and after regular business hours in the days leading up to

and after regular elections, as well as during the conduct of recounts. G.A.B. staff was available for 15 hours on the day of the Spring Primary and 17 hours on the day of the Spring Election to assist with issues ranging from the opening of polling places to the reporting of unofficial results on Election Night. Staff also logged every telephone call received during the three-week period surrounding each election to track the type of issues which arose and the resolution of those issues.

2. Determination of Political Parties that Qualify for Wisconsin Ballot Status Through 2016: After each general election, Board staff reviews the results of the election to determine which political parties will lose, gain or retain ballot status for the next two-year election cycle. After evaluating the 2014 General Election results the ballot status parties and their ballot order were determined as follows:
 - Republican Party
 - Democratic Party
 - Constitution Party
 - Libertarian Party
 - Wisconsin Green Party
3. Appointment of Election Inspectors: The process of political parties nominating election inspectors and municipal governing bodies appointing inspectors for the next two-year cycle occurred in November and December. Staff expanded its guidance to political parties and local election officials in response to increased involvement of political parties in this process. The appointment process is complicated by statutes that are not entirely compatible with one another, and by the method in which some party chairs have distributed their lists of nominees. Staff responded to numerous inquiries from the party representatives and local election officials regarding the overall process as well as individual cases in which the governing body was determining the eligibility of partisan nominees to serve as inspectors.
4. Ballot Redesign: Board staff continued its efforts to improve and standardize the design of ballots to be used in Wisconsin elections. Staff developed proposed ballot designs for the 2016 statewide elections and solicited input from clerks, political parties, and legislators. In October 2015, the Board approved the proposed ballot designs for the four regularly-scheduled 2016 elections.
5. Election Calendar: G.A.B. staff creates and publishes a yearly, comprehensive Calendar of Election and Campaign Events that includes all election related (Election Administration, Campaign Finance, and SVRS) tasks and deadlines. It is a key tool utilized by local clerks and staff and is available publicly on the G.A.B. website.
6. Voter Photo Identification (ID): After the Photo ID Law was reinstated due to the expiration of a court injunction in the spring of 2015, Board staff updated and distributed guidance to local election officials as well as public service announcements and other resources for the public. The photo ID law went back into effect for the special elections which occurred following the 2015 Spring Election, and staff reached out to local election officials in those jurisdictions to ensure that the new requirements and process were implemented correctly and consistently.

Staff also worked with vendors to update the Bring It to the Ballot public education and outreach campaign. All of the videos, television and radio ads, and printed materials were updated with new information about how to get a free state ID card for voting. Additionally, a mobile version of the BringIt.wi.gov website for mobile devices was developed.

7. Other Legislative Changes: The revision of election-related statutes continue in 2015 with the adoption of five bills affecting the administration of elections, each of which was promptly addressed by G.A.B. staff and incorporated into the G.A.B.'s ongoing Election Official training program as well as G.A.B. procedures. The legislative changes affecting election laws in 2015 included:
 - 2015 Wisconsin Act 36: Revised the fee structure for recount petitions based on initial margin so that recounts are conducted either at no charge to the petitioner or the petitioner pays the full cost of the recount.
 - 2015 Wisconsin Act 37: Implemented various changes such as requiring registered write-in candidates to file a registration statement by noon on the Friday before the election, changing the timeframe for holding a town or village caucus, and eliminating the need for a municipal board of canvassers to reconvene if the municipal clerk certifies that no provisional or absentee ballots were received from the time that the board of canvassers completed the initial canvass and 4 p.m. on the Friday after the election.
 - 2015 Wisconsin Act 39: Permits a municipal clerk or special registration deputies appointed by the municipal clerk or board of election commissioners to perform registration duties at polling places without the municipality first adopting a resolution.
 - 2015 Wisconsin Act 79: Permits a municipality that opts to post a legal notice in lieu of publication to, instead of posting the notice in three public places, post the notice in one public place and publish the notice on the municipality's Internet site.
 - 2015 Wisconsin Act 118: Effective June 30, 2016, eliminates the Government Accountability Board and transfers its duties and responsibilities to a new elections commission and ethics commission. The elections commission is to consist of an equal number of partisan appointees designated by legislative leaders and the Governor, including two former municipal or county clerks. The elections commission will be responsible for administering and enforcing Wisconsin election laws.
8. Training and Guidance: The G.A.B. provides training to local election officials, including county and municipal clerks, chief inspectors, regular election inspectors, special voting deputies, special registration deputies and local boards of canvassers.
 - Webinars/Videos: The G.A.B. continued to produce timely election administration training sessions on rapidly changing legislative requirements and procedures,

