

State of Wisconsin\Government Accountability Board

Post Office Box 7984
212 East Washington Avenue, Third Floor
Madison, WI 53707-7984
Voice (608) 266-8005
Fax (608) 267-0500
E-mail: gab@wisconsin.gov
http://gab.wi.gov



KEVIN J. KENNEDY
Director and General Counsel

Government Accountability Board Budget Details for Processing 2012 Recall Petitions

Budget Summary

Agency Request: \$652,699

<u>Personnel Costs</u>	<u>\$252,814</u>
▪ G.A.B. Agency Staff	(\$71,379)
▪ Additional Board Member Expenses	(\$11,838)
▪ Temporary Staffing	(\$169,597)
<u>Additional Office Space</u>	<u>\$25,135</u>
<u>Supplies & Equipment</u>	<u>\$40,033</u>
<u>Contractual</u>	<u>\$334,717</u>
▪ Database Support Tools	(\$44,355)
▪ Technology Infrastructure	(\$20,281)
▪ Board Materials	(\$10,116)
▪ Litigation Materials	(\$9,965)
▪ Voter Photo ID Public Outreach	(\$250,000)
<u>Estimated Total</u>	<u>\$652,699</u>

Budget Narrative

Staff Assumptions

(Planning and Preparing for a 2012 Recall Cycle)

Board staff anticipates receiving recall petitions for statewide offices as well as Senate District offices in January 2012. As of November 17, 2011, recall committees and petitioners have registered to circulate recall petitions involving six offices and based on media accounts, Board staff is expecting and preparing to receive two additional petitions. This summary, therefore, assumes that the Board will receive eight Recall Petitions as follows:

- Governor (540,208 signatures required)
 - Lieutenant Governor (540,208 signatures required)
 - Senate District 13 (16,742 signatures required)
 - Senate District 21 (15,353 signatures required)
 - Senate District 23 (14,958 signatures required)
 - Senate District 29 (15,647 signatures required)
 - Senate District X (15,000 signatures estimated)
 - Senate District Y (16,000 signatures estimated)
- Each Recall Committee is expected to deliver signatures equal to at least 130% of the required minimum.
 - Wisconsin statutes provide a 31-day review of Recall Petitions. Given the number of Petitions expected, volume of signatures to be reviewed, and based on staff's experience with the 2011 Recall Process, staff will recommend that the Board seek a court-ordered extension of the deadline to certify the sufficiency of the recall petitions to at least 60 days.
 - This summary assumes that at least 10% of all submitted signatures will be challenged.

Based on the volume of expected submissions, Board staff estimates the cost of administratively processing anticipated Recall Petitions to be at least **\$652,699**. This estimated amount is based on the aforementioned assumptions and the following factors and resource needs.

- 1.5 million signatures anticipated;
- More than 100,000 petition pages;
- 16 Board staff members assigned to assist with the Recall Review Process;
- 50 Temporary staff hired to assist;
- 60 Day review process to be requested;
- 3 Additional Board meetings will be scheduled;
- Dedicated space and furniture including office set-up, needed to house staff;
- Support equipment and supplies; and,
- additional media resources for Voter Identification Public Information Campaign for the Recall Elections.

1. Personnel
(\$252,814)

A. Agency Staff
(\$71,379)

Explanation: The Government Accountability Board (G.A.B.) is conducting the planning, preparation, and ultimate review of the pending recall petitions using existing agency staff. The Elections Division Administrator has appointed a Recall Strategic Response Team consisting of six Elections Specialists, one Staff Attorney, and two IT Support persons. This team will develop and coordinate a protocol

including procedures, processes, and timelines for the efficient processing of the recall petitions when they are offered for filing with the Board. This team will also develop and coordinate a protocol for the efficient processing of challenges to the recall petitions. The team is overseen by the agency management group to ensure consistent policy interpretation and guidance.

The G.A.B. has budgeted significant hours to handle the increased volume of inquiries from the public, candidates, committees, and members of the media. The goal of this resource allocation is to provide the maximum possible amount of transparency and information to the public about G.A.B.'s process for handling recall petitions.

