

Uselman, Tracey

Subject: FW: Election Commission Task Force/City of Milwaukee



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-----Original Message-----

From: Sharon Robinson [mailto:SROBINS@milwaukee.gov]
Sent: Wednesday, January 19, 2005 10:03 AM
To: Conlin, Robert
Subject: Election Commission Task Force/City of Milwaukee

TO: Robert Conlin (Senior Staff Attorney, Special Committee on Election Law)

Hi -

Just wanted to pass along information about the City of Milwaukee Election Task Force. I am attaching a meeting notice which highlights that our first meeting will take place this coming Friday on registration issues. Another document is also attached which also provides information on other meetings that will take place on ballot, polling location and poll worker issues. It also highlights the scope of our work. If you can pass this along to members who serve on the Special Committee on Election Law Review, I'd appreciate it much.

Sharon Robinson
Director
Department of Administration
City Hall Room 606
200 E. Wells Street
Milwaukee, WI 53202
Phone: 414-286-3828
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PUBLIC NOTICE
ELECTION COMMISSION TASK FORCE MEETING

January 21, 2005
9:00 a.m.
City Hall, 200 East Wells Street
Room 101

Ms. Sharon Robinson, Department of Administration (Chair)
Lisa Artison, Elections Commission Director
Linda U. Burke, Deputy City Attorney
Allen Campos, Election Commission
Frank Cumberbatch, Office of Mayor Tom Barrett
Mike Daun, Office of the Comptroller
Randy Gschwind, Information Technology Management Division
Jennifer Meyer, Budget and Management Office
James Michalski, Office of the Comptroller

Meeting Topic: Voter Registration Issues

Key issues to address:

Implementation of Statewide Voter Registration System
Processing of Voter Registration Materials
Maintenance of Voter Registration Lists/Purging Files
Clarification of Voter Eligibility
Voter Registration Groups

- I. Call meeting to order
- II. Presentation by Lisa Artison (Executive Director, Election Commission)
- III. Presentation by Genevieve O'Sullivan Crowley (Assistant City Attorney)
- IV. Presentation by Kevin Kennedy (Executive Director, State Board of Elections) and Barbara Hansen (State Voter Registration Project Director)
- V. Presentation by Michelle Mendoza and Ivory Green (Wisconsin Citizen Action, Coordinators for Voter Registration and Get-Out-The-Vote)
- VI. Other Business
- VII. Adjourn

Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities through sign language interpreters or auxiliary aids. For additional information or to request this service, contact Council Services Division ADA Coordinator at Room 205, City Hall, 200 East Wells Street, Milwaukee, WI 53202.

**Election Commission Task Force
Meeting Schedule**
(Approved by Task Force Members 1/6/05)

Meeting 1 (City Hall, Room 101)

Date: Friday, January 21, 2005 (9:00 a.m. to Noon)

Topic: Registration

- Implementation of Statewide Voter Registration System
- Processing of Voter Registration Materials
- Maintenance of Voter Registration Lists/Purging
- Clarification of Voter Eligibility
- Voter Registration Groups

Meeting 2 (City Hall- Room 301A)

Date: Friday, February 11, 2005 (9:00 a.m. to Noon)

Topic: Absentee Ballots

- Processing of Requests
- Processing of Completed Ballots
- Absentee Voting in City Hall
- Sorting, Packaging, Distribution of Completed Ballots

Meeting 3 (City Hall – Room 301A)

Date: Friday, February 25, 2005 (9:00 a.m. to Noon)

Topic: Polling Locations

- Assessment of locations including elderly, handicapped, language barriers
- Election Day set up of locations

Meeting 4 (City Hall – Room 301B)

Date: Friday, March 4, 2005 (9:00 a.m. to Noon)

Topic: Poll Workers

- Poll Workers Recruitment
- Orientation and Training
- Compensation

Election Commission Task Force

Members:

Sharon Robinson, Department of Administration (Chair)
Lisa Artison, Election Commission
Linda Burke, Office of the City Attorney
Al Campos, Election Commission
Frank Cumberbatch, Office of Mayor Tom Barrett
Mike Daun, Office of the Comptroller
Randy Gschwind, Information Technology Management Division, Dept. of Administration
Jennifer Meyer, Budget and Management Office
James Michalski, Office of the Comptroller