SVRS computer application training, teleconferences and training modules using webinar software. The Elections Division staff has produced 13 educational videos relating to election administration and SVRS topics and processes, including the implementation of the voter photo ID law.

- In-person Trainings: The G.A.B. continued to provide initial training classes for new municipal clerks and new chief inspectors using a combination of live webinars conducted by Board staff and in-person training classes conducted by certified clerk-trainers. Staff and clerk-trainers delivered 35 Baseline Chief Inspector training classes and trained over 965 new and current chief inspectors and municipal clerks (current chief inspectors and municipal clerks are allowed to take the course once per 2-year term as a refresher). Trainers also conducted 10 Municipal Clerk Core training classes and trained 325 new municipal clerks and current clerks seeking refresher training. Based on the results of the 2015 SVRS training survey, staff conducted 4 strategically-located regional Application, Election Management/HAVA Interfaces and Absentee Process computer training for 70 municipal and county clerks who provide or self-provide SVRS services. In preparation for the roll-out of the WisVote system, staff conducted two training classes in Madison for 40 clerks new to their roles as self-providers of election data management. Staff further extended the agency's training reach by conducting a new "Train the Trainer" session whereby staff trained 5 qualified and experienced county and municipal clerks to conduct Baseline Chief Inspector training locally.
- Training Manual Updates: G.A.B. staff updated the Election Day and Election Administration Manuals to reflect new laws approved by the state legislature, including the Voter Photo ID Law. Staff also updated the Recount manual, outlining the procedures to request and conduct a recount for an election or referendum.
- Clerk Association Presentations: The G.A.B. continued its successful practice of attending the annual and district conferences of the Wisconsin County Clerks Association, Wisconsin Municipal Clerks Association, Wisconsin Towns Association, Wisconsin League of Wisconsin Municipalities and Wisconsin Municipal Clerks and Treasurers Institute to provide legislative updates, education and training on clerk and local election official duties and to solicit input on pending legislative proposals and other procedures.
- Clerk Communications: G.A.B. staff continues a commitment to effective and timely communicate to local election officials through a series of "Clerk Communications" which are posted to the agency website and categorized according to their urgency and priority. In 2015, staff prepared and posted approximately 80 such communications on a variety of topics including legislative changes, election preparations, the status of the Voter Photo ID law, and required tasks to be completed in SVRS. Complete and accurate communications typically require the drafting and editing work of several staff members.

- Answering Questions: The G.A.B. also responds to specific requests for information ranging from the thousands of phone calls the agency receives every year to formal requests for guidance. Some questions recur with sufficient frequency to make them noteworthy. In addition to addressing these questions as they arise, staff notes what questions arise with the greatest frequency and incorporates them into future training webinars and clerk conferences.
9. Assistance to Legislature: G.A.B. staff provided information and answered questions from legislators and legislative staff regarding legislative proposals as well as specific inquiries from legislators and constituents regarding application of election laws. Elections Division staff assisted in preparing testimony for legislative hearings, and submitted fiscal estimates at the request of the Legislative Fiscal Bureau.
 10. Promulgation of Administrative Rules: Staff Counsel continued with the development of administrative rules related to election administration in 2015. Many of the proposed rules are in the early stages of promulgation, but the Board and staff completed the process of implementing an emergency rule permitting the use of technical college identification cards as an acceptable photo ID, and a permanent rule on the issue which was to become effective in early 2016.
 11. Voting Equipment Audit: After each General Election, the G.A.B. is statutorily required to audit the performance of each type of electronic voting equipment used in Wisconsin and determine the equipment's error rate in counting valid ballots. Staff completed the post-2014 General Election voting equipment audit in February 2015 after reviewing the audit reports of the 79 municipalities randomly selected to participate in the audit. The audit demonstrated that both the touch screen voting equipment and optical scan voting equipment used and audited for the 2014 General Election tabulated as expected and according to vendor specifications.
 12. Voting Equipment Testing and Approval: G.A.B. staff worked closely with voting equipment manufacturers and local election officials to test several new pieces of voting equipment to be considered for approval by the Board for use in Wisconsin. Staff completed the testing process and provided recommendations to the Board which resulted in the approval of the Dominion Democracy Suite Voting System in June 2015 and the Election Systems & Software (ES&S) Unity 3.4.1.0 and Unity 3.4.1.1 Systems in September 2015.