During the processing of the recall petitions, two Elections Specialists will be designated to supervise a contingent of approximately 50 temporary staff to conduct the intake, scanning, and review of the petitions (please refer to Temporary Staffing Budget Line Item Narrative below). Other Elections Specialists will also assist as needed in the processing of any challenges that may be received. As experienced with the prior review of recall petitions, it is anticipated that staff will work a significant amount of overtime preparing assignments for temporary staff and exhibits for Board meetings.

It should be noted that funds requested for G.A.B. staff are staff whose salaries and fringes are not already paid with GPR. These staff salaries are paid with Federal funds. Federal funds may not be used for tasks that fall outside of the scope of the terms and conditions of contracts and agreements governing the use of Federal funds. Therefore, GPR funds are being requested to support the salaries of non-GPR paid staff for performing a non-Federal activity.

Staff	Avg. Hourly	Fringe	Total Hourly Cost	Hours Budgeted	Total Cost
Elections Specialist	\$ 20.79	\$ 8.44	\$ 29.23	1,920	\$ 56,122
Public Information Officer	\$ 23.47	\$ 9.52	\$ 32.99	160	\$ 5,278
Overtime	\$ 20.79		\$ 20.79	480	\$ 9,979

B. Additional Board Member Expenses
(\$11,838)

The review of the recall petitions must be finalized by the Government Accountability Board. Board members reside throughout Wisconsin and are reimbursed for travel and paid a per diem for each meeting. The G.A.B. anticipates that the Board will be required to hold three special Board meetings to determine the sufficiency of the recall petitions and has budgeted for three meetings accordingly.

C. Temporary Staffing
(\$169,597)

In order to review the unprecedented 1.5 million estimated signatures and more than 100,000 petition pages, the G.A.B. will employ up to 50 temporary staff for eight

weeks. Statutorily, G.A.B. has 31 days to review and determine the sufficiency of petitions. G.A.B. will seek court approval for additional time (an extra 30 days) in order to complete the review/analysis process.

Organization of the Temporary Staff: These temporary staff will be organized into teams for the intake, scanning, preliminary and final reviews, and data entry of relevant information from the petitions, as well as assessment of legal challenges to the petitions. Each team will be supervised by other temporary staff that have been more extensively trained in the policies and procedures of signature validation. G.A.B. also plans to employ limited term legal staff to assist with the processing of challenges that rely on more detailed documents such as affidavits and related exhibits. All temporary staff will work under the general supervision of Co-Lead Election Specialists from the Recall Strategic Response Team.

Duties: Temporary staff assigned to the intake team will be responsible for organizing the petition into stacks of pages numbered 1-100, 101-200, etc. This team will also count the number of pages in each stack and note any missing or duplicate page numbers.

Temporary staff assigned to the scanning team will be responsible for taking the stacks of 100 pages and scanning them using a high-speed scanner to generate digital images of the paper documents for release to the targeted office holder, the public and other interested parties. These digital images will also speed the challenge review process by allowing easier access to copies of original documents.

Temporary staff assigned to the review teams will be responsible for examining each petition page to ensure it conforms to the requirements of the law as regards to the petition header, petitioner information, and certification of circulator. This team will strike non-conforming signatures from the petition and tally the number of valid signatures for entry into the database. Each petition page will be reviewed by two different staff to ensure an accurate count.

Temporary staff assigned to the data entry team will be responsible for entering the number of valid signatures on each petition page, the page and line number of each stricken signature, and the name of the circulator of each page. This information will be used to facilitate the challenge review process.

Temporary staff assigned to the challenge review team will be responsible for working with G.A.B. staff to review all challenges submitted to determine the validity of the signature challenged.

Staff	Hourly Cost	Hours Budgeted	Total Cost
Clerk II	\$ 12.18	11,456*	\$ 139,534
Program Assistant I	\$ 14.11	1,728**	\$ 24,382
Legal Staff	\$ 23.67	240	\$ 5,681

*Up to 42 temporary staff of this classification will be employed during the review process as needed. These staff will be directly supervised by a Program Assistant.

** Up to 8 temporary staff of this classification will be employed during the review process as needed. These staff will serve as team leaders under the general supervision of Elections Specialists.