Support Staff:

Robert Juhay, Department of Administration
Amy Stenglein, Department of Administration

Subcommittees:

- I. Subcommittee on Registration:** Linda Burke (Office of the City Attorney), Randy Gschwind (Information Technology Management Division, Department of Administration), Jennifer Meyers (Budget and Management Division, Department of Administration), James Michalski (Office of the Comptroller)
- II. Subcommittee on Absentee Ballots:** Linda Burke (Office of the City Attorney), Al Campos (Election Commission), Mike Daun (Office of the Comptroller), Sharon Robinson (Department of Administration)
- III. Subcommittee on Polling Locations:** Frank Cumberbatch (Office of Mayor Tom Barrett), Randy Gschwind (Information Technology and Management Division, Department of Administration), Sharon Robinson (Department of Administration)
- IV. Subcommittee on Poll Workers:** Frank Cumberbatch (Office of Mayor Tom Barrett), Al Campos (Election Commission), Jennifer Meyers (Budget and Management Division, Department of Administration), Sharon Robinson (Department of Administration)

Approved 1/6/05

Election Commission Task Force

Mission, Goals and Objectives

Ensuring fair and unrestricted access to the ballot box for all Milwaukee residents is a top priority for the Mayor and his administration.

Toward this end, a task force has been formed to review the operational aspects of the Election Commission (EC) and strengthen processes and procedures that have proven inadequate or outmoded. The task force will recommend and implement specific, practical changes that will improve the EC and its processes in measurable ways to the electorate. In addition to making recommendations on the operational aspects of elections, the task force will offer suggestions for legislative changes if necessary. The goal is simple – ensuring and encouraging the exercise of voting rights for all eligible voters in the city of Milwaukee.

A formal report will be issued and made public after the task force completes its work.

Task Force Membership

Sharon Robinson (Director, Department of Administration)

Linda Burke (Deputy City Attorney, Office of the City Attorney)

Allen Campos (Chairman, Election Commission)

Frank Cumberbatch (Assistant to the Mayor for Economic Development, Office of Mayor Tom Barrett)

Mike Daun (Director of Financial Services, Office of the Comptroller)

Randy Gschwind (Director, Information Technology and Management Division, Department of Administration)

Jennifer Meyer (Budget Division, Department of Administration)

James Michalski (Auditing Manager, Office of the Comptroller)

Lisa Artison (Executive Director, Election Commission)

Scope of Work

The Election Commission Task Force will conduct its review of the operational aspects of the EC and will focus primarily on reviewing and strengthening processes and procedures related to:

- Registering Voters
- Processing New Registrations/Voter Registration Cards
- Determining Voter Eligibility
- Updating Polling Lists/Ensuring Accurate Address Listings
- Organizing Polling Sites
- Providing Poll Workers

- Preparing, Distributing and Counting Ballots (including absentee)

More specifically, the task force will concentrate attention on a number of key issues including, but not limited to:

- Staffing/Facilities
- Data management (improving internal technology and implementation of the state-wide voter registration system)
- Independent voter registration efforts and their impact on the EC's ability to process new voter registration cards
- Purging voter registration lists
- Voter education and outreach
- Assessing polling locations
- Age and training of poll workers and polling location supervisors
- Accessibility (elderly and handicap access, language barrier)
- Poll worker training, orientation and compensation
- Processing absentee ballot requests
- Managing on-site absentee voting and Election Day delivery of absentee ballots

Meetings

The task force will convene a number of meetings. The scope of the work is intended to include public input. The task force will seek input from key groups actively involved in the election process including election officials, poll workers, attorneys and residents.

Anticipated Deliverables

The task force will issue a written report on practical changes suggested for the city's election processes and procedures. The report will first be presented to the Judiciary and Legislation Subcommittee of the Common Council and then made available to the public.

Time Frame

The meetings will be scheduled throughout the winter months. The task force will begin its preparation of the formal written report immediately after the meetings and other information gathering processes conclude (ideally by no later than June 30, 2005).