In addition, Board staff evaluated several applications for approval of Engineering Change Orders (ECO) to voting equipment previously approved by the Board. After staff evaluation of the ECO applications and their compliance with the Board's adopted standards, the Director and General Counsel, in consultation with the Board Chair approved the ECO applications of Dominion Voting Systems and ES&S as *de minimis* changes to the voting equipment.

Addressing the need to replace aging electronic voting systems, at least nine counties reported the purchase of new voting equipment for their municipalities in 2015. Board staff updated agency records documenting the particular equipment used in each county and also attended some meetings in which equipment vendors introduced the equipment to local election officials.

13. E-Poll Book Research: At the Board's request, staff conducted a survey of local clerks regarding their interest in the use of electronic poll books. Staff presented the results of the survey to the Board, indicating that there was widespread support for the Board to develop standards so that electronic poll books could be used in Wisconsin at the option of the municipal clerk. Staff also attended two demonstrations of a vendor's electronic poll book system to conduct a first-hand observation of the technology as it was presented to local election officials.

In October, 2015, the Board adopted staff's recommended standards and procedures for the testing and approval of electronic poll books and directed staff to conduct a cost/benefit analysis to evaluate the options of permitting municipalities to purchase electronic poll books provided by vendors or developing a state-level electronic poll book system in-house which would be incorporated into the statewide voter registration system. The Board also directed staff to not accept any applications from vendors for approval of electronic poll books until results of the cost/benefit analysis have been presented to the Board and the Board provides further direction.

14. National Election and Voting System Standards: G.A.B. staff has actively participated in national efforts to define standards for future voting systems and IT systems used to administer elections in the United States.

- IEEE Voting System Standards Committee: The Institute of Electrical and Electronics Engineers (IEEE) formed the Voting Systems Standards Committee (VSSC) at the request of the U.S. Election Assistance Commission to develop consensus-based standards for voting system and election administration IT system interoperability using common data formats. G.A.B. staff member Sarah Whitt is chair of the Election Results Reporting working group and contributed significantly to developing the standard for election results reporting. The standard was developed in coordination with diverse stakeholders including State and county election officials, voting system vendors, the Associated Press, The National Institute of Standards and Technology, and other interested groups. Wisconsin is also participating in other VSSC standards activities including the Election Modeling working group which is developing a comprehensive data model for all of the systems involved in administering elections.
- NASED Voting System Committee: G.A.B. Elections Supervisor Ross Hein serves on the National Association of State Election Directors (NASED) Voting System Certification Sub-Committee, as facilitated by the Bipartisan Policy Center. The Sub-Committee has made several recommendations to the U.S. Elections Assistance Commission (EAC) regarding approval and development of voting equipment standards and certification. Additionally, the Sub-Committee focuses on contingency planning should the certification process at the federal level currently performed by the U.S. EAC be reformed, and what role the federal government should provide in voting equipment standard setting and certification.
- U.S. EAC Standards Board: Elections Division Administrator Michael Haas serves on the EAC's Standards Board, composed of state and local election official

representatives from each State and Territory. The Standards Board is charged with reviewing and providing input to the EAC related to the guidelines under which the EAC certifies voting systems as well as its guidance and best practices recommendations to local election officials. At the end of 2015, in accordance with procedures adopted by the Board, staff facilitated a process by which Wisconsin's local election official representative to the Standards Board would be appointed for a four-year term. The appointment process was scheduled to be completed in early 2016.