2. Additional Office Space

(\$25,135)

Due to the need to bring in up to 50 temporary staff, additional office space is required. This estimate is based on leasing 4,400 sq. ft. at \$8,378.34, per month. We anticipate needing this additional office space for 3 months.

3. Supplies & Equipment

(\$40,033)

In order to support the additional temporary staff and properly secure the anticipated petitions, various supplies and equipment are needed.

Item	Cost
Scanners	\$ 11,060
Filing Cabinets	\$ 9,480
Office Furniture	\$ 16,250
Office Supplies	\$ 2,035
Computer Equipment	\$ 1,208

4. Contractual

(\$334,717)

A. Database Support Tools

(\$44,355)

Due to the unprecedented number of signatures G.A.B. is expected to review, a paper documentation process is insufficient to efficiently track the signatures rejected during the review process, as well as tallying the number of valid signatures, and assessing the validity of challenges to the signatures of the petitions. An electronic abstract of the recall petition allows G.A.B. staff to more efficiently and accurately administer the review process by providing tools for staff to more easily identify invalid signatures, track those signatures, and produce relevant reports in response to challenges.

A petition review support tool is expected to assist with the efficient and accurate review and processing of recall petitions and subsequent challenges. The G.A.B.'s IT team recommends the use of the Microsoft Dynamic CRM Software to assist. The Wisconsin Department of Administration used Microsoft Dynamics xRM to build the state budget system, stimulus reporting system, and other key systems. The G.A.B. plans to leverage and customize this technology into a recall petition reporting system.

Item	Cost
Shared Network Drive Storage	\$ 232
CRM Server License	\$ 2,788
CRM User License (26)	\$ 14,482
IT Configuration of CRM Software	\$ 23,850
CRM Infrastructure	\$ 753
Database Reporting Customization	\$ 2,250

B. Technology Infrastructure
(\$20,281)

Temporary staff will be using rented computers obtained through state contract to process the tabulation of signatures and assist with challenge review. These computers will be configured and setup in the additional office space. The Department of Administration's Division of Enterprise Technology (DET) will be contracted to assist with this deployment and provide ongoing technical support.

Item	Cost
Computer Rental (20)	\$ 960
Hard Drive Data Purge (upon return)	\$ 360
DET Desktop Support	\$ 5,400
Configuration and Deployment	\$ 1,900
DET Data Support	\$ 11,601
LAN Services Port Charge	\$ 60

C. Board Materials
(\$10,116)

The production of exhibits and materials for the Board to effectively consider the staff recommendations regarding the recall petitions and any subsequent challenges requires significant amounts of printing and delivery expense to be incurred as Board members reside throughout Wisconsin. Additionally, due to public interest in the Board's decisions, the Board is planning to produce ample copies of all Board materials for these meetings. We have budgeted for three days of Board meetings.

Item	Cost
Printing	\$ 9,000
Delivery	\$ 1,116

D. Litigation Materials
(\$9,965)

In order preserve an accurate record of the decisions of the Government Accountability Board for further review by a trial court in the event the Board's decision is appealed, transcription services are required. G.A.B. plans to minimize the anticipated cost of transcription by employing the services of a stenotype reporter at the Board meeting instead of attempting to produce a verbatim transcript after the meeting. In the event of any court challenge to any of the Board decisions,

the reproduction and printing of meeting transcripts will also be required and is part of the recall budget.

Item	Cost
Stenotype Reporter (24 hours)	\$ 480
Transcript Production	\$ 7,500
Courier Services	\$ 25
Printing	\$ 1,960

E. Voter Photo ID Public Education
(\$250,000)

As the anticipated recall elections will likely be the highest voter turnout yet under the new Voter Photo ID law, the G.A.B. is planning to conduct extensive voter outreach in the weeks leading up to the recall elections. The budget includes six weeks of market-rate television and radio advertising, in the event that lower-cost Wisconsin Broadcasters Association Paid Public Service Announcement time is not available. This outreach will begin two weeks before any recall primary and four weeks before any recall election.

Item	Cost
TV and Radio Advertising (6-weeks)	250,000