15. Polling Place Accessibility Compliance:

- Polling Place Audits: Over the course of two statewide elections in 2014, G.A.B. accessibility auditors completed audits of 266 polling places in approximately 140 municipalities in 15 counties. G.A.B. staff hired and trained temporary workers to conduct onsite accessibility compliance audits, a program that is unique in the nation. The auditors also complete brief inspections of voting equipment security at each polling place visited.

Following each audit, G.A.B. staff reviews the responses submitted by municipal clerks and help to ensure that accessibility problems identified by the audits are resolved as quickly and cost-effectively as possible. In support of clerks' efforts to make polling places more accessible to voters with disabilities, G.A.B. staff has distributed signs, page magnifiers, and other grant-funded accessibility supplies to municipalities.

A reminder was sent to all municipalities with an outstanding audit response from site visits conducted over the last four elections. The goal of this correspondence was to encourage municipalities to address accessibility problems before the start of the 2016 election cycle. Staff continues to create audit plans for each election in an attempt to ensure that all polling places in Wisconsin are visited by the audit program by the end of the 2016 election cycle.

- Development of Polling Place Accessibility Reporting System: Board staff worked with the agency IT team to develop an online portal that provides local election officials with electronic access to their audit reports. The system allows staff to customize report findings, include photos taken during the site visit and provide reference materials to assist local election officials with their compliance efforts. Local election officials are able to respond electronically to audit findings and attach supporting documents with their response. They are also able to use the system to request polling place accessibility-related supplies. By transferring the paper-based process to an electronic platform, the project improves the effectiveness of the audit program and reduces the costs associated with the reporting process.

After functional and usability testing, the new system was launched in March 2015, and it was used to transmit audit reports and responses for the Spring Primary and Spring Election. Feedback from local election officials has been positive with

several clerks specifically expressing appreciation for the inclusion of photos taken onsite to help identify and explain problems.

- Accessibility Advisory Committee: Board staff organized and facilitated two meetings of the Accessibility Advisor Committee, one held in March and the other held in September. The meetings are scheduled in advance of the Spring Election and the General Election in order to provide updates regarding G.A.B. preparations for those elections, solicit input from representatives of disability advocacy organizations, and discuss how the G.A.B. can partner with those organizations to communicate with the public. Committee members heard presentations and discussed topics such as the polling place audit program, voting equipment testing, the Photo ID Law, accessibility components of the MyVote Wisconsin website, and public outreach and education efforts.

The September meeting of the Committee was expanded to include representatives of additional agencies and advocacy groups serving persons with disabilities, and focused on an overview of the Photo ID Law and a workshop which explained the resources and materials that are available for groups to use for public education purposes.

- 2014-2015 Impediments to Voting Report: On July 3, 2015, Board staff filed the Impediments to Voting Report covering the 2014-2015 biennium with the Wisconsin State Legislature, as required Wis. Stat. § 5.25(4)(d). The report was transmitted to the Governor's Office and the chairs of the elections committees for both the Senate and Assembly, and was made available to the public. The biennial report summarized the findings of the agency's polling place audit program during the 2014-2015 fiscal year, the accessibility-related materials produced by Board staff for municipal clerk training, and staff's work with the Accessibility Advisory Committee.

16. Voter Outreach Services: The G.A.B. continued active use of its social media accounts in 2015 to reach local election officials, voters, and the public. The G.A.B. Facebook account currently has over 1,100 people following the agency's Facebook postings. On average, each post reaches a viral audience of 500 additional people, with the more popular posts generating an additional reach of up to 10,000 people. G.A.B. staff typically published two or more posts daily on Facebook during the six to eight weeks before an election. The posts around election time can generate an even broader reach with some posts reaching more than 20,000 Facebook users. During the time between elections, the frequency of posts decreases to about three per week.

The G.A.B. Twitter account currently has over 1,500 followers. Additional statistics for reach and viral impact are not available for Twitter. However, a number of news media sources "re-tweet" G.A.B. posts regularly. Because of these "re-tweets" each G.A.B. post reaches additional Twitter users, beyond the 1,500 followers. G.A.B. staff typically published two or more posts daily on Twitter during the six to eight weeks before an election. During periods of time between elections, the frequency of posts decreases to around three per week.

Board staff also continued to make in-person presentations to organizations and audiences pertaining to election laws and procedures, especially focusing on the Voter Photo ID Law and information that is helpful to prepare electors for the voting process. Voter outreach materials were reviewed and updated to include the photo ID requirement. In assessing speaking opportunities, staff developed an approach that relies on the assistance of local election officials and community organizations to train organization staff and volunteers to disseminate information regarding the ID requirement, emphasizing the importance of applying for a photo ID well in advance of the 2016 election cycle. Public presentations were made throughout the year, including several events sponsored by organizations serving persons with disabilities

17. SVRS Modernization: Design and development of the upgraded Statewide Voter Registration System (SVRS) continued throughout 2015, using Microsoft Dynamics CRM as the framework of the new system. The effort involved the entire Elections Division staff and the agency's IT team. The G.A.B. created business requirements and software coding for the functionality and user interface of the new system, and completed module-specific testing, integrated testing, and quality assurance testing. Staff also conducted a series of webinars with a group of municipal and county clerks to demonstrate the new system and solicit feedback regarding it and suggestions for future development. In October, a group of 44 county and municipal clerks participated in user acceptance testing of the new system. In addition to identifying potential problems, user acceptance testing was used to assess how well the system will support the day to day business needs of users in a "real world" setting.

During the final stages of development, Board staff posted bi-weekly communications to clerks to keep them informed of the progress of the status and plans for deployment of the new system. The new statewide voter registration system has been renamed as WisVote, and it was scheduled to go live on January 11, 2016. A temporary system outage took place between December 31 and January 10 to complete the data transfer from SVRS to WisVote, and the 2016 Spring Primary will be the first election conducted using WisVote. The WBETS website was retired and in its place a new website, The Learning Center, was designed and developed with a new course layout of WisVote user manual sections, 42 training videos, interactive tutorials and demonstration overviews pertaining to the new WisVote system.

18. BADGER Voters: G.A.B. staff continued to process requests for SVRS data throughout 2015. Approximately 330 data requests were fulfilled through the BADGER Voters website, generating approximately \$200,000 in revenues. IT staff also implemented several improvements to the data request system to improve security and enhance the user experience by making a few technical fixes.
19. Data Collection and Reconciliation: In 2015, municipal clerks completed GAB-190 statistics reports for the 2014 General Election and the 2016 Spring Primary (select jurisdictions) and Spring Election, and some clerks completed the reports for special elections involving state assembly and state senate offices. Municipal and county clerks submitted the GAB-191 election-specific cost report for those elections as well as the Annual Election Costs Report for 2014.

All of the data reports are conveyed electronically through the G.A.B.'s Wisconsin Elections Data Collection System (WEDCS). G.A.B. staff invests considerable time and effort in educating local election officials regarding the reporting requirements, obtaining and monitoring compliance with the reporting requirements, and reconciling discrepancies in the data. Staff reconciled WEDCS data internally, as well as with voter participation and election data from SVRS and the Canvass Reporting System. Staff then follows up with clerks to resolve any discrepancy of three or more votes or a difference of one percent or more within any reporting unit.

After all data was reconciled, it was used to complete several major federal reporting requirements: The US Election Assistance Commission's Election Administration and Voting Survey (EAVS) covering the 2014 General Election, and the Federal Voting Assistance Program's grant reporting requirements related to the development and use of My Vote Wisconsin. Cumulatively, staff completes reporting on more than 600 data points for each reporting unit on behalf of all of Wisconsin's municipal and county clerks. This equates to more than 2 million total data points.

Due to new legislation, municipal clerks were also required to report several statistics related to address verification postcards for Election Day registrants following the 2014 General Election. In 2015, Board staff followed up with municipal clerks and monitored progress to ensure that all municipalities completed this report.

At the end of 2015, Board staff monitored municipal and county clerk compliance with completing the GAB-192 Annual Elections Cost Report. Staff made numerous and repeated contacts with clerks, their providers (if municipalities) and county clerks to attempt to ensure that all reports are completed.

20. Systems Maintenance: G.A.B. program staff worked with agency IT contractors to update and maintain multiple existing Elections IT systems, including the following:
- Canvass Reporting System: Board staff provided support and assistance to municipal and county clerks using the Canvass Reporting System (CRS) to report their unofficial Election Night results for the Spring Primary and Spring Election, as well as the special primaries and special elections for Senate District 33 and Assembly District 99. Municipal clerks in Milwaukee, Sheboygan and Waukesha Counties entered election results into CRS on election night and ran reports from CRS to post results on their county websites. Staff also supported counties which uploaded result files directly from their voting equipment compilation software.
 - MyVote Wisconsin: In order to accommodate the reinstatement of the photo ID law for 2015, GAB staff installed an update to the MyVote Wisconsin website.

Following an extensive series of user interviews and studies to assess the usability of MyVote Wisconsin in 2014 and 2015, G.A.B. staff began working on a redesign of MyVote Wisconsin. In order to conserve time and resources, staff created a paper prototype of the proposed website redesign, which was used to facilitate discussion while the process of refining the design continued. In February, staff

tested its redesign using participants from outside the agency. Staff collected data to measure how easily the participants were able to work through the prototype and used that information to make further refinements.

In the fall of 2015, the Board approved entering into a contract to accomplish the redesign of MyVote Wisconsin's functionality and appearance. The Board authorized the execution of a contract with Knupp & Watson and Wallman (KW2) of Madison, with a projected completion date of June 30, 2016. The goal of the project is to create a more streamlined, user-friendly interface for the MyVote Wisconsin website.

21. Voter Felon Audit: Wis. Stat. §6.56(3m) requires the Board to compare the list of voters in an election with the list transmitted to the Board by the Department of Corrections (DOC) containing the names of individuals disqualified from voting due to felony convictions. Following the development of the new automated tracking tool in 2014, G.A.B. staff has dramatically reduced the time that it takes to complete the Voter Felon Audits. Staff promptly completed the comparison of the Department of Corrections list of felons with individuals recorded in SVRS as voting in the November 4, 2014 General Election, and the 2016 Spring Primary and Spring Election. After the DOC preliminary review of identified records, potential matches were also reviewed by G.A.B. staff, which forwarded the names of the potential matches to municipal clerks for review. Clerks then reviewed the matches to confirm that votes were accurately recorded for those voters, and made any necessary referrals of confirmed cases to the appropriate District Attorney.

At its March 2015 meeting, the Board directed staff to provide semi-annual reports regarding actions taken by district attorneys related to referrals resulting from the post-election felon audit process. Board staff provided the first of these semi-annual reports at the June 18, 2015 Board meeting. The Board also directed that staff complete the Voter Felon Audit after each regular election and any special elections for which the Board certifies election results (state and federal offices), but not after local special elections. In accordance with this policy, staff completed the post-election felon audit for the special primaries and special elections for Senate District 33 and Assembly District 99.

22. Four Year Voter Record Maintenance: ~~Four-Year Voter Record Maintenance~~: No later than June 15 following each general election, Wisconsin Statute §6.50(1) directs the Government Accountability Board to examine voter registration records for each municipality and identify each elector who has not voted within the previous four years if qualified to do so during that entire period. These voters are mailed a Notice of Suspension of Registration postcard. Following Board staff's review of voter participation records after the 2014 General Election, postcards were mailed to 97,981 voters in June 2015.

Any voter who wished to remain registered returned an Application for Continuation of Registration within 30 days to their municipal clerk. If a voter's postcard was returned as undeliverable, the voter's registration record was inactivated. After 30 days, if the voter had not sent an Application for Continuation of Registration, or the voter's postcard was not returned undeliverable, the voter's registration will be inactivated.

Staff conducted a training webinar for municipal clerks regarding the 2015 Four-Year Voter Record Maintenance process in June and posted updated training materials on the G.A.B. website. In August, as required by Wis. Stats. §6.50(2r), Board staff published the 2014 - 2015 voter record maintenance statistics.

23. Data Regarding Voters Adjudicated Incompetent: Individuals who are subject to a specific court finding of incompetency are not eligible to vote. The Statutes do not clearly mandate that the G.A.B. is responsible for collecting information from probate courts regarding the adjudication of individuals determined to be incompetent to vote, or those whose competency to vote has been restored. However, many probate courts transmit such information to the G.A.B. rather than to local election officials. Board staff completed the design and development of a searchable electronic list of all persons who have been adjudicated incompetent by a Wisconsin court and are ineligible to vote pursuant to Wisconsin Statute 6.03 (1) (a), as well as those who have subsequently had their right to vote restored. This list was made available for local election officials' use on June 3, 2015 for the purpose of voter list maintenance. This process assists municipal clerks in updating their voter registration lists and poll lists in a timely manner.
24. Geographic Information System (GIS) Updates to SVRS: Accurate GIS data is essential to ensuring accurate ballot assignment within the statewide voter registration system, so that electors vote in the correct wards and receive the proper ballots. Board staff continued to process changes to ward, school, supervisory, sanitary, or municipal boundaries that take place throughout the State of Wisconsin, as well as acquiring any of these data types directly from local municipal or county land information departments. The Department of Administration (DOA) provides the Board's GIS staff with a quarterly listing of annexations that have taken place throughout Wisconsin. There were approximately 149 annexations reported to DOA which became effective in 2015.
25. Voter Registrations and Cancellations: The G.A.B. continued to receive a significant number of misdirected voter registration applications in 2015. The GAB-131 Voter Registration form is processed at the local level by municipal clerks. However, some sources, including some national voter registration drives, list the G.A.B. as the recipient. Individuals also find the G.A.B. office address online and sometimes send their registration applications into the agency. Processing these forms involves determining what municipality the voter resides in and forwarding the form to that clerk for processing. The G.A.B. received and processed approximately 1,100 of these forms in 2015, requiring a significant investment of staff time.

G.A.B. staff also receives notices from election officials in other states of voters who have moved from Wisconsin into their state and who have registered to vote there. These voters are then cancelled in SVRS. In 2015, staff received 429 cancellation notices resulting in the cancellation of 8,872 voter registrations in Wisconsin.

26. Legislative Audit Bureau Program Audit: The Legislative Audit Bureau issued a program audit of the G.A.B in December 2014 which included a series of suggestions for improvement of agency functions and performance, as well as some policy considerations for the Board and Legislature. In 2015, G.A.B. staff provided the Board with several reports to document how the agency had implemented the seven substantive recommendations related to the work of the

Elections Division. The Board referred three additional recommendations to the Legislature which would require legislative changes.

27. Additional Board Reports and Publications: Board staff prepared and presented numerous other reports, policy analyses, and recommendations to the Board throughout 2015, which resulted in Board decisions, directives, and policy guidance, including the following:

Application of Ethics Code to Election Inspectors
HAVA Fund Reports for Federal Fiscal Year 2014
Elections Division Legislative Agenda and Legislative Status Reports
Policy on Approval of Electronic Voting Equipment Engineering Change Orders
Guidance on Appointment of Election Officials
Elections Division Training Overview
Definition of Military Electors

28. Customer Service: G.A.B. staff answers phone calls and in-person questions from clerks, candidates, incumbents, media and members of the general public on a variety of election-related subjects. In 2015, the front desk answered over 5,700 phone calls and the SVRS Help Desk answered over 7,100 phone calls and processed thousands of email inquiries and requests for technical assistants.

The Help Desk staff also supported over 2,000 state, municipal and county SVRS users; maintained the two training environments utilized to facilitate remote SVRS training; monitored state enterprise network and data center changes and status; assisted with testing SVRS improvements; coordinated and assisted with the Exchange 2013 migration instituted by the Department of Administration (DOA) and administered Exchange email; assisted DOA with firewall, network, and security updates in the G.A.B. technology environment at the datacenter; facilitated the migration of G.A.B. staff computer accounts from the SASI domain to the Accounts domain per DOA; administered the agency's SANS Security Awareness training program instituted by DOA; and maintained and updated the G.A.B. clerk contact and Listserve lists.

29. Section 203 Assistance to the Milwaukee Election Commission: Board staff provides support to the Milwaukee Election Commission (MEC) regarding its minority language program implementation. The City of Milwaukee is a covered jurisdiction under §203 of the Voting Rights Act and must provide language assistance and election materials in Spanish. For each election, the G.A.B. provides the MEC with a surname analysis report that allows it to determine bilingual poll worker coverage for each election.